

Ordinary Meeting of Minstead Parish Council

Danby Room, Minstead Village Hall

Monday 4 December 2017 at 19.30

Present: Cllrs W Andrews (Chair), S Cattell, Cllr Ferguson, G Hough, R Taylor, D Wakelin.

In attendance: P Osborne (Clerk), Cllr Mrs Andrews (NFDC).

1. Apologies for Absence

Cllr H Bennett

2. Public Participation Period

None

3. Declarations of Interests

None

4. To confirm the Minutes of the Ordinary Meeting held on 6 November 2017

These had been previously published and were agreed and signed.

5. Matters Arising

- Damage by pigs to footpath surface: The Verderers' Office confirmed that all pigs turned out on the Forest must be fitted with rings to prevent them digging and causing damage to the Forest floor. The Agister will fit larger rings if needed.
- Field shelter recently erected East of Hunters Brook: Confirmed that this is movable.
- Remembrance Day Ceremony: This took place at Minstead War Memorial with attendance by British Legion and service led by Rev Stephen Short. Remembrance Day next year will be a Sunday and British Legion will be attending the Remembrance Sunday ceremony in Lyndhurst.

6. Items Ongoing

- Parking in village centre: Cllr Andrews had contacted NFDC suggesting possible improvements by lining out the parking bays. Response received that a TRO would not be required since the land is owned and maintained by NFDC and the enquiry has been passed to NFDC Property Services for their consideration. **Closed**
- Water leak causing verge erosion at London Minstead: Still no response from HCC – Cllr Taylor will phone. **Ongoing**

7. Reports from County and/or District Councillor

Cllr Mrs Andrews (NFDC) has now joined the Cabinet with a new portfolio called Community Affairs which covers a broad and interesting range of departments within the council. Two new portfolios have been created, making a total of eight. Council congratulated Cllr Mrs Andrews on her new position.

8. Report from Lengthsman

Work done in November:

- Cleaned village notice board roof of moss to expose timber. Sent photograph showing details of roof and areas of rot. As stated in Risk Assessment: consider replacement.
- Checked all 13 grit bins – loosened contents, removed rubbish and recorded content plus any damage.

Council suggested that village notice board be left until work becomes necessary.

Comment from Council that on Running Hill at night it is hard to see the railings at the lowest point (opposite Hungerford Cottage). Clerk to ask Lengthsman's advice – reflectors, re-paint?

9. Reports from Parish Representatives

None

10. Planning

Decisions

17/00666 Hunters Brook. Application to vary Condition 10 of planning permission 15/00502. Garage to be constructed at different angle to that approved. **Grant**

17/00785 Gardeners Cottage. Application for Certificate of Lawful Development for a proposed single storey rear extension. **Permitted**

17/00816 The Lodge, Malwood. Creation of access; entrance gates and fencing. **Refused**

17/00776 Barneys. Single storey and two-storey rear extensions; alterations to elevations. **Grant**

Decision Awaited

17/00843 Fleetwater Farm. Retention and completion of extension to existing outbuilding.

17/00848 Minstead House. Replacement outbuilding.

New Planning Applications

17/00791 Old Off Licence. Single storey extension to existing outbuilding; flue; relocation of existing oil tank. **Comment No. 3**

17/00915 Park Farm Cottage. Single-storey rear extension. **Comment No. 1. Council would be interested to know if Permitted Development Rights have been removed.**

Clerk to ask Planning Officer: Should the Design Guide have been consulted?

17/00968 and 17/00969/LBC Muffins. First floor dormer widow; internal alterations. **Comment No. 3 because we think it is a visual improvement.**

17/01008 Malwood Walk Farm. 2no. rooflights to existing outbuilding; 2no. rooflights and re-roof existing garage/store; stable block/tack room; sewage treatment plant; demolition of existing workshop. **Comment No. 5.**

Trees

CONS/17/1063 The Thatched House, Blackwater Road. Prune 1 x Oak, 2 x Paperbark Silver Birch, 1 x Poplar.

CONS/17/1076 Emery Down & Bank Village Hall. Prune 1 x Liquidambar, 1 x Cherry.

CONS/17/1103 Ellen Lodge. Prune 1 x Birch tree. **Comment: the amenity value of this tree would be adversely affected and better to fell it and replant with something more suitable.**

CONS/17/1119 SSE Contracting, Castle Malwood. Prune 2 x groups of unidentified trees. **Comment: a large amount of tree work appears to have already been done. Council suggests that the Tree Officer confirms that the work is in accordance with the application.**

11. Correspondence

Emails circulated were **noted**:

- Hampshire Police and Crime Panel: Consultation on cyber-enabled fraud.
- Minstead Study Centre: Response to Council’s decision not to donate towards polytunnel cover.

To Read:

LCU (December 2017), First (December 2017).

12. Finance

- Appointment of External Auditor for 2017/18 to 2021/22: The Smaller Authorities Audit Appointments Ltd (SAAA) has appointed PKF Littlejohn LLP as auditor for Hampshire. The *Annual Return* will now be called the *Annual Governance and Accountability Return*.

- Receipts & Payments for November 2017:

	£	£	£
	Net	VAT (recoverable)	
Balance at 31 October			12,137.93
Receipts:			
Cash: sale of Commemoration spoons - Queen’s Diamond Jubilee			7.97
Standing Order/Direct Debit payments			
Salaries and expenses	458.90		458.90

Cheques to pay:			
Royal British Legion: Poppy wreath for Remembrance Day	25.00		25.00
All Saints PCC: Donation towards churchyard maintenance	300.00		300.00
New Forest CAB: Donation	50.00		50.00
Mark Bridle: Hedgecutting (Church Lane + Footway)	40.00	8.00	48.00
Total payments for November			881.90
Balance after payments			11,264.00

Proposed for payment by Cllr Andrews, seconded by Cllr Taylor and agreed.

13. Risk Assessment for Christmas tree

Risk assessment for erected tree and lights had been circulated and was approved.

14. Community Resilience: Emergency Plan

No progress. Working group will meet in New Year.

15. Development: how to prevent 'urbanisation'

Cllr Andrews had spoken to householders who had recently erected city-style bollards outside their garage and the offending bollards have been removed. **Closed**

16. Matters raised by Councillors

- Mill Lane – no news. Cllr Taylor to pursue.
- Subdivision of fields – Article 4 can be imposed if there is good reason, e.g. change of use (agricultural to recreational horsekeeping) for which Planning Application is required. Cllr Taylor will try to find out more.
- Minstead Mail – draft of next issue circulated to councillors; comments welcome.
- Minstead Facebook page – now set up; can be used to post daily reminders.
- Weekly eNews – problems experienced recently with mailing list. However, the newsletter is available via website.
- Southern Water leak on Newtown Road between Manor Farm and Study Centre – reported previously but not dealt with; it is icy and dangerous in cold weather. Clerk to re-send photos.

17. Date of next Ordinary Meeting: 8 January 2018 at 19.30

Meeting closed at 20.33