

Minstead Parish Council

Minutes of the Annual General Meeting of Minstead Parish Council held in the **Danby Room at Minstead Hall on Monday 13th May 2024 at 19:30.**

MINUTES

All minutes are draft until ratified by the Council at the next meeting

Present: Cllr Andrews (Chair)
Cllr Hough
Cllr Bennett
Cllr Smith
Cllr Causton
Cllr Pascoe
Cllr Stratford

In attendance: Diana O’Grady (Clerk)
One member of the public

23. Election of Chairman and Vice Chair
 - Cllr Andrews proposed as Chairman by Cllr Causton and seconded by Cllr Hough
 - Cllr Hough proposed as Vice Chair by Cllr Bennett and seconded by Cllr Andrews
24. Declarations of Acceptance of Office by Chairman and Vice Chair
 - Declarations of acceptance of office made by Chairman and Vice Chair
25. Apologies for Absence
 - Cllr Hilary Brand will be at the District Council AGM
26. Public Participation Period
 - One member of the public was in attendance.
27. Declaration of Interests and dispensation requests
 - Cllr Causton has a pecuniary interest in item 33 and will not vote on that item.
 - Cllr Andrews has a pecuniary interest in item 29 and will not vote on that item.
 - Cllr Bennett has an interest in item 30 and a dispensation was granted for her interest in both the Royal British Legion and graveyard maintenance
28. To confirm the Minutes of the Extra Ordinary Meeting held on Thursday 9th May 2024
 - Minutes agreed by council and signed by Cllr. Andrews.
29. To agree amount of Chair Allowance for 2024-2025
 - Agreed to be set at £275 for 2024 – 2025. Proposed Cllr Bennett and seconded Cllr Stratford.
30. To agree annual donations to Royal British Legion and Church Yard upkeep 2024-2025
 - Cllr Andrews proposed and Cllr Hough seconded that we are able to make a donation to the RBL, the amount to be agreed at the appropriate time.
 - Cllr Andrews proposed and Cllr Hough seconded that we contribute £485.00 to church yard upkeep for 2024 – 2025 and also to pay the £440.00 payment outstanding from last year.
31. Appointment of Parish Representatives/Responsibilities
 - Current allocated responsibilities are:
 - New Forest Association of Local Councils (NFALC) – Cllrs Stratford and Bennett
 - New Forest Consultative Panel – Cllr Smith
 - NE Quadrant meetings – Cllr Bennett and Cllr Pascoe
 - Police liaison – Cllr Bennett

Signed Chair..... Date

Minstead Parish Council

- 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 and Cllr Pascoe
- Grants – Cllr Pascoe
- Communications – Cllrs Hough, Cllr Causton, Cllr Smith
- Payments Signatories – Cllrs Andrews, Cllr Bennett, Cllr Hough
- Lengthsman Management – Clerk
- Agreed and approved as recorded. Proposed Cllr Andrews, seconded Cllr Stratford

32. Declaration of acceptance of Office by Councillors

- Declarations of acceptance of office made by Councillors

33. Items ongoing

- To agree Scribe access
 - Cllr Andrews proposed Cllr Bennett seconded Cllr Hough to be the second person with Scribe access
- To agree amendment to the Emergency Plan
 - Cllr Andrews proposed and Cllr Stratford seconded the amendment.
- To agree on defibrillator
 - Cllr Causton presented a quote for new defibrillator. Cllr Andrews proposed and Cllr Hough seconded acceptance of the quote for new defibrillator and installation of £543.36 + VAT
- Minstead fete arrangements August 10th
 - Date agreed. Proposed Cllr Andrews, seconded Cllr Hough.
- To approve retrospectively items shown in the appendices for minutes in 2023- 2024

All items that have been recorded in the appendices relating to Planning and Finance for 2023/2024 are now approved retrospectively and agreed by the Parish Council.

Council agreed and approved through the above declaration. Cllr Andrews proposed, Cllr Pascoe seconded acceptance of the above declaration.

- Agree and complete AGAR forms
 - Agreed and completed.
- Agree and complete certificate of Exemption
 - Agreed and completed.
- Agree dates for Exercise of Public Rights
 - Agreed and completed.
- Review of Council insurance cover for 2024 – 2025
 - Cllr Smith to ask Cadnam CC if they have their own insurance on the pavilion.
 - The council agreed the Parish Council's insurance cover for 2024 – 2025 to be adequate. Proposed Cllr Andrews seconded Cllr Causton.
- New email addresses
 - Cllr Smith researched the cost of Minstead.org.uk addresses and .Gov.UK addresses.
 - More straightforward solution for now is to migrate to Org.UK addresses
 - Agreed, proposed Cllr Andrews, seconded Cllr Stratford

Signed Chair..... Date

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34. Village appearance, Cllr Hough

- Clerk to ask Lengthsman to clean road traffic signs, especially at the splash by the Study Centre

35. Cricket Pavilion, Cllr Smith

- Cllr Smith is seeking quotes from structural engineers to check the integrity of the base.

36. Reports from County / District Councillors

- Road issues remain a concern for residents especially speed limits. I have attended meetings with resident regarding road issues and have pushed for a Road Forum to be set up with Lyndhurst Parish Council which is now in place with the first meeting held in January. I have received new information from Hampshire Highways regarding how to move to a 20mph zone which is being investigated. I have continued to raise to Hampshire all issues reported to me regarding road use, pavement access, drainage problems, pot holes etc of which there are many.
 - I continue to liaise with Hampshire Highways regarding the continued roll out of Gigabit Broadband in Minstead. Unfortunately, there is a hold up for some residents due to the need to close the A31 to enable cabling to be installed. The time frame for this closure is yet to be determined.
 - Issues of theft and burglaries were raised earlier in the year with much press attention. Information regarding what signage can be used to deter burglars was passed on to Minstead Parish Council and a CCTV roll out in Lyndhurst funded by NFDC is in progress.
 - Many residents reported to me their concerns of the closure of long standing swimming clubs at our public Leisure Centres. This decision was reversed by Freedom Leisure after many Councillors pushed for this to be reviewed.
 - I have worked with residents on many issues from Homelessness, rat infestations, noise complaints, parking problems, broken gates, broken drains, rubbish collection, inappropriate fines/licenses missing benches and many more and will continue to do my best to support residents when required.
 - I have supported the Cadnam Cricket Club with their plans to set up a children's cricket club in Minstead with advice and a grant donation. I have helped Foxie's Futures obtain the status of Asset of Community Value for the Foxlease Estate to enable them time to fund raise and provided a donation. I have also provided a donation to Lyndhurst Preschool to enable it to continue to July 2024.
 - I continue to run and support The Den (Youth Club based in Lyndhurst Community Centre) which has been running for nearly two years. This is managed by a group of volunteers with attendance of between 10 – 20 children approx. age of 11- 15 years.
 - I continue to be the Treasurer of Friends of Lyndhurst Surgery and Lyndhurst Village Decorations Committee. I also became a licensed child chaperone to support the children's pantomime at The Vernon Theatre in January.
 - I currently sit on the following Committees at NFDC:
 - Planning Committee, Housing and Communities panel, Parking Task and Finish Group.
 - I will continue to support the residents and businesses of Lyndhurst and Minstead as best I can over the coming year.

37. Reports from Parish representatives

- Cllr Bennett reported on a stream flooding, Cllr Andrews to write to the believed source of a blockage on behalf of parishioners experiencing flooding as a result of the blockage.
- Request to check all payments approved have in fact been made at every meeting.

Signed Chair..... Date

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- The United parishes PCC first meeting is next week.
38. Report from Lengthsman
- This month was painting some of the road barriers protecting the streams. There is strimming of overgrown shrubbery, sanding, and cleaning to undertake before painting. Remainder to complete May.
 - Inspection of condition of road barriers
 - Lyndhurst Road barrier. Condition satisfactory.
 - Football green barrier. The condition of barriers is poor at football green. One side is rotten poles and damaged posts. The other side condition poor although painted they are now visible.
 - Hall barrier one side completed. Also, the hall barriers on one side struck sometime by car, posts fracture, poles out of position. Other side posts fractured here and there.
 - Whilst painting has increased visibility, there is not a certainty that Highways would repair them anytime soon.
 - Fallen Trees removed from footpath bridge proximity of Furzey Gardens.
 - Cllr Andrews will write to Lengthsman to thank him for his work.
39. Correspondence
- Internal Audit report 2023 – 2024 circulated electronically
 - Clerks and Councils Direct
40. Planning

New Applications

24/00439PAHR Park Farm House, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY
Application for Approval pursuant to Regulations 75 - 78 of the Conservation of Habitats and Species Regulations 2017 (as amended) for the proposed temporary use of land under Part 5 Class C of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) as a campsite for up to 5 pitches for the period 1 June 2024 - 30 September 2024

Above for information only, a legal matter.

Trees

None

Decisions Awaited

Validity of the following being checked

18/00954 Petrol Station, Ringwood Road

Single storey rear extension to the sale building to provide sandwich bar.

Awaiting the result of negotiation.

22/00752 The Orchard, The Grove, Lyndhurst SO43 7GG

Outbuilding with solar panels.

Awaiting information from the agent.

Signed Chair..... Date

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41. Finance

- Payments for approval
 - Clerk mileage Feb £2.43
 - Agreed
 - Clerk mileage April £4.86
 - Agreed
 - ~~APM refreshments £40.50~~ receipts not found
 - Defibrillator costs
 - Agreed payment of £543.36 + VAT when invoice seen
 - Minstead Hall booking 11th April 2024 £37.00
 - Agreed
 - Minstead Hall booking 9th May 2024 £37.00
 - Agreed
 - Auditor invoice £375.00
 - Agreed
 - Printing costs increase to £3.99 per month inc VAT
 - Agreed
 - Clerk notebook £2.00
 - Agreed
 - Insurance cover 2024-2025, awaiting invoice. Payment to be made when invoice seen.
 - Agreed
 - HALC Clerk training Jan 2024 £117.60
 - Agreed
 - Agreed as above. Cllr Andrews proposed, Cllr Hough seconded.

Meeting extended by council agreement.

Signed Chair..... Date

Minstead Parish Council

3 May 2024 (2024 - 2025)

Minstead Parish Council RECONCILIATION - Current 30-04-2024

From Accounts	£45,166.67
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£45,166.67

Created by  Scribe

Signed Chair..... Date

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

3 May 2024 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Other Income	02/04/2024	2024.05	Current		Receipt - Cricket pitch rent	Cadnam Cricket Club	E	300.00		300.00
1 Staff Costs	22/04/2024	2024.05	Current		Payment - Tax and NI	HMRC	E	-134.20		-134.20
2 Admin (Stationery, Printer,	25/04/2024	2024.04/12	Current		Payment - Rooms regular	Minstead Village Hall	E	-556.00		-556.00
4 Admin (Stationery, Printer,	26/04/2024		Current		Payment - HP Instant Ink	Hewlett Packard	S	-2.88	-0.58	-3.46
2 Precept	29/04/2024		Current	300004	Receipt - Precept part 1	New Forest District	E	7,200.00		7,200.00
5 Staff Costs	29/04/2024		Current		Payment - Staff net	Clerk and Lengthsman	E	-537.08		-537.08
6 Staff Expenses & Training	29/04/2024		Current		Payment - Clerk working	Clerk and Lengthsman	E	-20.00		-20.00
Total								6,249.84	-0.58	6,249.26

Signed Chair..... Date

Minstead Parish Council

Reconciliation and Payments and Receipts list agreed. Cllr Andrews proposed and Cllr. Hough seconded.

42. Upcoming Meetings

Next Parish Council meeting Monday **3rd June 2024 at 19:30** in the Danby room of the village hall.

Meeting closed at 22:19

Signed Chair..... Date