

Ordinary Meeting of Minstead Parish Council

Danby Room, Minstead Village Hall

Monday 7 January 2019 at 19.30

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

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

1. Apologies for Absence

Cllr Mrs Andrews (NFDC), Cllr Hough.

2. Public Participation Period

None

3. Declarations of Interests

None

4. To confirm the Minutes of the Ordinary Meeting held on 3 December 2018

These had been published previously and were agreed and signed.

5. Matters Arising

- Road edges: Response received from Cllr Heron indicated that the experiment to improve road edges using an alternative base layer did not proceed this academic year due to not finding a student interested in the project. He understands that there will be another attempt next academic year. Cllr Taylor has contacted John Sanger (Woodgreen) and Roly Errington to ask if it is likely to happen. **Ongoing**
- Condition of legs on tree seat on village green: Deemed to be safe at this point but should be monitored. **Closed**

6. Items Ongoing

- Proposal to close central reservation gap at Rufus Stone junction: Letter received stating the decision of Highways England **not** to proceed with the proposal to close the gap at this time. **Closed**
- Consultation on National parks and Areas of Outstanding Natural Beauty: Council's response submitted by Cllr Taylor. **Closed**
- Drain outside Old Bakery – observation following rainfall: A puddle formed as usual but then drained. Keep under observation. **Closed**
- Water leak at Congleton Close: It is still leaking. Cllr Andrews will get back to NFDC Environmental Health. **Ongoing**

7. Reports from County and/or District Councillor

Neither was present.

8. Report from Lengthsman

During December he carried out general checks around the village but bad weather and Christmas interfered with routine jobs.

9. Reports from Parish Representatives

- PCSO Williams hopes to attend alternate parish council meetings this year and will attend the Annual Parish Meeting in March.
- PCSO Williams to be asked about the online system for reporting crime; there are concerns over bits of deer skin found in fields at London Minstead.
- Minstead Hall floor now restored and back in use.

10. Planning

Decision Awaited

18/00886 Appletrees Farm. Garage.

18/00890 Peters Hold Farm. Cattle shelter.

New Planning Applications

18/00904 Sungate. Outbuilding. **Comment No 3.**

18/00910 Yew Tree House. Conversion of agricultural barn into annexe. **Comment No 4; we note the issues identified by Planning Officer.**

18/00954 Petrol Station, Ringwood Road. Single storey rear extension to sales building to provide sandwich bar. **Comment No 4 because: there is insufficient parking; it will cause disturbance to neighbours and litter; there is no replacement refuse area; lack of toilet facilities; it appears to be built on SSSI; no habitat assessment carried out.**

Trees

R14/15/18/1198 High Trees. Fell 1 x Larch tree. *[Exempt work. No comment required.]*

Forestry Commission Streamlined Felling Licence - Woodcrates & Wick Wood. *[For information]*

CONS/19/0008 Malwood Walk Farm. Fell 1 x Holly. **No comment.**

11. Correspondence

Emails circulated

HCC Highways: Town and Parish Council Spring Workshop - 13 March 2019: **Noted.**

To Read

Local Councils Update (Dec 2018), Clerks & Councils Direct (Jan 2019),

12. Finance

- Budget report for 3rd Quarter [circulated]: This had been previously published and was accepted.
- Receipts & Payments for December 2018:

| | £ | £ | £ |
|-----------------------------------------------------------------------------------|---------------|----------------------|------------------|
| | Net | VAT (recoverable) | |
| Balance at 30 November 2018 | | | 10,850.61 |
| Receipts: | | | |
| Standing Order/Direct Debit payments: | | | |
| Salaries and expenses | 470.08 | | 470.08 |
| Debit card payment: | | | |
| John Lewis: HP Envy 5030 all-in-one printer/scanner + delivery | 44.58 | 8.91 | 53.49 |
| Cartridge people: Printer inks | 30.98 | | 30.98 |
| Cheques to pay: | | | |
| P Osborne: salary arrears 1/4/2017 to 31/12/2018 | 143.42 | | 143.42 |
| L Byford: Replacement of two stiles on FP6 | 120.00 | | 120.00 |
| M Bridle: Hedge cutting (Footway + Church Close) | 42.00 | 8.40 | 50.40 |
| Total payments for December | 851.06 | 17.31 | 868.37 |
| Balance after payments (This balance is in addition to £6,000 reserve) | | | 9,982.24 |

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

13. Minstead Broadband – update

The meeting with Openreach had been useful. Cllr Taylor had circulated to councillors a report of the meeting and other communications. It was agreed to set up a sub-committee to handle issues in a timely manner as and when they arise.

14. Annual Parish Meeting (20.03.19) – topic/speaker

Chairman to invite Cllr Heron. PCSO Williams has already said he would attend – Cllr Bennett to ask him to speak about support for vulnerable people.

15. The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018

Compliance required by 23 Sep 2020. Design/content must be compatible with access software (e.g. screen readers) so council must identify any content created post September 18 that is not accessible, then plan as appropriate for compliance. An *Accessibility Statement* will be required. Clerk to consult Mr Barriball on this.

16. Matters raised by Councillors

- Increasing number of potholes – keep reporting online.
- Mill Lane traffic survey data – raw data had been supplied by HCC so Cllr Taylor had asked for additional data such as breakdown by time of day that would be of more use. Data sent again was still not useful. Cllr Taylor is pursuing this. He has also searched without success for useful data on traffic down A337 and A35.
- Village notice board at Congleton Close – currently only village map is displayed on the front. Suggested that the board be split with map on half and other half used for village notices. Cllr Cattell will investigate how this could be done.
- Xmas tree lights – Mr Chatwin had supplied lights and batteries and later had repaired the damage after cows had chewed the cables. Clerk to thank him and ask him to invoice.

17. Date of next Ordinary Meeting: 4 February 2019 at 19.30

Meeting closed at 20.20