

**Ordinary Meeting of Minstead Parish Council**

Minstead Village Hall

**Monday 9 May 2016 at 19.30****Present:** Cllrs W Andrews (Chair), H Bennett, S Cattell, A Ferguson, G Hough, R Taylor, D Wakelin.**1. Apologies for Absence**

Cllr Mrs Andrews (NFDC), Mrs P Osborne (Clerk to Minstead Parish Council).

**2. Election of Chairman and Vice Chairman**

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

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

**3. To agree amount of Chairman's Allowance**

It was agreed to keep the allowance in line with inflation on a yearly basis and the sum of £225 was agreed for the current year.

**4. To appoint Parish Representatives:**

Representatives were appointed as follows:

- Cadnam Cricket Club - Cllr Taylor
- Minstead Village Hall Management Committee – Cllr Andrews
- New Forest Association of Local Councils (NFALC) – Cllrs Bennett and Taylor
- New Forest Consultative Panel – Cllr Wakelin
- All Saints PCC – Cllr Andrews
- Police Liaison – Cllr Bennett
- Footpaths – Cllr Cattell
- Minstead Village Website – Cllr Ferguson
- Minstead Mail – Cllr Hough
- Weekly Notices – Cllr Ferguson (Cllr Andrews when Cllr Ferguson is absent)

**5. To agree meeting dates for 2017**

The following dates were agreed: 9 January, 6 February, 6 March, 15 March (Annual Parish Assembly), 3 April, 8 May (Annual Meeting), 5 June, 3 July, 7 August, 4 September, 2 October, 6 November, 4 December. All meetings to be at 19.30.

**6. Public Participation Period**

None.

**7. Declarations of Interests**

Cllr Hough declared a personal interest in Item 14: planning application 16/00301.

Cllr Andrews declared a personal interest in Item 14: tree work application CONS/16/0370.

**8. To confirm the Minutes of the Ordinary Meeting held on 4 April 2016**

These had been previously circulated. They were agreed and signed.

**9. Matters Arising**

- Tree work required to liquidambar tree on Top Green: Work completed. **Closed**
- Muddy section on Footpath 9: Report received from a resident that Sam Jones (HCC) had visited the site and would arrange for stones/gravel to be laid; but no work done yet. **Ongoing**
- Response to DCLG planning consultation document: Cllr Taylor has sent response. Chairman thanked Cllr Taylor for returning the completed document. **Closed**
- Hedge on Newtown Rd above Wisteria Cottage: Problem has been dealt with. **Closed**

**10. Items Ongoing**

- Beacon to celebrate Queen's birthday: Letters of thanks were sent to Mr Biddlecombe, Mr Byford and Mr Abbott for their various inputs with building and supervising the beacon. **Closed**
- Request for SpeedWatch volunteers: There are currently only two people in the village willing to undertake the role and no new volunteers. Cllr Hough discussed the matter with parents in Junior

Minstead but has had no positive commitment from anyone. Since the equipment is currently not being used, Cllr Andrews suggested lending it to Hythe & Dibden Parish Council who would like to try it for one month - this possible loan was with the informal agreement of Bramshaw and Copythorne Parish Council chairmen, the equipment being jointly owned by Minstead, Bramshaw and Copythorne. There was a discussion as to whether the equipment might be offered for sale to Hythe & Dibden. It was agreed to lend the equipment for up to 6 months and then reevaluate the situation. This matter to be closed now and put back on the agenda when appropriate.

**Closed**

Blackwater Road - overgrown vegetation and missing dragons' teeth: Cllr Cattell has not been able to facilitate communication between Mr Stride and Rob Miller (HCC). Cllr Andrews reported that Bob Brown seems to be taking over from Rob Miller so he will contact Bob Brown and ask him to contact Mr Stride.

**Ongoing**

- Restoration work to Bridleway 13: No contact has been made by any of the interested parties. Following discussion as to how council should proceed, it was agreed that another letter be sent to those residents whose access is on the track stating that, since no further communication has been received from residents, the parish council assumes that no further action is required and will therefore take no further action, but that if the interested parties wished for further action they should contact English Nature and the Manor directly. Action: Clerk. **Closed**
- Eroded edges on roads:
  - Following the meeting with councillors from Western Escarpment group there had been an offer of support with use of NPA mapping, but this has not been forthcoming. Cllr Andrews to ask the District Councillor to ask NFDC if we can use their GIS mapping. If not, Cllr Andrews will see if we can use NFNPA mapping.
  - In the absence of a programme to repair road edges Cllr Taylor to collate all the information we have to date to send to the key people involved including Cllr Edward Heron (HCC), Cllr Shaun Woodward (HCC) and Sarah Kelly (NFNPA) to try to establish the status of any repair programme for road edges – a draft copy plus suggested mailing list to be circulated to councillors for review prior to final document being sent out.
  - Councillor Wakelin will raise the issue at the next Consultative Panel meeting. **Ongoing**

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

Cllr K Mans (HCC) was not present.

Cllr Mrs Andrews (NFDC) was not present but sent a report:

- The change of use of Fawley Power station is an exciting project likely to make a huge change to the area around Calshot / Fawley and the infrastructure, especially to the A326. Leon Krier (responsible for Poundbury) is the main Architect and urban planner. Whilst being a long way from decided, the process continues and if it comes to fruition will be a revolutionary urban design.
- Turnout in the New Forest for the election of Police and Crime Commissioner was 19.4%, with 27,008 votes counted. The turnout was less than that across Hampshire (29.1%), probably the result of district elections also taking place in most of the other Hampshire areas. Michael George Lane was elected to serve as the Police and Crime Commissioner for the Hampshire Police Area.

Following this report there was a brief discussion about the future of Fawley Power Station.

## 12. Report from Lengthsman

Work done by Mr Short during April included:

- He has started converting the telephone box, keeping the inside layout simple and keeping the internal notice frames: he has cleaned inside and painted the ceiling; he has made, painted and fitted internal wood structures. It is laid out to take books etc with wall for display materials.
- Bull Lane footpath: Light Spring grass cut, trim overhanging whips.
- Church footpath: Light Spring grass cut, trim back overhanging whips.

Following the Lengthsman's report it was agreed that when the telephone box is finished Cllr Cattell will mount a display on behalf of the Local History group. Junior Minstead had expressed an interest in a display - Cllr Hough to discuss with chairman of JM the possibility of collating a display which could be put up when it is ready. There was discussion about the frequency of changing displays and it was suggested that they should be changed quarterly. It was agreed that after the fete, surplus books from the bookstall would be put in the telephone box and the book exchange would then be advertised in the Weekly News bulletin.

### 13. Reports from Parish Representatives

- Report from NFALC meeting:
  - Steve Avery gave a local plan update: several sites have been put forward for housing; a neighbourhood planning working party is to review neighbourhood planning in the NPA.
  - Dibden Bay is being delayed until May.
  - Lyndhurst has requested a permanent speed camera but this is apparently contrary to Hampshire Highways policy.
  - Devolution: there appears to be no clear plan.
  - Safer New Forest (a group that involves the emergency services in the NF) is keen to have feedback from councils included in their plan. The purpose is to set the policing priorities for the NF. NFALC will now be included in this group to provide a mechanism for local councils to have input into policing policies. Cllr Taylor to seek clarification on how this will work.
  - Chief Inspector Simon Tribe was keen (at an earlier meeting) to have feedback on web-based communication in order to improve it.
  - Forest Design Plan: The Forestry Commission is to remove all the soft wood trees from NF. Cllr Harry Oram (Brockenhurst PC and NFNPA PC member) is concerned about this proposed action because there are local saw mills who deal with soft wood.  
**Council members felt that there should continue to be a diverse selection of trees within the New Forest. Cllr Cattell will contact Cllr Oram to highlight that there are birds that specifically rely on soft wood trees and ask whether this has been taken into consideration.**
  - Cllr Taylor noted that no one else attending the NFALC meeting had any issue with electronic consultations. The AGM is 14.07.16 at Lyndhurst.
- Footpaths - most are passable. Cllr Andrews reported that 9 was not passable
- Police - PCSO Dan Carling has been replaced by PC Steve Morris and PCSO Richard Williams. Cllr Bennett to invite PC Morris and PCSO Williams to next PC meeting to introduce themselves and find out how they intend to work in the village. A request to be made for an update on the issues in Shave Wood car park.
- Hall - The new chairs and tables have only recently been ordered. Work in the Old Surgery has still not started due to injury to the builder contractor.

### 14. Planning

#### NPA Decisions

**16/00192** Perry Dees. Addition of dormer and Velux roof lights; Replace roof tiles. **Grant**

#### Decision Awaited

**15/00774** Little Thatch. One and two storey extensions. **Amended plans received 03.11.2015.**

**16/00223** Fishpond Piece, Application for a Certificate of Lawful Development for Existing use of dwelling in breach of Condition 1 (Agricultural Occupancy) of planning permission NFDC/91/48438.

#### New Planning Applications

**16/00161** Toms Lane Corner. Workshop /stable block + driveway. **Comment No 1 - there does not appear to be any reference to consulting the Design Guide.**

**16/00301** The Old Cottage. Swimming pool and decking surround + fence and gate. **Comment No 1.**

**16/00103** Land opposite The House in the Trees. Manage. **Comment No 5 - the parish council does not feel qualified to comment on the legal complexities of this case.**

#### Trees

**CONS/16/0370** Castle Malwood Park. Fell 4 x silver birch. **No comment.**

### 15. Correspondence

E-mail correspondence previously circulated:

- Change of date for Village Fete – noted new date 13 August 2016.
- HALC: DCLG consultation document on proposed neighbourhood planning legislative reforms.
- HALC: HALC response to *LAI51388 Planning Changes*. **Noted.**

To Read:

- LCU (April + May 2016)
- Clerks & Councils Direct (May 2016)

**16. Finance**

- DCLG Transparency Fund 2016/17: Clerk has submitted an application for a parish council scanner.
- Insurance renewal due 31 May 2016: premium £399.46: Documentation had been circulated. It was noted that from 1 June advance notification (at least 14 days) of bonfires or firework displays is required.
- Receipts & Payments for April 2016:

|                                                             | £               | £                    | £                |
|-------------------------------------------------------------|-----------------|----------------------|------------------|
|                                                             | Net             | VAT<br>(recoverable) |                  |
| <b>Balance carried forward from previous financial year</b> |                 |                      | <b>9,911.08</b>  |
| <b>Receipts:</b>                                            |                 |                      |                  |
| NFDC: Grants & Precept                                      |                 |                      | 4,750.00         |
| <b>Standing Order payments</b>                              |                 |                      |                  |
| Salaries and expenses                                       | 441.60          |                      |                  |
| <b>Cheques to pay:</b>                                      |                 |                      |                  |
| Came & Company: Insurance renewal to 31/05/2017             | 399.46          |                      |                  |
| Daniel Roberts: emergency tree work to liquidambar          | 90.00           |                      |                  |
| Chris Penny: Hedge cutting                                  | 60.00           | 12.00                |                  |
| HALC: HALC Affiliation Fees £223 + NALC Levy £39 2016/17    | 262.00          |                      |                  |
| Catts Tree Care: tree work to liquidambar                   | 245.00          |                      |                  |
| <b>Total payments for April</b>                             | <b>1,498.06</b> | <b>12.00</b>         | <b>1,510.06</b>  |
| <b>Balance after payments</b>                               |                 |                      | <b>13,151.02</b> |

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

**17. Fundraising to recoup defibrillator costs**

Funds raised from recent Minstead EU IN/OUT Referendum debate were shared between Minstead Training Trust (£350) and Defibrillator fund (£350). Cheque received and thanks sent to organisers.

**18. Village website – what information to include (e.g. taxis, B&Bs)**

Some Councillors were concerned about the possible implication that any businesses on the website were endorsed by the council. However, there are robust disclaimers on the website and it was agreed that any B&B within the parish boundary could request an entry via a link. Cllr Ferguson to review the disclaimers to ensure they are clear and robust.

**19. Matters raised by Councillors**

- Review of council regulatory documents – council members were allocated a regulatory document to review and report back at the next meeting on any updating required.
  - Standing Orders - Cllr Ferguson
  - Financial Regulations - Clerk
  - Equality and Diversity - Cllr Bennett
  - Recruitment; Recording and Use of Social Media in Meetings - Cllr Wakelin
  - Health and Safety - Cllr Taylor
  - Freedom of Information - Cllr Cattell
  - Information available from PC under publication scheme - Cllr Hough
  - How to make a Freedom of Information request - Cllr Bennett
  - Risk Assessments - Cllr Ferguson
- Formal complaint about a hedge – A complaint has been received from HCC about the state of the hedge at Forest Verge and its intrusion into the road. It was agreed that councillors would discuss

the issue with the owner and encourage her to have it cut. It was agreed to try to avoid the need for HCC to issue a solicitor's letter.

- Water splash at Acres Down - Large pieces of concrete on each side of the ford at Acres Down have collapsed leaving large holes. Clerk to report this to HCC Highways.
- First Responders in Minstead - A query was raised as to whether any parishioners might wish to be Responders within Minstead and whether there was any definite guidance about having a First Responder team who responded only in Minstead. Cllr Bennett reported that she had been told verbally that it was possible to set up the team just for Minstead and she would seek written confirmation from South Central Ambulance Services that this could be done.
- Hedge along Lyndhurst Road footway - Cllr Taylor reported that hedge opposite Old Court House was growing; this hedge had been laid by the parish council and provided with protection against browsing animals.
- Government *Draft Cycling and Walking Investment Strategy* - Cllr Taylor will draft a response for councillors to comment on before 23 May.
- Manhole between Dunbridge cottage and 3 Compton Cottages has sunk and is now leaking sewage. Clerk to report to Southern Water. It has been previously repaired several times.

**20. Date of next Ordinary Meeting: 6 June 2016 at 19.30**

Meeting closed at 21.28