

Ordinary Meeting of Minstead Parish Council

The Surgery, Minstead Village Hall

Monday 13 April 2015 at 19.30

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

In attendance: P Osborne (Clerk), Ms D Wakelin, Mrs G Hough.

1. Public Participation Period

No members of public wished to speak.

2. Apologies for Absence

Cllr K Mans (HCC), Cllr Mrs Andrews (NFDC).

3. Declarations of Interests

Cllr Ferguson – personal interest in planning application 00085 (item 11).

4. To confirm the Minutes of the Ordinary Meeting held on 2 March 2015

These had been previously circulated and were agreed and signed.

5. Matters Arising

- Superfast Broadband [Item 15]: Mr Peacey's response to specific questions now received and circulated to Council members; Cllr Andrews will reply. **Ongoing**
- Tin shed by road at Newtown [Item 16]: Roof has now been repaired. **Closed**

6. Ongoing

- Parking difficulties at All Saints church and possibility of designated Disabled Parking space: Parking of vans is legal so cannot be controlled. However, designated Disabled space has been approved and marked out by HCC. **Ongoing**
- Grit bins – repair: Clerk and Cllr Taylor to check that all now repaired. **Ongoing**
- Minstead PC's Proposal for Strategic Cycle Route: Now included in NFNPA draft plan. **Ongoing**
- Controlling vehicular entry to Glebe Field: Council's suggestion that existing gates could be used had been discussed with one of the owners. Cllr Bennett to find out if this suggestion has been discussed with the other owners. **Ongoing**
- Parish Council trees - necessary work: Awaiting approval of applications. **Ongoing**
- Possible defibrillator in Minstead: Agreed to seek views of parishioners via Weekly News (Cllr Ferguson) and Survey Sheet at Village Shop (Cllr Bennett). **Ongoing**
- Eroded edges on roads: Clerk write to Cllr Mans, T Lawton, R Bastow, cc Rob Millar to ask if agreement has been reached with Verderers on an acceptable solution. **Ongoing**
- Drainage Mapping: **Ongoing**

7. Reports from County and/or District Councillor

Neither was present.

8. Report from Lengthsman

During March he carried out two patrols – all was in order and tidy. Weather was not good enough to start on repairs of bus shelter at hall and bench at cricket green.

9. Report from Councillors' Surgeries

Appreciation expressed of drainage work and resurfacing of Church footpath.

10. Reports from Parish Representatives

- Cadnam Cricket Club - Cllr Taylor to contact secretary re new dragons teeth around Football Green.
- Minstead Village Hall – work on Green Room now completed.

11. Planning

NPA Decisions

00101 Pear Tree Farm. Two stable blocks; (Demolition of existing stable block); extension to manege; creation of horse walker (Resubmission of planning application 14/00382). **Grant**

00085 Hunters Brook. Replacement dwelling and outbuilding. **Grant**

Council agreed that Clerk should write to ask how this decision (to Grant permission for 15/00085) can be reconciled with *New Forest National Park Design Guide*, and invite Planning Officer to a meeting to explain.

New Planning Applications

15/00194 Fylingdale. Two storey front extension; single storey side extension; porch (Demolition of garage, car port and conservatory). **Comment No 5.**

Appeal

APP/B9506/W/3005862 Land at Fishpond Piece. Change of use of agricultural building to provide two units of holiday accommodation.

Trees

Council raised no objections to tree applications below.

CONS/15/0225 Yew Tree Farm. Fell 1 beech tree to ground level. **Decision - No Objections**

TPO/15/0227 New Forest Fox Hounds Kennels. Fell 1 oak. **Decision - Grant**

CONS/15/0236 Green opposite Park Gate Cottage. Liquidamber: Remove branch towards road.

CONS/15/0238 Village Green. Chestnut: remove branch (showing decay) towards Trusty Servant.

CONS/15/0291 Fox Hill House, The Grove. Fell 1 x Cypress and 1 x Western Red Cedar.

R14/15/15/0266 Hazel Hill Cottage. Fell 1 x Oak, 1 x Ash for cable clearance. **For Information Only.**

R14/15/15/0277 Stoney Cross Lodge. Fell 1 x Oak (decay at base). **For Information Only.**

R14/15/15/0282 Stoney Cross. Prune trees to clear cables by 4m. **For Information Only.**

12. Correspondence

E-mail correspondence previously circulated:

- HCC: Changes to Parish Lengthsman scheme for 2015/16 - Future of the scheme after 2015/16 yet to be decided. New Agreements to be issued from the 1 April 2015, for year 2015/16, with new requirements for the monitoring and recording of work done and expenditure, and adding 'flood prevention' to the schedule of permitted works. **Noted.**
- HALC: Rural Broadband Survey. **Some Cllrs have already responded.**

Other correspondence:

- Came & Company: notification that they will obtain three quotes from insurers for our council insurance to ensure we get 'the right cover'. **Noted.**

To Read:

- LCR (Spring 2015)
- Local Councils Update (March & April 2015)
- Clerks & Councils Direct (March 2015)
- Council Matters (Spring 2015)

13. Finance

- Clerk reported receipt of Non-domestic Rates demand notice for Cricket field for £0.00. (Charge for financial year 2015/16 = £696.00. Small Business Rate Relief = £696.00)
- Salaries: An increment for Clerk w.e.f. 1 April was proposed by Cllr Cattell, seconded by Cllr Bennett and agreed. Lengthsman salary to be reviewed later in year.
- Banking: New Standing Orders w.e.f. 1 April 2015 for monthly payment of salaries to Clerk and Lengthsman plus Homeworking Allowance for Clerk. Proposed by Cllr Bennett, seconded by Cllr Taylor, these were agreed and signed.

- Receipts & Payments for March 2015:

		£	£
Balance at 28.02.2015			10,993.79
Receipts:			
NFDC: District Cllr Mrs Andrews' Community Grant			135.00
Standing Order payments for March:			
Salaries and expenses		390.88	
Cheques to pay:			
Minstead Village Shop: Refreshments for Annual Parish Meeting		22.46	
S Short: PAYE overpaid 1 April 2014 – 31 March 2015		0.85	
P Osborne: Expenses and salary arrears			
	Stationery	36.91	
	Homeworking	18.00	
	Tel	2.40	
	Salary arrears 1 April 2014 – 31 March 2015	19.74	
	Total	77.05	77.05
HMRC: PAYE (4 th quarter) for Clerk and Lengthsman		298.60	
Total payments for March		789.84	
Balance after payments (to be carried forward to next financial year)			10,338.95

Re NFDC Community Grant towards Disabled parking at church: Cllr Mrs Andrews had sent message that since HCC is now paying for the parking bay, she would like to pass the grant (£135) to Junior Minstead.

Payments as listed above plus £135.00 to Junior Minstead were proposed by Cllr Taylor, seconded by Cllr Cattell, and agreed.

14. End of Financial Year 2014–2015: Annual Return for Audit

- **Section 1: Accounting Statements for Minstead Parish Council.** The accounts for 2014-2015 plus annual return had been previously circulated. It was proposed by Cllr Cattell, seconded by Cllr Ferguson and agreed by all that Section 1 be approved. Papers were signed by Chairman and RFO.
- **Section 2: Annual Governance Statement.** The Chairman read the Statement. It was proposed by Cllr Ferguson, seconded by Cllr Bennett and agreed that the Annual Governance Statement be approved. It was signed by Chairman and RFO.

15. Annual Parish Assembly

Nineteen members of public had attended. Council felt it had been a good meeting, with a timely and interesting presentation of *Hampshire Alert* by Community Police.

16. Superfast Broadband in Minstead - HCC/BT Questions

See Item 5 above.

17. Dragons teeth replacement programme

Council had not received any notification of recent work replacing dragons teeth and (in some places) inserting additional ones. Clerk to write to Forestry Commission to say that Parish Council would welcome information on programmed work within the parish.

18. Date of AGM 2015

Since both current Chairman and Vice Chairman will be away on 18 May it was agreed to change date of AGM to 11 May.

19. Matters raised by Councillors

- Barrier across lane to Acorns – since the lane is owned either by FC or by Minstead Manor, this is not an issue for the Parish Council. CDA (Mike Eccles) is pursuing the matter.
- *Minstead Mail* – next issue at end of May.

- Repainting of red telephone box at Newtown – already on Lengthsman’s list of jobs for this year.
- Seat by Football Green – this is FC responsibility but Clerk will add it to Lengthsman’s Risk Assessment list so any action required (by FC) can be flagged up.
- Tree guard around tree outside Golden Croft - Lengthsman to remove it.
- Village Fete – Agreed that Parish Council is supporting this event and is allowing it to take place on Village Green.

20. Next meeting: Annual General Meeting 11 May 2015 at 19.30.

Chairman thanked Cllr Bridle and Cllr Glover for their contributions to PC and welcomed Ms Wakelin and Mrs Hough as recently elected councillors w.e.f. 11 May.

Meeting closed at 20.47