

# Minstead Parish Council

**Minutes of the Ordinary Meeting of Minstead Parish Council** held in the Danby Room at Minstead Hall on Monday 1<sup>st</sup> July 2024 at 19:30.

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

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

In attendance: Diana O'Grady (clerk)

- 57/24 Apologies for Absence
- Cllr Hilary Brand has another engagement at the same time
  - Cllr Bill Andrews was on holiday
- 58/24 Public Participation Period
- None present
- 59/24 Declaration of Interests and dispensation requests
- None declared
- 60/24 To confirm the Minutes of the Ordinary Meeting held on Monday 3<sup>rd</sup> June 2024
- Resolved with amendments, Cllr Stratford proposed, seconded Cllr Pascoe
- 61/24 Items ongoing
- New email addresses
    - Cllr Smith will organise email addresses from the village website with .org.uk endings. He will circulate the cost for authorisation in the August meeting.
  - Suggested change of date for the August Ordinary meeting of the Parish Council. The August meeting will be moved to 12<sup>th</sup>.
  - Financial Regulations
    - To be discussed at the next meeting, they have been circulated electronically.
- 62/24 Village appearance, Cllr Hough
- Ditch flooding at Honeysuckle Cottage
    - Not resolved but District Cllr Brand has contacted the owner and is awaiting news.
  - Footpath between Back lane and Bull lane is overgrown badly, Clerk to ask Lengthsman to cut it back
  - Councillors reporting that the Fix my Street app is effective and has resulted in an increased number of potholes being repaired. A note to go on the website, Facebook and in the newsletter to encourage parishioners to use the app to report problems. Adding pothole measurements seems to help Hampshire County Council.
- 63/24 Cricket Pavilion, Cllr Smith
- 2 x structural engineer reports have sent prices and the Council agreed to go ahead with KP Structural Consultants at £750 ex VAT.
  - Cllr Smith has asked Simpson Hilder Associates Ltd. architects to present the pavilion plans for planning permission. Their services have been offered gratis. Cllr Smith has been asked to thank David Simpson and his team for their support. Proposed Cllr. Bennett, seconded Cllr Hough
  - Cllr Pascoe continues to look for grants from various agencies to assist with the build costs.

## Minstead Parish Council

### 64/24 Report from District Councillor

- It has been a quiet month this month as many of the normal meetings have been cancelled due to the election being called.
- Issues reported this month – Traffic Lights not working on Romsey Road, flower beds not being looked after, road markings missing and signage for one way entrance to Lyndhurst Car Park.
- Have sent an email to Hampshire Highways to ask for advice with a blocked ditch in Minstead that a property owner will not clear and have tried to contact the property owner who is currently on holiday, but I will follow up 2nd July when they return.
- Attended a day tour of housing developments around the New Forest District from new affordable housing, council housing and new private developments. This was a very interesting day with many of the new affordable developments being built to A energy ratings with solar panels and air source heat pumps. New tenants and owners are finding their bills to be minimal.
- Meeting set for July to continue with the Transport plan for Lyndhurst.
- Provided a Grant to a Children’s Drama group to enable them to put on a performance of The Wind and the Willows which is on at Lyndhurst Baptist Church 6th July.
- Attended Lyndhurst Youth Club and Lyndhurst Picnic in the Park to raise funds for the Village Lights Committee. Carried out maintenance on the village lights and put-up new brackets ready for the lights going up in November.
- Carried out Training sessions on IT Security and GDPR.

### 65/24 Reports from Parish representatives

- Cllr Bennett attended the NE Quadrant meeting, report below.
  - **Report on Rural Crime from Stewart Ross who is the new Inspector for Rural crime in Test Valley.**

Biggest issue for the team is the theft of farm equipment. They are hardened criminals always on the move. The equipment they steal is hidden for a couple of days and then moved up north and usually out of the country within 4 days of it being stolen. They have all the high tech equipment, drones etc, equipment for removing trackers and other expensive equipment which makes it easy to steal the machinery which they are all very au fait with. They have fully developed networks which allows them to hide and move what has been stolen easily. Most of it ends up in eastern Europe.

All the expensive equipment they have to enable them to effectively steal machinery and vehicles is purchased through the proceeds of hare coursing which is very prominent on the farmland in the east of Hampshire. The criminals film the hare coursing and then sell the films to the Chinese and Japanese. They bet on the number of times a dog turns when chasing the hare. It is very difficult to prosecute these criminals and they are not concerned about being prosecuted, what really upsets them is when their dogs are removed, which Hampshire do. (not all forces remove the dogs). The criminals leave calling cards for the police to tell the police where they have been by hanging a hare/ pheasant on a road sign, recently they have stabbed sheep and left dead animals outside a community shop.

Whilst the police accept their reporting system is clunky, they continue to encourage you to report anything you think may be suspicious. They also want you to clean the lens on your security cameras as the dust will make pictures grainy and unusable, particularly if using shots at night.

# Minstead Parish Council

Inspector Stuart Ross, from Test Valley Borough Council, spoke informatively and we should consider asking him to speak at our next public meeting.

- **Report from Forestry England – Charlotte Belcher**

Woodlark survey in progress, curlew activity in the forest up.

Plan to plant 10 thousand native trees this year, 6 thousand will be oaks.

Maintenance of car park during the winter has been difficult, so far 42 done.

Limited controlled burning due to the weather. Currently amber fire alert

Tree felling – issues with walkers walking /cycling into the taped off areas because they can't hear the noise of saws.

There is a visitors survey poster and a PSPO leaflet which would be useful to have in the shop.

Chair to send them to the clerks for distribution.

Mobile coffee shops appear to be going well, particularly the one at Boltons bench.

New version of the cycling code now on the NPA website.

Interviews for the shadow Ranger scheme will occur in September.

- **Local Plan review**

Report has been circulated from the meeting.

- **Free port – David Ilsley**

There are 8 sites marked as free port, one is in New Forest. NPA not a board member but can attend meetings. The potential benefits are job creation, business rated going to the local councils. There may be a need for extra housing which in turn may create secondary businesses.

An update for the Fawley Power station development is expected in July.

The September meeting to be held in the Danby room Minstead village hall.

- Cllr Bennett will send a copy of her report from the meeting to Operation Sherlock.
- Cllr Bennett reported that the new defibrillator is now in place.
- Cllr Smith to update the website with the latest Community emergency plan.
- Cllr Stratford reported on the NPA Youth board.

66/24 Report from Lengthsman

Roadside: barriers:

Locations:

Study Centre at Watersplash. Washed, sanded, undercoat, topcoat. 4 hrs.

Posts, just to add water depth markers.

Study Centre at Watersplash, foot bridge: Washed, sanded, undercoat, topcoat. 4hrs.

Road safety barrier sited on, No Through Road to A31 at Dogbin gutter, off Seamans Lane, 3hrs.

Footpaths.

Church footpath. Strim grass cut back overgrown hedges and whips. 3hrs

Red House footpath. Strim grass cut back overgrown hedges and whips. 4 hrs.

Court House footpath. Strim grass whips. 1 hr.

Hedge cut back round the direction signs at phone box opposite Trusty Servant, 1hr.

67/24 Correspondence

- HALC Newsletter circulated electronically
- Rural Times circulated electronically

# Minstead Parish Council

68/24 Planning

## New Applications

**24/00575S106A** Crownwood Stables, ROAD THROUGH EMERY DOWN TOWARDS STONEY CROSS, EMERY DOWN, LYNDHURST, SO43 7GA

Application to modify or discharge a planning obligation under regulation S106A of The Town and Country Planning Act 1990 for use of dwelling without complying with conditions 2 (a) and (b) specified under planning permission 7777 (occupancy condition) subject of agreement under allowed appeal NFDC/83/24190

**Decision: 2** We recommend refusal for the reasons listed below but will accept the decision reached by the National Park Authority. We are concerned about the loss of properties with agricultural restriction of occupancy in the area, about the 'viability' argument given as justification. We don't believe the personal financial circumstances of the property owner should outweigh the core purpose of the National Park.

**24/00687VAR** MARLEYS, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY  
Application to vary condition 2 of planning permission 22/00694 for garage with carport; agricultural barn; entrance gates; new driveway; concrete base (demolition of existing outbuilding)

**Decision: 5** We are happy to accept the decision reached by the National Park Authority's officers under their delegated powers

**24/00538LDCE** Hazel Hill Farm, LONDON MINSTEAD ROAD, LONDON MINSTEAD, LYNDHURST, SO43 7FT

Application for a Certificate of Lawful Development for Existing use of outbuilding as incidental to the residential dwellinghouse (Use Class C3)

**Decision: 5** We are happy to accept the decision reached by the National Park Authority's officers under their delegated powers

Cllr Stratford left the meeting at 21.24

## 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.

# Minstead Parish Council

69/24 Finance

- Payments for approval
  - Clerk mileage June £2.43
    - Authorised, Proposed Cllr Hough, seconded Cllr. Causton
  - Hampshire Association of Local Councils £346.00, invoice circulated electronically
    - Authorised, Proposed Cllr Hough, Seconded Cllr Causton

Meeting continues after 21:30 as agreed by Council

- Discussion on the Scribe reports followed and the reports were agreed by the Council.

# Minstead Parish Council

## Minstead Parish Council

25 June 2024 (2024 - 2025)

### PAYMENTS (AWAITING AUTHORISATION) LIST

| Vouche Code                  | Date       | Minute | Bank    | Cheque No | Description              | Supplier              | VAT Type | Net           | VAT | Total         |
|------------------------------|------------|--------|---------|-----------|--------------------------|-----------------------|----------|---------------|-----|---------------|
| 30 Staff Expenses & Training | 02/07/2024 | 69/24  | Current |           | Clerk mileage            | Clerk and Lengthsman  | Z        | 2.43          |     | 2.43          |
| 31 Subscriptions &           | 02/07/2024 | 69/24  | Current |           | HALC annual subscription | Hampshire Association | Z        | 346.00        |     | 346.00        |
| <b>Total</b>                 |            |        |         |           |                          |                       |          | <b>348.43</b> |     | <b>348.43</b> |

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Chair signature .....

Date .....

# Minstead Parish Council

25 June 2024 (2024 - 2025)

## Minstead Parish Council RECONCILIATION - Current 25-06-2024

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|                     |            |
|---------------------|------------|
| From Accounts ..... | £41,518.40 |
|---------------------|------------|

|                            |                |
|----------------------------|----------------|
| Payments not cashed .....  | Add .....      |
| Receipts not entered ..... | Subtract ..... |

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|                                  |                   |
|----------------------------------|-------------------|
| <b>Statement should be .....</b> | <b>£41,518.40</b> |
|----------------------------------|-------------------|

Chair signature .....

Date .....

# Minstead Parish Council

## Minstead Parish Council PAYMENTS & RECEIPTS LIST

25 June 2024 (2024 - 2025)

| Vouche       | Code                      | Date       | Minute        | Bank    | Cheque No | Description               | Supplier              | VAT Type | Net            | VAT          | Total          |
|--------------|---------------------------|------------|---------------|---------|-----------|---------------------------|-----------------------|----------|----------------|--------------|----------------|
| 23           | Insurance                 | 29/05/2024 | 2024.05.13.41 | Current |           | Payment - Insurance       | Gallagher             | Z        | -936.85        |              | -936.85        |
| 24           | Staff Costs               | 29/05/2024 |               | Current |           | Payment - Tax and NI      | HMRC                  | Z        | -134.00        |              | -134.00        |
| 25           | S.137                     | 06/06/2024 | 2024.19       | Current |           | Payment - Minstead Flower | Minstead Flower show  | Z        | -650.00        |              | -650.00        |
| 26           | Staff Expenses & Training | 06/06/2024 | 2024.55       | Current |           | Payment - Clerk mileage   | Clerk and Lengthsman  | Z        | -2.43          |              | -2.43          |
| 27           | Communications (Phone,    | 17/06/2024 |               | Current | 2024.06   | Payment - Ionos Cloud     | Ionos Cloud Ltd       | S        | -6.00          | -1.20        | -7.20          |
| 3            | Grants/Donations          | 18/06/2024 |               | Current |           | Receipt - Lengthsman      | Hampshire County      | Z        | 1,100.00       |              | 1,100.00       |
| 28           | Audit & Professional Fees | 25/06/2024 | 2024.04.56    | Current |           | Payment - Scribe 1st      | Starboard Systems Ltd | S        | -12.00         | -2.40        | -14.40         |
| <b>Total</b> |                           |            |               |         |           |                           |                       |          | <b>-641.28</b> | <b>-3.60</b> | <b>-644.88</b> |

Chair signature .....

Date .....

# Minstead Parish Council

25 June 2024 (2024 - 2025)

## Minstead Parish Council Monthly breakdown of Receipts and Payments All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

|                      | Budget           | Apr             | May             | Jun           | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total            | Variance        |
|----------------------|------------------|-----------------|-----------------|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------------|-----------------|
| <b>PAYMENTS</b>      |                  |                 |                 |               |     |     |     |     |     |     |     |     |     |                  |                 |
| <b>Payments</b>      |                  |                 |                 |               |     |     |     |     |     |     |     |     |     |                  |                 |
| Staff Costs          | 8,100.00         | 671.28          | 671.08          |               |     |     |     |     |     |     |     |     |     | 1,342.36         | 6,757.64        |
| Staff Expenses &     | 500.00           | 20.00           | 125.29          | 2.43          |     |     |     |     |     |     |     |     |     | 147.72           | 352.28          |
| Subscriptions &      | 560.00           |                 |                 |               |     |     |     |     |     |     |     |     |     |                  | 560.00          |
| Insurance            | 980.00           |                 | 936.85          |               |     |     |     |     |     |     |     |     |     | 936.85           | 43.15           |
| Communications       | 380.00           |                 | 12.00           | 6.00          |     |     |     |     |     |     |     |     |     | 18.00            | 362.00          |
| Admin (Stationery,   | 675.00           | 558.88          | 79.32           |               |     |     |     |     |     |     |     |     |     | 638.20           | 36.80           |
| Audit & Professional | 655.00           |                 | 375.00          | 12.00         |     |     |     |     |     |     |     |     |     | 387.00           | 268.00          |
| Elections            | 100.00           |                 |                 |               |     |     |     |     |     |     |     |     |     |                  | 100.00          |
| S.137                | 700.00           |                 |                 | 650.00        |     |     |     |     |     |     |     |     |     | 650.00           | 50.00           |
| Open Spaces          | 555.00           |                 | 925.00          |               |     |     |     |     |     |     |     |     |     | 925.00           | -370.00         |
| Other/Miscellaneous  | 1,280.00         |                 | 818.36          |               |     |     |     |     |     |     |     |     |     | 818.36           | 461.64          |
|                      | <b>14,485.00</b> | <b>1,250.16</b> | <b>3,942.90</b> | <b>670.43</b> |     |     |     |     |     |     |     |     |     |                  |                 |
|                      |                  |                 |                 |               |     |     |     |     |     |     |     |     |     | <b>Total:</b>    | <b>5,863.49</b> |
|                      |                  |                 |                 |               |     |     |     |     |     |     |     |     |     | <b>Variance:</b> | <b>8,621.51</b> |

Chair signature .....

Date .....

# Minstead Parish Council

70/24 Future Meeting

Next Ordinary Parish Council meeting Monday **12<sup>th</sup> August 2024 at 19:30** in the Danby room of the village hall.

Meeting closed 22:02

Chair signature .....

Date .....