

# MINSTEAD PARISH COUNCIL

Email: [minsteadclerk@gmail.com](mailto:minsteadclerk@gmail.com)

Date 29 August 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 04 September 2023 commencing at 19:30 for the purpose of transacting the specified business set out below.

Any members of the public wishing to attend and/or speak please notify the Clerk by email.

*Richard Cole*

Richard Cole

Clerk and RFO to Minstead Parish Council

- 0091 To receive and approve apologies for absence
- 0092 Public Participation Period
- 0093 To approve any Declarations of Interest and dispensation requests
- 0094 To approve the Minutes of the Ordinary Meeting held on 07 August 2023
- 0095 Matters arising - if any
- 0096 Items ongoing – Updates
  - 0096.1 Minstead Green Group – Cllr. Smith. **No further reports until October 2023.**
  - 0096.2 Village appearance – Cllr. Hough
  - 0096.3 Cricket Pavilion – Cllrs. Smith and Hough
- 0097 Reports from County/District Councillors
- 0098 Reports from Parish Representatives
- 0099 Clerk Resignation and Replacement
  - 0099.1 To note the resignation of the current Clerk & RFO with effect from 31 August 2023
  - 0099.2 A new Clerk has been appointed with effect from 01 September 2023

0100	Regulatory Documents Review part two.	See Appendix A
0101	Lengthsman report – Clerk. No report received	
0102	Planning	See Appendix B
0103	Correspondence	
0104	Finance	See Appendix C
0105	Next meeting is 02 October 2023 at 19:30 in the Danby Room	

## **APPENDIX A**

<b>0100 Regulatory Documents Review part two</b>	<b>REVIEWER</b>	<b>COMMENT if any</b>
1.12 Standing Orders	BA	
1.13 Behaviour in Public Meetings	BA	
1.14 Risk assessment snow plough	HB	
1.15 Complaint & Vexatious Complaint Policy	GH	
1.16 Financial Regulations	Clerk	
No comment presumes the document can stand un-altered		

### **To be considered in 2024:**

1.17 Disciplinary Policy – NALC Template	Review not due until 2024
1.18 Volunteer Policy	Review not due until 2024
1.19 Employment Sub Committee Terms of Reference	Review not due until 2024

## APPENDIX B

### 0102 Planning

#### **Decisions Awaited – Validity of 00954 & 00752 being checked**

##### **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

#### **New Planning Applications**

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

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

##### **23/01075FULL STABLES AND BARN, LYNDHURST ROAD, MINSTEAD SO43 7FX**

Extension to existing hardstanding

#### **Trees**

##### **23/01014CONS WHITETHORN, CHURCH LANE, MINSTEAD, LYNDHURST, SO43 7FY**

Fell 1 x Silver Birch tree

Fell 1 x Beech tree

##### **23/01020CONS North Lodge, LONDON MINSTEAD ROAD, LONDON MINSTEAD, LYNDHURST, SO43 7FT**

Prune 1 x Sorbus tree

##### **23/01096CONS Canterton House, CANTERTON LANE, BROOK LYNDHURST, SO43 7HF**

Fell 1 x group of 4 Common Beech trees (G1 on plan)

Fell 1 x Contorted Willow tree (T1 on the plan)

Pollard 1 x Willow tree (T2 on the plan)

Prune 1 x Yew tree (T3 on the plan)

## APPENDIX C

### 0104 Finance

#### 104.1 Payments for approval:

Clerk mileage:

04 August 2023 attend council meeting (36 miles @45p) £16.20

Clerks and Councils Direct Annual Subscription Oct 23 to Sept 24 £80.00

Receipts & Payments 01 to 28 August 2023						
AUGUST	£	£	£			
	Net	VAT (Recoverable)			Paid by	Auth'd by
<b>Balance as of 31 July 2023 (Inc Reserves)</b>			39499.51			
<b>Receipts:</b>						
<b>Standing Order/Direct Debit payments</b>						
<b>Debit Card payments</b>						
1&1 Ionos monthly fee	12.03	2.41	14.44		RC	
Royal Mail Group	0.75				RC	
<b>Cheques &amp; BACS payments</b>						
R Cole (mileage)	18.90				BA	HB
R Cole (mileage)	16.20				BA	HB
R Cole (defib pads)	59.95	11.99	71.94		BA	HB
<b>Total Payments to 28 August 2023</b>	<b>107.83</b>	<b>14.4</b>	<b>122.23</b>			
Balance at Bank 28 August 2023			39377.28			
Less Reserves Held:						
General				6000.00		
Cricket Pavilion				15000.00		
Audio/Visual Equipment				5000.00		
Balance (excluding reserves)			13377.28			