

## **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 3 April 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)

28.03.2023

### **AGENDA**

#### **1. Apologies for Absence**

Clerk (minutes to be taken by Cllr Bennett)

#### **2. Public Participation Period**

#### **3. Declarations of Interests**

#### **4. To confirm the Minutes of the Ordinary Meeting held on Monday 6<sup>th</sup> March 2023**

#### **5. Matters Arising**

- Carried Forward
  - Phone Box
    - Cllr Smith will look to make temporary repairs when weather permits (c/fwd)
  - Drainage on Village Green
    - Cllr Taylor will address manhole repair (c/fwd)

#### **6. Items Ongoing (For Updates)**

- Minstead Green Group
- Village Appearance
  - Clearing of brambles
    - Cllrs Hough/Taylor to speak to NPA representative to determine what council can clear and what must be done by other authorities (e.g. NPA, Highways)
  - Village Seats
    - Clerk has followed up with Lengthsman for interim repair options and response is awaited
  - Notice Board
    - Cllrs Andrews & Smith pursuing local options for repairs rather replacement
- Cricket Pavilion
  - Cllr Smith has received feasibility from parishioner (circulated with minutes)
  - For discussion and review at meeting
  - Next steps to discuss options with Cadnam Cricket Club and NPA to assess replacement options

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

#### **8. Reports from Parish Representatives**

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

#### **10. Annual Parish Meeting (Wed 22 March)**

- Meeting held and there were no actions for follow-up arising from the meeting

#### **11. Government Consultations on Planning Policy (requested by Cllr Taylor)**

- For discussion and possible action/response

**12. Planning**

**[See Appendix]**

**13. Correspondence**

**[See Appendix]**

**14. Finance**

**[See Appendix]**

**15. Upcoming Meetings:**

- **Next Meeting is Monday 15 May 2023 (Annual General Meeting) at 19:30 in Danby Room**
- *Note that June meeting is on 12 June*

12. Planning

**Decisions**

None applicable

**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

**22/00970VAR** PARK FARM HOUSE, LYNDHURST ROAD, MINSTEAD, SO43 7FY

Application to vary condition 2 of planning application 21/01081

**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*

**New Planning Applications**

None applicable

**Trees**

None applicable

13. Correspondence

- Items for circulation and return

## 14. Finance

- **Payments for approval**

- Re-imburse Clerk for refreshments Annual Meeting £14.83
- HMRC PAYE payment Q4 2022-23 £68.44

- **Q4 Budget Report for review and approval**

- Slightly over budget for year reflecting higher expenses (training and village green works) and investment in new asset (replacement Laptop).

- **Audit for 2022-23**

- Annual Internal Audit review scheduled on 27<sup>th</sup> April with internal auditor (J. Murray)

### Receipts & Payments for March 2023:

	£	£	£		
	Net	VAT (recoverable)		Paid By	Auth'd By
<b>Balance as of 28 Feb (Incl Reserve)</b>			40247.26		
<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>					
1&1 IONOS: Annual & Monthly Fee	5.00	1.00	6.00	BM	
<b>Cheques/Online payments:</b>					
None applicable					
<b>Total payments for Mar 2023</b>	<b>562.71</b>	<b>1.00</b>	<b>563.71</b>		
<b>Balance at Bank</b>			<b>£39,683.55</b>		
Less Reserves Held:					
General			6000		
Cricket Pavilion			15000		
Audio / Visual Equipment			5000		
<b>Balance (excluding reserves)</b>			<b>£13,683.55</b>		