

**Annual General Meeting of Minstead Parish Council**

Danby Room, Minstead Village Hall

Tuesday 7 May 2019 at 19.30

**Present:** Cllrs W Andrews (Chair), H Bennett, S Cattell, A Ferguson, G Hough, G Saunders, R Taylor.

**In attendance:** P Osborne (Clerk).

**1. Apologies for Absence**

Cllr Mrs Andrews (NFDC)

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

Chairman: [Cllr Cattell took the chair during election of Chairman.] Cllr Andrews was proposed by Cllr Bennett, seconded by Cllr Ferguson and agreed by all.

Vice Chairman: [Cllr Andrews resumed the chair.] Cllr Cattell was proposed by Cllr Andrews, seconded by Cllr Taylor and agreed by all.

**3. To agree amount of Chairman's Allowance in pursuance of Local Government Act 1972, Section 15(5)**

An allowance of £240 (+2% on previous year) was proposed by Cllr Bennett, seconded by Cllr Ferguson and agreed by all.

**4. Declarations of Acceptance of Office by Chairman and Councillors.**

Cllr Andrews declared and signed his *Acceptance of Office* as Chairman.

All councillors declared and signed their *Acceptance of Office*, witnessed by the Proper Officer of Council, Polly Osborne.

**5. Parish Representatives/Responsibilities were allocated as follows:**

- New Forest Association of Local Councils (NFALC) – Cllr Taylor and Cllr Bennett
- New Forest Consultative Panel – Cllr Cattell and Cllr Saunders
- NE Quadrant meetings – Cllr Bennett
- Police liaison – Cllr Bennett
- Cadnam Cricket Club liaison – Cllr Taylor
- Minstead Village Hall Management Committee – Cllr Andrews
- All Saints PCC – Cllr Andrews
- Community Shop Steering Group – Cllr Saunders
- Footpaths – Cllr Cattell
- Communications – Cllr Ferguson and Cllr Hough

**6. Meeting dates for 2020**

The following dates in 2020 were agreed: 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.

**7. Public Participation Period**

None

**8. Declarations of Interests**

None

**9. To confirm the Minutes of the Ordinary Meeting held on 1 April 2019**

These had been published. They were confirmed and signed.

**10. Matters Arising**

- Amendment to minutes of meeting on 4 February 2019: An addition had been made, as resolved at the previous meeting [Minutes 2019 April, Item 13], and had been initialled by the Chairman.

- Black tarmac (on New Road): Since no response had been received to Chairman's enquiry about use of black tarmac in New Forest, NFDC Cllr Mrs Andrews to be asked to report it. The Chairman to report to Cllr Heron that the HCC road signs used to indicate the resurfacing work have still not been collected. **Ongoing**

### 11. Items Ongoing

- Road edges (inspection with an engineer, review): **Ongoing**
- Traffic Survey data (Mill Lane): Defer discussion to next meeting. **Ongoing**
- Village notice board: Defer discussion to next meeting. **Ongoing**

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

Neither was present. Cllr Mrs Andrews (NFDC) did not attend because she had not yet declared her *Acceptance of Office* as an NFDC Councillor.

### 13. Report from Lengthsman

During April he controlled vegetation on Footpaths 4, 5 and Old Court House Footway - he had strimmed grass, cut back areas of vegetation at path edges, cut back whips and cleaned off debris.

### 14. Reports from Parish Representatives

- Police: PCSO Williams wishes to meet parishioners who might have safety/security concerns, e.g. scamming. Following discussion about avoiding 'cold calling', it was agreed to include a piece in Minstead Mail inviting people to respond if they would like a visit from PCSO Williams. Cllr Bennett to discuss with PCSO Williams at next Beat Surgery.
- NFALC: recent meeting included presentation from Citizens Advice Bureau - they issue newsletters and can analyse CAB activity by parish.
- NE Quadrant: next meeting 16 May in Bramshaw.
- Cadnam Cricket Club: a complaint re rubbish around the pavilion had been investigated and was felt to be unjustified. Another complaint received re stiles over fences being a danger to ponies - Clerk to contact Forestry (Sean Marsh), cc Agister Andrew.
- Minstead Mail: Request for material for Spring issue.
- Community Shop: The Steering Group has developed an outline plan to set up and run a Community Shop at the Trusty Servant pub. For the next stage the Project is in need of an increased commitment from members of the Community who have sufficient time and appropriate skills to take it through to completion. Up to 5 or 6 people are needed for the Steering Group who are able to attend meetings on a regular basis with experience to contribute to the following areas: commercial and legal; financial (accounting, fund raising etc); project management of building refurbishment; stocking, staffing; publicity and communications; and secretarial support. It is planned to summarise the situation and seek such support in the next Minstead Mail.

### 15. Planning

#### Decisions

**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**

#### Decision Awaited

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

**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. **Comment No. 5.**

**19/00231** Merrie Orchard. Detached garage with storage over; Demolition of existing outbuilding. (Application for Non Material Amendment to Planning Permission 17/00532). **No Comment required.**

#### 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.

**There were no comments on these three applications.**

## 16. Correspondence

Emails circulated:

- Forestry Commission: Invitation to rededication service at the Mogshade Canadian Memorial on 5 June. Cllrs Andrews and Ferguson to attend.

To Read: LCU, Forest Matters, Clerks & Councils Direct, HCC Making a Difference.

## 17. Finance

- Receipts & Payments for April 2019:

	£	£	£
	Net	VAT (recoverable)	
<b>Balance at 31 March 2019</b>			<b>9,069.07</b>
<b>Receipts:</b>			
NFDC: Precept			<b>5,250.00</b>
HCC: Parish Lengthsman Scheme			<b>1,100.00</b>
HMRC: VAT refund (2018-2019)			<b>111.57</b>
<b>Standing Order/Direct Debit payments:</b>			
SOs: Salaries and expenses	507.46		507.46
<b>Debit card payment:</b>			
<b>Cheques to pay:</b>			
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
<b>Total payments for April</b>			<b>1,024.81</b>
<b>Balance after payments (This balance is in addition to £6,000 reserve)</b>			<b>14,505.83</b>

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

## 18. Audit 2018/1019

- Completion of Certificate of Exemption from Limited Assurance Review  
The statements were read by the Chairman. Confirmation was proposed by Cllr Bennett, seconded by Cllr Ferguson and agreed by all. The Certificate was signed by RFO and Chairman.
- Approval of Annual Governance and Accountability Return Sections 1 & 2.  
Section 1: The Annual Governance Statements were read by the Chairman. Approval was proposed by Cllr Bennett, seconded by Cllr Ferguson and agreed by all. The Statement was signed by Chairman and Clerk.  
Section 2: The Accounting Statements had been previously circulated. It was proposed by Cllr Bennett, seconded by Cllr Ferguson and agreed by all that the Statement be approved. The Statement was signed by RFO and Chairman.

## 19. Insurance renewal

The renewal documents had been previously circulated. It was proposed by Cllr Andrews, seconded by Cllr Bennett and agreed to accept quote from Inspire.

## 20. Minstead Community Fibre Broadband scheme

HCC Match Funding offer has been extended to 12 May so five days remaining. Target to raise is £106,698. Currently £84,000 donated + £6,400 pledged, so still shortfall of £16,298.

Council thanked Cllr Taylor for all the work he has done towards improving broadband access in Minstead.

## **21. Matters raised by Councillors**

- Village Fete – agreed to hold fete on village green, 10 August, proceeds to be shared equally between church and community shop project.
- Large wet patch on village green – quote has been received for drainage work; it was proposed by Cllr Andrews, seconded by Cllr Hough and agreed that the quote be accepted.
- Minstead Website – Cllr Ferguson asked for suggestions for improvements, modifications etc.
- Lyndhurst/Minstead Traffic Management Working Party – following elections there are new parish councils in Lyndhurst and Minstead so need to review working group. Cllr Taylor to write to Lyndhurst PC Clerk to ask whether Lyndhurst PC wishes to continue the joint working group.
- Speed limit sign at Acres Down (30/40mph) is continually being turned through 180° after being correctly re-positioned. It seems that permanent fixing is needed but only Highways can do this. Cllr Taylor to report to Highways with request for permanent fixing that cannot be rotated.

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

Meeting closed at 21.42