

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 **Danby Room at Minstead Hall on Tuesday 3rd May 2022 at 19.30**

For Public attendance please use the following Zoom Meeting link to join us:

<https://us02web.zoom.us/j/82172322322?pwd=WHNIbThYSDB5Wk5HUzBjOFczNkZrdz09>

Meeting ID: 82172322322

Passcode: 718209

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

Signed: B Mollett (Parish Clerk)

26.04.2022

AGENDA

- 1. Apologies for Absence**
- 2. Election of Chairman**
- 3. Declarations of Acceptance of Office by Chairman**
- 4. Election of Vice Chairman**
- 5. To agree amount of Chairman's Allowance**
- 6. Allocation of Parish Representatives/Responsibilities**

Current allocated responsibilities are:

 - Vice Chairman – Cllr Taylor
 - 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
- 7. Public Participation Period**
- 8. Declarations of Interests**
- 9. To confirm the Minutes of the Ordinary Meeting held on Monday 4 April 2022**
- 10. Matters Arising**
 - Carried Forward
 - Drainage on Village Green
 - *Progress with rodding when weather permits*
 - Footpath Closure
 - *Has been notified and publicised (closed)*
 - Landscapes Review Gov't Response
 - *Has been completed and submitted (closed)*
 - Entrance to Running Hill Rd – Animal Escape Danger
 - *Reported by Cllr Smith (closed)*
 - Parliamentary Constituency Changes
 - *To be distributed via Facebook and Newsletter (Cllr Hough and Cllr Causton)*
 - Bicycle Thefts

- *Cllr Bennett has discussed with PCSO Williams, and his response circulated (completed)*
- Community Resilience – Cllr Bennett spoke to issues experienced during recent major power outage
 - *Cllr Bennett will review plan in particular considering volunteers to support at risk parishioners in these circumstances.*
- APM Follow-up response to ROOMS
 - *Clerk has drafted a response which has been circulated to councillors for comment.*
- Issues on Red House Path
 - *Cllr Saunders to contact Lengthsman to discuss options to redress*
- Code of Conduct
 - *Cllr Hough and Clerk to prepare final version for approval*
- DISC Program (Rural Times)
 - *Cllr Bennett to speak to PCSO Williams for further information*
- New Forest for Ukraine
 - *Awaiting response from NFDC (via Cllr B Andrews)*
- Regulatory Documents
 - *Clerk has distributed for review response requested prior to June meeting*

11. Items Ongoing (For Updates)

- Gigabit Scheme
- Queens Green Canopy

12. Reports from County/District Councillors

13. Reports from Parish Representatives

14. Report from Lengthsman

15. Audit 2021/22

- Internal Audit Review
- AGAR Statements for review and approval

16. Jubilee Supper Dance – Request for Support (ref email April 4)

17. Trees – Risk Assessment

18. Scheme of Delegation – due for review

19. Planning [See Appendix]

20. Correspondence [See Appendix]

21. Finance [See Appendix]

22. Matters raised by Councillors

23. Date of next Meeting: To Be Agreed

- Proposal to defer next meeting from Monday 6th June to Monday 13th June

APPENDIX

19. Planning

Decisions

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

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

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

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

New Planning Applications

22/00254 Land Adjacent Brambletye, Emery Down, SO43 7GA

Pole barn

Trees

CONS/22/0193 Belwood Cottage, Peartree Lane, Emery Down, SO43 7FH

Fell 1 x Liquid Amber tree

20. Correspondence

1 x new item for circulation

21. Finance

- **Payments for approval**

- HALC Invoice £317.76
- Internal Audit Invoice £195.00
- Clerk Travel Expenses - Audit Review
- 52miles @ 0.45/mile £23.40

- **Invoices Raised**

- HCC Lengthsman Invoice £1100.00

Receipts & Payments for April 2022:

	£	£	£		
	Net	VAT (recoverable)		Paid By	Auth'd By
Balance as at 31 March			34541.22		
Receipts:					
HMRC VAT Refund			110.12		
NFDC 1st Precept Payment			6000.00		
Lengthsman Scheme Payment			1100.00		
Standing Order/Direct Debit payments:					
SOs: Salaries and expenses	544.41		544.41		
Debit card payment:			0.00		
HMRC PAYE Q4 2021-22	66.64		66.64	BM	
1&1 IONOS: Monthly Fee	5.00	1.00	6.00	BM	
Cheques/Online payments:					
Printer Ink (reimburse Clerk)	17.54	3.52	21.06	RT	HB
APM refreshments (reimburse Clerk)	26.79		26.79	RT	HB
Total payments for April 2022	660.38	4.52	664.90		
Balance after payments (plus £6,000 in reserve)			£41,086.44		