

**Ordinary Meeting of Minstead Parish Council**

The Surgery, Minstead Village Hall

**Monday 4 April 2016 at 19.30****Present:** Cllrs W Andrews (Chair), H Bennett, S Cattell), A Ferguson, G Hough, R Taylor, D Wakelin.**In attendance:** Cllr K Mans (HCC), P Osborne (Clerk), Mr R Hadfield.**1. Apologies for Absence**

Cllr Mrs Andrews (NFDC)

**2. Public Participation Period**

Mr Hadfield commented favourably on new gates on Bull Lane footpath. He then raised the matter of general rubbish being dumped in the recycling area at Village Hall. Mr Hadfield agreed to draft a notice for display, listing items that can/cannot be deposited for recycling - Clerk to laminate. Guidance on use of the recycling area will also be included in e-Newsletter.

**3. Declarations of Interests**

None

**4. To confirm the Minutes of the Ordinary Meeting held on 7 March 2016**

These had been previously circulated. They were agreed and signed.

**5. Matters Arising**

- Water on Church Lane from Trusty Servant car park: Now ceased. **Closed.**

**6. Items Ongoing**

- Annual Parish Assembly (16 March): Eighteen people attended and the meeting felt to be positive. **Closed**
- Beacon to celebrate Queen's birthday on 21 April: Beacon being organised by Mr Biddlecombe and will be lit at 8.30. There will be food at Social Club. Publicity and request for wood to be included in e-Newsletter – Cllr Taylor will transport wood. Cllr Cattell to ask if MTT would like to help. Clerk to check that Hall car park can be used. **Ongoing**
- Request for SpeedWatch volunteers: Only one so far. Cllr Hough has yet to speak to parents at Junior Minstead. **Ongoing**
- Blackwater Road - overgrown vegetation and missing dragons' teeth: No progress. **Ongoing.**
- Restoration work to Bridleway 13: No word from residents following meeting with them on 29 February. It has recently been suggested that the area comes under HLS grant scheme for protection of grazing land (Cllr Taylor to check this) in which case installing dragons teeth might be an option. If HLS scheme is applicable, Council must meet with Minstead Manor Estate and write to residents with a solution to protect triangle. **Ongoing**
- Replacement of gates and posts at both ends of Bull Lane footpath: Work completed. Clerk to submit recommendation for RTS Fencing to Check-a-Trade. **Closed**
- Eroded edges on roads: Cllr Taylor reported on a meeting with councillors from Western Escarpment who face similar problems and have succeeded in getting interested bodies together to discuss solutions. They used customised maps to illustrate. However, there is no plan for mending edges in New Forest despite the fact that if edges were shored up, it would protect the verges (= grazing land). It was agreed to produce maps showing problem areas, with photos plus GIS references - Cllr Taylor to check with colleagues from Western Escarpment how they went about this. **Ongoing**

**7. Reports from County and/or District Councillor**Cllr K Mans (HCC):

He reported on cuts:

- Libraries – mobile library are threatened.
- Recycling – HCC is consulting on ways to cut costs.

The decision on boundaries is expected soon.

Cllr Mrs Andrews (NFDC) was not present but Council expressed its thanks to her for the new road sign at Congleton Close.

**8. Report from Lengthsman**

- Revisited drain outside Two Pictures: the blockage is at drain entry end and he managed to rod only one metre as drain is too small to allow full rodding. It is blocked with silt accumulated over time and will need a more substantial machine to clear.
- Refitted road sign to required height. It had dropped because the post is square but the fitting for sign is for a round post. He has had to fix this sign before.
- Church footpath: cleaned ditch out in various sections at to allow better flow.
- Bench on Football Green: cleaned and sanded.

**9. Report from Councillors' Surgeries**

Query about the drain on Football Green. This matter is in hand.

**10. Reports from Parish Representatives**

- Footpaths – complaint received about mud on Footpath 9 before stile at Red House. Cllr Cattell will inspect it.
- Village Hall – work to Old Surgery has been delayed. Work is now required on kitchen following recent inspection of kitchen by NFDC Environmental Health.

[Cllr Mans left meeting at 20.36]

**11. Planning****NPA Decisions**

**16/00153/PATC** Communications site, Castle Malwood Depot. Determine whether prior approval is required for addition of 3 x antennas + 2 x dishes. **Raise no objection.**

**Decision Awaited**

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

**New Planning Applications**

**16/00192** Perry Dees. Addition of dormer and Velux roof lights; Replace roof tiles. **Comment No 3 – this seems totally sensible.**

**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. **Some planning history is missing. There have been 9 previous planning applications (<http://publicaccess.newforestnpa.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>) of which only 5 are listed on the Parish Briefing. Council comment is No 4 on the basis that the dwelling was a new build specially for agricultural use. Earlier applications (e.g. 14/00557) argued that it was still an agricultural site or suggested that an agricultural use did exist.**

**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 trees; fell 2 x Cedar trees.

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

**CONS/16/0331** House in the Trees. Fell 1 x silver birch.

**Council has no comment to make on these applications for tree work.**

**12. Correspondence**

E-mail correspondence previously circulated:

- HALC: DCLG consultation document on the proposed detail of neighbourhood planning legislative reforms (see Chapter 5). **Is this relevant to Minstead PC? Cllr Taylor to check with Steve Avery and, if so, object to 5 week decision time since that is unrealistic for all PCs with monthly meetings.**
- HALC: Briefing LAIS1388 *Planning Changes*.
- HCC Countryside Access Team: Introduction to 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: Notification received that funding is to be provided as last year, £1,000 towards Lengthsman salary.
- Banking Standing Orders: Salary increases w.e.f. 1 April 2016 were agreed on 2 November 2015 - Lengthsman salary +2% and Clerk progression to next Scale Pt. New Standing Order Request forms for updated salaries were signed.
- Budget report for 4<sup>th</sup> quarter: This had been previously circulated; there were no queries.
- 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>

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

**14. End of Financial Year 2015-2016: Annual Return for year ended 31 March 2016**

- Section 1 Annual Governance Statement 2015/16. The Chairman read the Statement. It was proposed by Cllr Bennett, seconded by Cllr Taylor and agreed unanimously that the Annual Governance Statement be approved. It was signed by the Chairman and Clerk.
- Section 2 Accounting Statements 2015/16. The accounts and Annual Accounting Statements 2015/16 had been previously circulated. It was proposed by Cllr Taylor, seconded by Cllr Bennett and agreed unanimously that the accounting statements be approved. The Responsible Financial Officer signed to certify that the statements fairly presented the financial position of the Council and the Chairman signed to confirm that the statements were approved.

**15. Fundraising to recoup defibrillator costs**

Three events are being planned that will contribute to the fund: Referendum Hustings on 27 April (proceeds to be shared with local charities); Village Fete on 20 August (half of proceeds); Barn Dance (all proceeds) – Cllr Bennett is seeking recommendations for a band.

**16. Shooting on Manor Waste**

Repeat complaint from a parishioner about shooting several hours after sunrise, stating that others are also upset about this. Clerk to reply with suggestion that 'others' should make their complaint known; also to send again the information from Manor Estate explaining shooting schedules.

**17. Matters raised by Councillors**

- Liquidambar tree on Top Green that lost a limb in recent storm has been inspected by Geoff Green who says it is not dangerous but needs crown reduction by 25% to reduce weight, plus pruning the

other side to balance it. Being liquidambar, it should re-grow. Clerk to submit tree work application. Chairman will phone Nick Gruber.

- Should information on B&Bs and local taxis be on website? Mixed views expressed on this. Cllr Ferguson will research.
- Piece of field hedge above Wisteria Cottage on Newtown Rd is falling out into road. Cllr Cattell will look at it.
- Information on jobs that can be undertaken under Lengthsman Scheme? Clerk to re-send this to Cllr Taylor.

**18. Date of Annual General Meeting: 9 May 2016 at 19.30**

Meeting closed at 21.38