

Minstead Parish Council
Meeting of Minstead Parish Council

A virtual meeting

Monday 4 May 2020 at 19.30

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

In Attendance: Cllr Mrs Andrews (NFDC), P Osborne (Clerk).

In accordance with Covid-19 Emergency Regulations, all members participated from home.

1. Apologies for Absence

None

2. Declarations of Interests

None

3. To confirm the Minutes of the Ordinary Meeting held on 6 April 2020

Amendment to Item 9 (payments for March 2020): ***an additional payment of £367.40 to HMRC, leaving a balance on 31 March of £6,306.08.*** Acceptance of minutes with this amendment was proposed by Cllr Andrews, seconded by Cllr Taylor and agreed. They would be signed later.

4. Matters Arising

- Screening at Merrie Orchard [Item 7]: The householders have stated that they have suitable hedging plants ready to provide screening around the new outbuilding.

5. Items Ongoing

- Access to properties on A31 at Stoney Cross: **Closed until further progress.**
- Clearance of drainage ditch alongside FP5: Work completed. **Closed**

6. Reports from County/District Councillors

Cllr Mrs Andrews. (NFDC Portfolio holder for Community Affairs) reported:

- I have had daily briefings which are now down to twice a week (which is a good sign!)
The cabinet meeting will go ahead on 6th May via Skype and be shared to You Tube. This will be a comprehensive meeting with much information.
- NFDCs *Local Response Centre (LRC)* was established on 31 March 2020 in support of the *Hampshire Coronavirus Helpline, Hantshelp4vulnerable*, to provide help to the most vulnerable including those under the Government Shielding Measures who currently have no family or friends to support them. The LRC consists of a team of about 15 Council employees from various departments who receive, process and action referrals from the County Council helpline. Referrals relating to people who are under the Government's Shielding Measures are dealt with by the Council direct, with others being referred on to the voluntary sector via *Community First*. *Community First* has proved invaluable at this time with their ready supply of DBS volunteers.
- In addition, a food hub has been set up at Applemore Health & Leisure Centre to receive food supplies and box up into food parcels for delivery for those on the shielding list, who haven't yet received their Government food parcel or to those for which the Government food parcel isn't appropriate, due to dietary requirements or other needs. In the first two weeks 336 referrals were received. New Forest is receiving more referrals than any of the other District or Borough Councils. 709 referrals received up to 28/4/20; 307 food deliveries have been made from the Food Hub up to 28/04/20. To date, more than 40 people/families have been identified as needing ongoing support through weekly food deliveries.
- NFDC has been allocated funding of £25,000 to support Shielding Hub and Foodbanks. This is available to individuals or local groups providing support services.
- As for the council itself, all Information Offices are closed, Customer Services are working from home. CCTV is operating as normal, with redeployed staff from Leisure Services and Electoral Services providing resilience. Carelines are operating as normal, though we are not accepting new installations at this time. Community Safety Team are operating as normal, with enhanced daily liaison with the Police.

- I was delighted to see the speed with which many parishes were able to offer local support and were able to identify those who made need help. This varied from shopping, picking up prescriptions and/or just keeping in contact so that those in isolation did not feel alone.
- The last time I left the house was 16th March but I have been working from home and been in contact with my ward parishes. We are waiting for future government announcements and are already preparing for how we will ease back into what is now being called the “new normal”.

I wish you all well and trust you are enjoying this wonderful Spring weather, if not your freedom. It is, I think a small price to pay to keep you and your family safe. As always please contact me if I can be of help.

7. Reports from Parish Representatives

- Footpaths: Our parish lengthsman is ready to return to work and when the time is right he will cut the foliage back on FP4.
L Byford recently cleared the pipe and ditch on FP5; but he has reported that the pipe is blocked again and he has been unable to rod it clear this time; he is attempting to locate a corkscrew attachment to try and clear the blockage. *It was proposed by Cllr Andrews, seconded by Cllr Hough, and agreed that he be asked to continue and excavate under the path if necessary.*
- Minstead Hall Management Committee (MHMC): The Hall remains entirely closed for the time being and is being maintained by our Warden. Our Tenant, the Minstead Social Club, is also closed for business for the time being but their Committee Members are maintaining their premises having furloughed their paid staff.
MHMC applied for and received (very promptly indeed) the appropriate Business Interruption Grant from HMG via NFDC. We have received one advance booking for a Christmas party for 200 Children from friends of Ocean Ward Southampton hospital. Our 2020 AGM has been postponed to May 2021, postholders remain the same as last year.
- NFNPA matters: the live streamed virtual planning committee meeting on 21/04/20 went ahead - contributions from public, agents, and PCs were made possible and provision was made for a statement to be read out from participants should there be connection issues.
- NFALC: no news of further meetings as yet. The next scheduled meeting is 16/07/20.
- Community Shop: Committee is trying to get the shop ready for opening on May Bank Holiday (25/05/20) for a few hours a day.

8. Planning

Decisions

20/00043 Holly Lodge, Emery Down. Outbuilding; conservatory; porch; 2no roof lights, replacement gate, terrace extension (demolition of carport, outbuilding and conservatory). **Grant**

20/00097 Appletrees Farm. Replacement stables. **Withdrawn**

19/00974 Auberge. Continued use of land as garden; replacement outbuilding attached to raised and enlarged existing outbuilding; access alterations; new 1.8m high close boarded fencing including 2no new entrance gates; 1no.new pedestrian access gate. **Withdrawn**

20/00084 Land at Thatched Cottage, Blackwater Road. Stables. **Grant**

20/00114 Marleys. New barn; demolition of existing outbuilding. **Withdrawn**

Decision Awaited

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

19/00911 Peters Hold. Replacement dwelling; detached garage/carport; associated works and landscaping (demolition of existing dwelling and annex).

New Planning Applications

20/00235 Brock Farm. Application to remove condition 2 of application NFR/16013/2 (Erection of house for agricultural worker with landscaping proposals) to allow non-agricultural related occupation. **Comment No 5.**

20/00259 Castle Malwood Park Farm. Replacement triple bay garage; demolition of existing garage.
Comment No 3. We support this application.

Trees

R14/15/20/0177 3 Blackwater House. Fell 1 x (decayed/leaning) Birch tree. **Exempt works**

9. Correspondence

All *Items to Read* are suspended during current lockdown restrictions.

10. Finance

- Receipts & Payments for April 2020:

	£	£	£
	Net	VAT (recoverable)	
Balance* at 31 March 2020			6,306.08
Receipts:			
HCC: Parish Lengthsman Scheme			1,100.00
HMRC: VAT Refund for 2019/2020			128.99
NFDC: Precept	5,750.00		5,750.00
Standing Order/Direct Debit payments:			
SOs: Salaries and expenses	525.67		525.67
Debit card payment:			
1&1: website monthly fee	5.00	1.00	6.00
Cheques/BACS payments:			
WG Andrews: Reimburse for Citipost mail postage	84.27	16.85	101.12
Lee Byford: Unblocking drain	60.00		60.00
Lee Byford: Clearing ditch along Footpath 5, strimming grass	70.00		70.00
HALC: Affiliation fees 2020/21 + NALC Levy	305.36		305.36
Lyndhurst Parish Council: HALC training (February 2020) for 1 councillor	25.00		25.00
Total payments for April	1,075.30	17.85	1,973.15
Balance after payments (This balance is in addition to £6,000 reserve)			12,191.92

* This balance amount for year ended 31 March 2020 has not been confirmed.

Payments were proposed by Cllr Bennett, seconded by Cllr Taylor and agreed.

11. Insurance Renewal

Documents received quoting renewal premium £482.73, due 01/06/2020. The council's existing Long-term agreement will expire next year on 31/05/2021. An enquiry has confirmed that the existing policy covers volunteers subject to the Parish Council accepting responsibility for managing the volunteers; in particular council must:

- Act in accordance with the latest advice provided by the Government especially in terms of taking all necessary precautions to prevent the spread of or catching the disease both for the volunteers and the people they are looking to help;
- Have both a risk assessment and safeguarding policy;
- Maintain a list of all volunteers and the Council consider them to be competent and trustworthy.

Council does accept this responsibility. Cllr Bennett to check Risk Assessment and Safeguarding Policy. Renewal of the policy was proposed by Cllr Andrews, seconded by Cllr Hough and agreed.

12. Minstead Resilience

Update from Esmé Briggs who is co-ordinating voluntary help for parishioners during the Covid-19 epidemic: "We have continued to have very few requests for help, which is a good sign that people are already being supported and that few are having to go into full isolation. The requests have mainly concerned food and prescriptions."

A number of local businesses now offer home delivery services which are much appreciated.

13. Councillor Vacancy

The vacancy will be advertised when current lockdown is over. If more than one applicant, that will trigger an election that, at the moment, cannot be held before May 2021.

14. Parish Council Representatives/Responsibilities

With Cllr Ferguson's resignation, some tasks will need to be undertaken by others. It was agreed that there is no need for Minstead Mail right now.

15. Audit 2019-2020: Deadline dates moved two months later; wet signatures still required.

This was noted.

16. Matters raised by Councillors

- Complaint received about difficulty crossing the stream on the path from The Grove to Thrifty Gate. This path is not a public right of way. Possibly Forestry England land? Cllr Taylor to try to find out who owns the land and pursue the matter.
- Neighbourhood Watch – a comment posted 25 years ago can only be withdrawn by the commentator. Council queried the relevance of NW in Minstead today. Cllr Bennett to check with PCSO R Williams on benefits of membership, if any.
- Several proposed road repairs have not been done. Cllr Taylor to raise them again.
- Openreach cable on Lyndhurst Road towards A337 still hanging, possibly within reach of livestock – Cllr Taylor to report again.
- In September a new battery and pads will be needed for the defibrillator. Cllr Bennett to get prices.

17. Date of next Ordinary Meeting: 1 June 2020 at 19.30

Meeting closed at 20.06