

**Ordinary Meeting of Minstead Parish Council Held in Danby Room
Monday 5 September 2022 at 19.30**

Present: Cllrs R Taylor (Chair), H Bennett, M Causton, G Hough, J Smith

In Attendance: Mr B Mollett (Clerk)

1. Apologies for Absence

Cllr B Andrews, Cllr G Saunders, Cllr Mrs D Andrews (NFDC)

2. Public Participation Period

None in attendance

3. Declarations of Interests

None Declared

4. To confirm the Minutes of the Ordinary Meeting held on Monday 1st August 2022

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

5. Matters Arising

- Carried Forward
 - Drainage on Village Green
 - Further work has been completed (see agenda item below).
 - Community Resilience – The plan is currently with Cllr Smith for review
 - Code of Conduct
 - Final version was presented to meeting and final amendments agreed.
 - Acceptance was proposed by Cllr Taylor, seconded by Cllr Causton and agreed by the meeting
 - Final version to be published by Clerk
 - Trees Risk Assessment
 - Review completed (see agenda item below for further action)
 - Footpath issues on Bridleway 10
 - Cllr Saunders to follow-up (C/fwd)
 - Licensing Application Minstead Lodge
 - Hearing held on 22/8 and license granted with conditions (Closed)
 - Jubilee Tea Party
 - Photos have been published on website and Cllr Causton to publish in newsletter (Completed)
- 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 (c/fwd)
- HCC Consultation on 20mph Speed Limits
 - Draft response was reviewed by council and submitted (Closed)
- Collection of Highway Signs and Paraphernalia within the village
 - Item Closed but noted that some signs still not collected

6. Items Ongoing

- Minstead Green Group
 - Stand at Village Fete attracted new members, group to meet on Friday 9/9
- GIGABIT Scheme
 - Some vouchers have been issued for both Stoney Cross and Minstead schemes
 - Any queries on vouchers should be directed to Cllr Taylor or Cllr Causton

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

- Minstead Community Shop – Drainage repairs to be completed this week,
- Newsletter will be published this week (Done)
- Cricket Club – Practice wicket has now been removed
- Quadrant – Next meeting is being planned for end of September
- Beat Report has been distributed and published
- Police – Cllr Bennett to follow-up with PCSO Williams on usage of DISC system
- Consultative Panel – Cllr Taylor attended and advised that the Partnership Plan was launched at the New Forest show. Next meeting planned for early December

9. Report from Lengthsman

Report for works carried out in August

1. War Memorial weed pavement.
2. Paint with preservative bus shelter football green
3. Paint with preservative bus shelter Minstead hall
4. Church footpath strim grass cut back overgrown whips
5. Bull Lane footpath strim and cut back whips

Actions:

Cllr Smith will review options for repairing phone box near Village Green liaise with Cllr Saunders Clerk to prepare list of planned Lengthsman tasks and publish with agenda

10. Drainage on Village Green

Cllr Taylor presented result of further drainage work.

Actions:

It was agreed in the short-term Cllrs Taylor and Smith would monitor impact with periodic testing before further work is carried out.

Cllr Taylor will speak to parishioner about manhole repair and positioning

11. Trees Risk Assessment

Cllr Smith presented the results of the risk assessment completed. It was agreed that there were 2 key areas requiring attention.

Action:

Cllr Smith to follow up and obtain quotes for further work on key areas

12. Village Fete Update

The village fete was successfully run and raised approx. £1500 for which funds will be donated to Minstead Church, Lodge and Hall.

The council passed a vote of thanks to the organising committee

13. HALC Appointment of External Auditors

The council noted that HALC was conducting a review to appoint new external auditors. The council agreed the motion to remain part of the HALC group scheme.

Proposed Cllr Bennett, Seconded Cllr Hough and agreed by the meeting

14. SAR Request Received

The council noted that an SAR request has been received from a parishioner. All councillors to provide a response to the clerk in respect of that request

Receipt was acknowledged on 19/8 and a response will be provided within 20 working days of that date.

15. Regulatory Documents Update

Clerk to publish revised documents on website (c/fwd)

Equality and Diversity statement was reviewed by council. Its acceptance was proposed by Cllr Hough and seconded by Cllr Causton and agreed by the meeting

The proposal to draft a complaints policy was proposed by Cllr Taylor, seconded by Cllr Hough and agreed by the meeting.

Action: Clerk to distribute draft policy for review by council.

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

Response – 1 Recommend permission but accept decision of NPA officers

Noted that previous issues raised have been addressed by amended plans

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

Response – Raise no objections

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

Response – Raise no objections but council would like to see a comprehensive replanting scheme of suitable native species provided before any felling is commenced for such a high profile site within the village

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

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

Response – Raise no objections

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

Fell 1 x Beech tree

Response – Since this is a very prominent tree with significant amenity value, we would like to ensure that all other possible options have been explored before this tree is felled.

Also reviewed at meeting:

CONS/22/0383 - Chalford Manor, Stoney Cross Plain Road, Stoney Cross, SO43 7GP

Fell 1 x Turkey Oak tree, Fell 1 x Monterey Cypress tree, Prune 2 x Snake Bark Maple trees, Deadwood 1 x Amelanchier - Exempt works included for information only, Prune 1 x Hemlock tree

Response – Deferred to review and respond via email between meetings

CONS/22/0395 Castle Malwood Lodge, Lyndhurst Road, Minstead, SO43 7HB

Prune 1 x Western Red Cedar tree

Response – Raise No Objections

17. Correspondence

To Read: Additional updates introduced for circulation

18. Finance

• **Payments for approval**

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

• **Additional Payments (also presented/approved at meeting)**

- Reimburse A. Ferguson for Red Ensign Flag £62.33
- Mark Bridle – Hoggin and Time (Cricket Wicket) £198.00

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		

• **Finance Summary and Invoices**

- The Payments for approval and August payments were accepted by the meeting.
- Approval proposed by Cllr Taylor, seconded by Cllr Bennett and agreed by the meeting

19. Date of next Meeting:

Next Meeting: Ordinary Meeting Monday 3 October 2022 at 19.30

Meeting closed at 21:50