

**Ordinary Meeting of Minstead Parish Council Held in Danby Room  
Monday 07 August 2023 at 19.30**

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

**In Attendance:** R Cole Clerk, Cllr H Brand (NFDC), 1 x member of public,

**0073 To receive and approve apologies for absence**

Cllr Pascoe.

**0074 Public Participation Period**

One member of the public present to discuss and answer questions on planning application 23/00776FULL.

**0075 To approve any Declarations of Interest and dispensation requests**

No Interests disclosed.

**0076 To approve the Minutes of the Ordinary Meeting held on 03 July 2023**

**Resolved:**

That the Minutes of the Ordinary Meeting held on 03 July 2023 be signed by the Chairman as a correct record.

**0077 Matters arising - if any**

There were no matters arising.

**0078 Items ongoing – Updates**

0078.1 Minstead Green Group – Cllr. Smith. No further reports until October 2023.

0078.2 Village appearance – Cllr. Hough presented an update.

**Resolved:**

That Cllr Hough prepare a full report reference Red House footpath issues to H C C Countryside Services copy to Cllr Heron.

0078.3 Cricket Pavilion – Cllr. Smith presented an update.

**0079 Reports from County/District Councillors**

0079.1 District Councillor report:

Cllr. Brand presented the report.

**0080 Reports from Parish Representatives**

Verbal reports were received from Cllrs. Bennet, Smith, Stratford, Hough and Causton.

**Resolved:**

The Clerk investigate the quantity of NFDC bags available and when the next delivery to Minstead is scheduled.

**0081 To exclude the Press and Public****Resolved:**

That under Section 1(2) of the Public Bodies Admissions Act 1960, the press and be excluded from the meeting for the following item of business (0082 on the agenda) on the grounds that it involves the likely disclosure of exempt information relating to staffing matters.

**0082 Employment Sub-Committee****Resolved:**

082.1 That the Sub Committee be renamed to Employment Committee

082.2 That the Chairman sign the Lengthsman's Employment Contract.

**0083 Arrangements for Christmas in Minstead – Chairman****Resolved:**

That in the absence of the Chairman in December Cllr Smith will lead on Christmas arrangements for the Council.

**0084 Use of own I T Equipment.** Update by the Clerk – Appendix A.**Resolved:**

084.1 That the Council adopt the 6 key principles below based on those issued by the Information Commissioner.

084.2 That Councillors continue to use their own equipment but keep the matter under regular review.

1. *Out of date software (including the operating system) to be kept up to date to avoid the risk becoming vulnerable to exploitation including loss or compromise of personal data.*
2. *Devices used for Council business will not be shared between family members so that other family members do not see personal data that they should not have access to.*
3. *Data will be encrypted on Councillors' devices to avoid vulnerability in the event of loss or theft of any of those devices.*
4. *Adequate access control, e.g. weak laptop passwords will be avoided to prevent personal data being easy for unauthorised individuals to access.*
5. *Data will not be moved to other insecure storage (personally-owned USB sticks and external hard drives) to avoid increasing the potential for loss.*
6. *Councillors usage of insecure methods to communicate, such as personal email accounts will be avoided to prevent compromise of personal data.*

**0085 Regulatory Documents**

**085.1 Review part one.**

**Resolved:**

That the items 1.1 to 1.11 in part one of Appendix B be shown on the official record as "Reviewed August 2023"

**085.2 Draft Gift & Hospitality Policy.**

**Resolved:**

That the Gift & Hospitality Policy be adopted

**0086 Lengthsman report – Clerk Appendix C**

Noted.

**0087 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.

**Noted:**

That decisions regarding these applications validity is expected by mid-August

**Deferred Decisions**

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

Replacement of agricultural building

**Resolved:**

Defer for a further month pending Applicant reaction to Conservation Officer's report. The closing date may need to be extended.

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

**23/00664 LBC At the same address also refers**

Refurbishment of existing hay store to provide craft workshop

**Resolved:**

No 3. We Recommend PERMISSION and agree with the Conservation Officer's comments.

**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.

- Comment deadline extended to 09 August 2023

**Resolved:**

No 4. We recommend REFUSAL and agree with the Conservation Officer's reservations.

**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:**

No 1. We recommend PERMISSION but will accept the decision of the NFNPA Officers.

**New Planning Applications****23/00559LBC Minstead Lodge, MINSTEAD LODGE TRACK, LONDON MINSTEAD, LYNDHURST, SO43 7FT**

Installation of ventilation system to the rear of Apple Tree Cafe (Application for Listed Building Consent)

**23/00558FULL Minstead Lodge, MINSTEAD LODGE TRACK, LONDON MINSTEAD, LYNDHURST, SO43 7FT**

Installation of ventilation system to the rear of Apple Tree Café

**Resolved:**

00558 and 00559 taken together. No 1. We recommend PERMISSION but will accept the decision of the NFNPA Officers. We agree with the Conservation Officer's comments.

**23/00852FULL Land Adjacent, Rose Cottage, Lyndhurst Road, Minstead, SO43 7HA**

Field shelter/store

Comment deadline extended to 09 August

**Resolved:**

No 1. We recommend PERMISSION. The application is appropriate.

**23/00776FULL Park Farm House, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY**

Dwelling; 2 storey outbuilding (garage & office); outbuilding (garage); landscaping (demolition of existing dwelling and 2no. outbuildings)

**Resolved:**

No 4. We recommend REFUSAL guided by the Conservation Officer's report with which we concur.

**Trees**

**23/00952CONS THRIFTY GATE, THE GROVE, STONEY CROSS, SO43 7GP**

Fell 1 x Cypress tree

**Resolved:**

No comment

**0088 Correspondence.**

2 Items for circulation and return distributed

**0089 Finance**

089.1 Snow plough contract. Item deferred for further investigations

089.2 Appointment of Internal Auditor

**Resolved:**

Authorise the appointment of Tim Light

089.3 2024 25 Draft Budget. To be presented at the October meeting.

089.4 Payments approved:

Clerk mileage:

03 July 2023 attend council meeting (36 miles @45p) £16.20

20 July 2023 HALC training Eastleigh (6 miles @ 45p) £ 2.70

## Receipts and Payments report.

**Resolved:**

The Payments and Receipts report to 31 July 2023 was agreed as set out in these minutes

<b>Receipts &amp; Payments 27 JUNE to 31 JULY 2023</b>						
<b>JULY</b>	£	£	£			
	Net	VAT (Recoverable)			Paid by	Auth'd by
<b>Balance as of 26 June 2023 (Inc Reserves)</b>			41080.63			
<b>Receipts:</b>						
Cadnam Cricket Club			820.00			
<b>Standing Order/Direct Debit payments</b>						
So's: Salaries and expenses June	672.11		672.11		BA*	HB
So's: Salaries and expenses July	672.11		672.11		BA*	HB
* 1 Temporary FPO & BP						
<b>Debit Card payments</b>						
1&1 Ionos monthly fee	12.03	2.41	14.44		RC	
HMRC Q 1 23 24	113.87				RC	
<b>Cheques &amp; BACS payments</b>						
R Cole (printer)	59.99				BA	HB
R Cole (mileage)	16.20				BA	HB
B Mollett (mileage)	32.40				BA	HB
Forestry England	820.00				BA	HB
<b>Total Payments to 31 July 2023</b>	2398.71	2.41	2401.12			
Balance at Bank 31 July 2023			39499.51			
Less Reserves Held:						
General				6000.00		
Cricket Pavilion				15000.00		
Audio/Visual Equipment				5000.00		
Balance (excluding reserves)			13499.51			

**0090 Date of next meeting**

04 September

The meeting closed at 22:16