

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 Danby Room, Minstead Hall on **Monday 3 April 2017 at 19.30**

Signed  Parish Clerk

28.03.2017

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 6 March 2017**
- 5. Matters Arising**
 - Annual Parish Assembly (15 March 2017)
 - Village Litter Pick (1 April 2017)
 - Village name signs
- 6. Items Ongoing**
 - Remaining section of original wall around Castle Malwood kitchen garden
 - Speedwatch
 - Adoption of telephone kiosk in village centre
 - Dragons' teeth opposite North Lodge
 - Muddy section on Footpath 9
 - Eroded edges on roads
- 7. Reports from County and/or District Councillor**
- 8. Report from Lengthsman**
- 9. Reports from Parish Representatives**
- 10. Planning** [See Appendix]
- 11. Correspondence** [See Appendix]
- 12. Finance** [See Appendix]
- 13. Annual Return for year ended 31 March 2017**
 - a) Section 1 - Annual Governance Statement 2016/17
 - b) Section 2 - Accounting Statements 2016/17
- 14. Defibrillator refresher training**
- 15. Community Resilience**
- 16. Matters raised by Councillors**
- 17. Date of Annual General Meeting: 8 May 2017 at 19.30**

APPENDIX

10. Planning

Decisions

16/01068 and **16/01069 LBC** Faeries Cottage. Increase height of 2no existing chimneys; flue. **Grant**

16/01071 and **16/01072 LBC** Faeries Cottage. Addition of 3no dormer windows; internal alterations. **Grant**

16/01019 Myrtle Cottage. Two-storey extension; demolition of existing conservatory. **Refuse**

17/00023 Holly Hatch, Emery Down. Roof alterations to create additional first floor habitable accommodation; dormer with Juliette balcony; 2no rear rooflights; demolition of existing conservatory. **Grant**
[Multiple Parish – for information only.]

16/01075 Cartref Cottage. Single storey extension; new double garage with room over. **Refuse**

Decision Awaited

17/00123 Merrie Orchard. Detached garage with storage over (Demolition of existing outbuilding).

17/00162 Field 13. Erection of agricultural storage barn.

New Planning Applications

17/00166 and **00167 LBC** Pear Tree Cottage, Emery Down. Single Storey rear extension.

17/00147 Myrtle Tree Cottage. Replacement conservatory.

17/00223 Talbot Cottage. Application to remove Condition 3 of permission 15/00528 to allow retention of 1 velux window to garage + minor material amendment.

17/00227 High Trees. Single storey rear extension; roof alterations to facilitate additional 1st floor accommodation.

17/00231 The Lodge, Malwood. Creation of access; entrance gates (*amended description*).

Trees

CONS/17/0255 Skymers. Fell 3 x Lime trees.

11. Correspondence

E-mail correspondence previously circulated:

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To Read

- *Clerks & Councils Direct (March 2017)*
- *LCR (Spring 2017)*

12. Finance

- Receipts & Payments for March 2017:

	£	£	£
	Net	VAT (recoverable)	
Balance at 28 February			13,574.11
Receipts:			
HCC: Cllr Mans' grant for FP9			250.00
Standing Order/Direct Debit payments			
Salaries and expenses	445.03		
Cheques to pay:			
Minstead Village Shop: Annual Parish Assembly refreshments	29.28		
HMRC: PAYE (4 th quarter) for Clerk and Lengthsman	320.50		
Lee Byford: Ditch clearance along FP 5	75.00		
P Osborne: Admin expenses for Jan, Feb, Mar.	40.61		
Total payments for March	910.42		910.42
Balance after payments			12,913.69

