

## **Minstead Parish Council**

Summons to all members of the Council:

You are hereby summoned to attend the Ordinary Meeting of Minstead Parish Council  
To be held in the **Minstead Social Club Meeting Room** on **Monday 4 April** commencing at **19.30**

Signed  Parish Clerk

29.03.2016

### **AGENDA**

Public Participation Period: *A period of 15 minutes will be allowed. Members of the Public intending to address the meeting must have registered with the Clerk by close of business on the Friday preceding the meeting at the latest. This is to allow control of numbers in the meeting room so as not to exceed any regulations. Members of the Public in attendance are entitled to remain for the meeting should they so wish, unless any item is declared confidential or exempt business. Members of the Public may not participate in any of the business being considered except by invitation of the Chairman.*

- 1. Apologies for Absence**
- 2. Public Participation Period**
- 3. Declarations of Interests**
- 4. To confirm the Minutes of the Ordinary Meeting held on 7 March 2016**
- 5. Matters Arising**
  - Water on Church Lane from Trusty Servant car park
- 6. Items Ongoing**
  - Annual Parish Assembly (16 March)
  - Beacon to celebrate Queen's birthday
  - Request for SpeedWatch volunteers
  - Blackwater Road - overgrown vegetation and missing dragons' teeth
  - Restoration work to Bridleway 13
  - Replacement of gates and posts at both ends of Bull Lane footpath
  - Eroded edges on roads
- 7. Reports from County and/or District Councillor**
- 8. Report from Lengthsman**
- 9. Report from Councillors' Surgeries**
- 10. Reports from Parish Representatives**
- 11. Planning** [See Appendix]
- 12. Correspondence** [See Appendix]
- 13. Finance** [See Appendix]
- 14. End of Financial Year 2015-2016: Annual Return for year ended 31 March 2016**
  - Section 1 Annual Governance Statement 2015/16
  - Section 2 Accounting Statements 2015/16
- 15. Fundraising to recoup defibrillator costs**
- 16. Shooting on Manor Waste**
- 17. Matters raised by Councillors**
- 18. Date of Annual General Meeting: 9 May 2016 at 19.30**

## APPENDIX

**Please note that items in the Appendix may be updated after publication but before the meeting. In this event see the Village website for updated version.**

### 11. Planning

#### NPA Decisions

##### Decision Awaited

**15/00774** Little Thatch. One and two storey extensions. **Amended plans received 03.11.2015.**

**16/00153/PATC** Communications site, Castle Malwood Depot. Determine whether prior approval is required for addition of 3 x antennas + 2 x dishes.

##### New Planning Applications

**16/00192** Perry Dees. Addition of dormer and Velux roof lights; Replace roof tiles.

**16/00223** Fishpond Piece, Application for a Certificate of Lawful Development for Existing use of dwelling in breach of Condition 1 (Agricultural Occupancy) of planning permission NFDC/91/48438.

##### Trees

**CONS/16/0224** The Rise. Fell 1 x Conifer tree.

**CONS/16/0276** Ocknell House. Prune 1 x Group Beech trees.

**CONS/16/0303** Beaufield. Prune 1 x group Cedar tress; fell 2 x Cedar trees.

**CONS/16/0301** Canterton House. Fell 1 x Acacia.

### 12. Correspondence

E-mail correspondence previously circulated:

- HALC: DCLG consultation document on the proposed detail of neighbourhood planning legislative reforms (see Chapter 5).
- HALC: briefing LAIS1388 *Planning Changes*.
- HCC Countryside Access Team: New Community Engagement Ranger.
- HALC: Guidance on submitting motions through the ALC to NALC.
- Came & Company: *Council Matters* (Spring 2016).

To Read:

- *LCR* (Spring 2016)

### 13. Finance

- HCC Parish Lengthsman Scheme funding for financial year 2016-2017.
- Review of Lengthsman salary.
- Clerk salary from 1 April 2016.
- Banking Standing Orders w.e.f. 1 April 2016.
- Budget report for 4<sup>th</sup> quarter.
- Receipts & Payments for March 2016:

	£	£	£
	Net	VAT (recoverable)	
<b>Balance at 29.02.2016</b>			<b>11,574.04</b>
<b>Receipts:</b>			
HCC: Cllr Mans' Councillor Grant towards defibrillator			750.00
Donation from parishioner towards defibrillator			100.00
<b>Standing Order payments</b>			
Salaries and expenses	427.87		
<b>Cheques to pay:</b>			
All Saints PCC: Donation towards churchyard maintenance	300.00		
NF Citizens Advice Bureau: Donation	50.00		

Minstead Village Shop: Annual Parish Assembly Refreshments	26.41		
RTS Fencing: supply and fit posts/gates	1000.00	200.00	
Hutton Lighting: connection of defibrillator cabinet	100.00		
S Short: salary arrears 1 Apr 2015 – 31 Mar 2016	1.40		
HMRC: PAYE (4 <sup>th</sup> quarter) for Clerk and Lengthsman	307.40		
HALC: Clerk Finance Training (01/04/15)	65.00	13.00	
P Osborne: Admin expenses for January, February, March	21.88		
<b>Total payments for March</b>	<b>2,299.96</b>	<b>213.00</b>	<b>2,512.96</b>
<b>Balance after payments (to be carried forward to next financial year)</b>			<b>9,911.08</b>