

Minstead Parish Council

Summons to all members of the Council:

You are hereby summoned to attend the Annual General Meeting of Minstead Parish Council
To be held in the Danby Room, Minstead Hall on **Tuesday 7 May 2019 at 19.30**

Signed: P Osborne (Parish Clerk)

01.05.2019

AGENDA

Public Participation Period: *A period of 15 minutes will be allowed. Members of the Public intending to address the meeting must have registered with the Clerk by close of business on the Friday preceding the meeting at the latest. This is to allow control of numbers in the meeting room so as not to exceed any regulations. Members of the Public in attendance are entitled to remain for the meeting should they so wish, unless any item is declared confidential or exempt business. Members of the Public may not participate in any of the business being considered except by invitation of the Chairman.*

- 1. Apologies for Absence**
- 2. Election of Chairman and Vice Chairman**
- 3. To agree amount of Chairman's Allowance in pursuance of Local Government Act 1972, Section 15(5)**
- 4. Declarations of Acceptance of Office by Chairman and Councillors.**
- 5. To appoint Parish Representatives/Responsibilities:**
 - New Forest Association of Local Councils (NFALC)
 - New Forest Consultative Panel
 - NE Quadrant meetings
 - Police liaison
 - Cadnam Cricket Club liaison
 - Minstead Village Hall Management Committee
 - All Saints PCC
 - Footpaths
 - Communications
- 6. To agree meeting dates for 2020** *[See proposed dates in Appendix]*
- 7. Public Participation Period**
- 8. Declarations of Interests**
- 9. To confirm the Minutes of the Ordinary Meeting held on 1 April 2019**
- 10. Matters Arising**
 - Amendment to minutes of meeting on 4 February 2019 [Item 13]
 - Black tarmac (on New Road) [Item 15]
- 11. Items Ongoing**
 - Road edges (inspection with an engineer, review):
 - Traffic Survey data (Mill Lane):
 - Village notice board:
- 12. Reports from County and/or District Councillor**
- 13. Report from Lengthsman**
- 14. Reports from Parish Representatives**
- 15. Planning** *[See Appendix]*
- 16. Correspondence** *[See Appendix]*
- 17. Finance** *[See Appendix]*

18. Audit 2018/1019

- Completion of Certificate of Exemption from Limited Assurance Review
- Approval of Annual Governance and Accountability Return Sections 1 & 2.

19. Insurance renewal

20. Minstead Community Fibre Broadband scheme

21. Matters raised by Councillors

22. Date of next Ordinary Meeting: 3 June 2018 at 19.30

APPENDIX

6. Proposed meeting dates in 2020

6 January, 3 February, 2 March, Wed 18 March (Annual Parish Meeting), 6 April, **Tuesday** 5 May (AGM), 1 June, 6 July, 3 August, 7 September, 5 October, 2 November, 7 December.

15. Planning

Decisions

Decision Awaited

18/00954 Petrol Station, Ringwood Road. Single storey rear extension to sales building to provide sandwich bar.

19/00115/LDCE Malwood Walk Stables. Application for Certificate of Lawful Development for Existing use of dwelling in breach of Condition 2 (Agricultural Occupancy) of planning permission NFDC/78/10690. **Lawful**

19/00205 Home Farm, Pear Tree Lane. Internal alterations (Application for Listed Building Consent.)

New Planning Applications

19/00083 Land of Hollyhock Cottage. Retention of barn and agricultural building.

19/00231 Merrie Orchard. Detached garage with storage over; Demolition of existing outbuilding. (Application for Non Material Amendment to Planning Permission 17/00532).

Trees

CONS/19/0293 The Acorns. Prune 2 x Oak trees; fell 1 x Cherry tree.

CONS/19/0295 The Acorns. Remove dead wood/storm damage from group of Oak trees (**Exempt works; safety concern.**)

CONS/19/0313 Sunnydale, Emery Down. Fell 1 x Golden Leylandii tree.

16. Correspondence

Emails circulated

To Read: LCU, Forest Matters, Clerks & Councils Direct.

17. Finance

- Receipts & Payments for April 2019:

	£	£	£
	Net	VAT (recoverable)	
Balance at 31 March 2019			9,069.07
Receipts:			
NFDC: Precept			5,250.00
HCC: Parish Lengthsman Scheme			1,100.00
HMRC: VAT refund (2018-2019)			111.57
Standing Order/Direct Debit payments:			
SOs: Salaries and expenses	507.46		507.46
Debit card payment:			
Cheques to pay:			

WG Andrews: reimbursement for postage	69.00	13.80	82.80
HALC: HALC Affiliation Fees (£261.00 + NALC Levy (£42.00) for 2011119/20	303.00		303.00
M Camilleri: Clerk hours + travel	64.10		64.10
WG Andrews: reimbursement for postage	56.21	11.24	67.45
Total payments for April			1,024.81
Balance after payments (This balance is in addition to £6,000 reserve)			14,505.83

- Minstead Community Fibre Broadband Fund: Total contributed or pledged as at 1 May is £79,881. Target is £106,698,