

Minstead Parish Council

Summons to all members of the Council:
You are hereby summoned to attend the Annual General Meeting of Minstead Parish Council
To be held in **Danby Room at Minstead Hall on Monday 15 May 2023 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)

09.05.2023

AGENDA

- 1. Election of Chair and Vice-Chair**
- 2. Apologies for Absence**
- 3. Declarations of Acceptance of Office by Chairman and Councillors**
- 4. Public Participation Period**
- 5. Declarations of Interests**
- 6. To confirm the Minutes of the Ordinary Meeting held on Monday 3rd April 2023**
- 7. To agree amount of Chair Allowance for 2023-24**
- 8. To agree annual donations to Royal British Legion & Church Yard Upkeep 2023-24**
- 9. Appointment of Parish Representatives/Responsibilities**

Current allocated responsibilities are:

New Forest Association of Local Councils (NFALC) – Cllrs *Taylor (retired)* and Bennett

New Forest Consultative Panel – Cllr Smith

NE Quadrant meetings – Cllrs *Taylor (retired)* and Bennett

Police liaison – Cllr Bennett

Cadnam Cricket Club liaison – *Cllr Taylor (retired)*

Minstead Hall Management Committee – Cllr Andrews

All Saints PCC – Cllr Andrews

Community Shop Committee – Cllr Causton

Footpaths – Cllr Hough

Communications – Cllrs Hough, Causton, Smith

Payments Signatories – Cllr B Andrews, Bennett, *Taylor (retired)*

Lengthsman Management - Clerk

10. Matters Arising

- Carried Forward
 - Phone Box
 - Cllr Smith will make temporary repairs when weather permits. Cllr Andrews to ask the Lengthsman for the paint (c/fwd)
 - Drainage on Village Green
 - Due to the poor weather this has not yet been addressed. Cllr Taylor will undertake the manhole repair (c/fwd)

11. 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

- Lengthsman has completed repairs to village seating (closed)
- Notice Board
 - Cllr Andrews has spoken to a local contractor who has stabilised and repaired the notice board (closed)
- Cricket Pavilion
 - Cllr Smith reported that the surveyor will come up with some costings for a rebuild and then undertake a comparison with a prebuilt structure.
 - It was agreed that it needed to be a traditional structure as it was noted in the feasibility structure that the design shown was not. It was also noted in the feasibility study the policy references were not recognised by the council and likely to relate to National policy rather than NPA. It was also noted that the Parish Council may be able to get free planning and pre-ap advice.
 - Next steps to discuss options with Cadnam Cricket Club and NPA to assess replacement options

12. Reports from County/District Councillors

13. Reports from Parish Representatives

14. Report from Lengthsman

15. Minstead Flower Show – Grant Request

16. Village Fete – Insurance Cover (Cllr Bennett)

- For agreement and response

17. Audit & Governance 2022-23

- Completion of Certificate of Exemption from Limited Assurance Review
- Report from Internal Auditor
- Approval of Annual Governance and Accountability Return

18. Employment Sub-Committee Update (Cllr Bennett & Clerk)

- Documents for discussion/review and approval at June Meeting
- Nominations for delegates (2 additional required)

19. Clerk Resignation and Replacement

- It was noted that the current clerk has submitted his resignation with effect from 31st May and interviews had taken place for a replacement with an appointment pending

20. Planning [See Appendix]

21. Correspondence [See Appendix]

22. Finance [See Appendix]

23. Upcoming Meetings:

- Next Meeting is Monday 12 June 2023 at 19:30 in Danby Room

20. Planning

Decisions

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

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.

Grant Subject To

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

Application to vary condition 2 of planning application 21/01081

Grant Subject To

23/00368 YEW TREE COTTAGE LYNDHURST RD MINSTEAD SO43 7FX

Replacement of windows like for like.

Grant Subject To

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

New Planning Applications

23/00155FULL PETERS HOLD, NEWTOWN ROAD, MINSTEAD, SO43 7GJ

Roof extension; new dormer windows; re-roof porch

23/00316FULL Brickkiln Farm, ROBINS BUSH ROAD, SO43 7GB

Demolition of existing barns and stable buildings and construction of a replacement barn and two stable blocks

23/00463FULL THE LODGE MALWOOD, LYNDHURST ROAD, MINSTEAD, SO43 7HA

Creation of new vehicular access onto Lyndhurst Road

Trees

23/00491CONS MINSTEAD VILLAGE HALL TRUST, Minstead Hall, LYNDHURST ROAD, MINSTEAD, SO43 7FX and various other close locations

Fell 1 x False Acacia tree (T3 on plan), Fell 1 x Cherry tree (T4 on plan), Prune 1 x Sweetgum tree (T5 on plan), Fell 1 x Rowan tree (T7 on plan), Prune 1 x Sugar Maple (T8 on plan), Prune 1 x Red Oak (T9 on plan) – **Already decided and approved**

23/00532CONS Hazel Hill Farm, LONDON MINSTEAD ROAD, LONDON MINSTEAD, SO43 7FT

Prune 1 x Cherry tree

23/00570CONS THE THATCHED HOUSE, BLACKWATER ROAD, EMERY DOWN, SO43 7EB

Pune 1 x Beech tree

21. Correspondence

- Items for circulation and return

22. Finance

- **Payments for approval**

- HALC Affiliation Annual Fee £315.65
- Repairs to Notice Board (Lee Byford) £250.00
- Clerk – Mileage to Internal Audit (44mls @ 0.45) £19.80

- **Insurance Renewal Quote**

- A quote for renewal of insurance with Hiscox has been received, but it doesn't appear to be aligned to cost of multi-year renewal agreed last year, this has been queried with broker and a response is awaited

Receipts & Payments for April 2023:

	£	£	£		
	Net	VAT (recoverable)		Paid By	Auth'd By
Balance as of 31 Mar (Incl Reserve)			39683.55		
Receipts:					
Precept 2-23-24 (50%)			6000.00		
HMRC - VAT Refund			479.62		
Standing Order/Direct Debit payments:					
SOs: Salaries and expenses	557.91		557.91		
Debit card payment:					
1&1 IONOS: Monthly Fee	12.03	2.41	14.44	BM	
HMRC - PAYE Q4 2022-23	68.44		68.44	BM	
Cheques/Online payments:					
APM Refreshments (Re-imburse Clerk)	14.83		14.83	BA	RT
Footpath Repairs Lee Byford)	120.00		120.00	BA	RT
Total payments for Apr 2023	773.21	2.41	775.62		
Balance at Bank			£45,387.55		
Less Reserves Held:					
General			6000.00		
Cricket Pavilion			15000.00		
Audio / Visual Equipment			5000.00		
Balance (excluding reserves)			£19,387.55		