

Minstead Parish Council

Summons to all members of the Council:

You are hereby summoned to attend the Ordinary Meeting of Minstead Parish Council
To be held in **Danby Room at Minstead Hall on Monday 4 April 2022 at 19.30**

For Public attendance please use the following Zoom Meeting link to join us:
<https://us02web.zoom.us/j/81253837195?pwd=NnQ1eklCamhEUWc1UzhTZnFkckFWQT09>

Meeting ID: 812 5383 7195

Passcode: 458968

****Please notify minsteadclerk@gmail.com if you wish to attend via Zoom**

Signed: B Mollett (Parish Clerk)

29.03.2022

AGENDA

- 1. Apologies for Absence**
- 2. Public Participation Period**
- 3. Declarations of Interests**
- 4. To confirm the Minutes of the Ordinary Meeting held on Monday 7 March 2022**
- 5. Matters Arising**
 - Carried Forward
 - Drainage on Village Green
 - *Progress with rodding when weather permits*
 - Water Leaks within parish
 - *Cllr Bennett to update on any further developments*
 - Footpath Closure
 - *Cllr Saunders to notify which footpaths are impacted*
 - Local Listing of Heritage Assets
 - *Cllr Smith to add links to local listings for community interest*
 - Website – Test website to be removed
 - *Cllr Smith to remove*
 - Christmas Tree (Future Changes)
 - *Cllr B Andrews to discuss with Minstead Trust*
 - Landscapes Review Gov't Response
 - *Cllr Hough to draft a response for council. In progress and to be circulated to councillors*
 - Entrance to Running Hill Rd – Animal Escape Danger
 - *Cllr Hough to report to Highways England*
 - Jubilee Tea Party – *Cllr Bennett to advise if road closure is required*
 - New Forest District (outside the National Park) Draft 'Air Quality in New Development' Supplementary Planning Document
 - *Cllr Smith to draft a response*
 - Parliamentary Constituency Changes
 - *To be distributed via Facebook and Newsletter (Cllr Hough and Cllr Causton)*
 - Jubilee Beacon
 - *Cllr B Andrews has spoken to parishioner who is not keen to offer field for use.*

6. Items Ongoing (For Updates)

- Gigabit Scheme – on hold pending a procurement process to determine funding
- Queens Green Canopy – discussed at APM awaiting feedback from parishioners

7. Reports from County/District Councillors

8. Reports from Parish Representatives

9. Report from Lengthsman

10. Matters arising from Annual Parish Meeting

11. Planning [See Appendix]

12. Correspondence [See Appendix]

13. Finance [See Appendix]

14. Matters raised by Councillors

- Discussion on formulating a “Code of Conduct” for public meetings and forums

15. Date of next Meeting: Annual General Meeting (AGM) Tuesday 3 May 2022 at 19.30

APPENDIX

11. Planning

Decisions

21/00907 BRICK KILN FARM, ROBINS BUSH ROAD, MINSTEAD, SO43 7GB

Grant Subject To

22/00001 MALWOOD WALK FARM, NEWTOWN ROAD, NEWTOWN, MINSTEAD, SO43 7GD

Grant Subject To

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.

21/01041 Broadwood, Church Lane, Minstead, SO43 7FY (see below)

22/00037 LITTLE SKYMERS, STONEY CROSS PLAIN ROAD, NEWTOWN, MINSTEAD, SO43 7GF

22/00003 Southill, Canterton Lane, Brook, Lyndhurst, SO43 7HF (For information only)

Deferred from Last Meeting

21/01081 Park Farm House, Lyndhurst Road, Minstead, Lyndhurst, SO43 7FY

Replacement dwelling with attached outbuilding; 1no. detached outbuilding; demolition existing dwelling and 1no. outbuilding; associated landscaping and ancillary works

Response Requested further deferral until clarification on floorspace limitations and response from conservation officers

Amended Planning Applications

21/01041 Broadwood, Church Lane, Minstead, SO43 7FY

Single storey extension; alterations to fenestration (AMENDED PLANS)

New Planning Applications

None applicable

Trees

CONS/22/0128 The Mill House, Blackwater, Lyndhurst, SO43 7FL

Fell 1 x Norway Spruce tree

CONS/22/0145 The Old Bakery, Lyndhurst Road, Minstead, SO43 7FY

Prune, Fell and Re-coppice mixed tree species as provided on the Schedule

12. Correspondence

1 x new for circulation

13. Finance

- **Payments for approval**

- Printer Ink (reimburse Clerk) £21.06
- APM Refreshments (reimburse Clerk) £26.79
- HMRC PAYE Tax payment for Q4 £66.64

To be paid via Debit Card

- **Q4 Budget Report for review and approval**

- End Of Year approximately £2500 under budget
- Core Variances
 - Under budget – Salaries, Parish Expenses & Cricket Ground
 - Over Budget – Donations and Grants

- **Balance Adjustment for approval**

During reconciliation of accounts in preparation for year end the following errors were noted and adjustments are presented for council approval.

<u>Opening Balance Adjustment for Approval</u>		<u>Amount</u>
a) <i>Mis-stated travel expenses (April 2021 - Figures transposed)</i>		
<i>Actual Expense Paid</i>	48.60	
<i>Reported</i>	46.80	(1.80)
b) <i>Clerk Salary Mis-stated (April 2021 - Salary increase not reported)</i>		
<i>Actual Salary Paid</i>	449.60	(10.60)
<i>Reported</i>	439.00	
c) <i>Clerk Salary Mis-stated (Jun-Jul 2021 - Incorrect salary in report for new clerk)</i>		
<i>Actual Salary Paid</i>	791.81	48.77
<i>Reported</i>	840.58	
<i>Opening Balance Adjustment:</i>		36.37

13. Finance (ctd)

Receipts & Payments for March 2022:

	£	£	£		
	Net	VAT (recoverable)		Paid By	Auth'd By
Balance as at 28 February			£35,676.04		
Balance Adjustment (see above)			36.37		
Revised Bal. as at 28 February			£35,712.41		
Receipts:					
None Applicable					
Standing Order/Direct Debit payments:					
SOs: Salaries and expenses	541.67		541.67		
Debit card payment:					
1&1 IONOS: Annual + Monthly Fee	5.00	1.00	6.00		
Cheques/Online payments:					
Minstead Flower Show (Grant)	600.00		600.00	BM	RT
Minstead Hall Room Rent	23.52		23.52	BM	RT
Total payments for March 2022	1170.19	1.00	1171.19		
Balance after payments (In addition to £6,000 in reserve.)			£34,541.22		