

## **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 July 2022 at 19.30**

Any members of the public wishing to attend please notify the Clerk by email:  
[minsteadclerk@gmail.com](mailto:minsteadclerk@gmail.com)

Signed: B Mollett (Parish Clerk)

28.06.2022

### **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 13 June 2022**
- 5. Matters Arising**
  - Carried Forward
    - Drainage on Village Green
      - *Progress with rodding when weather permits*
    - Community Resilience – Issues experienced during recent major power outage
      - *Cllr Bennett will review plan in particular considering volunteers to support at risk parishioners in these circumstances.*
    - 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*
      - *Also consider inclusion in Standing Orders and review of title*
    - DISC Program (Rural Times)
      - *Clerk to follow-up with PCSO Williams regarding best method of registration onto scheme (Completed)*
      - *PCSO Williams has passed questions to Country Watch who are dealing with this initiative (Awaiting Response)*
    - Trees Risk Assessment
      - *Cllr Smith awaiting quotes*
    - Incomplete C17 Roadworks
      - *Cllr Heron has followed up awaiting action*
    - Tree work on entrance road to village (reported by Cllr Hough)
      - *Cllr Hough to provide further photos*
    - “Take Your Litter Home” Signage Plans
      - *Cllr B Andrews has followed-up on any plans for removal and response awaited*
  - “Ragwort” Advice
    - Cllr Causton to include in next newsletter
  - Landowners designating paths
    - Cllr B Andrews to follow up with Glebe landowners to see if they wish to designate paths on their properties

- Bike Security Forums should be publicised
  - Cllrs Causton and Hough to publicise through Facebook and Newsletter
- Catchment Management Plan
  - Cllr Taylor to review on behalf of council
- C17 Entrance and Running Hill Cattlegrid
  - Cllr Smith to further publicise
  - It is noted that repairs to Running Hill cattle grid are now underway

#### **6. Items Ongoing (For Updates)**

- Gigabit Scheme
- Queens Green Canopy (Green Group)
  - Suspended until September

#### **7. Reports from County/District Councillors**

#### **8. Reports from Parish Representatives**

#### **9. Report from Lengthsman**

#### **10. Licensing Application for Minstead Lodge (refer email 28/6)**

#### **11. Regulatory Documents Update**

#### **12. Clerk – Annual Salary Review**

- Following completion of 12mths of service it is requested that council agrees an increase in Clerk's salary from NJC Salary Point Scale SCP level 5 to SCP level 6 which is in line with the employment contract.

#### **13. Establishment of Employment Sub-Committee**

- Following best practice and to formalise any employment related matters it is recommended that the council establish an employment committee.
- A draft terms of reference for the committee is circulated with this agenda.
- It is suggested that the committee consists of 2 members who will meet only on an "as required" basis.

**14. Planning** [See Appendix]

**15. Correspondence** [See Appendix]

**16. Finance** [See Appendix]

#### **17. Matters raised by Councillors**

**18. Date of next Meeting: Monday 1 August 19:30**

## APPENDIX

### 14. Planning

#### Decisions

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

**Refused**

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

**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.

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

**22/00201** Garden Cottage, Ringwood Road, Stoney Cross, Lyndhurst, SO43 7GN

**22/00334** NORTH LODGE, LYNDHURST ROAD, MINSTEAD, SO43 7FY

#### Amended Planning Applications

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

Single storey extension; alterations to fenestration

#### New Planning Applications

None Applicable

#### Trees

None Applicable

### 15. Correspondence

Nothing to report

## 16. Finance

- **Payments for approval**

- Flag replacement (re-imburse) £62.33
  - No invoice refer email 24/6 showing receipt
- Hall Room Rental (x2) £554.96
  - n.b. first month is for Apr & May 2022 (double amount £73.92)
- HMRC PAYE Payment Q1 2022 £66.44

- **Budget Report for Q1 2022-23**

- Budget report circulated with papers and no variances of concern to note

### Receipts & Payments for June 2022:

|  | £              | £                    | £                 |         |           |
|--|----------------|----------------------|-------------------|---------|-----------|
|  | Net            | VAT<br>(recoverable) |                   | Paid By | Auth'd By |
| <b>Balance as of 31 May</b>                                |                |                      | 38542.58          |         |           |
| <b>Receipts:</b>   |                |                      |                   |         |           |
| None Applicable  |                |                      |                   |         |           |
| <b>Standing Order/Direct Debit payments:</b>               |                |                      |                   |         |           |
| SOs: Salaries and expenses                                 | 541.85         |                      | 541.85            |         |           |
| <b>Debit card payment:</b>                                 |                |                      | 0.00              |         |           |
| 1&1 IONOS: Monthly Fee                                     | 5.00           | 1.00                 | 6.00              | BM      |           |
| <b>Cheques/Online payments:</b>                            |                |                      |                   |         |           |
| HALC Training Invoices                                     | 435.00         | 87.00                | 522.00            | BM      | BA        |
| B Mollett (Travel Expenses)                                | 48.60          |                      | 48.60             | BA      | RT        |
| <b>Total payments for June 2022</b>                        | <b>1030.45</b> | <b>88.00</b>         | <b>1118.45</b>    |         |           |
| <b>Balance after payments<br/>(plus £6,000 in reserve)</b> |                |                      | <b>£37,424.13</b> |         |           |