

## **Minstead Parish Council**

Summons to all members of the Council:

You are hereby summoned to attend the Ordinary Meeting of Minstead Parish Council

To be held in the Danby Room, Minstead Hall on **Monday 9 April 2018 at 19.30**

Signed  Parish Clerk

04.04.2018

### **AGENDA**

Public Participation Period: *A period of 15 minutes will be allowed. Members of the Public intending to address the meeting must have registered with the Clerk by close of business on the Friday preceding the meeting at the latest. This is to allow control of numbers in the meeting room so as not to exceed any regulations. Members of the Public in attendance are entitled to remain for the meeting should they so wish, unless any item is declared confidential or exempt business. Members of the Public may not participate in any of the business being considered except by invitation of the Chairman.*

- 1. Apologies for Absence**
- 2. Public Participation Period**
- 3. Declarations of Interests**
- 4. To confirm the Minutes of the Ordinary Meeting held on 5 March 2018**
- 5. Matters Arising**
  - Annual Parish Meeting (21 March)
  - New Forest Spring Clean (deferred to 10 March)
  - Request for grit bin on bend by Ivy Cottage Farm
- 6. Items Ongoing**
  - SID for C17
  - Village Christmas tree
  - Ice on Newtown Road
  - General Data Protection Regulation
  - Community Emergency Plan
- 7. Reports from County and/or District Councillor**
- 8. Report from Lengthsman**
- 9. Reports from Parish Representatives**
- 10. Planning** [See Appendix]
- 11. Correspondence** [See Appendix]
- 12. Finance** [See Appendix]
- 13. Audit 2017/18: complete the Certificate of Exemption from a limited assurance review**
- 14. HCC Parish Lengthsman Scheme: contract for 2018-2019 to be signed**
- 15. Matters raised by Councillors**
- 16. Date of Annual General Meeting: 7 May 2018 at 19.30 (Note change of date)**

## APPENDIX

### 10. Planning

#### Decisions

**18/00033** Appletrees Farm. 2 x single storey extensions; 2 x rooflights; 1 x lantern light; alterations to fenestration; juliette balcony. **Withdrawn**

**18/00062** Hunters Brook. Application to vary Condition 9 of planning permission 17/00666 to allow minor amendment. **Refuse**

#### Decision Awaited

#### New Planning Applications

**18/00091** 9, Castle Malwood Lodge. Reconstruction of external panel (Application for Listed Building Consent)

**18/00204** Land at Minstead Lodge (SSE). Upgrade existing 11kV overhead line from 2 wire to 3 wire.

#### Trees

**CONS/18/0220** Grove Farm. Fell 1 x Poplar, 1 x Willow, 1 x Holly; prune 1 x Oak.

**[Already decided: No Objections]**

### 11. Correspondence

#### Emails circulated

- NPA: suggested benefits of appointing a Parish Tree Warden or Tree Planting Co-ordinator.

#### To Read

*LCU (March , April 2018); LCR (Spring 2018, Forest Matters (Spring/Summer 2018)).*

### 12. Finance

- Quarterly Budget Report for 2017/18 *[Circulated.]*
- Receipts & Payments for March 2018:

	£	£	£
	Net	VAT (recoverable)	
<b>Balance at 28 February 2018</b>			<b>7,994.49</b>
<b>Receipts:</b>			
<b>Standing Order/Direct Debit payments:</b>			
Salaries and expenses	458.90		458.90
<b>Debit card payment:</b>			
Internet Ink: printer inks	24.74	4.95	29.69
<b>Cheques to pay:</b>			
HMRC: PAYE for 4 <sup>th</sup> Quarter	331.00		331.00
S Short: salary arrears for 2017/18	1.20		1.20
P Osborne: salary arrears for 2017/18 (£3.12) + admin expenses for 4 <sup>th</sup> quarter (£18.35)	22.37		22.37
Minstead Shop: bread + cheese for Annual Parish Meeting	20.60		20.60
HALC: training – GDPR Update (Clerk)	40.00	8.00	48.00
<b>Total payments for March</b>	<b>898.81</b>	<b>12.95</b>	<b>911.76</b>
<b>Balance after payments</b>			<b>7,082.73</b>

This balance is in addition to £6,000 reserve. **Total funds at 31 March 2018 £13,082.73.**