

**Annual Meeting of Minstead Parish Council Held in Danby Room  
Monday 15<sup>th</sup> May 2023 at 19.30**

**Present:** Cllrs B Andrews (Chair), H Bennett, M Causton, J Smith, B Stratford

**In Attendance:** Cllr H Brand (NFDC), 1 x member of public, 1 new clerk (observing)

**1. Election of Chair & Vice-Chair**

Cllr Andrews was nominated for Chair by Cllr Causton and seconded by Cllr Bennett and was elected unopposed by the meeting

Cllr Hough was nominated for Vice-Chair by Cllr Andrews and seconded by Cllr Causton and was elected unopposed

**2. Declarations of Acceptance**

Declaration of acceptance of office was read and signed by the Chair

Declarations of acceptance were read and signed by Councillors

Declarations were witnessed and signed by the Clerk

**3. Apologies for Absence**

Cllr G Hough

**4. Public Participation Period**

One member of the public was in attendance to discuss and answer questions on planning application 23/00463FULL

**5. Declarations of Interests**

Cllr Andrews declared an interest in the agreement of Chair allowance as the recipient

**6. To confirm the Minutes of the Ordinary Meeting held on Monday 3<sup>rd</sup> April 2023**

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

**7. To agree amount of Chair allowance**

The maintaining of the chair allowance at current budgeted amount of £250 was proposed by Cllr Bennett and seconded by Cllr Smith and agreed by the meeting

**8. Annual Donations**

Annual donations were agreed to be indexed in line with inflation (it was noted that Royal British Legion would be agreed at a later date).

All Saints Church – for yard upkeep                      £440 Proposed Cllr Andrews Seconded Cllr Causton

Citizens Advice Bureau                                      £165 Proposed Cllr Andrews Seconded Cllr Bennett

The above donations were agreed by the meeting

**9. Appointment of Parish Representatives/Responsibilities**

Allocated responsibilities were agreed as:

New Forest Association of Local Councils (NFALC) – Cllrs Stratford and Bennett

New Forest Consultative Panel – Cllr Smith

NE Quadrant meetings – Cllrs Stratford and Bennett

Police liaison – Cllr Bennett

Cadnam Cricket Club liaison – Cllr Smith

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 Andrews, Bennett, Hough and Clerk

*Payments signatories were proposed by Cllr Andrews and seconded by Cllr Stratford*

Lengthsman Management – Clerk

Broadband Liaison – Cllrs Causton and Smith

## 10. Matters Arising

- Carried Forward
  - Phone Box
    - Door has been sanded and Lengthsman will paint when weather permits
  - Drainage on Village Green
    - **Action:** Cllr Smith will liaise with former Cllr Taylor to organise (c/fwd)

## 11. Items Ongoing

- Minstead Green Group
  - Cllr Smith provided an update. Local parishioner who was providing heat loss assessment is no longer available due to illness, however group will look to get these assessments done via Lyndhurst contacts
  - Former Cllr Taylor has agreed to maintain his role supporting the 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). No update received as Cllr Hough is absent (c/fwd)
  - Village Seats
    - Now repaired (Closed)
  - Notice Board
    - Repairs completed
    - **Action:** Cllr Andrews to look for options to improve pin board
- Cricket Pavilion
  - No updates have been received
  - **Action:** Cllr Smith to follow-up with parishioner and NPA

## 12. Reports from County/District Councillors

Cllr E Heron (HCC): No report this month

Cllr H Brand (NFDC)

I will be taking the next few months to get up to speed with Minstead residents and the issues that they may have. I will aim to attend meetings with groups or people over the next three months to gain a better understanding of how I and the council can help/support them.

I will continue to focus on roads and pollution in Lyndhurst but would like to engage more with the Parish Council on these matters as I believe a joint effort will be more beneficial for the village.

I would also like to set up surgery sessions on a monthly or bimonthly basis. If the Parish Councillors already do this, I would like to attend these if that is possible?

I aim to spend some time with the new Climate Officer at the council to see what can be done in both villages to become greener as businesses and as residents. Also, what ideas can be put in place to help everyone e.g., solar panels on the community centre roof if possible or in the car park or other strategic places.

The new council is currently in set up mode with several new Councillors being onboarded with many training sessions taking place. The change from 60 Councillors to 48 has meant changes to all panels and committees in terms of numbers and set up. Also means Councillors getting to grips with new areas of responsibility.

I will be on the Planning Committee and Audit Committee no longer on the HR Committee or Employee Liaison Panel. I have taken up the position of Shadow to Business & Tourism.

### 13. Reports from Parish Representatives

- Beat Report has been distributed and published.
- Village Hall – nothing specific to report, hall is looking to improve some facilities within the hall
- Shop – nothing specific to report

### 14. Report from Lengthsman

Lengthsman has completed work on the village green seat and has done preparatory work on telephone box door (e.g. sanding) and will paint when weather improves.  
He is aware of need for attention to Bull Lane footpath

### 15. Minstead Flower Show Grant Application

The grant application was reviewed and a grant of £650 was approved  
Proposed by Cllr Andrews and seconded by Cllr Stratford and agreed by the meeting.  
It was also suggested that the Flower Show could approach NFDC & HCC for further support  
**Action:** Clerk to raise payment and provide information on contacts at HCC & NFDC (completed)

### 16. Village Fete Insurance Cover

Council agreed that Cllr Bennett would sit on the Village Fete organising committee which would also facilitate insurance cover as a council supported event  
The date for the village fete is 19<sup>th</sup> August.

### 17. Audit & Governance 2022-23

- 17.1 – Certificate of Exemption AGAR 2021-22 Form 2 was tabled. Acceptance was proposed by Cllr Bennett, seconded by Cllr Smith and approved by the council, signed by Responsible Financial Officer and Chairman
- 17.2 – AGAR Annual Internal Audit Report which had been signed by JK Murray (internal Auditor) was tabled and noted by the meeting
- 17.3 – Internal Audit Report was tabled with no matters to be brought to the attention of the council. **Action:** Clerk to provide signed copies of Pro-Forma Schedules 1, 2 & 4 and copies of Variance explanation and Bank Reconciliation to Internal Auditor
- 17.4 – Internal Audit invoice of £215.00 was approved for payment
- 17.5 - Section 1 Annual Governance Statement 2021-22 was tabled. Acceptance was proposed by Cllr Andrews, seconded by Cllr Causton and approved by the council and signed by Chairman and Clerk
- 17.6 - Section 2 Accounting Statements 2021-22 was tabled. Acceptance was proposed by Cllr Smith, seconded by Cllr Bennett and approved by the council and signed Chairman

### 18. Employment Sub-Committee Update

Clerk presented the papers relating to the establishment of the employment sub-committee  
A number of papers had been circulated for review. The papers are to be reviewed by councillors and will be presented to the June meeting for sign-off  
Cllrs Causton and Smith agreed to join Cllr Bennett on the sub-committee

#### **Actions:**

Cllrs to review and feedback any changes in the documents  
Clerk to include sign-off on June agenda

### 19. Clerk Resignation and Replacement

It was noted that the current Clerk and RFO has tendered his resignation with effect from 31<sup>st</sup> May 2023.

A new clerk Richard Cole has been appointed with effect from the 1<sup>st</sup> of June

## 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

**Response 3:** Recommend permission seems appropriate in the situation

**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

**Deferred** until receipt of parish briefing note

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

Creation of new vehicular access onto Lyndhurst Road

**Response 3:** Recommend permission and that existing access is closed with a condition that it is not permitted to be re-opened

### 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

**Raise no objection**

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

Prune 1 x Beech tree

**Raise no objection**

**21. Correspondence**

- Items for circulation and return were distributed.

**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**

- Clarification had been provided by the insurers on the insurance renewal
- Payment of £905.28 for insurance renewal was agreed

**Receipts & Payments for April 2023:**

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

- Payments for Approval and Receipts and Payment made in April were proposed by Cllr Andrews, seconded by Cllr Bennett and agreed by the meeting.

**23. Date of next Meeting:**

**Next Meeting:**

- The next Ordinary meeting will be Monday 12<sup>th</sup> June 7.30pm

**Meeting closed at 21:05**