

Ordinary Meeting of Minstead Parish Council

Danby Room, Minstead Village Hall

Monday 9 April 2018 at 19.30

Present: Cllrs W Andrews (Chair), H Bennett, S Cattell, R Taylor, D Wakelin.

In attendance: P Osborne (Clerk), Cllr Mrs Andrews (NFDC), Cllr A Trend (Lyndhurst PC), 1 public.

1. Apologies for Absence

Cllr A Ferguson, Cllr G Hough.

2. Public Participation Period

The Speedwatch Co-ordinator asked that parishioners use the parish council as the single conduit for concerns about speeding so that comments can be passed to him or dealt with as appropriate. He reported on the recent Speedwatch exercise on Mill Lane: high volume of traffic (457 vehicles in 1 hour 45 minutes) with 60.4% exceeding the speed limit. In light of these results out of the tourist season, Cllr Mrs Andrews will ask NFDC to install a Speed Device Recorder (SDR) now, before traffic builds up for summer; this to be in addition to the congestion survey planned for the summer.

Cllr Taylor reported that new signs have been proposed for this route.

Regarding insurance of the Speedwatch equipment when not in use: Co-ordinator to find out whether it is covered by his home insurance and Clerk to look into insurance under Parish Council policy.

Cllr Angela Trend (Lyndhurst PC) spoke briefly of the knock-on effects in Emery Down and Lyndhurst of traffic congestion in Mill Lane. She explained that although very little of the road is within Lyndhurst Parish (illustrated with a map and photo), Lyndhurst parishioners, especially those in Emery Down, share our concerns.

3. Declarations of Interests

Cllr W Andrews declared Personal Interest in item 10: new planning application 18/00091.

4. To confirm the Minutes of the Ordinary Meeting held on 5 March 2018

These had been published previously and were agreed and signed.

5. Matters Arising

- Annual Parish Meeting (21 March): Good attendance and a lively meeting. **Closed**
- New Forest Spring Clean: A successful clean-up but disheartening to see more litter within days. It was noted that a number of sandbags have been left around village by Highways or contractors. **Closed**
- Request for grit bin on bend by Ivy Cottage Farm: HCC Highways declared that the site does not meet criteria for a grit bin. **Closed**

6. Items Ongoing

- SID for C17: Cllr Mrs Andrews reported that the SID on C17 was found to have a technical problem and data could not be retrieved. The replacement SID will be positioned on C17 in the near future. **Closed**
- Village Christmas tree: One set of new lights purchased - battery operated, with timer and 10m cable. Cllr Cattell to discuss arrangements with owners of Village Shop. **Ongoing**
- Ice on Newtown Road: Report acknowledged by HCC Highways with assurance that they will contact Southern Water re water leak. Similarly the leak at London Minstead. **Ongoing**
- General Data Protection Regulation: Both Clerk and Chairman have attended training sessions. We should remove signatures from website documents and obtain written permission for any published personal information and photos. **Ongoing**
- Community Emergency Plan: Letter drafted to parishioners, asking for information and inviting people to offer skills. NFDC Head of Emergency Response is speaking to NFDC next week and also at *HCC Town & Parish Councils' Event* on 16 May – Clerk to book two places (for Cllrs Taylor and Bennett, reserve Cllr Wakelin).

7. Reports from County and/or District Councillor

Cllr Heron (HCC) was not present.

Cllr Mrs Andrews (NFDC) reported on recent Copythorne APM at which community groups had been invited to speak about their activities – this resulted in attendance that filled the main hall. She also stated that Southern Water was holding a meeting with NFDC.

8. Report from Lengthsman

- He carried out patrol around village to check on footpaths and general condition of bunnies.
- He has removed the gate at hall bus shelter and is working to renew gate - the styles and support post have rotted.
- He has turned round the 40/30 mph sign on C17 entry to Minstead (opposite Acres down) which is loose and advises that it be reported to Highways. **[Clerk to do this]**
- He has checked salt bins and sent report on condition and contents.
- He has inspected damage to door of phone kiosk by village green with a view to repair.

Cllr Cattell to ask whether he would be able to clear drain near Castle Malwood Park Farm.

9. Reports from Parish Representatives

- Police – Cllrs Wakelin and Bennett are going to speak to PCSO R Williams about vulnerable people.
- Footpath 5 – Ditch alongside has been cleared but silt now flowing down and blocking drainage pipe. Cllr Cattell will try to deal with this.
- Village Hall Management Committee – WiFi now working.

10. Planning

Decisions

18/00033 Appletrees Farm. 2 x single storey extensions; 2 x rooflights; 1 x lantern light; alterations to fenestration; juliette balcony. **Withdrawn**

18/00062 Hunters Brook. Application to vary Condition 9 of planning permission 17/00666 to allow minor amendment. **Refuse**

Decision Awaited

New Planning Applications

18/00091 9, Castle Malwood Lodge. Reconstruction of external panel (Application for Listed Building Consent) **Comment No 3 - We support Conservation Officer's comments.**

18/00204 Land at Minstead Lodge (SSE). Upgrade existing 11kV overhead line from 2 wire to 3 wire. **Comment No 3.**

Trees

CONS/18/0220 Grove Farm. Fell 1 x Poplar, 1 x Willow, 1 x Holly; prune 1 x Oak.

[Already decided: No Objections]

11. Correspondence

Emails circulated

- NPA: suggested benefits of appointing a Parish Tree Warden or Tree Planting Co-ordinator. **Since guidance is needed infrequently, Council feels that there are several local contractors who might help.**

To Read

LCU (March, April 2018); LCR (Spring 2018, Forest Matters (Spring/Summer 2018)).

12. Finance

- Quarterly Budget Report for 2017/18 *[Circulated.]* **No queries or comments.**

- Receipts & Payments for March 2018:

	£	£	£
	Net	VAT (recoverable)	
Balance at 28 February 2018			7,994.49
Receipts:			
Standing Order/Direct Debit payments:			
Salaries and expenses	458.90		458.90
Debit card payment:			
Internet Ink: printer inks	24.74	4.95	29.69
Cheques to pay:			
HMRC: PAYE for 4 th Quarter	331.00		331.00
S Short: salary arrears for 2017/18	1.20		1.20
P Osborne: salary arrears for 2017/18 (£3.12) + admin expenses for 4 th quarter (£18.35)	22.37		22.37
Minstead Shop: bread + cheese for Annual Parish Meeting	20.60		20.60
HALC: training – GDPR Update (Clerk)	40.00	8.00	48.00
Total payments for March	898.81	12.95	911.76
Balance after payments			7,082.73

This balance is in addition to £6,000 reserve. **Total funds at 31 March 2018 £13,082.73.**

Payments proposed by Cllr W Andrews, seconded by Cllr Bennett and agreed.

13. Audit 2017/18: complete the Certificate of Exemption from a limited assurance review

The statements were read by the Chairman and confirmed by all. The Certificate was then signed by the Responsible Financial Officer and Chairman.

14. HCC Parish Lengthsman Scheme: contract for 2018-2019 to be signed

The contract had been previously circulated. It was agreed and signed by the Chairman.

15. Matters raised by Councillors

- Parishioner had emailed regarding pipe under road on School lane at junction near Broad Oaks that she thinks is not broken. Council disagreed. Clerk to report online to HCC then send email to remind Highways that it was inspected by their surveyor some years ago, but no action has been forthcoming.
- Ditch outside Manor Farm Park needs clearing – Clerk to write to householder.
- A new National Park website will be installed on 11 April. No access to website while work is taking place, probably 8.30 – 10.00.
- Verge at London Minstead above Perry's Farm is seriously damaged by vehicles. Traffic has increased significantly on this narrow road that has no designated passing places and sharp bends. Clerk to write to Minstead Trust suggesting they might consider a one-way system to improve safety for vehicles going to/from the Lodge. Cllr Taylor to contact Sean Marsh of the FC to see if measures to protect the verge are possible.
- At A337 junction – sign on left side unhinged. Clerk to report online.

16. Date of Annual General Meeting: 7 May 2018 at 19.30 (Note change of date)

Meeting closed at 21.21.