

**Ordinary Meeting of Minstead Parish Council Held in Danby Room
Monday 03 July 2023 at 19.30**

Present: Cllrs B Andrews (Chair), H Bennett, M Causton, G Hough, D Pascoe

0056 To receive and approve apologies for absence

Cllrs. J Smith, B Stratford: H Brand (NFDC)

0057 Public Participation Period

No public present

0058 To approve Declarations of Interest

No Interests disclosed

0059 To approve

0059.1 Minutes of the Ordinary Meeting held 12 June 2023

Resolved:

That the Minutes dated 12 June be signed by the Chair as a correct record.

0059.2 Minutes of the Extra Ordinary meeting held 12 June 2023

Resolved:

That the Minutes dated 12 June of the Extra Ordinary meeting be signed by the Chair as a correct record.

0060 Matters arising

0059.2 above refers. Noted that Mary Davies was elected to NFPA North East Quadrant.

0061 Items ongoing – Updates

0061.1 Minstead Green Group.

No further reports before October 2023. Cllr. Pascoe will discuss H C C Rural Communities Grants with Cllr. Smith.

0061.2 Village appearance.

Cllr. Hough will meet a previous NFPA Officer to discuss options and report to the August meeting.

Resolved:

Over grown signs to be reported to the Clerk for the Lengthsman to attend and cut back.

A number of locations were recorded for the Lengthsman to attend to – railings - near ford and by the pond, railings just after a right turn at the 'phone box, signs at Canterton Lane and outside the village hall/Furzey Lane.

0061.3 Cricket Pavilion

Cllr. Smith's note on the current state of proceedings on the Cricket Pavilion noted.

0062 Reports from County/District Councillors

No reports

0063 Reports from Parish Representatives

Cllr, Bennett reported a car stolen in Seamans Lane and the Regulation about not feeding animals in the National Park is now in place.

Cllr. Pascoe reported on a lack of cycle route data and new policies which she is looking in to and will speak with former Cllr. Richard Taylor.

Cllr Hough reported a Summer Sports and Picnic organised by Junior Minstead at Minstead Cricket Pitch on 30 July.

Cllr. Hough raised the situation regarding NFDC deliveries of bin bags which appears still not under control.

Resolved:

The Clerk to write to NFDC to request that the matter be rectified immediately.

0064 Report by the Clerk, Regulatory Documents

Appendix A to the Agenda referred to the current list of Policies and review dates.

Resolved:

Policy review will be shared between Councillors and the Clerk for checking as indicated at revised Appendix A attached to the minutes.

That Policies 1.1 to 1.12 will be considered at the August meeting and Policies 1.13 to 1.17 will be considered at the September meeting
A draft Gift and Hospitality Policy by the Clerk will be considered at the August meeting.

0065 Report from the Lengthsman

The report is set out in Appendix B of the agenda shows all work completed in June.

Resolved:

Report noted. Reference the Red House/Furzey Garden Footpath (MN9/8) remedial action, Cllr. Hough will meet the Lengthsman on 26th or 27th July at 10:00 to discuss on site. The Clerk to inform Lengthsman and confirm date/time.

0066 Employment Sub-Committee**Resolved:**

That Cllrs. Bennett, Hough and Causton form the Sub-Committee
That the draft Terms of Reference dated 23 March 2023 (previously circulated) be adopted.

That the Clerk's draft Employment Contract be forwarded to Cllr Bennett.

0067 Traffic using Seamans Lane when A31 busy

Cllr. Causton spoke to the item.

Resolved:

That the Chair will write to HCC Cllr. Heron to raise the matter of cars diverting through Seamans Lane and Old Post Office Road and traffic waiting in the bell-mouth off the A31 to Minstead in Old Post Office Road.

0068 Defibrillator

Cllr Bennet spoke to the item.

Resolved:

The Clerk order two new pads to be delivered to Cllr. Bennet as soon as possible.

0069 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

Resolved:

That this item is to remain deferred because the council still awaits Applicant reaction to the Conservation Officer's report . Clerk to contact NFPA Planning Officer about the Conservation Officer's report.

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

23/00664 below also refers

Refurbishment of existing hay store to provide craft workshop

Resolved:

To remain deferred. Cllrs to check if they can read Conservation Officer's report. Clerk to contact NFPA Planning Officer asking for a copy of the Conservation Officer's report for circulation and a Parish Briefing.

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.

Resolved:

To remain deferred. Clerk to contact NFPA Planning Officer regarding a 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

Resolved:

To remain deferred. Clerk to contact NFPA Planning Officer regarding a Parish Briefing.

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)

See Resolution for 23/00663 above

Trees

None applicable

0070 Correspondence

1 item for circulation and return distributed.

0071 Finance**Payments approved**

Forestry England	£820.00
B Mollett mileage	£ 32.40
Clerk (R Cole) new printer*	£ 59.99
Mileage	£ 16.20

*Clerk to arrange for disposal of old machine at Recycling Centre

Invoice approved

Invoice Cadnam Cricket Club	£820.00
Rent arrears 2021 to 2023	

Receipts and Payments 1 to 26 June 2023**Resolved:**

Report approved with tabulation corrections agreed – and set out in these minutes.

Receipts and payments for 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:						
General				6000.00		
Cricket Pavilion				15000.00		
Audio/Visual Equipment				5000.00		
Balance (excluding reserves)			15080.63			

0072 Date of next meeting 07 August 2023 at 19:30 in Danby Room

The meeting closed at 21:35

APPENDIX A (Revised)**0064 Regulatory Documents Review**

Revised at council meeting 03 July 2023 to indicate reviewer.

The Clerk will forward the documents held officially.

Current documents and review dates

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