

Annual General Meeting of Minstead Parish Council

Tuesday 4 May 2021 at 19.30

Meeting held virtually in accordance with Regulations for Covid-19 pandemic

Present: Cllrs W Andrews (Chair), H Bennett, M Causton, G Hough, G Saunders, J Smith, R Taylor.

In Attendance: P Osborne (Clerk), 2 public.

1. Apologies for Absence

Cllr Mrs Andrews (NFDC)

2. Election of Chairman

[Cllr Taylor took the chair during the election of Chairman.] Cllr Andrews was proposed by Cllr Taylor, seconded by Cllr Hough and agreed by all.

3. Declarations of Acceptance of Office by Chairman

Cllr Andrews declared and signed his *Acceptance of Office* as Chairman. This will be signed as witness by Clerk later.

4. To agree amount of Chairman's Allowance

An allowance of £245 (+2% on previous year) was proposed by Cllr Taylor, seconded by Cllr Saunders and agreed by all.

[Cllr Andrews resumed the chair at this point.]

5. Parish Representatives/Responsibilities were allocated as follows:

New Forest Association of Local Councils (NFALC) – Cllrs Taylor and Bennett

New Forest Consultative Panel – Cllr Saunders

NE Quadrant meetings – Cllr Bennett

Police liaison – Cllr Bennett

Cadnam Cricket Club liaison – Cllr Taylor

Minstead Hall Management Committee – Cllr Andrews

All Saints PCC – Cllr Andrews

Community Shop Committee – Cllr Causton

Footpaths – Cllr Saunders

Communications – Cllrs Hough, Causton, Smith

6. Meeting dates for 2022

The following dates for Parish Council meetings in 2022 were agreed: 10 Jan, 7 Feb, 7 Mar, 4 Apr, 9 May, 6 Jun, 4 Jul, 1 Aug, 5 Sep, 3 Oct, 7 Nov, 5 Dec. Annual Parish Meeting: Wednesday 16 March 2022.

7. Public Participation Period

A parishioner gave the rationale for his current planning application and explained that adjustments had been made following feedback from Planning Officer.

8. Declarations of Interests

None

9. To confirm the Minutes of the Ordinary Meeting held on Monday 12 April

These had been published. They were confirmed and signed.

10. Matters Arising

- Village Fete 2021: Jo Vardy is willing to organise this for 21 August. Agreed to go ahead.

11. Items Ongoing

- Cricket ground – renewal of licence. This is due to go to the Verderers Court on 19 May.
- Reports from County/District Councillors

Cllr E Heron (HCC) was not present.

Cllr Mrs Andrews (NFDC) reported by email:

Cllr Edward Heron is the newly elected Leader of NFDC; once he took the position he set about a Cabinet reshuffle. Two new Cllrs joined the Cabinet which made the cabinet more geographically representative of the District. Cllr Heron also made changes to the title and content of the Portfolios. You may remember

that previously I held the Portfolio for Community Affairs, I am now Portfolio Holder for Planning, Regeneration and Infrastructure.

It has been rather strange to immediately leave all the committees that I previously worked on - for instance, Police and Crime Commissioner, Safer New Forest and Health and Adult Social Care. It will take time for me to adjust to my new Portfolio but I am looking forward to the challenge ahead.

The council too is responding to the changes of the Portfolios and more immediately the change away from virtual meetings. Many councils and parish councils are moving their meetings to meet the deadline of 6th May to satisfy their legal obligation and delay the move to Public meetings until June.

Tomorrow will be the first Cabinet meeting of the new Cabinet; two agenda items come under my portfolio to be approved:

- Adoption of the Mitigation for Recreational Impacts on New Forest European sites: Supplementary Planning Document

(The projects that are delivered by the Strategy ensure that residents have attractive green space in close proximity to their homes, avoiding the need to travel to more sensitive parts of the National Park. These projects (attractive green spaces) not only protect the most sensitive parts of our natural environment but make a positive contribution to the health and well-being of our residents and create a sense of local community and place.)

- The Local Plan Review Part Two and Supporting Work

(Amongst other items, the report sets out priority work areas and highlights the emphasis on work around climate change and working towards a zero-carbon economy that will promote a green recovery, the protection and enhancement of green infrastructure to promote nature recovery and biodiversity and to deliver green growth. At a national and local level the pandemic has accelerated the rate of change in our town centres and the proposed work on Local Plan Part 2, together with other work set out in the report, will direct and assist in delivering change in our town centres to ensure that they continue to play a vital role as centres of our community. The report sets out other complementary work.)

12. Reports from Parish Representatives

- Police: concerns re people using Football Green car park inappropriately late at night.. Cllr Bennett is meeting PCSO Williams to discuss.
- Minstead website currently being reviewed and updated. *Accessibility Statement* will be included.
- Next NE Quadrant meeting will be on 13 May at 19:00 and will be a virtual meeting.
- NFALC – no meetings are currently scheduled. Useful updates on cycle events are still being circulated by the NFALC cycle representative.
- Footpaths – no problems within village but complaint received about condition of Bridleway 10.
- The Parish Council's Facebook page receives information from Parishioners about local incidences. PCSO Williams to be invited to next council meeting to give guidance to the PC on how it is best for Parishioners to report information and how they can send cctv or preserve other evidence when required.
- Community Shop doing well but still seeking volunteers. Response from NFDC is awaited regarding rubbish.
- Village Hall reopens on 16 May.

13. Report from Lengthsman

During April he worked on the village paths (FPs 4, 5, 9 and Old Court House), strimming and clearing debris.

He is careful to avoid nesting birds and cutting spring flowers.

He reports that on FP5 his attempts to clear flooding at the end of the ditch were not completely successful. He suspects that the problem is in the adjacent field where the outlet of the pipe under the path has become blocked by mud. If this is not cleared, an alternative would be to cut another slot across the path and reline with pipe.

Chairman will speak to owner of field about unblocking the pipe.

14. Planning

Decisions

- 20/00961** South Lodge, Football Green. Single storey extension. **Grant**
- 21/00073** Willow Green. Greenhouse. **Grant**
- 21/00158** Camphill Cottage, Emery Down. Single storey infill extension; external door. **Grant**

Decision Awaited

- 18/00954** Petrol Station, Ringwood Road. Single storey rear extension to sales building to provide sandwich bar.
- 21/00128** Mill Lane Cottage. 1no. outbuilding; demolition of 2no. outbuildings.
- 21/00132** Mill Lane Cottage. Replacement outbuilding with room over; demolition of existing outbuilding.
- 21/00015** Marleys. Barn; stables; garage with attached carport; demolition of existing outbuilding.
- 21/00214** Williams Hill Farm. Replacement stables.

New Planning Applications

- 21/00378** Belwood Cottage, Peartree Lane. Two storey extension; single storey extension; alterations to garage to form additional habitable floorspace; alterations to doors and windows; roof alterations including rooflights; demolition of attached store; demolition of conservatory; removal 1no. chimney. **Comment No 1 - Care must be taken over the nature and colouring of the exterior.**
- 21/00367** Robins Bush Farm. Dormer windows; oriel window. **Comment: Insufficient information and no parish briefing note. Defer discussion to next meeting.**
- 21/00392** Land of Cartref Lodge. Manege. **Comment: No drainage scheme included in the proposal. Ask for proposed drainage. Defer to next meeting.**

Trees

- CONS/21/0197** Fleetwater House. Fell 2 x individual Ash, 1 x Oak, 1 x group of Ash; Prune 1 x Beech.
 - CONS/21/0203** Whitethorn. Fell 1 x Redwood, 1 x Silver Birch.
 - CONS/21/0206** Gardeners Cottage. Fell 1 x Fir tree.
- No comments on these applications.**

15. Correspondence

To Read: LCU, Clerks & Councils Direct.

16. Finance

- Banking and Online Payments Control:
Procedure now on website. In future, payments made will be included in the agenda/minutes for each meeting. Those authorised to make payments are: Chairman, Vice Chairman and Clerk. Cllr Bennett will be added as an authorised person.
- Renewal of authorisation of payments by Standing Order, Direct Debit, Online bank transfer, CHAPS:
Cllr Andrews proposed that existing SOs, DDs, online transfers and CHAPS be renewed. This was seconded by Cllr Bennett and agreed by all.
- Receipts & Payments for April 2021:

	£	£	£
	Net	VAT (recoverable)	
Balance at 31 March			25,622.22
Receipts:			
NFDC: Precept			5,750.00
NFDC: Restart Grant			8,000.00
HCC: Parish Lengthsman Scheme			1,100.00
Standing Order/Direct Debit payments:			
SOs: Salaries and expenses	527.60		527.60
Debit card payment:			
1&1 IONOS: website monthly fee + Extended support	12.03	2.41	14.44
Cheques/Online payments:			
HALC: Affiliation Fees 2021/22 + NALC Levy 2021/22	315.17		315.17

P Osborne: mileage for audit (2 trips) 104 ml x 45p	46.80		48.60
Total payments for April 2021	891.60	2.41	904.01
Balance after payments (In addition to £6,000 in reserve.)			39,568.21

Payments were proposed by Cllr Andrews, seconded by Cllr Taylor and agreed by all.

17. Audit 2020/2021

Following Internal Audit, Sections 1, 2, 3 of the AGAR had been circulated to councillors.

Report by Internal Auditor

The Internal Audit was again carried out by Mr John K Murray. His follow-up letter had been circulated to Councillors in which he brought three matters to the attention of the Council:

- Proof is required of the date the *Public Rights Notice* is posted on the website (dated screen shot acceptable).
- Signatures on AGAR should be published, not redacted.
- Full details of appointment of new Clerk/RFO should be minuted.

Annual Governance and Accountability Return Sections 2 & 3

- Section 1: The Annual Governance Statements were read by Chairman. They were approved in turn then overall approval was proposed by Cllr Taylor, seconded by Cllr Hough and agreed. Since this was a virtual meeting, the Statement would be signed by the Chairman and Clerk later.
- Section 2: The Accounting Statements had been previously circulated. Approval was proposed by Cllr Taylor, seconded by Cllr Causton and agreed by all. Since this was a virtual meeting, Section 2 would be signed by the Clerk and Chairman later.

18. Insurance renewal

Renewal documents had been circulated. Cllr Andrews proposed acceptance with Pen Underwriting as recommended by Came & Co, seconded by Cllr Causton and agreed.

19. Grants policy

Cllr Bennet and Mr Mollett have drafted a policy which will be circulated for discussion at next meeting.

20. Appointment of New Clerk and RFO

Barry Mollett has accepted the post from 14 June 2021 with 3 months probation, starting at Scale Point 1 of NJC rates.

21. Matters raised by Councillors

- Council is waiting to hear from Openreach re the Gigabit Schemes.
- *New Forest Spring Clean* planned 28 May to 13 June.
- An open consultation is seeking feedback, *Local authority remote meetings: call for evidence*. Send comments to Cllr Taylor about virtual meetings.
- Some parishioners have expressed concern about activities in the area. They should report their concerns to NPA.
- Defibrillator must be re-registered.
- Questions from parishioners re use of Old Village Shop. Report such queries to Cllr Andrews.
- Speedwatch: Copythorne PC will be buying a SID so the existing SID (shared with Copythorne and Bramshaw) will be used only by Minstead since Bramshaw does not use it.
- Vote of thanks was expressed to Polly Osborne for more than 10 years as Clerk and RFO.

22. Date of next Ordinary Meeting: 14 June 2021 at 19.30. This will be a physical meeting.

Meeting closed at 21.14