

**Ordinary Meeting of Minstead Parish Council Held in Danby Room  
Monday 5 December 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)

**1. Apologies for Absence**

Cllr Mrs D Andrews (NFDC)

**2. Public Participation Period**

None in attendance

**3. Declarations of Interests**

Cllr Taylor declared a non-pecuniary interest in the tree consultation 22/00877CONS as a neighbour

Cllr B Andrews and Cllr Bennett declared a non-pecuniary interest in 22/00752 as friends of the applicants

**4. To confirm the Minutes of the Ordinary Meeting held on Monday 7<sup>th</sup> November 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 (deferred till March 2023)
  - Trees Risk Assessment
    - Cllr Smith awaiting further quotes (c/fwd)
  - Footpath issues on Bridleway 10
    - Cllr Taylor to speak to Adam Vasey from NPA regarding this issue
  - Church Footpath Needs Attention (drainage)
    - Clerk to contact Lengthsman for clean-up of leaves
    - Cllr B Andrews to follow-up with contractor
  - Phone Box
    - Cllr Smith will look to make temporary repairs when weather permits (defer to March 2023)
  - Lengthsman Activities
    - List of planned Lengthsman tasks is being reviewed by Lengthsman (c/fwd)
- Community Resilience Plan
  - Clerk to publish resilience plan and volunteers policy

**6. Items Ongoing**

- Minstead Green Group
  - Meeting deferred until December
  - 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): Provided an update to the council on NFDC matters of local interest

**8. Reports from Parish Representatives**

- Beat Report has been distributed and published
- Village Hall – no issues to report

- Consultative Meeting report was provided by Cllr Taylor and included the upcoming consultation on proposed PSPO's Council to respond and also to update parish via Newsletter.  
Cllr Taylor also updated the council on a possible shortage of hoggin availability in the New Forest area
- NE Quadrant next meeting scheduled for 19 Jan 2023 in Bramshaw

### **9. Report from Lengthsman**

No report this month

### **10. Volunteers Policy – Update from Cllr Bennett**

Councillor Bennett presented the policy which was accepted with minor changes

**Action:** Clerk to publish on website (Completed)

### **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)
  - Receipt of the query has been acknowledged and a response is awaited
- Village Seats
  - Cllr Smith to speak to local parishioner about options for repair (c/fwd)
- Notice Board
  - The meeting reviewed the options presented
  - Cllr B Andrews to approach Minstead Trust for a quote to build replacement notice board

### **12. Cricket Pavilion**

- Cllr Smith to approach local surveyor and parishioner for assessment of current building

### **13. Council Funding Opportunities**

- Council agreed the purchase of a replacement laptop to the value of £900
  - Proposed Cllr B Andrews, Seconded Cllr Bennett and agreed by the meeting
- Action: Clerk and Chair to arrange purchase.

### **14. Christmas Preparations**

- Purchase of tree lights to has been completed and council agreed re-imburement to Cllr Smith for his purchase
- Arrangements for Father Christmas and horse and cart are in hand (Cllr B Andrews)
- Draft risk assessment was reviewed and agreed.

### **15. Storm Issues Arising during Past Month**

- New Road Flooding – remans an issue is being actively pursued with Forestry England with support from Highways England – Progress to be monitored
- Splash at Minstead Study Centre – some works have been undertaken and further issues are being monitored by maintenance team at Study Centre
- Church Footpath – State of ash trees remains a risk, discussions underway with landowner for dangerous trees to be removed. Walkers are temporarily being re-directed to alternative routes

### **16. Election Updates**

- Clerk advised that no election was required for the vacancy created by the resignation of former Cllr Saunders and that the position would remain vacant until May 2023 elections (subject to confirmation by NFDC)
- Update on 2023 Elections (4th May 2023) was provided by clerk

### 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

**Response:** These are **deferred**. Clerk to follow up planning authority as we still await parish briefing notes for the above 2 applications.

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

Render to dwelling

**Response:** 3 - Recommend Permission - we believe this is a sustainable solution (SP1 s/section (f)) and provides conformity of appearance

#### 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

**Response:** Raise No Objection

### 18. Correspondence

- Further query relating to the recent SAR request have been received from a parishioner
  - A comprehensive response was sent to the parishioner on 11<sup>th</sup> November. The response has neither been acknowledged (as requested by Chair) nor has any comment been received. (Item Closed)
- Items for circulation and return were distributed

### 19. Finance

- **Payments for approval**
  - Re-imburse (Clerk) paper and print ink £35.72
  - A donation of £150 to Citizens Advice Bureau was proposed by Cllr B Andrews and seconded by Cllr Taylor and agreed by the meeting
  - Action: Clerk to contact CAB about means of making donation (In progress)
- **Budget Proposal for 2023-2024**
  - 2<sup>nd</sup> Draft Budget was agreed
  - 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)			
<b>Balance as of 31 Oct (Incl Reserve)</b>			44805.58		
<b>Receipts:</b>					
Refund training Fees	307.50		307.50		
<b>Standing Order/Direct Debit payments:</b>					
SOs: Salaries and expenses	555.31		555.31		
ICO (Data Registry - Annual Fee)	35.00		35.00		

<b>Debit card payment:</b>					
1&1 IONOS: Monthly Fee	5.00	1.00	6.00	BM	
Dropbox (Annual Fee)	79.90	15.98	95.88	BM	
<b>Cheques/Online payments:</b>					
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		30.00	BM	BA
<b>Total payments for Nov 2022</b>	<b>1415.21</b>	<b>28.98</b>	<b>1444.19</b>		
<b>Balance at Bank</b>			<b>43668.89</b>		
Less Reserves Held:					
General			6000.00		
Cricket Pavilion			15000.00		
Audio / Visual Equipment			5000.00		
<b>Balance (excluding reserves)</b>			<b>£17,668.89</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

## 20. Dates for 2023 Meetings

Reviewed and agreed by the meeting

## 21. Date of next Meeting:

**Next Meeting: Ordinary Meeting Tuesday 3 January 2022 at 19.30**

**Meeting closed at 21:45**