

Ordinary Meeting of Minstead Parish Council

Danby Room, Minstead Village Hall

Monday 6 November 2017 at 19.30

Present: Cllrs W Andrews (Chair), S Cattell, H Bennett, Cllr Ferguson, G Hough, R Taylor.

In attendance: P Osborne (Clerk), Cllr Mrs Andrews (NFDC), Cllr E Heron (HCC), Mrs A Cooper.

1. Apologies for Absence

Cllr D Wakelin

2. Public Participation Period

Discussion about the worrying trend of urbanisation in Minstead, in particular the 'city-style' bollards recently erected outside a resident's garage and paving laid on Manor waste. Developers and buyers, perhaps not aware of the special historical status of villages like Minstead, make changes to their houses and entrances that are not in keeping with local distinctiveness and thereby erode the fabric of the village. There are currently several houses in the village for sale and it is imperative that the Parish Council does its best to protect and enhance the special environment of Minstead.

It was suggested that the Parish Council be proactive in helping purchasers and those making planning applications understand what is appropriate in terms of scale and appearance.

3. Declarations of Interests

Cllr Ferguson declared Personal Interest in item 10, planning application 17/00666.

4. To confirm the Minutes of the Ordinary Meeting held on 2 October 2017

These had been previously published and were agreed and signed.

5. Matters Arising

None.

6. Items Ongoing

- Cutting vegetation on Blackwater Road: A temporary road closure proved not feasible. Mr Bridle has undertaken to do the work. **Closed**
- Leaning telegraph pole on Newtown Road: Feedback from BT Openreach (by telephone) that an engineer had visited site and pole was safe. **Closed**
- Parking in village centre: Cllr Andrews met with several people from the centre (including Village Shop and Trusty Servant) who claimed that parking was not a problem. However, suggestions were made: (i) reconfigure the NFDC car park - remove pavement, mark out parking bays and paint white line to prevent parking across the entrances to two houses; (ii) 'No Parking' sign on side wall of Trusty Servant - Mrs Lewis will do this; (iii) diagonal parking at church. Cllr Mrs Andrews agreed to take these ideas forward. **Ongoing**
- Water leaks and eroded edges on roads: Water leak at London Minstead not repaired and verge (SSSI) below is being destroyed. Cllr Taylor will send new photo to Bob Brown (HCC), cc Cllr Heron. **Ongoing**

7. Reports from County and/or District Councillor

Cllr Edward Heron (HCC) reported on matters he had looked into:

- Signs for footway (opposite Old Court House) – the request has been passed to the Rights of Way team.
- Village signs – one to be repaired by HCC, will seek to assist with grant funding for additional sign.
- Mill Lane signage at both ends – is being progressed as a priority
- Online surveys – he had explained to HCC colleagues the unsuitability of such surveys for councils.

He reported that HCC has agreed saving plan for 2019. The Council has asked Officers to look again at proposed savings in the areas of community transport, school crossing patrols and household waste recycling centres.

Cllr Mrs Andrews (NFDC) reported that Flo Churchill, Executive Manager for Planning at NFDC, has left to continue with her own consultancy business. Grainne O'Rourke will be responsible for the Planning Department. Focus at this moment is on the Local Plan.

Cllr Sophie Beeton, Portfolio holder for Environment, has resigned from the Cabinet due to ill health and a Cabinet re-shuffle is expected.

8. Report from Lengthsman

Work done in October:

- Bus shelters on Football Green and at Village Hall - applied wood preservative.
- Flag pole support - prepared surface and painted.
- Telephone kiosk opposite Trusty Servant - he has checked rot in lower part of door which he will repair.

Comment from Council that Village notice board roof is sound, contrary to 'shows signs of rotting' stated on 2017 Inspection report.

9. Reports from Parish Representatives

- Police – there was one burglary in Minstead in October.
- Footpaths – small pigs currently around the village have inadequate rings and have dug up footpath surface. Clerk to find out from Verderers the requirements for rings.

10. Planning

Decisions

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. **Grant**

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

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. **Grant**

Decision Awaited

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

New Planning Applications

17/00666 Hunters Brook. Application to vary Condition 10 of planning permission 15/00502. Garage to be constructed at different angle to that approved. **Comment: results of site visit not received. Clerk to ask Planning Officer about this and also about retrospective application for chimneys and fenestration.**

17/00776 Barneys. Single storey and two-storey rear extensions; alterations to elevations. **Comment No 3 on condition that it does not breach 30% rule.**

17/00816 The Lodge, Malwood. Creation of access; entrance gates and fencing. **Comment No 3 provided that the existing entrance is CLOSED and that the new access, if approved, be for the sole use of Malwood Lodge and NOT for adjoining properties, for example Castle Malwood or other commercial users.**

17/00791 Old Off Licence. Single storey extension to existing outbuilding; flue; relocation of existing oil tank. **Discussion postponed until information is provided regarding treatment and disposal of foul waste.**

17/00843 Fleetwater Farm. Retention and completion of extension to existing outbuilding. **Comment No 1, DP12 must apply – cannot be used as habitable accommodation.**

17/00848 Minstead House. Replacement outbuilding. **Comment No 1, DP12 must be rigorously applied.**

Council noted a new field shelter in the field East of Hunters Brook and will check that it is movable (i.e. not permanent structure).

Trees

CONS/17/1041 Whitethorn. Fell 2 x Ash trees.

CONS/17/1046 Field House. Fell 1 x Spruce; fell 1 x Pittosporum; prune 1 x Spruce; prune 1 x Oak.

There were no objections to these applications.

11. Correspondence

Emails circulated

- HCC Highways: Parishes Autumn Workshop, 13th December 2017, 6.30 - 8pm in Winchester. **Cllr Taylor will hope to attend.**
- NFDC: *General Data Protection Regulation* training on 12 December. **Clerk to attend.**
- ICO: Certificate of renewal of Data Protection Registration. **Noted.**

To Read

LCU (October, November), Clerks & Councils Direct (November), First, New Forest Matters (Autumn).

12. Finance

- Budget and setting of Precept for 2018-2019: A budget proposal had been circulated. It was proposed by Cllr Andrews, seconded by Cllr Cattell and agreed by all to approve the proposed budget and set the Precept at £10,000, unchanged from this year.
- Donations to local organisations were agreed as follows: (i) New Forest CAB - £50 (ii) All Saints PCC for churchyard maintenance - £ 300. Minstead Study Centre had requested a donation towards replacement cover on polytunnel but, as a publicly-funded body, the Council is not in position to give grants to an organization that does not benefit the local community.
- Receipts & Payments for October 2017:

	£	£	£
	Net	VAT (recoverable)	
Balance at 30 September			12,665.38
Receipts:			
Standing Order/Direct Debit payments			
ICO: Annual Data Registration fee	35.00		35.00
Salaries and expenses	458.90		458.90
Debit card payment			
1&1:Domain Renewal fee for 24 months to 10/10/2019	27.96	5.59	33.55
Cheques to pay:			
Total payments for October	521.86	5.59	527.45
Balance after payments			12,137.93

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

13. Traffic congestion in Blackwater area

Discussed above

14. Maintaining bridleways across Glebe Field

Chairman has written to the owners and Clerk sent copies of original application for recognition of the bridleways, as they requested.

15. Data Protection Officer for Minstead Parish Council

Clerk to attend training session provided by NFDC on 12 December.

16. Risk Assessments for Christmas tree and snow clearance

If Minstead Trust provides a tree, the Trust will be responsible for risk assessment for erection of the tree. However, Council should produce a risk assessment for the erected tree and lights. Clerk to do this. Snow clearance risk is the responsibility of the contractor.

17. Community Resilience: Emergency Plan

Progressing - meetings taking place with representatives from local organisations.

18. Remembrance Day Ceremony

This will take place at Minstead war Memorial at 10.50 on 11 November. It was proposed by Cllr Andrews, seconded by Cllr Cattell and agreed to purchase a wreath on behalf of the community to cost <£30. Cllr Ferguson agreed to present to wreath on the day.

19. Matters raised by Councillors

- Protocol in event of death of a senior Royal – details and form recently supplied by NFDC. Cllr Ferguson to complete and return the form.
- Broadband - progress with Wave 2 is slow.
- Village Green is wet due to tree roots blocking pipe from well. Agreed to try to divert pipe near the well.
- Speedwatch – parishioners who have asked for Speedwatch to be carried out in the Village Centre should speak to Speedwatch Coordinator.

20. Date of next Ordinary Meeting: 4 December 2017 at 19.30

Meeting closed at 21.36