

Annual General Meeting of Minstead Parish Council

Danby Room, Minstead Village Hall

Monday 7 May 2018 at 19.30

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

In attendance: P Osborne (Clerk), 1 public.

1. Apologies for Absence

Cllr E Heron (HCC), Cllr Mrs Andrews (NFDC).

2. Election of Chairman and Vice Chairman

[Cllr Cattell took the chair during election of chairman.] Cllr Andrews was nominated by Cllr Bennett, seconded by Cllr Taylor and agreed by all. Cllr Andrews, as elected Chairman, declared and signed his *Acceptance of Office*.

[Cllr Andrews took the chair.] Cllr Cattell was nominated as Vice Chairman by Cllr Ferguson, seconded by Cllr Bennett and agreed by all. Cllr Cattell accepted.

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

An allowance of £235 (+2.2% on previous year) was proposed by Cllr Cattell, seconded by Cllr Ferguson and agreed.

4. To appoint Parish Representatives

It was proposed by Cllr Andrews, seconded by Cllr Cattell and agreed that representatives remain as in previous year:

- New Forest Association of Local Councils (NFALC): Cllrs Taylor and Bennett
- New Forest Consultative Panel: Cllr Wakelin
- Police Liaison: Cllr Bennett
- Cadnam Cricket Club: Cllr Taylor
- Minstead Village Hall Management Committee: Cllr Andrews
- All Saints PCC: Cllr Andrews
- Footpaths: Cllr Cattell
- Minstead Village Website, Weekly Notices, Minstead Mail: Cllrs Ferguson and Hough
- NE Quadrant - Since Cllr Taylor now chairs NE Quadrant meetings it was agreed that Cllrs Bennett and Wakelin should represent Minstead.

5. To agree meeting dates for 2019

The following dates in 2019 were agreed: 7 January, 4 February, 4 March, Wed 20 March (Annual Parish Meeting), 1 April, Tues 7 May (AGM), 3 June, 1 July, 5 August, 2 September, 7 October, 4 November, 2 December.

6. Public Participation Period

It was reported that Brockenhurst College were grateful for their recent short loan of the parish council SID to demonstrate to students. (The college had confirmed that the equipment would be covered by their insurance while on loan.)

7. Declarations of Interests

None.

8. To confirm the Minutes of the Ordinary Meeting held on 9 April 2018

These had been previously published. They were confirmed and signed.

9. Matters Arising

None.

10. Items Ongoing

- Community Emergency Plan: Cllrs Bennett and Wakelin are working on this and realise that it must be kept simple.

11. Reports from County and/or District Councillor

Neither was present Cllr Mrs Andrews (NFDC) had sent a message that she had nothing to report, and would be pleased to take any questions by email.

12. Report from Lengthsman

During April he had:

- renovated the bus shelter outside village hall: he had removed/renewed the gate and furniture, removed rot from left side support post and replaced with spliced joint, removed and replaced feather edge boards; re-painted new wood.
- tried unsuccessfully to lift the cover to blocked drain outside entrance to Castle Malwood Park Farm but found that a special tool is required - a job for HCC Highways. **[Clerk to report this (again).]**
- investigated flooding at road junction near Shave Wood - probably caused by a heavy vehicle driven across the corner ditch and over road to the other side and crushed the underground drainage pipe at inlet/outlet. **[Cllr Taylor to add this to list to report to Highways.]**

13. Reports from Parish Representatives

- Weekly eNewsletter – with requirement to re-register, so far only one-third of previous subscribers have responded.
- Consultative Panel – has new chairman; NPA website now updated.
- NFALC – 40 minutes free professional legal advice is available to councils through HALC; from reporting of recent arson attacks, police are building up pattern.
- Traffic along Mill Lane – Cllr Taylor is writing summary of actions (who is responsible for/doing what) to be distributed to local residents.
- Junior Minstead – has new committee; they have suggested PC take charge of the JM marquee and rent it out. Council feels that, although it is a community asset (despite being old), there is nowhere to store it so JM should keep it and rent it out.
- Footpaths – getting overgrown – Cllr Cattell will speak to Lengthsman. Footpath 5 drainage problem now dealt with.

14. Planning**Decisions**

18/00091 9, Castle Malwood Lodge. Reconstruction of external panel (Application for Listed Building Consent) **Grant**

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

New Planning Applications

18/00283 South Lodge. Outbuilding (demolition of existing). **Comment No. 3 because it seems wholly appropriate.**

Trees

CONS/18/0392 Appletrees Farm. Fell 1 x Ash.

CONS/18/0414 Skymers. Fell 1 x English Oak, 1 x Greengage, 1 x Holly, 1 x Cherry; prune 1 x English Oak.

There were no comments on these applications.

15. Correspondence

To Read

Park Life, First.

16. Finance

- Receipts & Payments for April 2018:

	£	£	£
	Net	VAT (recoverable)	
Balance at 31 March 2018			7,082.73
Receipts:			
NFDC: Precept			5,000.00
Standing Order/Direct Debit payments:			
SOs: Salaries and expenses	470.08		470.08
Debit card payment:			
Cheques to pay:			
Mark Bridle: Snow ploughing	175.00	35.00	210.00
HALC: Affiliation fees 2018/19 (£236) + NALC levy (£40)	276.00		276.00
John Murray: Fee for Internal Audit	165.00		165.00
Total payments for April	1,086.08	35.00	1,121.08
Balance after payments (This balance is in addition to £6,000 reserve)			10,961.65

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

17. Audit 2017/18

a) Report from Internal Examiner:

The audit had been carried out by Mr John K Murray. The Chairman read the *Annual Internal Audit Report 2017/18* plus the accompanying letter in which Mr Murray stated that there were no matters he needed to bring to the attention of the council.

b) Approval of *Annual Governance and Accountability Return Sections 1 & 2:*

Section 1 Annual Governance Statement 2017/18. The Chairman read the Statement. It was proposed by Cllr Bennett, seconded by Cllr Cattell and agreed unanimously. It was signed by Chairman and Clerk.

Section 2 Accounting Statement 2017/18. The *Accounting Statement* together with *Explanation of Variances, Bank Reconciliation* and *Statement of Assets* had been previously circulated. It was proposed by Cllr Ferguson, seconded by Cllr Hough and agreed unanimously that the Statement be approved. It was signed by Chairman and Clerk.

Vote of thanks was expressed to the Clerk for managing the audit.

18. Insurance renewal

The renewal documents had been previously circulated. It was agreed to accept quote from Inspire (recommended by Came & Co) and to set up another Long Term Agreement.

Clerk reported that there are likely to be small adjustments to the insured value of a few items of council property; she has reported these to Came & Co but has not yet received a response.

19. Matters raised by Councillors

- Sally's Water/School Lane junction – Mark Bridle has cleared the 'broken' bunny. Clerk to thank him. Clerk to ask landowner to clear ditch outside his property (from junction towards Splash) into which the now-restored pipe drains.
- Report by parishioner of anti-social activities in car park - police are aware and are monitoring.
- Dragons' teeth have been put in alongside road at London Minstead above Perry's Farm – this will help protect verge.
- Water is coming up through road (from duct below) at London Minstead; also the road is collapsing due to water egress from the collapsed drain just below 'Two Pictures. These have already been reported but all councillors asked to report them online. Chairman to write to Richard Bastow (Manager HCC Highways West).

- Minstead Broadband – progress has stalled due to lack of response from HCC/Openreach. Cllr Andrews to write to Shaun Dale (Openreach), Glenn Peacey (HCC), Cllr E Heron (HCC), Cllr Mel Kendal (HCC).
- Village Fete 11 August - agreed that proceeds be shared as last year equally between All Saints (tower roof fund) and SSAFA.
- Request from Friends of Fenwick for mention in Weekly Newsletter of their new course.
- One of new dragons' teeth at Fleetwater Farm has been knocked over. Cllr Cattell to inspect.
- Roundels on roads have been re-painted but central white lines will not be re-painted because roads do not meet width requirement.
- The advertising A-board outside Village Shop is placed in road causing an obstruction. It must be on the Green. Cllr Hough to speak to owner.
- All Minstead parish council regulatory documents are due for annual review with updating as necessary. Each councillor to do one. Clerk to do Financial Regulations.
- Some parishioners have expressed concern about trees leaning out from hedge on Lyndhurst Road, opposite Yew Tree Farm. Cllr Cattell will inspect.
- Animal drinking trough outside Village Shop is cracked and leaking. It was suggested that a replacement might be commemorative, with a plaque.
- Brown sign to Furzey Gardens at Football Green/Lyndhurst Road junction needs attention. Clerk to report to Minstead Trust.

20. Date of next Ordinary Meeting: 4 June 2018 at 19.30

Meeting closed at 21.20