

## Annual General Meeting of Minstead Parish Council

Danby Room, Minstead Village Hall

**Monday 8 May 2017 at 19.30**

**Present:** Cllrs W Andrews, H Bennett, S Cattell, A Ferguson, G Hough, R Taylor,

**In attendance:** Cllr Diane Andrews (NFDC), Mr Ashley.

### 1. Apologies for Absence

County Cllr Edward Heron, Polly Osborne (Parish Council Clerk), Cllr Dawne Wakelin.

### 2. Election of Chairman and Vice Chairman

*[Cllr Cattell took the chair during election of Chairman]* Cllr Andrews was proposed as Chairman by Cllr Ferguson, seconded by Cllr Taylor and agreed unanimously. Cllr Cattell was proposed as Vice Chairman by Cllr Andrews, seconded by Cllr Hough, and agreed unanimously.

Cllr Andrews, as elected Chairman, declared and signed his *Acceptance of Office*.

### 3. To agree amount of Chairman's Allowance in pursuance of Local Government Act 1972, ss 15(5) and 34(5)

An allowance of £230 for current year (in line with 2.2% inflation) was proposed by Cllr Taylor, seconded by Cllr Ferguson and agreed.

### 4. To appoint Parish Representatives

Representatives were appointed as follows:

- Cadnam Cricket Club – Cllr Taylor
- Minstead Village Hall Management Committee – Cllr Andrews
- New Forest Association of Local Councils (NFALC) – Cllrs Taylor and Bennett
- New Forest Consultative Panel – Cllr Wakelin
- All Saints PCC – Cllr Andrews
- Police Liaison – Cllr Bennett
- Footpaths – Cllr Cattell
- Minstead Village Website – Cllr Ferguson
- Minstead Mail and Weekly Notices – Cllrs Hough and Ferguson
- Quadrant meetings – Cllr Taylor

### 5. To agree meeting dates for 2018

The following dates were agreed for 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.

### 6. Public Participation Period

Mr Ashley requested support from the council for planning application 17/00223. However, since the proposal is a direct contravention of NFNPA policy, councillors felt that NFNPA Planning Committee should decide whether their own policy should be overruled.

### 7. Declarations of Interests

None.

### 8. To confirm the Minutes of the Ordinary Meeting held on 3 April 2017

These had been previously published and were agreed and signed.

### 9. Matters Arising

- Defibrillator refresher training: Cllr Bennett has established that the trainer from SCAS is able to come and do training again and that both the Village Shop and the Trusty Servant are interested in their staff attending. Cllr Bennett to arrange training in the Green Room. Cllr Mrs Andrews asked if the training could be open to Bramshaw residents since there is now a defibrillator at Bramshaw but there has been no training. It was suggested that those attending from Bramshaw make a small contribution towards the hire of the hall. (Currently the trainer's time is free but this may change.)

- Proceeds from Village fete (12 August 2017): It was agreed that £100 would go to defibrillator training budget and the remainder divided equally between the church tower repairs and SSAFA, the Armed Forces charity.

## 10. Items Ongoing

- Village name signs: **Ongoing**
- Remaining section of original wall around Castle Malwood kitchen garden: It was noted that new wall and gate posts are on the Enforcement list. Cllr Mrs Andrews agreed to contact Brooklyn Homes to request removal of the unsightly pile of builder's rubbish on SSSI land outside the wall - if it is not removed then it will be reported as fly tipping. **Ongoing**
- Adoption of telephone kiosk in village centre: The *Agreement for Sale and Purchase* document has been received from BT and will be signed by BT and Minstead PC. The Clerk is currently completing the paperwork. Cllr Andrews reported that the bottom of the door appeared to be rotting. Cllr Cattell agreed to assess repairs needed. **Ongoing**
- Blocked storm drain opposite Two Pictures: Highways has acknowledged the problem and has noted that the water flowing down the road is causing significant damage to the SSSI, but there does not appear to have been any action taken. Clerk to write again to Richard Bastow to ask when they are scheduling this work.
- Muddy section on Footpath 9: Work completed. **Closed**
- Eroded edges on roads: Concerns expressed that new gravel at one side of Newtown Road approaching the Study centre is not an appropriate type for filling holes and does not appear to have been properly embedded so is likely to be washed out by rain. It was agreed to take photos to send to Richard Bastow. **Ongoing**

## 11. Reports from County and/or District Councillor

Cllr Mrs Andrews (NFDC) reported that she had attended the count for election of County Councillors; there had been a low turn-out in certain areas. She hoped that electors will not get "election burnout" with the General Election only a few weeks ahead.

She then discussed with the Parish councillors how to proceed with the problems associated with parking in Congleton Close and the surrounding area - she had received a complaint from a local resident but felt that it was essentially a Parish problem. [Cllr Cattell declared an interest in this matter.] Suggestions to improve the situation included: remove the footpath around the Congleton Close car park to create additional parking spaces; discuss with Enterprise Inns the possible use for parking of the field they own in Church Lane. Since the Congleton Close car park is partly owned by NFDC, Cllr Mrs Andrews agreed to approach Jon Bull of NFDC to explore possible changes. It was decided that a joint meeting with interested parties would be a good start - Cllr Andrews to write a letter to the incumbents of both the Village Shop and Trusty Servant to invite them to meet with the Council to discuss the issues and possible ways to alleviate the problems with parking. To assist the parties involved to understand the problems experienced by residents it was suggested that photos taken when it is particularly congested would be helpful.

## 12. Report from Lengthsman:

Work done in March: Footpath 5 - Cut down tree overhanging path and removed other overhanging branches; checked that other footpaths were tidy. (Did NOT cut grass due to Spring flowers.)

No report received for work done in April.

Cllr Cattell reported that Lengthsman has cut one side only of Footpath 4, leaving the bluebells in flower on the other side.

## 13. Reports from Parish Representatives

- NAFLC meeting – A report of the meeting had already been circulated. Cllr Andrews had sent a letter of condolence to the relatives of Cllr Sally Arnold who died suddenly in March 2017
- Quadrant meeting – There had been a plea for a venue for next meeting on 18 June. It was agreed to offer a venue but since it is not our turn to host the meeting we would charge for the room. Cllr Taylor to respond.

- At Beat surgery Cllr Bennett had discussed the inclusion in weekly newsletter of advice to discourage thefts from cars. There had been no mention of follow-up to the report of man displaying inappropriate behaviour and Cllr Hough said that the members of the public who reported this felt that police were not giving it the attention it deserved – she will ascertain their particular concerns.

**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 1<sup>st</sup> 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. **Comment No 3. This appears appropriate within the site.**

**17/00120 and 00121 (LBC)** Malwood Walk House. Single-storey extension; detached garage (demolish existing); associated landscaping and patio. **Comment No 1 - no reasons given.**

**Trees**

**CONS/17/0365** Grovewood House. Prune 1 x Scots pine; fell 1 x group Scots pine. **No comments.**

**15. Correspondence**

E-mail correspondence previously circulated:

- Parking problems in Congleton Close: See discussion under Item 11 above.

To Read

- *LCU April 2017*

**16. Finance**

- Current PC Insurance policy expires on 31 May – renewal quotation circulated: Agreed 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)	
<b>Balance at 31 March</b>			<b>6,913.69</b>
<b>Receipts:</b>			
HCC: Parish Lengthsman Scheme			<b>1,100.00</b>
NFDC: Precept (April – Sep)			<b>5,000.00</b>
<b>Standing Order/Direct Debit payments</b>			
Salaries and expenses	458.90		
<b>Debit card payment</b>			

Staples: Stationery (paper, envelopes, flash drive)	48.28	9.66	
<b>Cheques to pay:</b>			
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		
<b>Total payments for April</b>	<b>1,009.18</b>	<b>9.66</b>	
<b>Balance after payments</b>			<b>11,994.85</b>

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

## 17. Annual Audit

Internal Audit was carried out by John Murray and he completed *Section 4* of the *Annual Return*. The follow-up letter from Mr Murray had been circulated to councillors and was noted. The Clerk will send him copies of documents as requested.

Regarding how to account for any assets that are no longer required, explanation should be provided in the *Explanation of Variances*. A vote of thanks was made by Cllr Andrews for all the work undertaken by the Clerk to prepare for the Annual Audit.

## 18. Community Resilience

Cllr Bennett reported that this was ongoing.

## 19. Matters raised by Councillors

- The Bournemouth Water concrete marker in front of 1 Compton Cottages and to the right of the telegraph pole has been broken off. Also, water is leaking from renewed pipes to 4 Congleton Close - there had been no leakage prior to Bournemouth water upgrading the service pipe. Clerk to contact Bournemouth Water.
- It was unanimously agreed that the Parish Council would support the Minstead Local History Group in their attempts to find the Minstead Poor House ; Council support for the research will provide insurance cover under the council's policy.
- Larry Lamb is filming in Minstead on 26 May 2017 for a programme about living and working in the New Forest.
- At Hunters Brook NFNPA Planning Department has deemed as non-material amendments certain changes made without permission: additional chimneys and windows replaced by doors.
- Fence beside the kissing gate on Footpath 7 has come down and walkers are walking around the gate. This fence may belong to Minstead House or to Furzey House. In the first instance Cllr Cattell to ask the Lengthsman whether he could repair it.
- When is Wave 2 Superfast Broadband scheduled to commence in Minstead? Cllr Taylor to contact Glen Peacey to try to establish a start date.

## 20. Date of next Ordinary Meeting: 5 June 2017 at 19.30.

Meeting closed at 21.06