

Minstead Parish Council
 Ordinary Meeting of Minstead Parish Council
 The Surgery, Minstead Village Hall
Monday 3 March 2014

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

In attendance: P Osborne (Clerk), Cllr Mrs Andrews (NFDC).

1. Public Participation Period

None

2. Apologies for Absence

Cllr K Mans (HCC)

3. Declarations of Interests

None

4. To confirm the Minutes of the Ordinary Meeting held on 3 February 2014

These were agreed by all and signed.

5. Matters Arising

- Water on Football Green road at several points [Item 15]:
 - Outside Woodley House: No response as yet from Deputy Surveyor (FC) to request for clearance of ditch on Football Green.
 - Outside Manor Farm Park: Householder has now cleared the ditch outside his property.
 - Between Dunbridge Cottage and Manor Farm Park: Response from R Bastow (HCC) that he has noted this site.
- Stables erected without application to Planning Authority [Item 15]: No response as yet from P Hocking (NFNPA) re legality of these developments.
- Annual Parish Assembly 19 March 2014 [Item 16]: Representatives from NFNPA and FC (and possibly Verderers) have agreed to speak on *Safe Cycling for Local People*.

6. Ongoing

- Potholes/eroded edges on roads: With prolonged wet weather these are worsening. **Ongoing**
- Bridleway 10 Phase 2: Awaiting further word from John Cartwright (HCC). It was suggested that wooden posts might be placed at both ends to prevent vehicles using the bridleway. **Ongoing**
- Clearance of brambles on Top Green: Still too wet for this work. **Ongoing**
- Drainage – mapping to show where standing water on roads: Work in progress. Chairman suggested that, in due course, a letter be sent to householders showing ditches/drains around their properties, reminding them of their responsibilities and encouraging them to keep them clear and effective. Cllr Cattell reported that next week HCC Highways will do the much-needed drainage work at two points on Lyndhurst Road where there is repeated flooding. **Ongoing**
- Possible application for Listed Building status of Malwood Cricket Pavilion: No progress. **Ongoing**

7. Report from Police/Community Support Officer

PC Morant not present but he had emailed *Beat Report* for February together with information on new Keyholder Registration Scheme. This to be included in Weekly eNewsletter.

8. Reports from County and/or District Councillor

Cllr Mrs Andrews (NFDC) reported that Hurst Castle Spit is being repaired. Also that she has shared her Councillor Allowance between parishes - Minstead's share will be used towards cost of path gravel.

9. Report from Lengthsman

Report by email that he had re-hung the speed sign at London Minstead and had cleared drains and ditches around the village.

10. Report from Councillors' Surgeries

Nothing significant to report. But surgeries felt to be valuable.

11. Reports from Parish Representatives

- Cllr Taylor – transport: he will hope to attend *New Forest Passenger Transport Forum* meeting 19 March.
- Cllr Glover – Consultative Panel: he will be unable to attend meeting 6 March and, having seen agenda, Council agreed substitute was not necessary.
- Cllr Cattell – All Saints PCC: he had attended PCC meeting; discussion largely of 5 4 50.
- Cllr Cattell – Footpaths: work on Footpath 5 is progressing and water beginning to flow down ditch.
- Cllr Andrews – Village Hall: he asked for any matters he should raise at next Hall Management Committee meeting – none suggested. Cllr Bennett sought clarification on plans to remove trees to create additional parking at the Hall.

12. Planning

NPA Decisions

99077 Little Skymers. Porch; detached garage/workshop (demolish existing garage). **Refuse**
14/00098/SCR North Sluffers Inclosure. SSSI Wetland Restoration. **EIA not required**

Decision Awaited

99107 Chalford Manor. Two first-floor extensions; roof light.

Trees

CONS/14/0235 SSE Depot, Castle Malwood. Fell 1 oak + 3 pine + 1 holly; reduce 1 lime. **Work already carried out. Clerk to write to P Hocking suggesting that with many trees removed some replanting scheme should be considered at very least since this is within Conservation Area.**

R14/15/14/0256 Acres Down Cottage. **[For Information only.]**

CONS/14/0281 Woodman Cottage. Fell 1 conifer; reduce branches 1 cedar; crown reduce and crown lift (5m) 1 oak; crown lift (7m) poplar trees. **No objections.**

13. Correspondence

E-mail correspondence previously circulated and noted:

- HCC: Notification of New Forest Passenger Transport Forum meeting on 19/03/2014.
- HALC: Annual Conference, *Building and Supporting Community Resilience*, 5/03/2014.
- NFDC: Update on Parish/Town Councillors’ allowances.
- Caip Ltd: Notification of and consultation on proposed works at SSE Castle Malwood. **Comment** (copy to P Hocking, NFNPA): **we are not wholly in favour of further extending the mast, particularly in view of the ongoing removal of screening trees and vegetation.**

[Cllr Mrs Andrews left meeting at 20.12]

To Read:

- *Clerks & Councils Direct* (January 2014)
- *Local Councils Update* (March 2014)

14. Finance

- Receipts & Payments for February 2014:

	£	£	£
Bank Balance as at 28.02.2014			12,075.16
Receipts:			
HCC: Cllr Mans’ grant towards gravel for footpaths			100.00
Accounts to Pay:			
Mr S Short: Lengthsman salary for February		78.89	
Mrs P Osborne:			
Clerk salary for February	306.25		
Tel	2.21		
Ink cartridge	16.32		
Home-working allowance	18.00		
TOTAL	342.78	342.78	

Reconciliation	
Balance at 28.02.2014	12,075.16
Subtract: outstanding payments listed above	421.67
Actual balance	11,653.49

Proposed for payment by Cllr Ferguson, seconded by Cllr Bennett and agreed.

- Clerk reported that Legislative Reform Order now in force repealing requirement for two signatories on every payment. To take advantage would require Council to adopt new *Financial Regulations* and internal procedures compliant with NALC's *Governance and Accountability for Local Councils – A Practitioners' Guide*. In May Clerk will discuss appropriate procedures with Internal Auditor.

15. Matters raised by Councillors

- Cllr Glover – resident had expressed concern about water across Lyndhurst road from upper boundary of Castle Malwood Park Farm due to there being no longer a maintained ditch along front of property. Clerk to write to householder.
- Cllr Ferguson – had received enquiry re traffic monitoring on A31, now completed.
- Cllr Ferguson – Minstead Mail? Council suggested next issue in April. He will seek contributions via Weekly eNewsletter.

16. Footpath 5 - Drainage work

Cllr Cattell has done Risk Assessment for the work and will send a copy to Clerk.

17. NALC Policy Consultation: Local Audit and Accountability Act

Council noted but did not wish to respond to NALC's Policy Consultation document (previously circulated) regarding these regulations which cover filming and the use of social media at council meetings and the recording of decisions taken by officers under delegated powers.

18. Date of next Ordinary meeting: Monday 7 April 2014 at 19.30

Meeting closed 20.34.