

Ordinary Meeting of Minstead Parish Council
The Surgery, Minstead Village Hall
Monday 6 January 2014

Present: Cllrs W Andrews (Chair), H Bennett, M Bridle, S Cattell, A Ferguson, P Glover.

In attendance: P Osborne (Clerk)

1. Public Participation Period

None

2. Apologies for Absence

Cllr R Taylor, Cllr Mrs Andrews (NFDC), Cllr Keith Mans (HCC).

3. Declarations of Interests

None

4. To confirm the Minutes of the Ordinary Meeting held on 2 December 2013

These were agreed by all and signed.

5. Matters Arising

- Repairs to cattle grids [item 17]: Response received from Rupert Hunter (Highways) outlining plans for the repair work.

6. Matters Ongoing

- Potholes/eroded edges on roads: No progress. **Ongoing**
- Bridleway 10 Phase 2: No progress. **Ongoing**
- Clearance of vegetation encroaching road at Malwood and of brambles on Top Green: No progress. **Ongoing**
- Drainage – mapping to show where standing water on roads: Nearly completed. **Ongoing**
- Parking problems around Trusty Servant: No progress. **Ongoing**
- Possible application for Listed Building status of Malwood Cricket Pavilion: No progress. **Ongoing**

7. Report from Police/Community Support Officer

Not present

8. Reports from County and/or District Councillor

Cllr Mrs Andrews (NFDC), being unable to attend, had asked the Clerk to deliver her response to a question at last meeting about replacement of windows in Congleton Close properties owned by the Council: NFDC has already budgeted for this work within the planned maintenance schedule; the UPVC windows will be cheaper to maintain than wooden frames and also will provide better insulation for tenants. Whilst the work is ongoing NFDC would offer an advantageous rate to home owners in the road for similar windows upgrade - contact Cllr Jill Cleary if interested.

9. Report from Lengthsman

Mr Short reported (by email to Clerk) that he had done two patrols of Minstead in December, but rain had prevented him carrying out any substantial duties.

Cllr Cattell will ask him to report on the outcome of his patrols (i.e. work required) and also to clear drains where possible. Cllr Cattell emphasised that although Mr Short may be unable to do much work during bad weather, he always makes up the hours (and more) when the weather improves.

Cllr Cattell reported that he had been interviewed by an HCC reporter for an article on Village Lengthsmen to be published later this year in *Hampshire Now*.

10. Report from Friday Surgeries

- Many appreciative comments on Carols by the Green followed by the arrival of Father Christmas.

11. Reports from Parish Representatives

- Cllr Glover - Agenda for next meeting of Consultative Panel includes proposed *Cycling Code*.

- Cllr Cattell – On Bull Lane cut he has been scraping leaf mould off the surface. The planned work on Church footpath (ditch alongside, drains etc) will start soon; funding has been received for this.
- Cllr Andrews – Agenda for Hall Committee meeting on 7 January will include plans for creating additional 25 parking spaces to alleviate problems with parking along the roadsides.

12. Planning

NPA Decisions

99001 Muffins. 2-bay garage with log store.

Grant

98961 Fox Hill House, The Grove. Replacement dwelling including basement; outbuilding with 1st floor; solar panels; demolition of existing dwelling and outbuilding.

Grant

Decision Awaited

98925 Blackwater House. Additional first floor accommodation and extension to existing outbuilding; new outbuilding

99053 Grovewood House, The Grove. Addition to detached garage and conversion of 1st floor to provide additional accommodation/office.

New Planning Applications

99077 Little Skymers. Porch; detached garage/workshop (demolish existing garage). **Postpone discussion to next meeting since Parish Briefing not yet received.**

Applications for Tree Work

CONS/13/1104 Malwood Walk Stables. Fell 1 oak & replant 1 ash. 4 oaks – crown clean, raise crown and reduce canopy.

SFLA/13/1162 Acres Down. FC streamlined felling.

SFLA/13/1164 Crown Wood, Pilmore Gate, Emery Down. FC streamlined felling.

SFLA/13/1173 Millyford Green. FC streamlined felling.

There were no objections to any of these applications.

13. Correspondence

E-mail correspondence previously circulated:

- NPA: Invitation to New Forest Wildlife Forum in Lyndhurst 08/02/2014. **Noted.**
- NPA: Notification that from 1/1/14 the period of public notification for Tree Work Applications will be extended from 21 days to 28 days. **Noted.**
- NFDC: Tourist signs to Furzey Gardens. **Agreed that signs should be removed/moved rather than more erected. Furzey Gardens should be signposted only through Minstead along Lyndhurst Road. Clerk to respond.**
- HCC: Rights of Way cutting list 2014 for review/comment. **Noted.**
- HCC: upgrade/replace street lighting in Minstead scheduled for October 2014. **Clerk to request that Heritage lights in Congleton Close be retained with a matching one on the Green to replace the existing pole light.**

Other correspondence:

- Dr Julian Lewis MP: Copy of letter from Official Verderer to himself in response to Minstead's petition for safe local cycle routes, plus copy of letter from Verderers to Minstead PC. **Noted.**

To Read:

- *Clerks & Councils Direct* (December 2013)]
- *LCR* (Winter 2013)

14. Finance

- Receipts & Payments for December 2013:

	£	£	£
Bank Balance as at 31.12.2013			13,395.05
Receipts:			
NFDC: STSF grant for cycle racks			205.80
Accounts to Pay:			
HMRC: PAYE for 3 rd quarter (Clerk + Lengthsman)		288.60	
Mr R Taylor: purchase of cement for installation of cycle racks		34.40	
Mr S Short: Lengthsman salary for December		78.89	
Mrs P Osborne:			
Clerk salary for December	306.45		
Tel (30p x 5)	1.50		
Home-working allowance	18.00		
TOTAL	325.95	325.95	

Reconciliation	£
Balance at 31.12.2013	13,395.05
Subtract: outstanding payments listed above	-727.84
Actual balance	12,667.21

Proposed for payment by Cllr Andrews, seconded by Cllr Cattell and agreed.

- Clerk reported notification from NFDC that small business rate relief will be extended to 31 March 2015. Thus no rates will be payable for the cricket field on Football Green up to that date.

15. Matters raised by Councillors

- Cllr Ferguson: he had reported to HCC some fallen trees across road; but road had been cleared by local person before HCC could get there.
- Cllr Glover: speed limit sign at bottom of Seamans Lane has dropped down the pole - Cllr Cattell to ask Lengthsman if he would be able to raise and fix it.
- Cllr Glover: commented on fallen trees by road by Hazel Hill car park – these have been numbered.
- Cllr Glover: on A337 between the two Minstead turnings are two fallen beeches across fence - Clerk report to CDA.
- Cllr Glover: asked if there was a website counter on new Minstead Village website - Chairman said that all hits were counted and Council could report periodically on usage of the site.
- Cllr Glover: water on road at bottom of Furzey Lane – Clerk to report blocked drain to Richard Bastow.
- Cllr Cattell: ditch on boundary of Manor Farm Park is blocked - householder has responsibility to clear it.
- Cllr Bennett: footpath sign across Mrs Saunders’ field (Lyndhurst Road) is broken - Lengthsman has spare sign so Cllr Cattell to ask him to replace broken one.

16. Precept request from NFDC

Precept of £9,500 had been agreed on 4/11/2013. It was proposed by Cllr Ferguson, seconded by Cllr Cattell and agreed that this figure be entered on request form from NFDC under ‘spending requirement’. Chairman signed form.

17. Tourist signs to Furzey Gardens

Discussed under item 13 above.

18. Website for Minstead Village

Those village organisations already assigned a page have been asked to nominate a person to be responsible for the entry of their data. Other organisations may request a page.

19. Annual Parish Assembly 19 March 2014

This will follow usual format. The theme was agreed: *cycling, with emphasis on local cycle-friendly routes*. Cllr Taylor to invite speakers. Clerk to purchase bread/cheese and ask for use of kitchen. Cllr Cattell to arrange for bar to be available afterwards.

20. Footpath 5 - Drainage work

Cllr Cattell will plan this work with Mr Short. (Any work done by Mr Short will be separate from his duties as Lengthsman.)

21. To agree policy documents for Minstead Parish Council:

- *Standing Orders and Code of Conduct*
- *Recruitment Policy*
- *Freedom of Information*
- *Equality and Diversity*

Draft documents had been previously circulated. It was proposed by Cllr Ferguson, seconded by Cllr Glover and agreed that these four policies be accepted.

Cllr Glover will, once the policy documents have been posted on website, check all links within these documents.

22. Date of next Ordinary Meeting: Monday 3 February 2014 at 19.30

Meeting closed at 20.42