

## **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 2 October 2017 at 19.30**

Signed  Parish Clerk

26.09.2017

### **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 4 September 2017**
- 5. Matters Arising**
  - Contractor to cut vegetation on Blackwater Road
  - Leaning telegraph pole on Newtown Road
- 6. Items Ongoing**
  - Parking in village centre
  - Conversion of K6 phone kiosk near Village Green
  - Water leaks and 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. Conclusion of Audit 2016-2017**
- 14. Traffic congestion on Blackwater Road**
- 15. Update on Broadband Wave 2**
- 16. Permission to reprint extracts from Minstead Magazine**
- 17. Maintaining bridleways across Glebe Field**
- 18. Community Resilience: Emergency Plan**
- 19. Matters raised by Councillors**
- 20. Date of next Ordinary Meeting: 6 November 2017 at 19.30**

## APPENDIX

### 10. Planning

#### Decisions

**17/00589** Grove Chase. Replace existing field shelter. **Grant**

**17/00667** Hunters Brook. Non Material amendment to permission 15/00502: external chimney and fenestration alterations. **Raise Objections**

**17/00615** Willow Green. Erect 2 timber sheds for storage/potting. **Grant**

**17/00643** Woodland Cottage. Outbuilding. **Grant**

#### Decision Awaited

**17/00663** Minstead Manor. Roof alterations to facilitate second floor accommodation; 2no.dormers; first floor extension over existing garage; brick piers and entrance gates; 1.8 metre high railings.

**17/00657** Grove House. Single-storey rear extension.

#### New Planning Applications

**17/00735** Malwood Walk Farm. 2 no. rooflights to existing outbuilding (for conversion to home office); 2 no. rooflights + re-roof to existing garage/store (for conversion to home studio); stable block/tack room; sewage treatment plant; demolish existing workshop.

**17/00666** Hunters Brook. Application to vary Condition 10 of planning permission 15/00502. Garage to be constructed at different angle to that approved.

**17/00785** Gardeners Cottage. Application for Certificate of Lawful Development for a proposed single storey rear extension.

#### Trees

**CONS/17/0825** Forest Cottage. Prune 3 x False Acacia trees + 1 x Ash.

### 11. Correspondence

None

#### To Read

LCU (September 2017); LCR (Autumn 2017)

### 12. Finance

- Budget Report for 2<sup>nd</sup> Quarter (previously circulated)
- Receipts & Payments for September 2017:

|   | £               | £                    | £                |
|---|-----------------|----------------------|------------------|
|   | Net             | VAT<br>(recoverable) |                  |
| <b>Balance at 31 August</b>   |                 |                      | <b>9,022.68</b>  |
| <b>Receipts:</b>  |                 |                      | <b>5,000.00</b>  |
| NFDC: Precept   |                 |                      |                  |
| <b>Standing Order/Direct Debit payments</b>   |                 |                      |                  |
| Salaries and expenses   | 458.90          |                      | 458.90           |
| <b>Debit card payment</b>   |                 |                      |                  |
| <b>Cheques to pay:</b>  |                 |                      |                  |
| P Osborne: Admin expenses for 2 <sup>nd</sup> Quarter (July, Aug, Sep)                              | 5.40            |                      | 5.40             |
| HMRC: PAYE for 2 <sup>nd</sup> Quarter (Clerk + Lengthsman)   | 331.00          |                      | 331.00           |
| Minstead Hall: Danby Room hire @ £34 x 12 (to 31.08.2018) + 1 for NE Quadrant meeting on 4.10.2017. | 442.00          |                      | 442.00           |
| BDO: Audit fee for 2016-2017  | 100.00          | 20.00                | 120.00           |
| <b>Total payments for September</b>   | <b>1,337.30</b> | <b>20.00</b>         | <b>1,357.30</b>  |
| <b>Balance after payments</b>   |                 |                      | <b>12,665.38</b> |