

Minstead Parish Council

Summons to all members of the Council:

You are hereby summoned to attend the Annual General Meeting of Minstead Parish Council
To be held in the Danby Room, Minstead Hall on **Monday 8 2017** at **19.30**

Signed  Parish Clerk

03.05.2017

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. **Election of Chairman and Vice Chairman**
3. **To agree amount of Chairman's Allowance in pursuance of Local Government Act 1972, ss 15(5) and 34(5)**
4. **To appoint Parish Representatives:**
 - Cadnam Cricket Club
 - Minstead Village Hall Management Committee
 - New Forest Association of Local Councils (NFALC)
 - New Forest Consultative Panel
 - All Saints PCC
 - Police Liaison
 - Footpaths
 - Minstead Village Website
 - Minstead Mail and Weekly Notices
5. **To agree meeting dates for 2018** *[See proposed dates in Appendix]*
6. **Public Participation Period**
7. **Declarations of Interests**
8. **To confirm the Minutes of the Ordinary Meeting held on 3 April 2017**
9. **Matters Arising**
 - Defibrillator refresher training
10. **Items Ongoing**
 - Village name signs
 - Remaining section of original wall around Castle Malwood kitchen garden
 - Adoption of telephone kiosk in village centre
 - Blocked storm drain opposite Two Pictures
 - Muddy section on Footpath 9
 - Eroded edges on roads
11. **Reports from County and/or District Councillor**
12. **Report from Lengthsman**
13. **Reports from Parish Representatives**
14. **Planning** *[See Appendix]*

- 15. **Correspondence** [See Appendix]
- 16. **Finance** [See Appendix]
- 17. **Annual Audit**
- 18. **Community Resilience**
- 19. **Matters raised by Councillors**
- 20. **Date of next Ordinary Meeting: 5 June 2017 at 19.30**

APPENDIX

- 5. **Proposed meeting dates 2018:**
8 January, 5 February, 5 March, 21 March (Annual Parish Assembly), 9 April, 14 May (AGM), 4 June, 2 July, 6 August, 3 September, 1 October, 5 November, 3 December.

- 14. **Planning**

Decisions

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 **Withdrawn**

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

17/00147 Myrtle Tree Cottage. Replacement conservatory. **Grant**

Decision Awaited

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

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*).

New Planning Applications

17/00269 Canterton Manor Farm. Single storey extension; alterations to fenestration; partial demolition of main dwelling.

17/00120 and 00121 (LBC) Malwood Walk House. Single-storey extension; detached garage (demolish existing); associated landscaping and patio.

Trees

CONS/17/0365 Grovewood House. Prune 1 x Scots pine; fell 1 x group Scots pine.

- 15. **Correspondence**

E-mail correspondence previously circulated:

- Parking problems in Congleton Close

To Read

- LCU April 2017

- 16. **Finance**

- Current PC Insurance policy expires on 31 May – renewal quotation circulated. To renew?
- £6,000 is now set aside as a reserve fund, leaving £6,913.69 in the working account carried forward from financial year 2016/17.
- Receipts & Payments for April 2017:

	£	£	£
	Net	VAT (recoverable)	

Balance at 31 March			6,913.69
Receipts:			
HCC: Parish Lengthsman Scheme			1,100.00
NFDC: Precept (April – Sep)			5,000.00
Standing Order/Direct Debit payments			
Salaries and expenses	458.90		458.90
Debit card payment			
Staples: Stationery (paper, envelopes, flash drive)	48.28	9.66	57.94
Cheques to pay:			
Brockenhurst College: printing Minstead Mail			75.00
JK Murray: Internal Audit fee			160.00
HALC: HALC Affiliation fee + NALC levy			266.00
BT Payphones: Adoption fee for kiosk opposite Trusty Servant			1.00
Total payments for April	507.18	9.66	1,018.84
Balance after payments			11,994.85