

Annual Meeting of Minstead Parish Council

The Surgery, Minstead Village Hall

Monday 11 May 2015 at 19.30**Present:** Cllrs W Andrews (Chair), H Bennett, S Cattell, A Ferguson, G Hough, R Taylor, D Wakelin.**In attendance:** Cllr K Mans (HCC).*[P Osborne (Clerk) absent on holiday so minutes taken by Cllr Bennett.]***1. Apologies for Absence**

Cllr Mrs Andrews (NFDC).

2. Election of Chairman and Vice Chairman

[Cllr Cattell took the 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 Taylor and agreed by all. Cllr Andrews, as elected Chairman, declared and signed his Acceptance of Office.

All Councillors declared their Acceptance of Office and their signatures were witnessed by the Chairman or, in the case of the Chairman, by Vice Chairman.

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

Councillor Cattell proposed that the allowance be £220, in line with inflation. This was seconded by Councillor Taylor and agreed by all.

4. To appoint Parish Representatives:

- Cadnam Cricket Club – Cllr Taylor
- Minstead Village Hall Management Committee – Cllr Andrews
- New Forest Association of Local Councils (NFALC) – Cllrs Taylor and Bennett
- New Forest Consultative Panel – Cllrs Wakelin and Taylor
- All Saints PCC – Cllrs Cattell and Bennett
- Police Liaison – Cllr Bennett
- Footpaths – Cllr Cattell
- Minstead Village Website – Cllrs Ferguson and Hough
- Minstead Mail and Weekly Notices – Cllrs Ferguson and Hough
- NE Quadrant meeting – Cllr Taylor with support from Cllrs Hough, Wakelin and Bennett.

The new Councillors were encouraged to attend meetings outside the parish because they provide insight into what is happening around the Forest and beyond.

5. To agree meeting dates for 2016

The following dates were agreed for 2016: Council meetings at 19.30 on 4 January, 1 February, 7 March, 4 April, 9 May (Annual Meeting), 6 June, 4 July, 1 August, 5 September, 3 October, 7 November, 5 December. Annual Parish Assembly to be held Wednesday 16 March 2016 at 19.30.

6. Public Participation Period

No public in attendance.

7. Declarations of Interests

None.

8. To confirm the Minutes of the Ordinary Meeting held on 13 April 2015

These had been previously circulated and were agreed and signed.

9. Matters Arising

- **Planning Application 15/0085.** A request had been made to NFNPA Planning Officers to attend a meeting and explain their reasoning for approving this application since council felt that NFNPA had not followed their own Design Guide in reaching this decision. Steve Avery, Executive Director (Strategy and Planning), has agreed to attend a meeting. Following discussion on the most appropriate forum for this, it was agreed it should be a stand-alone meeting in a venue with sufficient space for a number of parishioners to attend. It was also agreed that it was not relevant

to specifically advise the new owners of the meeting since the issue is the application of the Design Guide rather than their planning application. Clerk to contact Mr Avery re suitable date in June and then to book a venue for meeting.

10. Ongoing

- Superfast Broadband: A further response from Glenn Peacey, Programme Manager HCC, in reply to Cllr Andrews' second letter re Planning for Wave 2 and Ducting, had been received and circulated but was still felt by the councillors to lack clarity and not to answer the questions posed. Generally there was a sense of frustration with regards to lack of progress and communication. Cllr Mans was invited to comment and said that the County Council had no control over the roll-out programme and he also expressed frustration at the lack of progress. He felt the question about the ducting was valid and suggested that Council write directly to the local MP and to BT. (He suggested contacting Cllr Mel Kendall to ask who is the appropriate contact in BT – Cllr Andrews to do this.) Cllr Taylor to draft a letter to local MP and BT. **Ongoing**
- Disabled Parking space at All Saints church: Work to be undertaken by HCC. Awaiting start date. **Ongoing**
- Grit bins – repair: Only one of three reported by Clerk has been repaired despite messages received of work completed on all. Cllr Taylor to email Richard Bastow. **Ongoing**
- Proposal for Strategic Cycle Route included in NFPA draft plan: An action has been included in the National Park Management Plan with Minstead Parish Council as a lead organisation. This draft is open for consultation until 22 June. Cllr Taylor to write to interested parties asking that they express their support to ensure that the action is included in the final version. **Ongoing**
- Controlling vehicular entry to Glebe Field: Cllr Bennett reported that she has been advised by one of the owners that all owners have yet to discuss the most recent proposal. **Ongoing**
- Parish Council trees - necessary work: Work had been approved and undertaken by D. Roberts. Awaiting invoice. **Closed**
- Possible defibrillator in Minstead: 43 people signed a petition in Village Shop, and by email there were 37 in favour and one against. Several Cllrs remained unconvinced but, following discussion and in view of response from parishioners, it was felt council should pursue purchase of a machine and also offer training in general first aid and resuscitation as well as in use of defibrillator. Cllr Mans suggested that Bransgore PC be invited to share their experience of acquiring a defibrillator, this being one of several parishes to which he has contributed from his devolved budget to the purchase of this equipment. Council felt that a defibrillator would be best placed on the wall or fence of the Village Shop - Cllr Cattell to discuss possibilities with the proprietor, Mrs Parker. **Ongoing**
- Eroded edges on roads: Email from R Bastow had been circulated - after three years there is no progress on an agreement with Verderers or Natural England and others as to how edges might be strengthened. Cllr Ferguson to include an item in both Minstead Mail and Weekly Notices on how to claim for vehicle damage caused by eroded road edges. **Ongoing**
- Drainage mapping: Continuing. **Ongoing**

11. Reports from County and/or District Councillor

Cllr K Mans (HCC):

- At forthcoming HCC AGM, Roy Perry intends to stand again as Leader and Councillor Mans intends to stand as Deputy Leader. Gary Clark is to be the Secretary of State for Local Government.
- Finances will continue to be under pressure. £98 million has to be saved in the next two years and Hampshire are doing more back office facilities for other councils (e.g. taking on HR roles for Fire and Rescue and school maintenance in Surrey) which allows them to generate income and maintain a certain skill level within the council.
- The cycleway between Lyndhurst and Ashurst is progressing and will be widened and tarmaced. Councillor Mans' devolved budget will be open again soon.
- Councillor Mans congratulated District Councillor Andrews on her re-election to the council.

Cllr Mrs Andrews (NFDC) provided a written report informing the council she had been re-elected and thanking everyone for their support. She looks forward to continuing to work with the council.

12. Report from Lengthsman

Held over to next meeting.

13. Report from Councillors' Surgeries

Nothing to report.

14. Reports from Parish Representatives

Footpaths:

- Bridleway 1 – information had been received via Lyndhurst Parish Council Clerk that this has been re-surfaced and that there will be restrictions to stop use by vehicles.
- Bridleway 10 – Cllr Andrews to contact John Cartwright to seek an update on progress with re-surfacing works.
- Bridleway 13 to be discussed with John Cartwright - Action Cllr Andrews.
- Footpath 5 – now a good surface; Cllr Andrews to encourage John Cartwright to look at the result of the recent drainage and restoration work that he funded.

Minstead Mail: material being gathered for next issue at end of May.

Cricket Club: CC members were upset by the appearance of the dragons' teeth and negotiated with the Forestry Commission to have three removed. These will be replaced with a Forestry gate. (On the matter of such FC work, Clerk to send an invitation to Bruce Rothnie, Deputy Surveyor, to invite him to a council meeting in view of his stated wish to meet people living in the Forest.)

Minstead Village Hall: The Hall Committee is very pleased with the newly-decorated Green Room. The kitchen is still to be done and the committee is currently exploring making the rooms at the surgery end of the hall into a single up-to-date room which will be used for income generation.

15. Planning

Decision Awaited

15/00194 Fylingdale. Two-storey front extension; single storey side extension; porch (Demolition of garage, car port and conservatory).

New Planning Applications

15/00188 Blackwater Cottage, Emery Down. Stable building + extended driveway access to accommodate horse boxes. *Application withdrawn.*

15/00296 Park Farm Cottage. Outbuilding. **Comment No 5. Concern was expressed as to the way this application had been presented by the NPA. The planning officer's comments that were circulated differed from the comments on the website. It was also not made clear by the NPA that this was a retrospective application.**

15/00169 Castle Malwood Lodge. Retention of lamp post + addition of floodlight. **Comment No 5. There was one strong objection to the light.**

Trees

CONS/15/0325 Alder Moor, The Grove. Remove 1 dead maple, 1 silver birch, 2 pines; reduce lower two limbs of horse chestnut. **No comment.**

CONS/15/0351 Pitmore Heath Farm. Fell 1 oak. **No comment.**

CONS/15/0365 Pinelands. Fell 1 Pine. **No comment.**

CONS/15/0391 Woodside. Fell 1 Oak. Prune 4 Oaks and 1 Beech. Cut 2 Hollies to form part of a hedge. **Comment: The council questioned the viability of laying the big pieces of the holly hedge and suggested that further advice on how to manage the holly is taken by the owner.**

CONS/15/0416 Park Farm Cottage. Reduce 1 willow, 1 field maple, 1 yew, 1 laurel, 1 leylandii; fell 1 plum; fell 7 X silver birch. **No comment.**

16. Correspondence

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

- Annual Report from Sally Arnold, Chairman NFNPA North East Quadrant.
- HALC training sessions 1 June & 6 July: *The Latest on Transparency & Openness.*

- Notification of upgrading work to be done on Bridleway 1. [See Item 14 above.]

To Read:

- Local Councils Update (May 2015)
- Clerks & Councils Direct (May 2015)

17. Finance

- Subscription renewal for LCR due 31 May 2015: £17 (rate for NALC members). Agreed to renew.
- Insurance renewal due 31 May 2015 was agreed: Premium £382.86 (£403.01 less 5% one-off discount for 3-year long-term agreement).
- It was proposed by Cllr Andrews, seconded by Cllr Taylor and agreed that Clerk could apply to attend HALC course *The Latest on Transparency & Openness*.
- Receipts & Payments for April 2015:

| | £ | £ |
|---------------------------------------------------------------------|-----------------|------------------|
| Balance at 31.03.2015 | | 10,338.95 |
| Receipts: | | |
| NFDC: Precept | | 4,750.00 |
| HCC: Hampshire Lengthsman Scheme | | 1,000.00 |
| Standing Order payments for April | | |
| Salaries and expenses | 427.87 | |
| Cheques to pay: | | |
| HALC: HALC Affiliation Fees + NALC Levy 2015/2016 | 252.00 | |
| Junior Minstead: NFDC Community Grant (see Minutes 2015 04 Item 13) | 135.00 | |
| NALC: LCR subscription to 31.05.2016 | 17.00 | |
| Broker Network Ltd: Came & Company insurance to 31.05.2016 | 382.86 | |
| Total payments for April | 1,214.73 | |
| Balance after payments | | 14,874.22 |

Payments as listed above were proposed for payment by Cllr Ferguson, seconded by Cllr Cattell and agreed.

18. HCC Parish Lengthsman Agreement for 2015/16.

For *Dispute Resolution*, it was agreed to nominate: (para 11.1) ‘the Lengthsman’s supervisor on the Parish Council’; (para 11.2) ‘Chairman of Minstead Parish Council’. Clerk to insert these.

19. Minstead War Memorial: consideration by Historic England as Listed Building

Council had no comment on letter received from Historic England.

20. Matters raised by Councillors

- Suggestion from a parishioner with regard to endorsing Bio fuel boilers which could potentially be obtained free through the council. Cllrs to read the information leaflet before any decision is made regarding the involvement of the Council.
- Further request received for a petition for 20mph speed limit in Minstead. Cllr Andrews has already responded advising the parishioner to speak to the police to see whether they had changed their view. (In 2014 the police would not endorse this because they felt they would be unable to police it and there was insufficient evidence that it was needed.)
- Councillor Wakelin will attend next NF Consultative panel on 28 May 2015.
- Bottle Bank bins are full - these bins are emptied weekly but anyone can phone to advise the council that they are full.

21. Date of next Ordinary Meeting: 1 June 2015 at 19.30

Meeting closed at 21.50