

## **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 **Danby Room at Minstead Hall on Monday 6 March 2023 at 19.30**

Any members of the public wishing to attend please notify the Clerk by email:

[minsteadclerk@gmail.com](mailto:minsteadclerk@gmail.com)

Signed: B Mollett (Parish Clerk)

28. 02.2023

### **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 13<sup>th</sup> February 2023**
- 5. Matters Arising**
  - Carried Forward
    - Trees Risk Assessment
      - Cllr Smith authorised to proceed with best quote from either Climbers Way or South Downs depending on availability to complete the work.
    - Footpath issues on Bridleway 10
      - Cllr Taylor has inspected and consulted with Adam Vasey (NPA) and reported one tree issue to HCC (ref. no. 230295803)
      - Second tree to be actioned by Lengthsman (in progress)
    - Church Footpath Needs Attention (drainage)
      - Cllr B Andrews to follow-up with contractor (c/fwd)
    - Reporting Incidents in Forest
      - Cllrs Causton and Hough to publish information/guidelines on reporting incidents (completed)
  - Deferred Items (from previous meetings)
    - Phone Box
      - Cllr Smith will look to make temporary repairs when weather permits (defer to March 2023)
    - Drainage on Village Green
      - Cllr Taylor will speak to parishioner about manhole repair and positioning (deferred till March 2023)
      - Review impact of clearing blockages from 2022
  - Minstead Trust Proposal for Community Transport
    - Cllr B Andrews to respond to Minstead Trust
- 6. Items Ongoing (For Updates)**
  - Minstead Green Group
  - 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)
      - Response is awaited (c/fwd)

- Village Seats
  - o Cllr Smith following up with local tradesmen (in progress)
- Notice Board
  - o Cllrs Andrews & Smith pursuing local options for repairs rather replacement
- Cricket Pavilion
  - Cllr Smith has meeting arranged to review current state, if no success then a professional surveyor will be engaged (c/fwd)
- Issues Arising from Recent Storms
  - New Road blockage has been cleared (closed)
  - Church footpath – for update

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

**8. Reports from Parish Representatives**

**9. Report from Lengthsman**

**10. Annual Parish Meeting (Wed 22 March) – Preparations and Agenda**

- Draft agenda has been circulated with the agenda
- Room booking has been confirmed
- Cllr Heron (HCC) and PCSO Williams have confirmed their attendance
- Action: Agenda to be confirmed and published

**11. Planning** **[See Appendix]**

**12. Correspondence** **[See Appendix]**

**13. Finance** **[See Appendix]**

**14. Upcoming Meetings:**

- **Annual Parish Meeting 22 March 2023 at 19:30 Main Room Village Hall**
- Date for April meeting to be confirmed (Clerk absent on 3<sup>rd</sup> April)
- Proposal to defer June meeting by 1 week from 5 June to 12 June

11. Planning

**Decisions**

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

**Decisions Awaited**

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

**22/00752** The Orchard, THE GROVE, THE GROVE, LYNDHURST, SO43 7GG  
Outbuilding with solar panels

**23/00022** LAND WEST OF THE MAI, RUSHY MEADOW, LONDON MINSTEAD, SO43 7FT  
AGRICULTURAL OUTBUILDING

**Deferred 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  
*Awaiting information from planning officer*

**Amended Planning Applications**

**22/00970VAR** PARK FARM HOUSE, LYNDHURST ROAD, MINSTEAD, SO43 7FY  
Application to vary condition 2 of planning application 21/01081 (Replacement dwelling with attached outbuilding; 1no. detached outbuilding; demolition existing dwelling and 1no. outbuilding; associated landscaping and ancillary works) to allow minor material amendment  
*Parish briefing note now received*

**New Planning Applications**

None applicable

**Trees**

**23/00254CONS** THE WALNUTS, SEAMANS LANE, MINSTEAD, SO43 7FU  
Prune/Deadwood 1 x Western Red Cedar tree, Prune/Deadwood 1 x Douglas Fir tree

**23/00280CONS** Field to right of the Y Junction at School Lane/Furzey Lane, Minstead, SO43 7GL  
Fell and Prune mixed tree species as detailed within the Tree survey provided

12. Correspondence

- Items for circulation and return

### 13. Finance

- **Payments for approval**
  - None applicable
- **Audit for 2022-23**
  - Annual Internal Audit review scheduled on 27<sup>th</sup> April with internal auditor (J. Murray)

#### Receipts & Payments for February 2023:

	£	£	£		
	Net	VAT		Paid By	Auth'd By
		(recoverable)			
<b>Balance as of 31 Jan (Incl Reserve)</b>			41481.13		
<b>Receipts:</b>					
None applicable					
<b>Standing Order/Direct Debit payments:</b>					
SOs: Salaries and expenses	557.71		557.71		
<b>Debit card payment:</b>			0.00		
1&1 IONOS: Annual & Monthly Fee	101.00	20.20	121.20	BM	
<b>Cheques/Online payments:</b>			0.00		
Minstead Hall (Room Rent)	554.96	0.00	554.96	BM	BA
<b>Total payments for Feb 2023</b>	<b>1213.67</b>	<b>20.20</b>	<b>1233.87</b>		
<b>Balance at Bank</b>			<b>£40,247.26</b>		
<b>Less Reserves Held:</b>					
General			6000.00		
Cricket Pavilion			15000.00		
Audio / Visual Equipment			5000.00		
<b>Balance (excluding reserves)</b>			<b>£14,247.26</b>		