

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 5 September 2022 at 19.30**

Any members of the public wishing to attend please notify the Clerk by email:

minsteadclerk@gmail.com

Signed: B Mollett (Parish Clerk)

30.08.2022

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 1 August 2022**
- 5. Matters Arising**
 - Carried Forward
 - Drainage on Village Green
 - Drain jetting work has been completed as planned, see agenda item below for further update and review.
 - Community Resilience – The plan required further review which will be undertaken by Cllrs Bennett and Smith with assistance from Clerk.
 - Code of Conduct
 - Final version to be presented to council in September by Cllr Hough and Clerk
 - Trees Risk Assessment
 - Review has been completed see agenda item below for follow-up
 - Footpath issues on Bridleway 10
 - Cllr Saunders to follow-up
 - Licensing Application Minstead Lodge
 - Licensing application was heard on 22/8 and license granted with conditions (results of hearing previously circulated to councillors)
 - Jubilee Tea Party
 - Cllr Bennett to forward photos to Cllr Smith
 - Church Footpath Needs Attention
 - Cllr Saunders to raise with contractor who has previously worked on this path and then possibly liaise with landowners if required
 - HCC Consultation on 20mph Speed Limits
 - Cllrs Hough and Causton to draft a response on behalf of the council
 - Collection of Highway Signs and Paraphernalia within the village
 - Clerk has contacted Cllr Heron who has acknowledged and followed-up
- 6. Items Ongoing (For Updates)**
 - Minstead Green Group
 - GIGABIT Scheme
- 7. Reports from County/District Councillors**
- 8. Reports from Parish Representatives**

9. Report from Lengthsman

10. Drainage on Village Green

- Results of work and recommendations published with agenda.
- For discussion and further action

11. Trees Risk Assessment

- Results of work and recommendations published with agenda.
- For discussion and further action

12. Village Fete Update

13. HALC Appointment of External Auditors

- HALC is about to conduct its 5 yearly review of external auditors for smaller authorities.
- Motion is proposed to confirm that Minstead will remain part of the group scheme rather than opt out and appoint our own external auditors

14. Subject Access Request (SAR) Received

- Notification that council has received an SAR from a parishioner. Receipt was acknowledged on 19th August
- Response is being drafted and will be sent to the parishioner with 20 working days from receipt.

15. Regulatory Documents (Update)

- Clerk to publish updates from previous review (c/fwd)
- Equality and Diversity published with agenda for councillor review and adoption
- Following discussion with HALC it is proposed that the council should adopt a policy for dealing with complaints. For discussion.

16. Planning [See Appendix]

17. Correspondence for circulation [See Appendix]

18. Finance [See Appendix]

19. Date of next Meeting: Monday 3 October 19:30

APPENDIX

16. Planning

Decisions

21/00128 Mill Lane Cottage. 1no. outbuilding; demolition of 2no. outbuildings

Grant Subject To

Decision Awaited

18/00954 Petrol Station, Ringwood Road. Single storey rear extension to sales building to provide sandwich bar.

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

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

22/00479 Sinefield, Emery Down, Lyndhurst, SO43 7GA

22/00514 Woodman Cottage, Lyndhurst Road, Minstead, SO43 7FY

Amended Planning Applications

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

New Planning Applications

None applicable

Trees

CONS/22/0353 Brambletye, Peartree Lane, Emery Down, SO43 7FH

Fell 1 x Beech tree hedge, Fell 1 x Beech and Holly tree hedge,

Fell 1 x Holly tree, Coppice 2 x Hazel trees

CONS/22/0359 Woodley House, Football Green, Minstead, SO43 7FR

Fell large number of mixed tree species as per covering letter and shown on site plan included with application

CONS/22/0365 Sinefield, Emery Down, Lyndhurst, SO43 7GA

Fell/prune/deadwood mixed tree species as detailed on the application form

CONS/22/0376 Rose Cottage, Lyndhurst Road, Minstead, SO43 7HA

Fell 1 x Beech tree

17. Correspondence

3 x new items for circulation

18. Finance

- **Payments for approval**

- Tree Management Company (Risk Assessment) £390.00
- Clerks & Councils Direct (Subscription) £75.00

Receipts & Payments for August 2022:

	£	£	£		
	Net	VAT (recoverable)		Paid By	Auth'd By
Balance as of 31 July			36,170.88		
Receipts:					
None Applicable					
Standing Order/Direct Debit payments:					
SOs: Salaries and expenses	558.31		558.31		
Debit card payment:					
1&1 IONOS: Monthly Fee	5.00	1.00	6.00	BM	
Cheques/Online payments:					
CICLA Registration (re-imburse)	410.00		410.00	RT	HB
Total payments for August 2022	973.31	1.00	974.31		
Balance after payments (plus £6,000 in reserve)			£35,196.57		