

**Annual General Meeting of Minstead Parish Council
Hybrid Meeting – Danby Room & Virtual Meeting
Tuesday 3rd May 2022 at 19.30**

Present: Cllrs B Andrews (Chair), M Causton, G Hough, G Saunders, J Smith, R Taylor

In Attendance: Cllr Mrs D Andrews (NFDC), Mr B Mollett (Clerk)

1. Apologies for Absence

Cllr H Bennett

2. Election of Chairman

Cllr B 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 which was signed as witness by Clerk

4. Election of Vice Chairman

Cllr Taylor was proposed by Cllr Hough, seconded by Cllr B Andrews and agreed by all

5. To Agree the amount of Chairmans Allowance

An allowance of £250 was proposed by Cllr Taylor, seconded by Cllr Saunders and agreed by all.

6. 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

It was noted that Cllr Bennett (not present) had indicated her agreement prior to the meeting

7. Public Participation Period

None in attendance

8. Declarations of Interests

Cllr B Andrews declared a non-pecuniary interest in Agenda Item 16. Jubilee Supper Dance

9. To confirm the Minutes of the Ordinary Meeting held on 4 April 2022

These had been published and were confirmed and signed

10. Matters Arising

- Carried Forward
 - Drainage on Village Green
 - Progress with rodding when weather permits (c/fwd.)
 - Agreed that working party would discuss before next meeting
 - Footpath Closure
 - Closure notified and completed. *Cllr Taylor to review for further action.*
 - Parliamentary Constituency Changes
 - Agreed to close this item
- 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 (c/fwd)*
- APM Follow-up response to ROOMS
 - *Response circulated, agreed and sent to ROOMS (Closed)*
- Issues on Red House Path
 - *Cllr Saunders to contact Lengthsman to discuss options to redress (c/fwd)*
- Code of Conduct
 - *Cllr Hough and Clerk to prepare final version for approval*
 - *Also consider inclusion in Standing Orders and review of title (c/fwd)*
- DISC Program (Rural Times)
 - *Cllr Bennett to speak to PCSO Williams for further information (c/fwd)*
 - *Clerk to distribute Rural Times reference to councillors (completed)*
- New Forest for Ukraine
 - *Whilst we have received a response from NFDC the council will await further information before publicising.*
 - *Cllr B Andrews to follow-up with Matt Wisdom (NFDC)*
- Regulatory Documents
 - *Cllrs to respond to clerk with updates by 17th May*
 - *Cllrs also to review declarations of interest*

11. Items Ongoing

- Gigabit Scheme
 - No useful updates available
- Queens Green Canopy
 - *Cllr Taylor will follow-up with parishioners who have expressed an interest in establishing a "green" group.*

12. Reports from County/District Councillors

Cllr E Heron (HCC): No report this month

Cllr Mrs Andrews (NFDC): Cllr Andrews provided the following report

Since January 2022

A quick look at the main documents within my portfolio which have been through Cabinet this year.

If any of these are of interest to you, there is a wealth of information in the paperwork attached to these documents which make for clear and easy reading.

Air Quality Supplementary Planning Document

This Supplementary Planning Document (SPD) explains how development plan policies are to be applied in respect of air quality. It sets out an approach to air quality impact assessment of development schemes.

Solent Freeport whilst there was a real rush to get everything in place by the deadline set by the Government. The big draw for the Freeport for the District Council is to be able to keep a percentage of the business rates paid by companies in the Freeport.

Adoption of Parking Standards Sup Planning Document

The amount of data included in this paper was impressive and covered far more than just to update the number of spaces for parking in new developments. It also required the provision of EV

plug in points and has data regarding the car ownership across the district and a new provision to encourage cycling.

Local Plan enforcement 2022 (40 pages)

It explains how breaches of planning control will be investigated.

It provides a common reference point and guidance on a range of options available to achieve compliance. And sets out the priorities we have for investigating alleged breaches of planning control. It is intended for all planning service users including Town and Parish Councils.

S106 monitoring charges. 106 are legal agreements between Local Authorities and developers; these are linked to planning permissions, the s106 can include specific designs, drainage and tree planting to give as an example. the cost of monitoring is now being met by the developer not the council. The council will continue to be the body that monitors.

Regeneration of Totton

Which will be introduced at tomorrow's cabinet, this is the start of what will be years of work. A Specialist consultancy will undertake work throughout the summer engaging with the people of Totton and other interested parties understanding what the people who live there feel they want and need. Totton is the gateway to the Waterside, where 5,000 homes are to be built in the future and 18 hectares of employment land. Substantial development will take place in North Totton in the near future. I visited the first development at Loperwood Lane which has 80 houses all of which are affordable, and the first phase will be released this summer.

Other areas improvement in the district are.....

Fordingbridge Town Centre with a focus on access, circulation, green infrastructure and the commercial and other facilities needed for its expanding population

Lymington with a focus on green infrastructure and access and local design and local distinctiveness

New Milton Town Centre, subject to the outcome of the Neighbourhood Plan referendum, to support and enable the delivery of the Plan

Ringwood Town Centre with specific focus on creating a vision for the town centre in light of the growth through the strategic sites focused on bringing forward development on sites such as the Old Cinema site.

Cllr Mrs D Andrews also supplied to the following link for further reference:

<https://www.newforest.gov.uk/article/1168/Planning-policy-guidance>

13. Reports from Parish Representatives

- Newsletter published today (4th April)
- NFALC – Cllr Taylor provided an update on recent meeting. Request for parishes to notify NFALC of any jubilee events planned
Action: Cllr B Andrews to follow-up and advise.
- NE Quadrant – Cllr Taylor provided an update on topics to focus on at New Forest Show.
- Website – Cllr Smith reviewing out of date pages (e.g. History pages)

14. Report from Lengthsman

No report this month, still awaiting follow-up on Red House path and removal of tree cuttings
Action: Cllr Saunders to contact Lengthsman to discuss.

15. Audit and End of Year Governance

- 15.1 – The report from the Internal Auditor was tabled and action points noted
- Actions:

- Cllr Taylor to follow-up with Cadnam Cricket Club requesting risk assessment in relation to the cricket ground and request copy of insurances in place
- Clerk to provide signed copies of Pro-Forma Schedules 1, 2 & 4 and copies of Variance explanation and Bank Reconciliation to Internal Auditor (*completed*).
- 15.2 – Annual Internal Audit Report was tabled and noted by the meeting
- 15.3 – Section 1 Annual Governance Statement 2021-22 was tabled. Acceptance was proposed by Cllr B Andrews, seconded by Cllr Causton and approved by the council and signed by Chairman and Clerk.
- 15.4 – Section 2 Accounting Statements 2021-22 was tabled. Acceptance was proposed by Cllr B Andrews, seconded by Cllr Taylor and approved by the council and signed by Clerk and Chairman
- 15.5 – Explanation of Variances 2021-22 was tabled. Acceptance was proposed by Cllr B Andrews, seconded by Cllr Causton and approved by the council.
- 15.6 – Certificate of Exemption AGAR 2021-22 Form 2 was tabled. Acceptance was proposed by Cllr Taylor, seconded by Cllr Smith and approved by the council, signed by Responsible Financial Officer and Chairman.

16. Jubilee Supper Dance (Request for Support)

Council discussed the request and agreed to support the request with a donation of £250. Proposed by Cllr Taylor, seconded by Cllr Saunders and agreed by the meeting.

17. Trees Risk Assessment

Council discussed and agreed the need for a formal risk assessment of trees within the parish that are the responsibility of the council.

Actions:

- *Clerk to provide a list of the trees to Cllr Smith (completed)*
- *Cllr Smith to contact a qualified parishioner for assistance*

18. Scheme of Delegation

Council noted that the scheme of delegation previously agreed remained appropriate. The scheme remains dormant until enacted by a meeting of the council and will be reviewed again in 4months time.

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

Response: 3 – Recommend Approval, seems appropriate development in the environment

Trees

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

Fell 1 x Liquid Amber tree

Response: Raise no objection

20. Correspondence

To Read: 1 additional update introduced 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		

• **Payments**

- Approval proposed by Cllr B Andrews, seconded by Cllr Taylor and agreed by the meeting

• **Receipts & Payments April 2022**

- Approval proposed by Cllr B Andrews, seconded by Cllr Taylor and agreed by the meeting

22. Matters raised by Councillors

- Cllr Saunders raised a matter of interest in a person with local connection was present at the coronation of the Queen. Agreed to publicise with parishioners and local history group
- Issue of incomplete roadworks on C17 was again raised
Action: Cllr B Andrews to report this issue again
- Cllr Hough raised the issue of tree work on entrance road to village
Action: Cllr Taylor to inspect and recommend next steps if required
- Cllr Smith noted that a parishioner had contacted him about state of waterways near their property.

Actions:

Cllr Taylor to include this on agenda for Green group he will establish to look at regeneration of entrances into village.

Cllr Taylor to invite Cllr Smith to join this group

- Cllr Taylor noted that the LTP(4) consultation required a response by 26th June
Action: Cllr Hough to draft a council response with assistance from Cllr Taylor
- Cllr Causton noted that a parishioner had asked whether "Take you litter home" signs would remain in place

Action: Cllr B Andrews will follow-up on any plans for removal.

23. Date of next Meeting:

Proposal to move June meeting back by 1 week to June 13 was agreed

Next Meeting: Ordinary Meeting Monday 13 June 2022 at 19.30.

Meeting closed at 21:35