

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 **Darby Room at Minstead Hall on Monday 5 December 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)

29.11.2022

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 7 November 2022**
- 5. Matters Arising**
 - Carried Forward
 - Drainage on Village Green
 - Cllr Taylor will speak to parishioner about manhole repair and positioning (c/fwd)
 - Trees Risk Assessment
 - Cllr Smith has obtained 1 quote and is pursuing 2 further quotes (c/fwd)
 - Footpath issues on Bridleway 10
 - Cllrs Bennett and B Andrews to inspect and review issues (c/fwd)
 - Church Footpath Needs Attention (drainage)
 - Clerk has followed up with Mr Saunders and spoken to parishioner who has reviewed this issue.
 - Action Required: Agree next steps to correct
 - Phone Box
 - Cllr Smith will look to make temporary repairs when weather permits
 - Lengthsman Activities
 - List of planned Lengthsman tasks is being reviewed by Lengthsman
 - Community Resilience Plan
 - Clerk has followed up legal requirements for volunteers and fed back to Cllr Bennett (see agenda item below)
- 6. Items Ongoing (For Updates)**
 - Minstead Green Group
- 7. Reports from County/District Councillors**
- 8. Reports from Parish Representatives**
- 9. Report from Lengthsman**
- 10. Volunteers Policy – Update from Cllr Bennett**
- 11. Village Appearance**
 - Clearing of brambles
 - Cllr Hough to speak to local NPA representative to determine what council can clear and what must be done by other authorities (e.g. NPA, Highways)
 - Village Seats

- Cllr Smith to speak to local parishioner about options for repair
- Notice Board
 - Cllr Taylor and Clerk have reviewed options and present the following options to council for review:
 - Replacement with a similar size but un-roofed single sided notice board – approximate cost £2000
 - Approach a local tradesman to build bespoke replacement
 - Approach Minstead Trust to see if they would be willing to undertake replacement
 - Renovate current structure and repair (not considered viable due to current state)
 - Action required: Agree next steps

12. Cricket Pavilion

- Cllr Smith to approach local surveyor for assessment of current building
- Clerk has created a reserve of £15000 towards future costs (completed)

13. Council Funding Opportunities

- Clerk has created a reserve of £5000 towards costs of Audio/Visual equipment for use by council and possibly village hall (completed)
- Clerk has reviewed potential laptop replacement and found costs to be approximately £700-900 (Microsoft Surface Pro)
 - Action required – approve purchase
- Funding for upkeep of church yard – Agreed and paid (completed)

14. Christmas Preparations

- Cllr Smith will discuss Christmas tree installation with Minstead Trust
- Purchase of tree lights to approximate value of £100 was agreed at previous meeting
- Cllr B Andrews to speak to local parishioners about arrangements for Father Christmas and horse and cart
- Cllr B Andrews to speak to Trusty Servant owners about their support and use of veranda area (Completed and agreed)
- Cllr Bennett to complete a draft risk assessment for review (completed and circulated with agenda)

15. Storm Issues Arising during past month

- Update on current status on various issues arising within parish

16. Election Update

- Update on current vacancy
- Update on 2023 Elections (4th May 2023)

17. Planning [See Appendix]

18. Correspondence [See Appendix]

19. Finance [See Appendix]

20. Proposed Meeting Dates for 2023 (circulated with agenda)

21. Date of next Meeting: Tuesday 3 January 19:30

APPENDIX

17. Planning

Decisions

22/00632 Greenview, Football Green, Minstead, SO43 7FQ **Grant Subject To**

Decision Awaited

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

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

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

New Planning Applications

22/00616 BRICKKILN FARM, ROBINS BUSH ROAD, MINSTEAD, SO43 7GB

Two storey rear extension; cladding; alterations to doors and windows; alterations to tracks and driveway; new entrance gate; removal conservatory and chimney

22/00752 The Orchard, THE GROVE, THE GROVE, LYNDHURST, SO43 7GG

Outbuilding with solar panels

22/00685 BELWOOD COTTAGE, PEARTREE LANE, EMERY DOWN, SO43 7FH

Render to dwelling

Trees

22/00877CONS Hazel Hill Farm, LONDON MINSTEAD ROAD, LONDON MINSTEAD, SO43 7FT

Reduce Conifer Hedge, Prune 1 x Pencil Cedar tree, Fell 1 x Lawson Cypress tree

18. Correspondence

- Further query relating to the recent SAR request have been received from a parishioner
 - Chairman has provided an initial response to parishioner
- Items for circulation and return

19. Finance

- **Payments for approval**

- Re-imburse (Clerk) paper and print ink £35.72
- Agree donation to Citizens Advice Bureau (to approve and agree amount)

- **Payments approved during month**

- Chairmans Allowance £250
- Royal British Legion (Wreath) £30

- **Budget Proposal for 2023-2024**

- 2nd Draft Budget published with agenda
- Approval Required
- Note: Precept request for 2023-24 has been received and is required by 13 Jan 2023

Receipts & Payments for November 2022:

	£	£	£		
	Net	VAT		Paid By	Auth'd By
		(recoverable)			
Balance as of 31 Oct (Incl Reserve)			44805.58		
Receipts:					
Refund training Fees	307.50		307.50		
Standing Order/Direct Debit payments:					
SOs: Salaries and expenses	555.31		555.31		
ICO (Data Registry - Annual Fee)	35.00		35.00		
Debit card payment:			0.00		
1&1 IONOS: Monthly Fee	5.00	1.00	6.00	BM	
Dropbox (Annual Fee)	79.90	15.98	95.88	BM	
Cheques/Online payments:			0.00		
All Saints (Yard Upkeep)	400.00		400.00	BM	BA
Mark Bridle (Hedges)	60.00	12.00	72.00	BM	BA
W Andrews (Chair Allowance)	250.00		250.00	BM	RT
Royal British Legion	30.00	0.00	30.00	BM	BA
Total payments for Nov 2022	1415.21	28.98	1444.19		
Balance at Bank			43668.89		
Less Reserves Held:					
General			6000.00		
Cricket Pavilion			15000.00		
Audio / Visual Equipment			5000.00		
Balance (excluding reserves)			£17,668.89		