

Ordinary Meeting of Minstead Parish Council

Danby Room, Minstead Village Hall

Monday 3 April 2017 at 19.30

Present: Cllrs W Andrews (Chair), H Bennett, S Cattell, A Ferguson, R Taylor, D Wakelin, Mrs P Osborne (Clerk), Mr W & Mrs M Dibben, Mr K Ashley, Mrs H Orman, Mr A Simpson.

1. Apologies for Absence

Cllr G Hough, Cllr Mrs Andrews (NFDC).

2. Public Participation Period

Mr & Mrs Dibben enquired about progress with solutions to traffic problems along Blackwater Road.

Mr Ashley explained his rationale for his current planning application (17/00223).

Mrs Orman outlined revisions being made to her recent planning application (17/00123).

[Mr & Mrs Dibben left 19.50]

3. Declarations of Interests

Cllr Wakelin declared a personal and prejudicial interest in item 10: planning application 17/00227.

4. To confirm the Minutes of the Ordinary Meeting held on 6 March 2017

These had been previously published and were agreed and signed.

5. Matters Arising

- Annual Parish Assembly (15 March 2017): Attendance (total 33) was good.
- Village Litter Pick (1 April 2017): Thanks to all who took part. All NFDC equipment has been returned.
- Village name signs: No progress.

6. Items Ongoing

- Remaining section of original wall around Castle Malwood kitchen garden: **Ongoing**
- Speedwatch: Email update from Mr Donawa stating that Police would report back to next Focus Group meeting on points raised:
 - all CSW sites have been vetted and risk-assessed by the police
 - police forces in surrounding areas do allow CSW to operate on 40 mph roads
 - has there been a change in force insurance regarding cover for CSW volunteers on 40 mph roads? **Closed**
- Adoption of telephone kiosk in village centre: Confirmation received that New Forest have agreed to adoption by PC and the adoption procedure will follow. **Ongoing**
- Dragons' teeth opposite North Lodge: These have been moved further back. There remains a problem with a blocked storm drain opposite Two Pictures causing edge erosion and damage to SSSI verges - HCC have been contacted regarding this. **Ongoing**
- Muddy section on Footpath 9: Work by HCC left the path still muddy and with a new stile that was inferior to original; Parish Council will carry out improvements. **Ongoing**
- Eroded edges on roads: **Ongoing**

7. Reports from County and/or District Councillor

Neither was present.

8. Report from Lengthsman

No report received.

9. Reports from Parish Representatives

Nothing to report.

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. **[Multiple Parish – for information only.] Grant**

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. **Comment No 5.**

17/00147 Myrtle Tree Cottage. Replacement conservatory. **Comment No 3 because it is a replacement.**

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. **Comment: Looks as if this should be subject to legal agreement between NPA and the applicants and we feel that wholesale removal of Condition 3 is too broad brush.** Clerk to speak to Planning Officer.

17/00227 High Trees. Single storey rear extension; roof alterations to facilitate additional 1st floor accommodation. **Comment No 3.**

17/00231 The Lodge, Malwood. Creation of access; entrance gates (*amended description*). **Comment No 5. We would like it noted that this new entrance, if approved, should be for the sole use of the Lodge, Malwood and not for adjoining properties e.g. Malwood House, any other commercial users.**

[Mr Ashley left at 20.22]

Trees

CONS/17/0255 Skymers. Fell 3 x Lime trees. **No comment.**

11. Correspondence

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 4th Quarter (Jan, Feb, Mar).	40.61		
Total payments for March	910.42		910.42
Balance after payments			12,913.69

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

13. Annual Return for year ended 31 March 2017

- a) Section 1 - Annual Governance Statement 2016/17: The Chairman read each item of the Statement. It was proposed by Cllr Cattell, seconded by Cllr Ferguson and agreed unanimously that the Annual Governance Statement be approved. It was signed by Chairman and Clerk.
- b) Section 2 - Accounting Statements 2016/17: The accounts and Accounting Statements had been previously circulated. It was proposed by Cllr Cattell, seconded by Cllr Taylor and agreed unanimously that the Accounting Statements be approved. The Responsible Financial Officer signed to certify that the statements fairly present the financial position of the Council and its receipts and payments. The Chairman signed to confirm approval by Council.

The Clerk was asked to find out the position re snow plough linkage as an asset; it was purchased by the council to link to the tractor used by the contractor at that time but may no longer be of use.

14. Defibrillator refresher training

Cllr Bennett will approach South Central Ambulance Service for another session in *1st Aid and resuscitation* (to include use of defibrillator) for members of the community including staff at Village Shop and Trusty Servant.

15. Community Resilience

Cllr Bennett had circulated information from the *Emergency Planning & Resilience* workshop. She and Cllr Wakelin will work on a Resilience Plan.

16. Matters raised by Councillors

- Village Fete - Council agreed to sponsor the fete on 12 August (to coincide with Beer Festival at Trusty Servant) on Village Green. Proceeds to Church tower repairs, defibrillator and maybe another charity. Further discussion on this next meeting.

[Mrs Orman left 20.52]

- Broadband – no response about 2nd cabinet in village centre. Cllr Andrews will pursue this.
- NFDC New tourism site - Cllr Ferguson to update the Village website to include any changes necessary.
- Housing White Paper – The 38 detailed questions on the White Paper consultation are not appropriate for Minstead PC to respond to. However Cllr Taylor will draft a brief response urging that any changes decided on make it clear how they will apply within a National Park. The NFNPA will consider their response at the planning committee meeting on 18/04/17.
- Village clock – replacement case is promised but still not done.
- Recent Enforcement meeting (22 March) – There was no feedback given on compliance.

17. Date of Annual General Meeting: 8 May 2017 at 19.30

Meeting closed at 21.03