

**Minstead Parish Council**  
 Ordinary Meeting of Minstead Parish Council  
 The Surgery, Minstead Village Hall  
**Monday 7 April 2014**

**Present:** Cllrs W Andrews (Chair), H Bennett, M Bridle, A Ferguson, P Glover, R Taylor.

**In attendance:** P Osborne (Clerk), Cllr Mrs Andrews (NFDC), Dawne Wakelin.

**1. Public Participation Period**

Ms Wakelin said she had come to observe rather than to participate.

**2. Apologies for Absence**

Cllr S Cattell, Cllr K Mans (HCC)

**3. Declarations of Interests**

Cllr Ferguson - Personal and Prejudicial interest in planning application 14/00153 (Item 12)

**4. To confirm the Minutes of the Ordinary Meeting held on 3 March 2014**

These, having been previously circulated, were agreed by all and signed.

**5. Matters Arising**

Water on Lyndhurst Road at Castle Malwood Park Farm [Item 15]: Householder has reinstated the ditch along half the boundary of Castle Malwood Park Farm and has located pipe under road to take outflow to Top Green.

**6. Items Ongoing**

- Water on Football Green road outside Woodley House: Householder has cleared ditch along the boundary of Woodley House. In addition FC has cleaned out the outfall of the culvert under road but noted that the culvert pipe is too small to allow adequate through-flow - Clerk has reported this to HCC Highways. Clerk to send second email to Highways to ask if a camera could be put through pipe and for road to be resurfaced. **Ongoing**
- Stables erected without application to Planning Authority: Muffins – Householder has been offered opportunity to submit retrospective application. The Old Cottage – small shed is being used as a temporary stable so Planning Officer has agreed no breach. **Closed**
- Annual Parish Assembly 19 March 2014: Chairman said this was well organised with high attendance (31 public, total 43 people). Cllr Taylor has drafted a summary of *Safe Cycling for Local People* (Item 10 on APA agenda) to send out to relevant bodies (HCC, NFNPA, FC, Verderers). Clerk to thank speakers. Clerk to post dates of Mobile Library visits on notice board. **Closed**
- Potholes/eroded edges on roads: Work in progress. Clerk to send reminder to Richard Bastow (Highways) re eroded edges on Furzey Lane and triangle on Newtown Road (opposite land of Fleetwater House), both having been reported previously. **Ongoing**
- Bridleway 10 Phase 2: Cllr Andrews will be meeting with John Cartwright (HCC) this week. HCC now have funding for this as a significant project. **Ongoing**
- Clearance of brambles on Top Green: Dave Morris (FC) has visited site and has scheduled complete clearance, including some trees, for early Autumn. **Ongoing**
- Drainage – mapping to show where standing water on roads: Continually being updated. **Ongoing**
- Possible application for Listed Building status of Malwood Cricket Pavilion: Conservation Officer has visited and said there is not sufficient of original building to qualify. **Closed**

**7. Report from Police/Community Support Officer**

Neither was present but recent Beat Report had been circulated via Weekly Bulletin and posted on notice board.

**8. Reports from County and/or District Councillor**

Cllr Mrs Andrews (NFDC) said that Planning Committee meets this week. Applications to be considered include one for 175 houses on Crow Lane, Ringwood and another for re-location of Pinetops Nurseries just outside Lymington.

**9. Report from Lengthsman**

Mr Short’s report stated that he had replaced broken footpath direction sign at Court House footpath and cleared out drains at Furzy Gardens.

**10. Report from Councillors’ Surgeries**

A matter frequently being raised is parking outside Trusty Servant. Police continue to monitor this.

**11. Reports from Parish Representatives**

- Cllr Glover – will circulate minutes of Consultative Panel meeting when available.
- Cllr Taylor – had circulated report of *New Forest Passenger Transport Forum*; had also attended *Pedal Bus Workshop* and learned that a pedal bus is being designed for New Forest.
- Cllr Andrews – Village Hall AGM coming up so will report next meeting.

**12. Planning**

**NPA Decisions**

**99107** Chalford Manor. Two first-floor extensions; roof light.

**Grant**

**New Planning Applications**

**00153** Windrush. Proposed oak car port. **Comment: No. 5. Please could we ask for an indication of height on plans, in future?**

**00195** Land opposite the Lodge, Malwood. Installation of Openreach Broadband cabinet. **[No comment required. Noted.]**

**Trees**

**CONS/14/0380** Camphill Cottage, Emery Down. Fell 2 x conifer. **No objections**

**CONS/14/0409** Wheatleys. Reduce and raise canopy of 1 Ash tree. **No Objections**

**13. Correspondence**

E-mail correspondence previously circulated was **noted**:

- HALC: e-Update with Appendices that include Localising Council Tax Support (letter from MP Brandon Lewis), Safeguarding public money.
- NFNPA Tree Officers: Guidance on 2012 Tree Preservation Order legislation.
- HALC: letter from Minister of State Brandon Lewis re Council Tax Localisation Grant.
- Cllr R Taylor: summary of Passenger Transport Forum; notification of consultation on Review of Local Bus and Community Transport Services 2014 until 31 May.
- NALC: Policy Review Survey 2014 to complete by 1 May.
- PC Morant: Data from recent traffic survey Seamans Lane.
- HCC: Small Grants Scheme Countryside Access open for applications - deadlines 25 April, 25 July, 24 October. Council discussed possibility of work to improve Bridleway 15 which is overgrown.

**Other correspondence:**

**To Read:**

- *Clerks & Councils Direct* (March 2014)
- *LCR* (Spring 2014)
- *Local Councils Update* (April 2014)

**14. Finance**

- Receipts & Payments for February 2014:

	£	£	£
<b>Bank Balance as at 31.03.2014</b>			<b>11,874.80</b>
<b>Receipts:</b>			
NFDC: Community Grant from Cllr Mrs Andrews for footpath maintenance			300.00
<b>Accounts to Pay:</b>			

HMRC: PAYE for Clerk + Lengthsman (4 <sup>th</sup> quarter)		289.00	
Minstead Village Shop: Cheese and bread for Annual Parish Assembly		20.15	
HALC: Affiliation fee for 2014-2015 (£214) + NALC Levy (£33)		247.00	
Mr S Short: Lengthsman salary for February		78.69	
Mrs P Osborne:			
Clerk salary for February	306.25		
Tel (30p x 3)	0.90		
Stationery (envelopes)	0.85		
Home-working allowance	18.00		
<b>TOTAL</b>	<b>326.00</b>	326.00	

Reconciliation	£
Balance at 31.03.2014	<b>11,874.80</b>
Subtract: outstanding payments listed above	-960.84
Actual balance	10,913.96

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

- NFDC Rate demand for Cricket field at Football Green received for period 01/04/2014 – 31/03/2015:

NFDC Rate	£
Occupied Rate (RV £1450)	682.95
Small Business Rate Relief	-682.95
Amount Due	<b>0.00</b>

- To consider purchase of A4 laminator (for posters): cost around £26 (suitable for moderate/home use) + pouches £10 for 100: Council agreed in principle and asked Clerk to bring details to next meeting.
- Report of Clerk’s number of hours worked April 2013 – March 2014: Clerk had circulated record of (minimum) hours that average 44.33h/month which is in line with salary based currently on 10 h/week.

**15. Matters raised by Councillors**

- Cllr Ferguson – Minstead Mail draft circulated for comment. Will aim for hard copy distribution before Easter.
- Cllr Ferguson – new copy for website would be welcome.
- Cllr Bridle – drainage: drain recently dug alongside field adjacent to Old Courthouse should be extended further to entrance to Old Courthouse. Also, on opposite side of road, spoil from ditch forms a barrier preventing road water draining into ditch so more drainage channels are required. Beyond Old Coach House is a small dip in road which fills with water; tarmac is needed to fill it. Clerk to report these three matters to Richard Bastow (Highways).
- Cllr Glover – pothole on triangle at foot of Furzey Lane. Clerk to report this.

**16. Footpath 5 - Drainage work**

Mr Short has asked for meeting with Cllrs Cattell and Andrews to see what else needs doing before gravel goes on.

**17. A31 Rufus Stone Gap – possible closure**

News of a traffic survey carried out for possible proposal of permanent closure of Rufus Stone Gap had come via letter from EM Highways Services Ltd addressed to SSE at Castle Malwood. Clerk to send comments to EM Highways Services: Council is disappointed not to have been consulted. Closure of the gap would result in increased traffic on very rural roads through Minstead Parish – Council questions their statistical analysis.

**18. Date of next Ordinary meeting: Monday 19 May 2014 at 19.30**

Meeting closed at 20.53