

MINSTEAD PARISH COUNCIL

Email: minsteadclerk@gmail.com

Date 27 June 2023

To: All members of Minstead Parish Council

AGENDA

You are hereby summoned to attend an Ordinary Meeting of Minstead Parish Council to be held in The Danby Room, Minstead Hall, on Monday 03 July 2023 commencing at 19:30 for the purpose of transacting the below specified business.

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

Richard Cole

Richard Cole

Clerk and RFO to Minstead Parish Council

0056 To receive and approve apologies for absence

0057 Public Participation Period

0058 To approve any Declarations of Interests

0059 To approve

0059.1 the Minutes of the Ordinary Meeting held on 12 June 2023

0059.2 the Minutes of the Extra Ordinary Meeting held on 12 June

0060 Matters arising - if any

0061 Items ongoing – Updates

61.1 Minstead Green Group – Cllr Smith

61.2 Village appearance – Cllr Hough

61.3 Cricket Pavilion – Cllr Smith

0062 Reports from County/District Councillors

0063 Reports from Parish Representatives

0064 Report by the Clerk updating current Regulatory Documents and review dates.

See Appendix A

0065 Report from Lengthsman – Clerk. See Appendix B

0066 Employment Sub-Committee

Deferred from the June meeting. Review and approve Documents

0067 Traffic Using Seamans Lane when A31 busy. Cllr Causton

0068 Defibrillator – Cllr Bennett

0069 Planning See Appendix C

0070 Correspondence

0071 Finance See Appendix D

0072 Next meeting is 07 August 2023 at 19:30 in the Danby Room

APPENDIX A

064 Regulatory Documents Review

One of my early tasks has been to check the many documents falling into this category. In particular to check the next review dates and arrange that these are upheld and look for any obvious gaps in subject.

64.1 Current documents and review dates

TITLE	LAST REVIEW DATE
1.1 Record Management Policy (draft)	No date
1.2 Grievance Policy (draft)	November 2018
1.3 Volunteer Risk Assessment	May 2020
1.4 F O I Request form	July 2021
1.5 Risk Assessment Litter Picking	August 2021
1.6 Recording & Social Media at meetings	July 2022
1.7 Equality & Diversity	August 2022
1.8 Financial & Management Risk Assessment	August 2022
1.9 Health & Safety	August 2022
1.10 Publication Scheme	August 2022
1.11 Recruitment Policy (Revised)	August 2022
1.12 Standing Orders	August 2022
1.13 Behaviour in Public Meetings	September 2022
1.14 Risk assessment snow plough	September 2022
1.15 Complaint & Vexatious Complaint Policy	October 2022
1.16 Disciplinary Policy – NALC Template	January 2023
1.17 Volunteer Policy	January 2023

2. Recommendation

I recommend that in addition to reviewing the above the council should consider adopting a Gifts and Hospitality Policy to conform with the Bribery Act 2010. There are a number of public service policy drafts/templates I can adapt for Minstead Parish Council. I have produced similar documents in the past, so understand the key issues. It would be helpful if Councillors could agree if they want to discuss this matter before I proceed to draft or wait until the draft is ready.

Since there are a wide range of dates in the above table I recommend that a review in August deals with 1.1 to 1.12 and (subject to agreement to proceed) that a draft

Gifts & Hospitality Policy is presented for comment and amendment if necessary, followed in September by 1.13 to 1.17 plus adopting the final version of a Gift & Hospitality Policy.

Richard Cole, Clerk & RFO to Minstead Parish Council 23 June 2022

APPENDIX B

0065 Lengthsman June report

Work completed or scheduled:

- Church footpath: Strim grass and cut back whips 4h.30mins
- Red House footpath: Strim grass and cut back hedge. 5h. 30mins
- Bull Lane footpath: cut back hedge and whips. 1hr. 30mins
- Court House footpath: strim and cut back whips. 1. hour.
- Cut back vegetation white railing Lyndhurst Road. 30 mins
- Complete telephone box on with an internal clean 3 July.

The following work was requested at the June meeting of the council for the Lengthsman has been added to his work schedule.

- Bridge railings painted white,
- Check signs and finger posts are upright
- Red House to Furzey Gardens footpath

Reference Red House footpath flooding:

The Lengthsman has previously submitted the two photographs taken in March 2022 of the flooding on the footpath which shows two sections of path affected by water running off an adjacent field. It appears walkers have used branches to assist in crossing over. At the time he says he suggested duck boards may help. At present the path is dry but rutted. He has noticed that the path where it drops down the hill toward Furzey Gardens has become steep due to erosion by running water and suggests a site visit to determine any action.

APPENDIX C

0067 Planning

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

Deferred Decisions

23/00436 Malwood Walk Farm Full Newtown Road, Minstead, SO43 7GD

Replacement of agricultural building

- **At the 12 June meeting the council Resolved to inform Planning NFNPA:**
- The council awaits Applicant reaction to Conservation Officer's report

23/00663FULL Minstead Lodge, Minstead Lodge Track, London Minstead, Lyndhurst, SO43 7FT

Refurbishment of existing hay store to provide craft workshop

- **At the 12 June meeting the council Resolved to inform Planning NFNPA:**
- **Defer:** Pending Parish Briefing and Conservation Officer report. Please confirm if the proposal is in a listed building curtilage.

23/00686VAR Park Farm House, Lyndhurst Road, Minstead, Lyndhurst, SO43 7FY

Application to vary condition 2 of planning permission 22/00970VAR for variation of condition 2 of planning permission 21/01081 for replacement dwelling with attached outbuilding; 1no. detached outbuilding; demolition existing dwelling and 1no. outbuilding; associated landscaping and ancillary works to allow minor material amendment.

- **At the 12 June meeting the council Resolved to inform Planning NFNPA:**
- **Defer:** For Parish Briefing

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

- **At the 12 June meeting the council Resolved to inform Planning NFNPA:**
- **Defer:** For parish briefing, support is intimated

New Planning Applications

23/00664LBC - Minstead Lodge, MINSTEAD LODGE TRACK, LONDON MINSTEAD, LYNDHURST, SO43 7FT

Refurbishment of existing Hay Store to provide craft workshop, to include replacement of the existing sliding doors, new insulated floor, ceiling and wall lining to rear, plus internal kitchen units (Application for Listed Building Consent)

Trees

None applicable

APPENDIX D

0069 Finance

Payments for approval

- a. Forestry England rent arrears 1/1/21 to 31/12/23 invoice F0017964 deferred at the June meeting pending enquiries now resolved £820.00
- b. B Mollett mileage 2 x to Fair Oak for hand over (72 miles @ 45p) £ 32.40
- c. Clerk
 - i. New printer (receipt/VAT invoice will be tabled) £ 59.99
 - ii. Mileage 12 June attend council meeting (36 miles @45p) £ 16.20

Invoice

- a. Approval to invoice Cadnam Cricket Club for Rent arrears per Forestry England invoice total

Receipts and Payments 1 to 26 June 2023

JUNE	£	£	£		
	Net	VAT (Recoverable)			Paid by Auth'd by
Balance as of 01 June 2023			43353.47		
			0		
Receipts:					
Standing Order/Direct Debit payments					
So's: Salaries and expenses			0		
Debit Card payments					
1&1 Ionos monthly fee	12.03	2.41	14.44		
Cheques & BACS payments					
R Cole	32.400		32.40	BA	HB
South Downs Tree Services Ltd	1855.00	371.00	2226.00	BA	HB
Total Payments to 26 June 2023	1899.43	373.41	2272.84		
Balance at Bank			41080.63		
Less Reserves Held:				6000.00	
General				15000.00	
Cricket Pavilion				5000.00	
Audio/Visual Equipment			26000.00		
Balance (excluding reserves)			15080.63		