

Ordinary Meeting of Minstead Parish Council  
The Surgery, Minstead Village Hall  
**Monday 2 December 2013** at 19.15

**Present:** Cllrs W Andrews (Chair), H Bennett, S Cattell, A Ferguson, P Glover, R Taylor.

**In attendance:** Cllr Diane Andrews (NFDC), Cllr Keith Mans (HCC), Mr Ben Munro (PAD Studio Ltd), Ms Natalie Skeete (PAD Studio Ltd), Ms Wendy Perrin ((PAD Studio Ltd).

**1. Public Participation Period**

The new Minstead Village website developed by Mr Barriball and Cllr Ferguson was demonstrated. Members were asked to browse at home and send any comments to Cllr Ferguson within a week.

Ms Perrin outlined the main features of the proposed new eco-dwelling (13/98961).

**At the start of the meeting, Council observed one minute of silence in memory of Elizabeth Green, previous Clerk of Minstead Parish Council.**

**2. Apologies for Absence**

Cllr Bridle, PC R Morant, PCSO L Quinn.

**3. Declarations of Interests**

None

**4. To confirm the Minutes of the Ordinary Meeting held on 4 November 2013**

These were agreed by all and signed.

**5. Matters Arising**

- Council Tax Support - NALC survey on changes to system [Item 15]: Agreed no response.

**6. Ongoing**

- Potholes/eroded edges on roads: No news. **Ongoing**
- Bridleway 10 Phase 2: No response from HCC. **Ongoing**
- Clearance of vegetation encroaching road at Malwood and of brambles on Top Green: No news. **Ongoing**
- Drainage – mapping to show where standing water on roads: **Ongoing**
- Proposed cycle racks on NFDC land behind village notice board: These now installed and in use. Thanks were expressed to Cllr Taylor and those who helped with installation. **Closed**
- *Freedom of Information Policy*: This will be circulated for ratification at next meeting. **Ongoing**
- Parking problems around Trusty Servant: PC Morant is continuing to contact drivers who park inappropriately. **Ongoing**
- Possible application for *Listed Building* status of Malwood Cricket Pavilion: Closer scrutiny of documentation required to see if it fulfils criteria for *Listed Building* status. Cllr Cattell to contact Conservation Officer at NPA. **Ongoing**

**7. Report from Police/Community Support Officer**

Not present

**8. Reports from County and/or District Councillor**

Cllr K Mans (HCC)

- Issues around cycling events will be discussed at a meeting later this week. In future there will be more control of events.
- Budget is coming up and he will report next month on anything that could affect Minstead.
- Broadband – no definite news.

Cllr Cattell asked whether, to save money, mobile library could revert to a single visit to Minstead with two stops – at Seamans Corner and Village Green. (Under revised schedule the library comes twice to Minstead, stopping at one place each time.) Cllr Mans will pass on this suggestion.

Cllr Mrs Andrews (NFDC)

- Ditch in Congleton Close is now cleared.
- NFDC budget still in progress.
- *Freedom of Information (FoI)* - All requests for information together with responses can be viewed on website: FoI Disclosure Log. Information supplied is available to all and can be requested.

Cllr Cattell asked why good windows are being replaced in Congleton Close properties when budgets are stretched? She will enquire.

*[Cllr Mrs Andrews and Cllr Mans left meeting at 20.20]*

## 9. Report from Lengthsman

Mr Short reported (by email) that it had been a quiet month for work. He had finalised the cleaning of the memorial pavement and flag pole for the Armistice service.

## 10. Report from Village Surgeries

These take place in Trusty Servant on Fridays at 6pm and in the Village Shop on Saturday and/or Sunday mornings. There are comments and queries from Parishioners at every session.

## 11. Reports from Parish Representatives

- Cllr Ferguson - the new website will go live when members are happy with it. Council will retain editorial control.
- Cllr Glover had previously circulated minutes from Consultative Panel meeting; he had leaflets which were added to *Things To Read*.

## 12. Planning

### NPA Decisions

**98869** The Splash. Demolish garage and erect new garage plus detached car port. **Grant**

**98712 Amended plans** Thatched Cottage, Emery Down. Retention of replacement outbuilding. **Grant**

**98744** Minstead Study Centre. Construction of wood store; installation of wood stove with flue. **Grant**

### Decision Awaited

**98925** Blackwater House. Additional first floor accommodation and extension to existing outbuilding; new outbuilding

### New Planning Applications

**98961** Fox Hill House, The Grove. Replacement dwelling including basement; outbuilding with 1<sup>st</sup> floor; solar panels; demolition of existing dwelling and outbuilding. **Comment No 3 but would like to suggest a condition precluding the use of the garage building as accommodation.**

*[Mr Munro, Ms Skeete, Ms Perrin left meeting at 20.31]*

**99001** Muffins. 2-bay garage with log store. **Comment No 3 and we consider that screening of the site should be enhanced by condition.**

**99053** Grovewood House, The Grove. Addition to detached garage and conversion of 1<sup>st</sup> floor to provide additional accommodation/office. **Comment No 4 because we are not convinced it will not be used as accommodation.**

### Trees

## 13. CONS/13/0978 Rowan Cottage. Fell 2 beech. **No objections.**

- 14. **CONS/13/1037** Woodside. Oak: remove 1 stem; oak: reduce crown; beech & ash: lift crowns; hollies: reduce height. **Comment - Concerned about loss of screening and feel it important that overlooking properties should be aware.**

**CONS/13/1088** All Saints Church. Fell/prune/reduce in height 10+ ash trees/saplings. **No objections.**

15. **Correspondence**

E-mail correspondence previously circulated:

- NFDC: Notification of new customer-friendly planning pages on its website. **Noted.**
- HALC: Invitation to take part in National Research Project on Recruitment to Parish and Town Councils. **No thank you.**
- HALC: Invitation to a parish engagement event - 16 January 2014 3pm - 7pm, Winchester. **Cllr Taylor would like to attend if he is free.**
- HALC: Consultation by DCLG on proposed secondary legislation for Local Audit and Accountability Bill. Responses by 20 December 2013. **No response from Minstead.**
- NALC: Report from Chairman of meeting with CLG Minister Brandon Lewis MP re council tax benefit support grant. **Noted.**

Other correspondence:

- Dr J Lewis MP: In response to petition for safe local cycle routes – copies of letters of support from Alison Barnes to himself and to Minstead PC suggesting meeting with Minstead PC. **Cllr Taylor to speak to Mark Holroyd about possibility of meeting in January at Minstead Village Hall.**

To Read:

- *Water Resources Update* (Autumn 2013).

16. **Receipts and Payments**

<b>Receipts &amp; Payments for November 2013</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Bank Balance as at 29.11.2013</b>			<b>13,667.79</b>
<b>Receipts:</b>			
HCC: Small Grants Scheme £1230 + NPA £610 (Drainage of Footpath 5)			1,840.00
<b>Accounts to Pay:</b>			
Brockenhurst College: 300 x Minstead Mail (Nov 2013) @ £0.25		75.00	
Mr S Short: Lengthsman salary for November		78.69	
Mrs P Osborne:			
Clerk salary for November	306.25		
Tel (30p x 2)	0.60		
Home-working allowance	18.00		
<b>TOTAL</b>	<b>324.85</b>	324.85	

<b>Reconciliation</b>	
Balance at 29.11.2013	13,667.79
Subtract: outstanding payments listed above	478.54
Actual balance	13,189.25

Proposed for payment by Cllr Bennett, seconded by Cllr Ferguson and agreed.

17. **Matters raised by Councillors**

- Cllr Glover – cattle grid on C17 collapsed last month. Do Highways inspect grids? Clerk to contact Richard Bastow to ask situation re the grids known to be damaged at Brockishill Road and Blackwater Road, plus progress with C17.
- Cllr Glover noted that certain street lights now stay on all day. This is due to shading from overhanging trees. Since lights are scheduled for replacement it was agreed no action needed.

- Cllr Ferguson – reported email sent to Council by a resident on Stoney Cross Rd complaining about parking on verges along C17. Since this land is Manor Waste he will suggest she contact Sarah Green and maybe speak to PC Morant at Beat Surgery.
- Cllr Taylor – expressed concern about recent advertisement in weekly newsletter requesting a lift to school for children. Chairman and Cllr Ferguson said that they too had had reservations about including it and it was done only after considerable discussion; mother saw it as last resort.

**18. Website for Minstead Village**

Already discussed (See items 1 and 11 above).

**19. Footpath 5 - Drainage work**

Having received SGS grant from HCC, this work can now go ahead. It was suggested that gravel might be laid.

**20. Council Procedures – issues raised by Internal Auditor**

Clerk went through issues raised by John Murray in his letter which had been previously circulated to Council members. All applicable procedures are already in place. Clerk will draft a *Recruitment Policy* for consideration at next meeting.

**21. Review/update Council's Standing Orders and Code of Conduct**

Chairman had circulated updated *Standing Orders* and *Code of Conduct* (v1.4).

**22. Date of next Ordinary meeting: Monday 6 January 2014 at 19.30**

Meeting closed at 21.06