

**Parish Council**  
 Ordinary Meeting of Minstead Parish Council  
 The Surgery, Minstead Village Hall  
**Monday 2 June 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), Cllr K Mans (HCC), Ms D Wakelin, Mr D Donawa.

**1. Public Participation Period**

No members of public wished to speak.

**2. Apologies for Absence**

None

**3. Declarations of Interests**

Cllr Taylor – Personal Interest in planning application 00277 (Item12).

**4. To confirm the Minutes of the Annual General Meeting held on 19 May 2014**

These had been previously circulated and were agreed by all then signed.

**5. Matters Arising**

- Council's response to draft *New Forest Cycle Event Organiser's Charter* [Item 16]: This had been sent to NPA; acknowledgement from NPA stated that they will consider Minstead PC's response alongside those sent in by others. **Closed**
- Bridleway 15 – consideration of grant for improvements [Item 22]: Awaiting report back from Mr J Cartwright (HCC). **Ongoing**
- Dogs Trust offer of free microchipping in the community [Item 23]: Following publicity in Weekly News bulletin, only one response received expressing interest. Repeat once in Weekly News. **Ongoing**
- Minstead petition for 20mph speed limit [Item 23]: This was sent to PC Morant. **Ongoing**

**6. Items Ongoing**

- Water on roads (several places on Lyndhurst Road + Football Green outside Woodley House): **Ongoing**
- Potholes/eroded edges on roads: Cllr Cattell will be meeting with Rob Millar later this week. **Ongoing**
- Bridleway 10 Phase 2: **Ongoing**
- Clearance of brambles on Top Green: **Ongoing**
- Drainage – mapping to show where standing water on roads: Cllr Bridle has larger scale maps that would enable greater accuracy in recording; Cllr Mrs Andrews to ask if these could be photocopied at NFDC. **Ongoing**

**7. Report from Police/Community Support Officer**

Neither was present.

**8. Reports from County and/or District Councillor**

Cllr K Mans (HCC) reported:

- AGM – no changes of responsibility.
- Finance - main concern at present is repairing flood damage; important to follow-through Operation Resilience to prevent future problems. Funding for village halls is ongoing; Minstead was turned down last year so Hall Committee should ask criteria before reapplying.
- Superfast Broadband – only 50% of Minstead parish will benefit under current plan so Cllr Mans suggested writing to him to ask for funding for broadband where there are gaps – Clerk to do this.
- Cycling – he will attend NPA meeting this month so would like copy of Minstead's response to draft *New Forest Cycle Event Organiser's Charter*. Cllr Taylor asked if any moves to legislate on how events are run? Cllr Mans said this should be addressed through NPA. He pointed out that organised events are for profit but they take place on public land.

Cllr Mrs Andrews (NFDC) reported that at recent AGM Cllr Maureen Holding was elected as new Chairman. No other changes of responsibility. However there are many alterations in procedures for which training is required.

[Cllr Mans, Cllr Mrs Andrews and Mr Donawa left meeting at 20.00]

## 9. Report from Lengthsman

Mr Short reported for May, another wet month, work on three footpaths (Bull Lane cut, Church, footpath and Red House footpath): grass strimming and cutting back whips.

He also reported seeing rats around the church waste bin apparently being attracted by food deposited in the bin. Cllr Cattell will check to see how often the bin is emptied.

## 10. Report from Councillors' Surgeries

Several reports of potholes. This had prompted Cllr Ferguson to add a link on website for users to report problems direct to HCC.

## 11. Reports from Parish Representatives

- NFALC – Cllr Taylor: *Our Past, Our Future Landscape Partnership Scheme* was introduced at last Quadrant meeting and report circulated; he is meeting with Paul Walton (NPA Head of Environment and Rural Economy) re funding.

## 12. Planning

### NPA Decisions

**00191** Belwood Cottage. 2-storey extension, includes balcony and dormer; 2<sup>nd</sup> 2-storey extension; roof alterations; demolish and replace garage. **Application withdrawn**

**00277** Hazel Hill Farm. Determination as to whether prior approval is required for proposed change of use to dwelling. **Raise Objections**

### Decision Awaited

**00340** Myrtle Tree Cottage. Single story rear extension.

### New Planning Applications

**00394** Slufters Inclosure. Wetland restoration: replacement of drain with restored meander; bed level raising; infilling of side drains; replacement of eleven concrete culverts; replacement of one gravel ford; and the installation of an additional gravel ford. **No comment**

**LICPR/05/00348** Sir Walter Tyrrell. Structural alterations involving the disposal of a sub-standard single toilet facility. To erect a porch at the bottom of the domestic staircase in order to secure a safe route to the final exit. **Unable to comment – insufficient information**

## 13. Correspondence

E-mail correspondence previously circulated:

- NFNPA - *Our Past, Our Future Landscape Partnership Scheme* – Quadrant meeting follow-up from James Brown. [See Item 11 above].
- HCC – Suggestion that communities might set up locally-run service similar to ACSOs service which finishes at end of 2014. **Agreed that not appropriate for Minstead.**

Other correspondence:

- None

To Read:

- None

## 14. Finance

- Receipts & Payments for May 2014:

	£	£	£
<b>Bank Balance as at 30.05.2014</b>			14,862.37
<b>Receipts:</b>			

<b>Accounts to Pay:</b>			
Mr J Murray: Fee for Internal audit		135.00	
W Andrews: Chairman's Allowance		275.00	
Mr S Short: Lengthsman salary for May		78.89	
Mrs P Osborne:			
Clerk salary for May	312.39		
Tel (30p x3 )	0.90		
Mileage (43@65p)	27.95		
Home-working allowance	18.00		
<b>TOTAL</b>	<b>359.24</b>	359.24	

<b>Reconciliation</b>	<b>£</b>
Balance at 30.05.2014	14,862.37
Subtract unpresented cheque	75.00
Subtract: Payments listed above	848.13
<b>Actual balance at 02.06.2014</b>	<b>13,939.24</b>

Proposed for payment by Cllr Andrews, seconded by Cllr Bennett and agreed by all.

- Purchase of laminator (for posters): It was proposed by Cllr Andrews, seconded by Cllr Taylor and agreed that Clerk should purchase laminator costing up to £26, plus appropriate pouches.

## 15. Annual Audit 2013-2014

The Clerk reported that Mr J Murray had recently carried out the Internal Audit and had completed and signed the Audit Commission Pro-forma Section 4. His letter to the Clerk reporting on the Internal Audit had been circulated to all Councillors - it was noted that paragraph 2 point 3 was not accurate in that Council does have Standing Orders in place that were adopted January 2014.

The Clerk suggested that some changes be made to dealing with payments:

- Salaries to be paid at end of each month by Standing Order.
- To avoid displaying personal information relating to salaries in Minutes posted on the website: show a single item 'Salaries and Expenses' under payments, and list the individual amounts on a separate sheet that is then authorised by two signatories.
- Set up Direct Debit for annual payment to Information Commissioner.

It was proposed by Cllr Ferguson, seconded by Cllr Cattell and agreed that these changes be implemented.

The Clerk had discussed with Mr Murray whether it might be beneficial to move to online banking. His view was that, with relatively few payments (and even fewer if salaries are paid by Standing Order), there is no need to switch to online banking.

The Clerk reported that Audit Commission Pro-forma with required additional information has been sent off to BDO for External Audit.

Cllr Andrews thanked the Clerk for her efficient management of the finances.

## 16. Matters raised by Councillors

- Cllr Bridle – parking on bend at Seamans Corner opposite Ivy Cottage is hazardous. Clerk to write to householder and Cllr Cattell to mention it to PCSO Quinn at Beat Surgery.
- Cllr Taylor – he is still looking into legislation on sewage discharges and implications (if any) for Minstead.
- Cllr Taylor – to draft a letter to NFALC re the limitation of 'Green Deal' subsidy to natural gas fired boilers with consequent discrimination against rural areas where there is no access to natural gas supplies.
- Cllr Andrews – reported letter to Ms K Page from Planning Officer re caravan on land opposite Robins Bush Farm.

## 17. Date of next Ordinary meeting: Monday 7 July 2014 at 19.30

Meeting closed at 20.25