

**Ordinary Meeting of Minstead Parish Council Held in Danby Room  
Monday 7 November 2022 at 19.30**

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

**In Attendance:** Mr B Mollett (Clerk), Cllr Mrs D Andrews (NFDC)

**1. Apologies for Absence**

None

*Council noted that Cllr G Saunders has tendered his resignation from the council*

*Notice of Vacancy will be published on 10 November*

**2. Public Participation Period**

None in attendance

**3. Declarations of Interests**

Cllr Bennett declared a non-pecuniary interest in the matter relating to funds for Church upkeep

Cllr B Andrews declared a non-pecuniary interest in matters relating to Hall funding

**4. To confirm the Minutes of the Ordinary Meeting held on Monday 3<sup>rd</sup> October 2022**

The minutes of the meeting were agreed by attendees of the meeting and signed

**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
    - Cllr Saunders has raised with contractor who will contact landowners
    - Action: Clerk to follow up with Mr Saunders for status
  - 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
    - Clerk to follow-up and report grit bin issues (Completed)
    - Risk assessment has been reviewed and tasks added to Lengthsman activities (completed)

**6. Items Ongoing**

- Minstead Green Group
  - Further meeting scheduled for 23<sup>rd</sup> November
  - A page of activities has been created on website for interested parties, link below:
  - <https://minstead.org.uk/minsteadgreengroup/>

**7. Reports from County/District Councillors**

Cllr E Heron (HCC): No report this month

Cllr Mrs Andrews (NFDC): In attendance and updated the council on NFDC matters of local interest

**8. Reports from Parish Representatives**

- Beat Report has been distributed and published

- Website – in process of updating village hall pages
- Village Hall – no issues to report
- NFALC met during the month and minutes for meeting are available, next meeting Feb 2023.
- NE Quadrant meeting was held on 13/10/22 in the Danby room and links to items discussed have been circulated

### 9. Report from Lengthsman

No report this month, although noted that some brambles cleared from salt bins

### 10. Community Resilience Plan

Cllr Bennett presented the updated plan which was agreed by the meeting for publication

Cllr Hough agreed to act as deputy for the resilience plan

Volunteers policy was also discussed for review at next meeting

*The council passed a unanimous vote of thanks to Cllr Bennett for the work she had done in revising the plan*

**Action: Clerk** to follow-up insurance and legal requirements for people acting as volunteers

### 11. Village Appearance

The council reviewed the following opportunities for improving village appearance

- Clearing of brambles \*  
**Action: 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 Signage
- Seats – condition and state \*  
**Action: Cllr Smith** to speak to local parishioner about options for repair
- Bridleway Signage (Hampshire Countryside)
- Notice Boards – condition and state \*  
**Action: Cllr Taylor and Clerk** to investigate options/costs for repair or replacement
- Flag Pole and War Memorial – condition and state
- Cllr Hough** agreed to take over the role of footpath monitoring on behalf of the council

\*Items (a), (c) and (e) were prioritised for further action further items will be monitored

### 12. Cricket Pavilion

Cllr Taylor updated the council on recent review with Cadnam Cricket Club and options for improving or replacing the pavilion. There is expected to be considerable cost involved in either option. The pavilion is usable but needs substantial work to secure a long term future.

Council agreed that a survey was required to understand options.

**Action: Cllr Smith** to contact a local surveyor to assess the state of current building

### 13. Council Funding Opportunities

Council reviewed upcoming funding requirements for spending commitments in this financial year. The following suggestions were reviewed:

- Funding for audio/visual and IT improvements in Village Hall & Danby Room  
Council agreed to create a reserve of £5000 for this purpose whilst options and conditions were reviewed. Any funding would be subject to discussions and conditions with the Village Hall committee. Proposed by Cllr Taylor, seconded by Cllr Causton and agreed by the meeting  
**Action: Clerk** to create a reserve of £5,000
- Council laptop replacement  
Council agreed to investigate options for replacement laptop  
**Action: Clerk** to present costs and options to next meeting expected value £500-£1000
- Church Grounds Upkeep  
Council agreed to increase the funding provided to a level of £400 and to index future funding in line with inflation. Proposed by Cllr B Andrews, seconded by Cllr Smith and agreed by the meeting.

**Action: Clerk** to raise payment to All Saints Church **(completed)**

d) Cricket Pavilion – Improvement or Replacement

Following discussion (at agenda item 12 above) council agreed to set aside an initial reserve of £15,000 for potential works, it being noted that additional grants and fund raising would be required should this work proceed. Proposed Cllr B Andrews, Seconded Cllr Taylor and agreed by the meeting

**Action: Clerk** to establish a reserve of £15000

#### 14. DLUHC Committee Funding Inquiry

Following review, the council has decided that we will not respond to this funding inquiry

#### 15. Christmas Preparations

The following actions were discussed and agreed:

- Cllr Smith will discuss Christmas tree installation with Minstead Trust
- Purchase of tree lights to approximate value of £100 was authorised. Proposed by Cllr Bennett, seconded by Cllr Taylor and agreed by the meeting
- Carols on the Green would take place on 17<sup>th</sup> December 2022
- 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)
- Cllr Bennett to complete a draft risk assessment for review

#### 16. Planning

##### Decisions

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

**Withdrawn**

##### 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

None applicable

##### Trees

**22/00724CONS** Gardeners Cottage, LYNDHURST ROAD, LYNDHURST, SO43 7HA

Fell 1 x Sycamore tree (Decided – Raise no objection)

**22/00734CONS** Field adjacent to Sinefield, ROAD THROUGH EMERY DOWN TOWARDS STONEY CROSS, LYNDHURST, SO43 7GA

Fell 2 x Oak trees, Prune 1 x Oak tree (Decided – Raise no objection)

**22/00742CONS** The Cottage, Toms Lane Corner, STONEY CROSS PLAIN ROAD, NEWTOWN, LYNDHURST, SO43 7GF

Fell 1 x Oak tree, Fell 1 x unknown species of tree (Decided – Raise no objection)

##### Also reviewed at meeting:

**22/00804CONS** Three Corner Mead, CANTERTON LANE, BROOK, SO43 7HF

Fell 3 x Spruce trees, Fell 2 x Ash trees

Decision: Raise no objection

#### 17. Correspondence

- Further query relating to the recent SAR request have been received from a parishioner
  - Chairman has acknowledged the receipt and is reviewing necessary response
- Received notification regarding “Definitive Map Modification Order 1019 – Minstead – to record a bridleway between Bull Lane to Congleton Close and Bull Lane to Congleton Cottages”

- Application has been declined for the following reasons:
  - It is considered that the documentary and user evidence reviewed is insufficient for it to be inferred, on the balance of probabilities, that the public have acquired rights of way over the claimed routes.
  - It is therefore recommended that this application for a Definitive Map Modification Order (DMMO) to record public rights of way in the parish of Minstead (see attached plan), should be refused.
- This was noted and information forwarded to landowners.
- Correspondence has been received from parishioners regarding “Village Shop -Change of Use” (circulated to councillors)
  - Council has responded with information and circulated flyer to village mailing list
- Items for circulation and return were distributed

**18. Finance**

- **Payments for approval**
  - Council agreed the payment of hedge cutting invoice received today (£72.00)
- **Budget Proposal for 2023-2024**
  - Draft budget was reviewed, and some amendments agreed to precept and additional reserves to be set aside. Final draft to be presented to December meeting.

**Receipts & Payments for October 2022:**

	£	£	£		
	Net	VAT (recoverable)		Paid By	Auth'd By
<b>Balance as of 30 September</b>			39906.93		
<b>Receipts:</b>					
None Applicable					
<b>Standing Order/Direct Debit payments:</b>					
SOs: Salaries and expenses	558.31		558.31		
<b>Debit card payment:</b>					
1&1 IONOS: Monthly Fee	5.00	1.00	6.00	BM	
HMRC (PAYE)	68.44		68.44	BM	
<b>Cheques/Online payments:</b>					
Clerk (Travel Expenses)	12.60		12.60	BA	BA
NFDC (Village Green Drainage)	380.00	76.00	456.00	BM	HB
<b>Total payments for October 2022</b>	<b>1024.35</b>	<b>77.00</b>	<b>1101.35</b>		
<b>Balance after payments (plus £6,000 in reserve)</b>			<b>£38,805.58</b>		

- **Finance Summary, Budget 2023-24**
  - All the above were reviewed and agreed by the meeting
  - Approval proposed by Cllr B Andrews, seconded by Cllr Taylor and agreed by the meeting

**19. Date of next Meeting:**

**Next Meeting: Ordinary Meeting Monday 5 December 2022 at 19.30**

Meeting dates for 2023 will be distributed at next meeting, as Bank Holidays for 2023 are now confirmed.

**Meeting closed at 22:10**