

**Ordinary Meeting of Minstead Parish Council Held in Danby Room
Monday 3 October 2022 at 19.30**

Present: Cllrs B Andrews (Chair), H Bennett, G Hough, J Smith

In Attendance: Mr B Mollett (Clerk)

1. Apologies for Absence

Cllr R Taylor, Cllr G Saunders, Cllr M Causton, 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 5th September 2022

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

5. Matters Arising

- Carried Forward
 - Drainage on Village Green
 - Cllr Taylor will speak to parishioner about manhole repair and positioning (c/fwd)
 - Community Resilience
 - Cllr Smith and Bennett meeting this week to review
 - Code of Conduct (Behaviour in Public Meetings)
 - Final Version has been published (closed)
 - Trees Risk Assessment
 - Cllr Smith has obtained 1 quote and is pursuing 2 further quotes
 - Footpath issues on Bridleway 10
 - Cllrs Bennett and B Andrews to inspect and review issues (c/fwd)
 - Church Footpath Needs Attention
 - Cllr Saunders has raised with contractor who will contact landowners (c/fwd)
- Lengthsman Activities
 - Cllr Smith will review options for repairing phone box near Village Green liaise with Cllr Saunders (c/fwd)
 - Planned Lengthsman activities were reviewed and clerk to make further changes and review with Lengthsman
- Lengthsman Activities (Additional Item)
 - Action: All Councillors to report back on other works which could be carried out to improve village appearance (including items which may need to be carried out by other agencies)
 - Action: Clerk to add agenda item next meeting to review possible activities
- DISC Usage
 - DISC usage has been followed up and an explanation received, the usage is still being trialled and usage is restricted until a better understanding is obtained (Closed)

6. Items Ongoing

- Minstead Green Group
 - First meeting held, group now includes approx. 30-40 parishioners
 - Website to be updated to show potential activities and the group will also establish contact with other similar groups in surrounding parishes.

- GIGABIT Scheme
 - A contract to cover an additional area of Minstead was signed on 30th September and has now gone to build with expected, but not guaranteed, completion in 12-18months. This is for a total of 54 connections on Seamans Lane and Lyndhurst Road to A31. (Item closed until further updates are received).

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

- Beat Report has been distributed and published
- Website functioning OK, updates to be applied
- Village Hall – no issues to report

9. Report from Lengthsman

Report for works carried out in September:

1. Risk and grit bin inspections.
2. Football Green seat cleared of brambles:
3. Road guard safety barrier running Hill.
4. Road guard safety barrier Lyndhurst Road.

Actions:

Clerk to follow-up and report grit bin issues (cracks and lack of salt)

Clerk to follow-up posts around green with Lengthsman

Clerk to review risk assessment for follow-up actions

10. SAR Request

Response delivered – Item Closed

11. Complaints Policy

Minor changes were agreed at the meeting, the final version was then proposed by Cllr B Andrews and seconded by Cllr Bennett and agreed by the meeting

Action: Clerk to publish on website (Complete and Closed)

12. Planning

Decisions

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

Grant Subject To

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

Grant Subject To

Decision Awaited

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

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

New Planning Applications

22/00632 Greenview, Football Green, Minstead, SO43 7FQ

Single storey extension; alterations to doors and windows; removal of conservatory

Response – 1 Recommend permission but accept decision of NPA officers

Trees

TPO/22/0418 HIGHTREES, LYNDHURST ROAD, MINSTEAD, SO43 7FX

Prune 1 x Oak tree

Prune 1 x Oak tree, Fell 2 x Leyland Cypress trees, Fell 1 x Monterey Cypress tree,

Prune 1 x Oak tree, Fell 1 x Fir tree

CONS/22/0419 BILBERRY COTTAGE, NEWTOWN ROAD, NEWTOWN, MINSTEAD, SO43 7GD

Prune 1 x Oak tree

CONS/22/0421 FLEETWATER FARM, NEWTOWN ROAD, NEWTOWN, MINSTEAD, SO43 7GD

Prune 1 x Tulip Poplar tree, Prune 1 x Maple tree

CONS/22/0446 Williams Farm, Lyndhurst Road, Minstead, SO43 7FP

Fell 1 x Oak tree, Fell 1 x Ash tree, Deadwood 1 x Oak tree (Exempt works - included for information only)

Responses: All the above consultations were reviewed, and no objections raised

13. Correspondence

To Read: Additional updates introduced for circulation

Election Information: Handouts were reviewed at meeting and agreed to publish on Facebook and Newsletter and to be posted on notice board on village green.

14. Finance

- **Payments for approval**

- New Forest District Council (Drainage Works) £456.00
- Clerk Travel Expenses
 - Training Course 28mls @ 0.45p £12.60
 - HMRC – PAYE Q2 £68.44

- **Budget Report for Q2 2022-23**

- Budget report distributed with papers

Receipts & Payments for September 2022:

	£	£	£		
	Net	VAT (recoverable)		Paid By	Auth'd By
Balance as of 31 August			35196.57		
Receipts:					
NFDC (Precept)			6000.00		
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:					
A Ferguson (Flag Re-imburse)	62.33		62.33	BM	RT
CommuniCorp (Subscription)	75.00		75.00	BM	RT
Mark Bridle (Hoggin - Cricket Pitch)	165.00	33.00	198.00	BM	RT
Tree Management (Risk Assess)	325.00	65.00	390.00	BM	BA
Total payments for September 2022	1190.64	99.00	1289.64		
Balance after payments (plus £6,000 in reserve)			£39,906.93		

- **Finance Summary, Budget Report and Invoices**

- All the above were reviewed and agreed by the meeting

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

- **Budget for 2023/24**
 - Clerk advised that the initial draft budget for next year would be presented to the next meeting
 - Action: All councillors to consider funding opportunities for spend in this year and next
 - Action: Clerk to include funding opportunities as agenda item next meeting

15. Date of next Meeting:

Next Meeting: Ordinary Meeting Monday 7 November 2022 at 19.30

Meeting closed at 21:15