

Minstead Parish Council
Annual General Meeting of Minstead Parish Council
The Surgery, Minstead Village Hall
Monday 19 May 2014

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

In attendance: P Osborne (Clerk), John Cartwright (HCC Countryside Access), Ms D Wakelin, Mr D Donawa.

1. Apologies for Absence

Cllr S Cattell, Cllr K Mans (HCC), Cllr Mrs Andrews (NFDC), PC R Morant.

2. Election of Chairman and Vice Chairman

[Cllr Ferguson took chair during election of Chairman.] Cllr Andrews was proposed as Chairman by Cllr Ferguson, seconded by Cllr Bennett and agreed by all. *[Cllr Andrews then resumed the Chair.]* Cllr Cattell was proposed as Vice Chairman by Cllr Andrews, seconded by Cllr Glover and agreed by all.

3. Declaration of Acceptance of Office by the elected Chairman

Cllr Andrews, as elected Chairman, declared and signed his Acceptance of Office.

4. To agree amount of Chairman's Allowance in pursuance of Local Government Act 1972, ss 15(5) and 34(5)

Cllr Ferguson proposed that the Chairman's Allowance this year be £275 in order to include £65 towards cost of interment of ashes of our late PC Clerk Mrs E Green (see Minutes 3 February 2014 item 15). This was seconded by Cllr Taylor and agreed by all.

5. To appoint Parish Representatives

Representatives were agreed as follows:

- Cadnam Cricket Club – Cllr Taylor
- Minstead Village Hall - Cllr Andrews
- New Forest Association of Local Councils (NFALC) – Cllr Andrews with help from Cllrs Ferguson and Taylor
- New Forest Consultative Panel – Cllr Glover
- All Saints PCC – Cllr Cattell
- Police Liaison - Cllr Bennett
- Footpaths - Cllr Cattell
- Minstead Village Website - Cllr Ferguson
- Minstead Mail and Weekly Notices – Cllr Ferguson

6. To agree meeting dates for 2015

The following dates were agreed for 2015: Council meetings at 19.30 - 5 January, 2 February, 2 March, 13 April, 18 May (**AGM**), 1 June, 6 July, 3 August, 7 September, 5 October, 2 November, 7 December. Annual Parish Assembly to be held Wednesday 18 March 2015 at 19.30.

7. Public Participation Period

Mr Cartwright (HCC Senior Countryside Access Ranger) outlined his role looking after rights of way across South Hampshire. He informed Council that Community Routes funding has been granted for Bridleway 10 - for improvements to drainage and surface (plus traffic control), to create a year-round route - and also for Footpath 1. Cllr Andrews thanked him for his support.

8. Declarations of Interests

Cllr Taylor - Personal interest in planning application 00277 (Item 17).

9. To confirm the Minutes of the Ordinary meeting held on 7 April 2014

These, having been previously circulated, were agreed by all and signed.

10. Matters Arising

- Drainage work on Lyndhurst Rd [Item 15]: Problems reported to Highways but no response as yet.
- Possible closure of A31 Rufus Stone Gap [Item 17]: No progress except reassurance that Parish will be consulted in due course.

11. Items Ongoing

- Water on Lyndhurst Road at Castle Malwood Park Farm: No further progress; ditch is halfway completed. Householder has promised to complete ditch in due course. **Ongoing**
- Water on Football Green road outside Woodley House: No progress. Clerk to ask Cllr Cattell to speak to Rob Millar. Wait 1 month then Cllr Andrews will contact residents and immediate neighbours to ascertain source of water and to request such rectification as may be necessary and possible. **Ongoing**
- Potholes/eroded edges on roads: No progress. Clerk to report further problem to Highways Agency (cc Bastow) - collapse of highway at Cattle Grid 1. **Ongoing**
- Bridleway 10 Phase 2: Discussed under Item 7 above. **Ongoing**
- Clearance of brambles on Top Green: Scheduled for early Autumn. **Ongoing**
- Drainage – mapping to show where standing water on roads: **Ongoing**

12. Report from Police/Community Support Officer

Neither was present but the Annual Beat Report (to March 2014) plus a six-month burglary map had been sent by PC Morant and circulated prior to the meeting. The current data can be accessed at any time via <https://www.crimereports.co.uk/> and <http://www.police.uk/>.

13. Reports from County and/or District Councillor

Neither was present.

14. Report from Lengthsman

Mr Short had sent report for work done in April: Litter pick up, especially Lyndhurst Road; strim grass on Bull Lane footpath; wash all road direction signs and dirty road name plates.

15. Report from Councillors' Surgeries

The only item raised recently was possible development at Hazel Hill Yard.

16. Reports from Parish Representatives

- Minstead Mail – Cllr Ferguson queried value of printing and distributing to all households (365 copies). Agreed to seek readers' views on this in next issue.
- Website – Cllr Ferguson would welcome suggestions for a section for Visitors (created but not yet live on website).
- Quadrant Meeting – Cllr Taylor had attended on 7 May and he commented on the notes that had been circulated after the meeting:
 - Senior Tree Officer Nick Gruber has written notes on Tree Work Applications - Cllr Taylor to seek electronic copy for website. The only way to prevent tree work is by Tree Preservation Orders.
 - Proposed pilot of 'Quiet Lanes' seems contrary to policy of reducing signage.
 - Cllr Taylor is drafting response to the *Cycling Code of Conduct* to state that while the improvements to safety and to communication and attempts to avoid clashes of events are welcomed, there remains a major problem in that there is no limit on size of events and no independent monitoring. He will be pleased to receive feedback.
- Village Hall – Cllr Andrews reported that the overgrown hedge at rear has been cut and the car park has now been extended. It is hoped that this will remove the need for vehicles to park along the road.

17. Planning**NPA Decisions**

00153 Windrush. Proposed oak car port.

Grant

00195 Land opposite the Lodge, Malwood. Installation of Openreach Broadband cabinet.

Details Required (Prior Notification)

New Planning Applications

00191 Belwood Cottage. 2-storey extension, includes balcony and dormer; 2nd 2-storey extension; roof alterations; demolish and replace garage. **Comment: No 4. The proposed development would exceed 30% limit and it looks as though floor space could be further extended which would be difficult for the Planning Authority to control. Also, we do not see the expected Design and Access Statement.**

00277 Hazel Hill Yard. Determination as to whether prior approval is required for proposed change of use to dwelling. **Comment: No 5. In event that NFNPA is minded to approve we would suggest conditions imposed restraining height to single storey and overall size to ‘small dwelling’ and also proper screening to protect the privacy of neighbours at Hazel Hill Cottage. We feel it should remain with an Agricultural Occupancy condition.**

00340 Myrtle Tree Cottage. Single story rear extension. **Comment: No 5.**

Listed Buildings Notice

Canterton Manor Farmhouse excluded from list of buildings of special architectural or historical interest on 30 April 2014.

Trees

CONS/14/0523 Little Skymers. Fell 1 x Monterey Pine.

CONS/14/0557 Pinelands. Fell 1 birch and 1 conifer.

CONS/14/0561 The Rise. Fell 3 x maple.

CONS/14/0582 Canterton House. Fell 3 x Holly, 1 x Ash, 1 x Acacia and 1 x Birch tree.

Comment: No objections to these four applications.

18. Correspondence

E-mail correspondence previously circulated:

- Responses to summary of *Provision for Local Cycling* from HCC (from Cllr S Woodward, John Sorrell), Dr J Lewis MP, Rt Hon D Swayne MP. **Council agreed that Cllr Taylor should pass these to NFALC and NFNPA.**

Other correspondence:

- Navitus Bay: Environmental Statement Document 6.3 (hard copy + CD). **Noted.**

To Read:

- Navitus Bay Update (March 2014)
- NFNPA Landscape Action Plan 2013
- *Parish Matters* (Came & Company, Spring 2014)
- *Park Life* (Spring & Summer 2014)
- Clerks & Councils Direct (May 2014)
- Local Councils Update (May 2014)

19. Review of Minstead Parish Council Policy Documents: *Financial Regulations, Standing Orders, Freedom of Information, Equality and Diversity, Recruitment.*

Financial Regulations must be updated in line with new legislation, but Council can continue in the short term to operate under the existing version. Clerk to prepare draft update *Financial Regulations*, using NALC’s updated *Model Financial Regulations*. All other policy documents were updated in January 2014 so Council agreed to review the documents by December 2014 for adoption in January 2015.

20. Finance

- Review assets and Local Council Insurance with Came & Company – renewal premium £372.64. [Documentation previously circulated]: Council agreed to renew as quoted.
- Clerk’s salary – agreed payment at LC1 point 18 from 1 April 2014.
- Receipts & Payments for April 2014:

	£	£	£
Bank Balance as at 30.04.2014			15,663.96
Receipts:			
NFDC: Precept			4750

Accounts to Pay:			
NALC:LCR Subscription to 31 May 2015		17.00	
Broker Network Ltd (Came & Company insurance to 31 May 2015)		372.64	
Brockenhurst College: Printing Minstead Mail x 300		75.00	
Mr S Short: Lengthsman salary for April		78.89	
Mrs P Osborne:			
	Clerk salary for April	312.39	
	Tel (30p x4)	1.20	
	Unpaid postage	1.47	
	Home-working allowance	18.00	
	TOTAL	333.06	333.06

Reconciliation	£
Balance at 30.04.2014	15,663.96
Subtract: Payments listed above	- 876.59
Actual balance at 09.05.2014	14,787.37

Proposed for payment by Cllr Andrews, seconded by Cllr Ferguson and agreed by all.

- Proposed purchase of laminator (for posters): cost around £26 (suitable for moderate/home use) + pouches £10 for 100. This matter to be postponed to next meeting.

21. End of Financial Year – Accounts 2013-2014 for Audit

- **Section1: Accounting Statements for Minstead Parish Council.** The accounts for 2013-2014 plus the Annual Return had been previously circulated. The Clerk explained that the balance c/f at March 2014 was higher than last year largely due to funding received but not yet spent for improvements to Footpath 5 - work that was delayed due to excessively wet weather. It was proposed by Cllr Ferguson, seconded by Cllr Bennett and agreed by all that *Section1: Accounting Statements* be approved. Papers were signed by Chairman and RFO.
- **Section 2: Annual Governance Statement.** The Chairman read the statement. It was proposed by Cllr Bennett, seconded by Cllr Glover and agreed that the *Annual Governance Statement* be approved. It was signed by Chairman and RFO.

22. Small Grants Scheme Countryside Access (HCC) – consider application for improvements to Bridleway 15

This track is overgrown and muddy. Mr Cartwright explained that landowners are responsible for overhanging vegetation while HCC is responsible for vegetation growing on the path. He will look at the path and report back.

23. Matters raised by Councillors

- Cllr Taylor – DEFRA consultation until 10 June on *Small sewage discharges: A new approach to how we regulate these in England*. He will seek documentation for Council.
- Cllr Taylor – notes left on windscreen of cars parked on C17. There have been no further reports of this and no information as to who/why.
- Cllr Bennett – microchipping for dogs to become compulsory in 2016. Email was received last October from Dogs Trust re their campaign for free microchipping in the community but no response to Council's email of 08/11/2013.
- Cllr Ferguson – petition for 20mph speed limit has 39 signatures. Clerk to send to PC Rob Morant and ask for his comments.

24. Date of next Ordinary meeting: Monday 2 June 2014 at 19.30

Meeting closed at 21.37