

**Ordinary Meeting of Minstead Parish Council  
Hybrid Meeting – Danby Room & Virtual Meeting  
Monday 4 April 2022 at 19.30**

**Present:** Cllrs R Taylor Chair), H Bennett, M Causton, J Smith

**In Attendance:** 2 x public (via Zoom), Mr B Mollett (Clerk)

**1. Apologies for Absence**

Cllr B Andrews, Cllr G Saunders, Cllr G Hough, Cllr Mrs Andrews

**2. Public Participation Period**

1 x public attended, supported by consultant, to speak to a planning application.

**3. Declarations of Interests**

None declared

**4. To confirm the Minutes of the Ordinary Meeting held on 7 March 2022**

These had been published and were confirmed and signed

**5. Matters Arising**

- Carried Forward
  - Drainage on Village Green
    - Progress with rodding when weather permits (c/fwd.)
  - Water Leaks within parish
    - Cllr Bennett provided an update and activity is now underway (*Item Closed*)
  - Footpath Closure
    - *Clerk to follow-up with Cllr Saunders to notify which footpaths are impacted*
  - Local Listing of Heritage Assets
    - Cllr Smith has added links (Completed)
  - Website – Test website to be removed
    - Cllr Smith monitoring website before closure (Completed)
  - Christmas Tree (Future Changes)
    - Cllr B Andrews has discussed with Minstead Trust who would like to stay involved (Completed)
    - *Cllr Smith to investigate lighting options*
    - *Clerk to add to October agenda (Completed)*
  - Landscapes Review Gov't Response
    - *Cllr Taylor has agreed to circulate response for council review and submission in Cllr Hough absence.*
  - Entrance to Running Hill Rd – Animal Escape Danger
    - *Following further submission from parishioner Cllr Smith will make a further report and copies to Verderers and CDA (Completed)*
- Jubilee Tea Party – Cllr Bennett advised no road closure will take place (Completed)
- New Forest District (outside the National Park) Draft 'Air Quality in New Development' Supplementary Planning Document – Cllr Smith has drafted and submitted report (Completed)
- Parliamentary Constituency Changes
  - *To be distributed via Facebook and Newsletter (Cllr Hough and Cllr Causton) – C/Fwd*
- Jubilee Beacon
  - Cllr B Andrews has spoken to parishioner who is not keen to offer field for use.
  - In current circumstances and with view to environmental considerations council will not be arranging a beacon. Council will fully support the Queen's Jubilee through other avenues (e.g. Tea Party)

## 6. Items Ongoing

- Gigabit Scheme
  - No further update available
- Queens Green Canopy
  - No further update and no parishioners volunteered since APM.

## 7. Reports from County/District Councillors

Cllr E Heron (HCC): No report this month

Cllr Mrs Andrews (NFDC): No report this month

## 8. Reports from Parish Representatives

- Police – Report distributed prior to meeting; Cllr Taylor suggested contacting PCSO Williams to see if he has any advice on preventative measures relating to thefts of bicycles in the parish.  
*Cllr Bennett to follow-up with PCSO Williams*
- Newsletter published today (4<sup>th</sup> April)
- 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.*
- NFALC – Meeting on 28<sup>th</sup> April to discuss NFDC Waste Strategy. Any additional topics to be sent to Cllr Taylor.
- NE Quadrant – Meeting is to be arranged
- Website – Coronavirus Corner information has been removed from website but can be re-instated if required in future

## 9. Report from Lengthsman

Cleared fallen trees on Church footpath

Walked other footpaths to identify issues

Identified 2 issues on Red House path where water is affecting access.

*Action: Cllr Saunders to contact Lengthsman to discuss options to remedy.*

## 10. Matters Arising from Annual Parish Meeting (APM)

Council discussed a request for council support to the ROOMS group which was requested at APM

*Action: Clerk to draft a response for council review*

A request had been made by a parishioner for contact details for local police support

*Action: Completed and supplied by Clerk following meeting*

## 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 5 – Will accept decision made by NPA officers** noting the difference of opinion between NPA conservation officers and the applicants planning consultants

**Amended Planning Applications**

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

Single storey extension; alterations to fenestration (AMENDED PLANS)

**Response 4 – Recommend refusal**

The council notes the opinion expressed by conservation officers and feels the amended plans don't fully address the glass issue in the environs of the Grade 1 listed building adjacent to the property, in addition we feel that should any approval be granted that should include a condition to ensure that the hedge is maintained in perpetuity to ensure appropriate screening.

**New Planning Applications**

None applicable

**Trees**

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

Fell 1 x Norway Spruce tree

**Raise no objection**

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

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

**Raise no objection**

**12. Correspondence**

To Read: 1 additional update introduced for circulation

Correspondence from Minstead Village requesting support for Jubilee Supper Dance was noted but will be discussed at next meeting

Action: *Clerk to include on agenda for May meeting.*

**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

***Payment approval was proposed by Cllr Bennett and seconded by Cllr Causton and approved by the meeting.***

• **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

***Budget report was noted and agreed by the meeting***

• **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.

<b><u>Opening Balance Adjustment for Approval</u></b>	<b><u>Amount</u></b>
a) Mis-stated travel expenses (April 2021 - Figures transposed)	
Actual Expense Paid	48.60
Reported	46.80
	(1.80)

b) Clerk Salary Mis-stated (April 2021 - Salary increase not reported)		
Actual Salary Paid	449.60	(10.60)
Reported	439.00	
c) Clerk Salary Mis-stated (Jun-Jul 2021 - Incorrect salary in report for new clerk)		
Actual Salary Paid	791.81	48.77
Reported	840.58	

**Opening Balance Adjustment: 36.37**

***Balance adjustment was reviewed. Approval was proposed by Cllr Bennett and seconded by Cllr Causton and approved by the meeting.***

**Receipts & Payments for March 2022:**

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

- **Receipts & Payments March 2022**
  - Were accepted by the meeting
  - Approval proposed by Cllr Bennett, seconded by Cllr Causton and accepted by the meeting

**14. Matters raised by Councillors**

- Cllr Hough had proposed a code of conduct to be added to the website and a summary to be used during public forums and meetings. These were reviewed and supported by council and final version to be distributed to councillors for approval  
*Action: Clerk and Cllr Hough to prepared final version for approval by council*
- Cllr Taylor noted the reference to the DISC program in recent Rural Times and suggested seeking further details from PCSO Williams on this topic.  
*Action: Cllr Bennett to speak to PCSO Williams and suggest he attend upcoming meeting if he has further information (on this topic or bicycle thefts)*

- Cllr Taylor suggested that council should consider raising awareness of Citizens Advice in current challenging times  
*Action: Cllr Causton and Hough to consider promoting via Newsletter and Facebook*
- New Forest for Ukraine was discussed, and it was noted that Cllr B Andrews has contacted NFDC for further clarity and advice. Response awaited from NFDC.  
*Action: Awaiting response from NFDC prior to further action*
- Councillors were reminded that next meeting is the AGM and should consider any post/rep holder positions prior to meeting.
- Councillors were also reminded that regulatory documents will be due for review in the next 2 months  
*Action: Clerk to distribute regulatory documents to appropriate councillors for review and feedback.*

**15. Date of next Meeting:**

**Next Meeting: AGM Tuesday 3 May 2022 at 19.30.**

**Meeting closed at 21:40**