

Ordinary Meeting of Minstead Parish Council
The Surgery, Minstead Village Hall
Monday 3 February 2014

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

In attendance: P Osborne (Clerk), Cllr Mrs Andrews (NFDC), Cllr K Mans (HCC), PCSO L Quinn, Mr D Donawa.

1. Public Participation Period

Mr Donawa queried the meaning of numbers appearing in Minutes recording Council's comments on planning applications. Chairman explained that Minutes are kept concise and denotation of these numbers is provided on NPA website and on Planning Officer's notes that accompany applications; Council will consider including a link to this from Minstead Village website.

2. Apologies for Absence

None

3. Declarations of Interests

None

4. To confirm the Minutes of the Ordinary Meeting held on 6 January 2014

A correction was made to Item 19: 'Annual Parish Meeting' was changed to 'Annual Parish Assembly'. The corrected minutes were then agreed by all and signed.

5. Matters Arising

- Upgrading street lighting [Item 13]: confirmation received from HCC that Heritage lights in Congleton Close plus the Heritage light on The Green will be replaced by similar style units with "the replacement unit on The Green to be of exactly the same design as Congleton Close".

6. Ongoing

- **Potholes/eroded edges on roads:** Work is in progress around the parish. **Ongoing**
- **Bridleway 10 Phase 2:** Since this work is overdue, Clerk to contact John Cartwright (HCC), cc Sam Jones and Cllr Mans, to ask if there are any further developments. **Ongoing**
- **Clearance of vegetation encroaching road at Malwood and of brambles on Top Green:** Roadside vegetation at Malwood has been cleared but Top Green is too wet at present. **Ongoing**
- **Drainage – mapping to show where standing water on roads:** Work in progress. **Ongoing**
- **Parking problems around Trusty Servant:** No complaints received recently. **Closed**
- **Possible application for Listed Building status of Malwood Cricket Pavilion:** No progress. **Ongoing**

7. Report from Police/Community Support Officer

PCSO Lisa Quinn had no incidents to report for Minstead. In reply to a question about a vehicle driven into cones at A31/C17 (cattle grid 4) she said this had been reported, and that a Police Officer had suffered the same problem. Cllr Bridle asked what to do when a parked vehicle is blocking a gateway: she said this should be reported to police as 'obstruction'. Cllr Mrs Andrews mentioned a new bill that will make the vehicle owner responsible for rubbish thrown from a vehicle. Cllr Cattell expressed concern about the school minibus that regularly reverses out of Congleton Close on blind corner – PCSO Quinn asked to be sent the name of the bus company so she can contact them. Regarding the Speed Recording Device (SRD) that has disappeared from Bull Lane, Mr Donawa had had contacted Mrs Gan-Marsh (NFDC) who said that it had been removed for repair.

[Mr Donawa and PCSO Quinn left meeting at 19.50]

8. Reports from County and/or District Councillor

Cllr Mrs Andrews (NFDC)

- She showed the Environment Agency's new live website.
- She commented that the new law on litter will be helpful.
- She is working on funding coastal protection. Hurst Castle is being undermined; studies have shown that there would be significant impact in other coastal areas should the spit be breached, but to repair the spit will cost £5.5m.

- She will share remainder of her Councillor’s Allowance between parishes and agreed to contribute to cost of gravel for paths and area outside Village Shop with Minstead’s share.

Cllr K Mans (HCC)

- He agreed to contribute £100 from his County Councillor’s Grant towards cost of gravel – Clerk to do application for this.
- HCC Budget nearly finalised; precept unchanged.
- There has been flooding in New Forest – 66 homes flooded. HCC is looking at ways to use capital to alleviate problems. Ditches and drains have been cleared.

In response to query from Chairman about Broadband Phase 2, Cllr Mans suggested an email to Cllr Mel Kendall.

Cllr Taylor would like someone from HCC with an interest in improving routes for local cyclists to attend Minstead Annual Parish Assembly – Cllr Mans asked that Cllr Taylor copy the request to him.

9. Report from Lengthsman

Report received by email from Mr Short for January stated that he had done three check patrols of Minstead for any hazards due to weather and had found none. He noted one footpath direction sign to be replaced on Lyndhurst Rd at field above Old Court House. [This has been previously noted by Council]. He had attended a site meeting at the Church footpath to discuss the way forward regarding drainage work.

10. Report from Councillors’ Surgeries

None

11. Reports from Parish Representatives

- Cllr Taylor – NFALC: he had circulated notes on the meeting that included information on Environmental Information Regulations (EIR); NPA says these do apply to Parish councils - only significant difference from FOI is that requests for information can be verbal. This to be added to Minstead website with contact email infocompliance@minstead.gov.uk.
- Cllr Taylor – NE Quadrant meeting: NPA looking for comment on new leaflet containing advice for owners of properties adjoining the open forest; leaflet outlines responsibilities of property owners and states their liability for any injury to a commoner’s animal that breaks into a property that is not adequately secured.
- Cllr Taylor – new *Cycling Code of Conduct*: he suggested a link on website to the *Code* and hard copy on notice board; already mentioned in Weekly eNewsletter.
- Cllr Andrews – Village Hall: another grant might be available for repairs to Hall roof but deadline for application is 14 February. Hall Lettings Committee has new chairman.

12. Planning

NPA Decisions

99053 Grovewood House, The Grove. Addition to detached garage and conversion of 1st floor to provide additional accommodation/office. **Refuse**

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

Decision Awaited

None

New Planning Applications

99077 Little Skymers. Porch; detached garage/workshop (demolish existing garage). **Comment No 5 and it is noted that this would exceed permitted 30% limit.**

99107 Chalford Manor. Two first-floor extensions; roof light. **Comment No 3**

Trees

Council has no objections to the three applications following, but made a comment on the third:

CONS/14/0044 Furzey Gardens. Pollard 1xTurkey oak; pollard 1xEnglish Oak; crown lift 1xCommon Beech.

No objections

CONS/14/0055 All Saints Church. Fell 1xCypress.

No objections

- **CONS/14/0156** Woodside Lodge. Oak trees bordering paddocks: crown lift 8m from ground. Remove remainder of 1 dead trunk. Remove co-dominant stem, lower branch and reduction at top. Remove dead and dying branches. **Comment: Concern that crown lift to 8m seems extreme. Please consider screening issues and longevity of remaining trees. Otherwise, no objections.**

[Cllr Mans and Cllr Mrs Andrews left meeting at 20.35]

13. Correspondence

E-mail correspondence previously circulated was **noted**:

- HCC: Parish Transport Representatives meeting 15/03/2012 - to consult Parishes on Public Bus and Community Transport provision.
- Cllr S Woodward: response to Minstead’s petition for provision for local cyclists, expressing support by HCC and suggesting that Council could identify and prioritise missing links or routes around Minstead that they would like to see improved or opened.
- ASCO: Notification that Community Safety Service will cease to operate as of 31/12/2014.
- HCC: Consultation on reduction to the Mobile Library Service in 2015 - Minstead stops are **not** among those proposed for withdrawal. Comments by 02/05/2014.
- HCC: Consultation on draft revised Statement of Community Involvement. Comments by 24/02/2014.

To Read:

- *Local Councils Update* (Jan/Feb 2014)

14. Finance

Receipts & Payments for January 2014:

	£	£	£
Bank Balance as at 31/01/2014			12,667.21
Receipts:			
Accounts to Pay:			
All Saints PCC: donation towards churchyard maintenance		300.00	
Minstead Village Shop: electricity for Christmas tree lights		60.00	
Mr S Short: Lengthsman salary for January		78.69	
Mrs P Osborne:			
Clerk salary for January	306.25		
Stamps: 12x 2 nd class	6.00		
Tel (30p x 6)	1.80		
Home-working allowance	18.00		
TOTAL	332.05	332.05	

Reconciliation	
Balance at 31/01/2014	12,667.21
Subtract outstanding payments listed above	770.74
Actual balance	11,896.47

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

15. Matters raised by Councillors

- Cllr Ferguson – old notices around village: Council agreed that notices should be removed within two weeks; this request will be included in eNewsletter.
- Cllr Ferguson – email received from Minstead Training Trust asking how proposed date (19 July) for their fete at Minstead Lodge would fit with village fete: Will reply that village fete will be 16 August on Village Green.

- Cllr Glover – has noticed water coming out of field known in Minstead as ‘Nineacres’. This has been reported previously and R Bastow (HCC) had said he would investigate.
- Cllr Glover – water on road outside Woodley House, Football Green: culvert across road drains to ditch on Football Green that cannot be cleared due to presence of rare plant life. Clerk to write to Deputy Surveyor (Cc Dave Morris).
- Cllr Bridle – stables erected at both Muffins and The Old Cottage without application to Planning Authority: Clerk to ask Paul Hocking (NPA) if legal.
- Cllr Cattell – water flowing across road outside Manor Farm Park because ditch needs clearing. If no action soon, Clerk to write to householder.
- Cllr Cattell – water across road on Football Green between Manor Farm Park and Dunbridge Cottage. Clerk to ask R Bastow (HCC) if something can be done.
- Cllr Andrews – ashes of Liz Green, Clerk to Parish Council for 11 years, to be buried in Minstead Churchyard. It was proposed by Cllr Andrews, seconded by Cllr Cattell and agreed that Council would pay interment fee of £102 in recognition of her long service to Minstead Parish Council.
- Cllr Taylor – grit bin at top of Seamans Lane has tipped over: Cllr Bridle will deal with it.

16. Annual Parish Assembly 19 March 2014

Clerk to ensure that kitchen equipment is available (for serving bread and cheese) and that door connecting to Club is unlocked. Cllr Taylor to inform parishioners with an interest in local cycling that there will be a presentation on the subject.

17. Footpath 5 - Drainage work

Cllr Cattell reported his recent site meeting with Mr Salanson and Mr Short. Work to be done by Mr Short agreed as follows: 1. Cut back overhanging trees and deposit in Mr Salanson’s field); 2. Hire ditching tool and cut ditch on uphill side to take water into drains in Mr Salanson’s field; 3. Lay gravel. Path would remain open during this work. Cllr Cattell to do Risk Assessment.

18. Date of next Ordinary meeting: Monday 3 March 2014 at 19.30

Meeting ended 21.13