

**Ordinary Meeting of Minstead Parish Council Held in Danby Room
Monday 4 July 2022 at 19.30**

Present: Cllrs B Andrews (Chair), H Bennett, M Causton, G Hough, G Saunders, J Smith, R Taylor,
In Attendance: Mr B Mollett (Clerk) and 2 x parishioners

1. Apologies for Absence

Cllr Mrs D Andrews (NFDC)

2. Public Participation Period

2 x parishioners attended to discuss Glebe Land designated paths.

3. Declarations of Interests

Cllr Taylor declared an interest in Licensing Minstead Lodge as a neighbour

4. To confirm the Minutes of the Ordinary Meeting held on Monday 13th June 2022

The minutes of the meeting were agreed by all and signed.

5. Matters Arising

- Carried Forward
 - Drainage on Village Green
 - Rodding will take place on 11 July
 - 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 (c/fwd)
 - Issues on Red House Path
 - Closed and no further action
 - 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)
 - Clerk has contacted PCSO Williams and Country Watch who advised registration as a council.
 - Action: Clerk to register on behalf of council
 - Trees Risk Assessment
 - Cllr Smith has received one quote and is awaiting others
 - Incomplete C17 Roadworks
 - Cllr Heron has followed up awaiting action awaiting response (c/fwd)
 - Tree work on entrance road to village (reported by Cllr Hough)
 - Cllr Taylor has inspected, Cllr Hough to provide further photos (c/fwd)
 - “Take Your Litter Home” Signage Plans
 - Signs expected to stay in place, Cllr B Andrews to ensure location of dog litter bins in known (item closed)
- “Ragwort” Advice
 - Cllr Causton to include in next newsletter (Completed and item closed)
- Landowners designating paths
 - Owners of Glebe land will discuss with other owners and advise Cllr B Andrews of next steps.
 - *It is noted that since the meeting HCC has contacted the council and advised that they are reviewing the existing application.*
- Bike Security Forums should be publicised

- Cllrs Causton and Hough to publicise through Facebook and Newsletter (Completed and item closed)
- Catchment Management Plan
 - Cllr Taylor to produce draft response. Response due 21/7
- C17 Entrance and Running Hill Cattlegrid
 - Works are now underway; Cllr Smith will follow up with further emails (Item Closed)

6. Items Ongoing

- Gigabit Scheme
 - No update and this item will be suspended until further information is available.
- Queens Green Canopy
 - No update until September

7. Reports from County/District Councillors

Cllr E Heron (HCC): No report this month

Action: Clerk to clarify PA support and contact for HCC matters (Completed)

Cllr Mrs Andrews (NFDC): Cllr Andrews provided the following update following the meeting:

A New dedicated job has been created by New Forest District Council to oversee its efforts tackling climate change.

The post is part of an action plan the council has put together outlining how it will help to monitor and reduce emissions until 2028.

That includes setting aside £500,000 to boost the sustainability of its capital projects, such as enhancing its vehicle fleet, in 2022/23. Dr Saska McGrath will be responsible for the development, monitoring, implementation and review of the climate change and nature emergency strategy and action plan to ensure delivery against targets.

8. Reports from Parish Representatives

- Minstead Community Shop – Cllr Causton advised that the shop continues to look for additional volunteers
- NFALC – AGM will take place on 14th July
- Consultative Panel met last week. The current chair was re-elected
- Footpaths – Issues on Bridleway 10 had been reported
Action: Cllr Saunders to investigate
- Cricket Pitch – Cllr Taylor advised that work to remove cricket practice pitch will commence this month. Expected cost of works expected to be between £150-200.
- Website – Cllr Smith to provide draft GDPR words and to follow-up on “Mailchimp” usage

9. Report from Lengthsman

Report for works carried out in June.

1. Bull Lane; strim grass, cut hedge back. Clean path of cuttings.
2. Church footpath; cut back overgrown greenery whips both sides of path. Clean path of cuttings.
3. Court house; passage cut back hedge clean cuttings off path.
4. Red House footpath; strim grass, cut back overgrown hedge and whips.
5. Clean area of vegetation at bus shelter junction football green. Prevent shelter being hidden, uncover road sign, clear line of sight for traffic on bend.

Due to wildflowers in spring being left from strimming, meant late work starting on paths which had become heavily overgrown.

10. Licensing Application for Minstead Lodge

Following some concerns of increased noise nuisance raised by nearby parishioners, it was agreed that the council would respond to the licensing authorities on this subject.

Action: Clerk to draft response. Responses are due by 22/7

11. Regulatory Documents Status Update

Response outstanding from 2 Cllrs. It is noted that these have now been received after the meeting.

12. Clerk – Annual Salary Review

The council agreed to the salary review increase

Proposed Cllr B Andrews and Seconded by Cllr Taylor and agreed by all

13. Establishment of Employment Sub-Committee

The council agreed to the establishment of the committee and adopted the recommended terms of reference. Committee will consist of Cllrs Bennett and Taylor and will cover Clerk and Lengthsman.

Proposed Cllr B Andrews and Seconded by Cllr Bennett and agreed by all

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

The council agreed the following response:

Response: 3 – Recommend Approval as issues previously raised by council appear to have been addressed by the amendments proposed.

New Planning Applications

None Applicable

Trees

None Applicable

15. Correspondence

To Read: 2 additional updates introduced for circulation

16. Finance

• Payments for approval

- Flag replacement Force Day Flag (re-imburse) £62.33
 - No invoice refer email 24/6 showing receipt
- Hall Room Rental (x2) £554.96
- 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 (recoverable)		Paid By	Auth'd By
Balance as of 31 May			38542.58		
Receipts:					
None Applicable					
Standing Order/Direct Debit payments:					
SOs: Salaries and expenses	541.85		541.85		
Debit card payment:			0.00		
1&1 IONOS: Monthly Fee	5.00	1.00	6.00	BM	
Cheques/Online payments:					
HALC Training Invoices	435.00	87.00	522.00	BM	BA
B Mollett (Travel Expenses)	48.60		48.60	BA	RT
Total payments for June 2022	1030.45	88.00	1118.45		
Balance after payments (plus £6,000 in reserve)			£37,424.13		

- **Finance Report June 2022**

- The Payments for approval, Quarterly Budget Report and June’s payments were accepted by the meeting.
- Approval proposed by Cllr B Andrews, seconded by Cllr Taylor and agreed by the meeting

17. Matters raised by Councillors

- Jubilee Tea Party
The council recorded a vote of thanks to all who successfully organised the Jubilee Tea Party, Cllr Bennett to pass on to the organising committee.
Some discussion was held around how photographs from the event could be publicised. Cllrs Smith, Hough and Clerk to investigate best options.
Action: Cllr Bennett to send photos to Cllr Smith for storage.

18. Date of next Meeting:

Next Meeting: Ordinary Meeting Monday 1 August 2022 at 19.30

Note: this meeting will be open for public attendance as hybrid meetings have now ceased

Meeting closed at 21:15