

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

**Present:** Cllrs S Cattell (Chair), M Bridle, P Glover, R Taylor.

**In attendance:** P Osborne (Clerk), Ms D Wakelin.

**1. Public Participation Period**

None

**2. Apologies for Absence**

Cllr W Andrews, Cllr H Bennett, Cllr A Ferguson, Cllr K Mans (HCC), Cllr Mrs Andrews (NFDC).

**3. Declarations of Interests**

None

**4. To confirm the Minutes of the Ordinary Meeting held on 1 September 2014**

These were agreed and signed.

**5. Matters Arising [both from Item 16]**

- Recording by survey organisations of responses to electronic consultations: confirmation received from HCC that HCC retains individual electronic survey responses and associated data (since operations began in 2011) for the duration of the project, and in an archive for (at least) five years. Social care survey data is retained for the life of the project only. **Closed**
- Parking for Trusty Servant customers: Cllr Andrews not present to report back on informal meeting with landlords. **Ongoing**

**6. Ongoing**

- Possible defibrillator in Minstead: Cllr Bennett not present to report on this. **Ongoing**
- Cleaning of telephone boxes: Box at Newtown still to be cleaned by Lengthsman. **Ongoing**
- Replacement of flags: Two new flags (St George and Union Jack) now received. **Closed**
- Cleaning War Memorial: Thanks to team effort, memorial now considerably improved. Will try hand-held steam cleaner to remove black algae that resisted scrubbing. **Ongoing**
- Bridleway 15 – consideration of grant for improvements: No progress. **Ongoing**
- Water on roads: Continue to monitor. New drainage seems to be effective. Concerns expressed regarding new ditch dug alongside Lyndhurst Road above Old Court House where spoil piled high at side is collapsing into ditch – Cllr Cattell to speak to Rob Millar about this. **Ongoing**
- Potholes/eroded edges on roads: Eroded edges are a growing problem. Clerk to write to HCC and Verderers to ask whether any decision has been reached on maintenance procedures in New Forest. **Ongoing**
- Bridleway 10 Phase 2: No progress. **Ongoing**
- Clearance of brambles on Top Green: Work by Forestry Commission completed. One tree leaning into power cables will be felled by tree surgeons. **Closed**
- Drainage – mapping to show culverts and where standing water on roads: **Ongoing**

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

Neither was present.

**8. Report from Lengthsman**

Email report for work done in September:

- Bull Lane footpath - grass strimming and cutting back whips.
- Footway opposite Old Court House - cutting back whips.

- Bus shelter at Village Hall – repairs to front section.
- Lyndhurst Road uphill from Shovel Cottage - cut back bracken on verge at bend.

## 9. Report from Councillors' Surgeries

Nothing significant to report.

## 10. Reports from Parish Representatives

- Quadrant meeting – Cllr Taylor reported three main items: (1) There is to be consultation on draft *National Park Management Plan Update* which will present an opportunity to raise any matters people wish to be included. When available, Cllrs should read it and note anything of concern or possible omissions. (2) Concern re existing policy that outbuildings on curtilage of domestic building can be used for any purpose ancillary to house, including accommodation; the sole limitation is that the building cannot represent independent accommodation but must rely on the house for at least one essential function (eg. food, or washing facilities). (3) NFNPA will be running training days on Planning.

## 11. Planning

### NPA Decisions

**00557** Fishpond Piece. Change of use of agricultural building to provide 2 units of holiday accommodation.

**Refuse**

**00488** Fernhill. Single storey extension with pitched roof over flat roof.

**Grant**

**00585/LDCE** The Cottage, Toms Lane Corner. Certificate of Lawful Development for use of existing building as a dwelling.

**Approve**

**00382** Pear Tree Farm, Emery Down. Replace stable block, garage and barn. Increase size of manege. Add horse walker.

**Refuse**

### New Planning Applications

**00649** Grovewood House. Car port to existing garage. **Comment No. 5.**

**00692** Little Skymers. Porch (re-submission of application 99077). **Comment No. 3; it looks in keeping with house.**

**00701** Land at Lyndurst Rd, SO43 7FX. Certificate of Lawful Retention of stables, barn and yard for recreational horse keeping. **Comment: Council is unable to add anything that would be helpful.**

**00653** SSE Depot, Malwood. Replace below-ground oil tank with new tank above ground. **Comment No. 5.**

**00741** Land south of Thatched Cottage, Blackwater. Replacement field shelter with hay store. **Comment No. 5.**

### Trees

**R14/15/14/1066** Field north of Silver Street, Emery Down. Fell 1 Deodar [*sic*] and 1 Redwood – both dead. [*For Information only*]

## 12. Correspondence

E-mail correspondence previously circulated was **noted**:

- HCC: *Hampshire Countryside Access Plan Review* – Stakeholder Consultation. **Council agreed that Countryside Access team has insufficient staff to meet needs. Cllr Taylor to draft response from Council and circulate for comment before submitting.**
- HCC: Update on Mobile Library services to be withdrawn – Minstead not affected.
- HALC: Information on *Openness of Local Government Bodies Regulations 2014*.
- NALC: Update on key issues from Chief Executive.
- HALC: Papers for AGM on 4 October.
- New Forest Equestrian Association (NFEA): Concerns re bridleway 'upgrading' by NFNPA – included in presentation and discussion at Quadrant Meetings. **Clerk to respond that intention is to refurbish gravel on Bridleway 10.**

- HCC: Hampshire Superfast Broadband Programme – Minstead cabinet delayed; now due end November 2014.

**Other correspondence:**

None

**To Read:**

- LCR (Autumn 2014)
- Clerks & Councils Direct (September 2014)
- Local Councils Update (September 2014)
- Local Councils Update (October 2014)

**13. Finance**

- Receipts & Payments for September 2014:

	£	£
<b>Balance as at 31.08.2014</b>		<b>12,860.14</b>
<b>Receipts:</b>		
NFDC: Grants + Precept		<b>4,750.00</b>
<b>Standing Order payments for September:</b>		
Salaries and expenses	390.88	
<b>Cheques to pay:</b>		
HMRC: PAYE for 2 <sup>nd</sup> quarter	293.20	
A Ferguson: reimbursement for purchase of St George flag	60.59	
Brockenhurst College: printing 300 x Minstead Mail (Vol 4, issue 1)	75.00	
BDO LLP: Standard fee for Audit year ended 31.03.2014	120.00	
<b>Total payments for September</b>	<b>939.67</b>	
<b>Balance after payments</b>		<b>16,670.47</b>

Proposed for payment by Cllr Taylor, seconded by Cllr Glover and agreed.

- Set up Direct Debit instruction for annual payment to ICO for data protection registration, currently £35: This had been previously agreed (June 2014, Item 15). Instruction to Bank for payment by Direct Debit due 1 November 2014 was signed and posted on 30 September.

**14. Conclusion of Parish Council Audit 2013-2014**

Report received from External Auditor (BDO) was presented to Council: report stated that Annual Audit now completed and Council’s Annual Return is in accordance with proper practices. Proposed by Cllr Cattell, seconded by Cllr Glover and agreed that this report be approved and accepted. The Clerk has already discussed with Internal Auditor, Mr Murray, the two minor issues raised by BDO:

- Re Petty cash – since there is none, Internal Auditor should not answer ‘no’ in Section 4 Box F.
- Re Precept – now comprises a grant element plus Precept. In Section 1, this grant element should be entered Box 3, not included in Box 2.

Council noted these requirements for future audit.

**15. Matters arising from Quadrant Meeting held on 3 September 2014**

[Covered in Item 10 above]

**16. Administration cost of Village website**

Clerk to contact website provider to arrange ongoing payment.

**17. Matters raised by Councillors**

Refurbishment of Footpath 5: Council agreed to accept quote of £1,300 for labour plus hire of dumper, digger and wacker plate. Cllr Bridle to get 20 tonnes path gravel delivered by end October.

**18. Date of next Ordinary Meeting: Monday 3 November 2014 at 19.30**

Meeting closed at 20.19