

### Ordinary Meeting of Minstead Parish Council

The Surgery, Minstead Village Hall

Monday 1 June 2015 at 19.30

**Present:** Cllrs W Andrews (Chair), S Cattell, A Ferguson, G Hough, D Wakelin.

**In attendance:** P Osborne (Clerk), Cllr Mrs Andrews (NFDC), PC A White, PCSO L Quinn.

#### 1. Apologies for Absence

Cllr H Bennett, Cllr R Taylor, Cllr K Mans (HCC).

#### 2. Public Participation Period

PC Andy White reported on recent crimes in Bramshaw/Cadnam/Minstead area - break-ins, burglaries, road traffic collisions. The Beat police are doing local patrols for two days and the usual monthly Beat Surgeries. There has been one complaint in Minstead re noise from motor cycles.

*[PC White, PCSO Quinn left meeting at 19.49]*

#### 3. Declarations of Interests

None

#### 4. To confirm the Minutes of the Annual Meeting held on 11 May 2015

These had been previously circulated and were agreed and signed.

#### 5. Matters Arising

- Meeting with Forestry Commission Deputy Surveyor [Item 14, Cricket Club]: Bruce Rothnie, Deputy Surveyor, can attend on 3 August. Clerk to tell Mr Rothnie that Council would like to hear about the FC Programme of Work in Minstead Parish, especially ditching.

#### 6. Items Ongoing

- Meeting with Planning Officer: Awaiting response from Mr Avery re date. **Ongoing**
- Superfast Broadband: Chairman had received information via email that the outstanding issue is the power connection to the cabinet opposite SSE depot. Cllr Cattell to speak to Sally Maynard, Operations Manager, SSE. **Ongoing**
- Disabled parking space at All Saints church: No progress. **Ongoing**
- Grit bins – repair: No progress. **Ongoing**
- Proposal for Strategic Cycle Route included in NFPA draft plan: Open for consultation. **Closed**
- Controlling vehicular entry to Glebe Field: No progress. **Ongoing**
- Eroded edges on roads: Clarification that a claim for vehicle damage caused by eroded edges is valid only if the highway defect has previously been reported to HCC. (A list of places where repair was most urgently needed had been sent from Minstead PC to R Bastow in November 2014.) **Ongoing**
- Drainage mapping: A continuous project. **Closed**

#### 7. Reports from County and/or District Councillor

Cllr Mrs Andrews (NFDC) reported on some of the changes in NFDC following the election in May e.g. a reduction in average age of councillors, three new portfolio holders, new chairs of committees. Cllr Mrs Andrews is now Chair of Planning Committee. Chairman proposed a vote of thanks for all she does on behalf of Minstead, and a vote of congratulations upon attaining the chairmanship of Planning Development Control Committee.

She was informed that each Parish Councillor had been sent individually an Expenses form costing 52p in postage. Council felt this was a waste of funds since email could have been used. Cllr Mrs Andrews will feed this back to NFDC.

Cllr K Mans (HCC) was not present.

## 8. Report from Lengthsman

Work done during April:

- Spring grass cut trim at Bull Lane footpath and church footpath, avoiding spring wild flowers.
- Church footpath - follow up from previous month digging out ditch at church end about 10 metres in length to improve flow and prevent water overflowing onto path. This appears to have prevented such overflow. Action - monitor ditch regularly.
- Monitoring drain on lane outside Furzy Gardens to prevent silting up.
- Bus shelter at Hall: remove roof (felt deteriorated and wood rotted); replace wood, recover with underlay felt and top coat of green mineral felt. [Roof still to be completed, plus repair broken front post.] Cost of materials £123.94.

Note: life span of mineral roofing covering normally ten to twelve years. Since both bus shelters have exceeded this time and there is sufficient underlay left over, I shall replace the felt on Cricket Green shelter to avoid the wood rotting.

Work carried out in May:

- Bull Lane footpath and church footpath - Grass cut + remove whips + trim back hedges.
- Bus shelter at Hall: Completed roof and repaired broken front post.
- Inspected roof at Cricket Green shelter and found it to be in good conditions - no action required.

## 9. Report from Councillors' Surgeries

These continue to be well received by parishioners.

## 10. Reports from Parish Representatives

- Consultative Panel: See Appendix 1 for Meeting Notes.
- Village Hall Committee: AGM – It is proposed to replace chairs and lighting in Hall.

## 11. Planning

### NPA Decisions

**15/00194** Fylingdale. Two storey front extension; single storey side extension; porch (Demolition of garage, car port and conservatory). **Grant**

### Decision Awaited

**15/00296** Park Farm Cottage. Outbuilding.

**15/00169** Castle Malwood Lodge. Retention of lamp post + addition of floodlight.

### New Planning Applications

**15/00395** Fleetwater Cottage. Garage (demolition of existing garage). *[Parish Briefing not yet available]. Hold over to next meeting.*

### Trees

**CONS/15/0453** Park Farm House. Fell 2 x oak (dying). **No objection.**

## 12. Correspondence

E-mail correspondence previously circulated:

- HALC: Consultation on Future Affiliation to NALC. **Clerk to re-circulate this.**
- NFDC: Consultation on the current statement of NFDC licensing policy 22 May - 14 Aug 2015. **No comment.**
- Furzey Gardens: Increasing use by visitors of track to/from A31, an inappropriate route but included in satnav maps. Might it be possible to close track alongside SSE depot? **This is a 'byway open to all traffic' (BOAT) and cannot be closed. Council discussed possible ways of discouraging use of the track including more efficient parking at Furzey, closing second track from Furzey car park and improved signage. Chairman to write to Mr Selwood suggesting that Furzey Gardens might look at these possibilities.**
- NFALC: Notice of *Cycletta* event on 20 September. Route map to be sent when available. **Noted.**

Other Correspondence

Relate: Information on *Relate* counselling services now available at Fenwick Hospital. **To be included in Weekly Notices.**

To Read:

- None

13. **Finance**

- Receipts & Payments for May 2015:

		£	£
<b>Balance at 30.04.2015</b>			<b>14,874.22</b>
<b>Receipts:</b>			
HMRC: VAT refund for 2014-15			194.11
<b>Standing Order payments for May</b>			
Salaries and expenses		427.87	
<b>Cheques to pay:</b>			
W G Andrews: Chairman's Allowance		220.00	
S Short : Materials for repair of bus shelter at Village Hall		123.94	
J K Murray: Fee for Internal Audit 2014-15		145.00	
<b>Total payments for May</b>		<b>916.81</b>	
<b>Balance after payments</b>			<b>14,151.52</b>

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

- Parish Council Insurance, 1 June 2015 – 31 May 2016: It was noted that this includes new cover under *Employee Benefits for Key Person Absence*.
- Councillors' training: It was proposed by Cllr Andrews, seconded by Cllr Cattell that the new councillors should apply for *Councillor Development: The Knowledge & Core Skills* (HALC course) plus (free) *Planning* course (NFDC).

14. **Annual Audit 2014-2015**

The Internal Audit had been carried out by Mr Murray and he had completed Section 4 of the Annual Return. The letter from Mr Murray reporting on his Audit stated that there were no points to raise. Clerk reported that she had now posted the Annual Return to External Auditor, BDO. Chairman proposed a vote of thanks to Clerk for her careful management of Council affairs.

15. **HCC Parish Lengthsman Agreement for 2015/16**

Chairman signed the Agreement. Clerk to return it to HCC Highways.

16. **Consultation on Future Affiliation to NALC**

[Covered under item 12 above.]

17. **Defibrillator in Minstead**

Cllr Bennett is continuing to research this. Council feels that training is important, possibly short courses? Cllr Cattell and Cllr Hough to explore possible trainers. Cllr Mrs Andrews suggested someone in Bransgore (where a defibrillator has been installed) who might come to Village Fete?

18. **Footpaths – restoration work to Bridleways 10 & 13**

Cllr Andrews reported that work on Bridleway 10 is definitely going ahead - site meeting with John Cartwright on 4 June. Mr Cartwright has suggested he might look at Bridleway 13 in the summer.

19. **Matters raised by Councillors**

- Vegetation adjacent to highway - visual splay impeding vision at access to A31 from Rufus Stone. Clerk to write to Highways.

**Date of next Ordinary Meeting: 6 July 2015 at 19.30**

Meeting ended at 20.53

## Appendix 1

### Consultative Panel – 28<sup>th</sup> May 2015 – Meeting Notes

#### Fungi picking in the New Forest – Bruce Rothnie

Forestry commission alongside the NPA are developing a campaign to disrupt commercialised fungi picking.

#### Broadband – Edward Heron responded

- BT is being encouraged to complete wave 1.
- Bramshaw – Cabinet has now been placed on private land - The Bell. It still isn't working despite all contracts being signed.
- Woodgreen – Not complete. BT needs to set it up.

#### Cycling

- Salisbury to New Forest Cycleway – Consultation period extended deadline 10<sup>th</sup> June. Detailed plan on website.  
<http://www.wiltshire.gov.uk/leisureandrecreation/walkingandcycling/towncyclenetworks.htm>
- HCC have published draft cycling strategy - High level document on website. Consultation deadline 29<sup>th</sup> July.

#### Management Plan (revised draft)

Consultation on revised draft deadline 22<sup>nd</sup> June. They would like comments on the new revisions. Positive comments very much wanted.

#### Forestry Commission update – Bruce Rothnie

- Planning activities for autumn – Rangers working with NPA rangers to organise events.
- Hire fire season has started.
- Campsites are open and doing well.
- Windblown trees – after 18 months are nearly cleared.
- Restoring lost lawns for grazing.
- Fence replacements and renewal of dragon's teeth – rolling program.
- Forest keepers have finished deer census which will lead to culling figures.
- Bracken is being removed and heaped for compost. Spraying is being done to keep it under control.
- Heather bundles are being used in wetlands restoration projects.
- Rhododendron clearing program – funding is in place to do rolling program.

#### Countryside Stewardship Scheme

Full scheme will launch in July. Main source of funding for environmental work. Parish councils may want to apply.