

# Minstead Parish Council

To: All members of Minstead Parish Council

You are hereby summoned to attend the Ordinary Meeting of Minstead Parish Council to be held in the **Danby Room at Minstead Hall on Monday 4<sup>th</sup> March 2024 at 19:30.**

Any members of the public wishing to attend please notify the clerk by email at [minsteadclerk@gmail.com](mailto:minsteadclerk@gmail.com)

Signed: *Diana O'Grady* (Parish Clerk)

27<sup>th</sup> February 2024

## AGENDA

45. Apologies for Absence
46. Declaration of Interests and dispensation requests
47. To confirm the Minutes of the Ordinary Meeting held on Monday 5<sup>th</sup> February 2024
48. Items ongoing
  - Approval of Financial Regulations, circulated electronically
  - Review of Standing Orders
  - Approval of Council Risk assessment, circulated electronically
  - Approval of Council Asset Register, circulated electronically
  - Approval of migrating to the Scribe Lite accounting system in March 2024
49. Village appearance, Cllr Hough
50. Cricket pavilion, Cllr Smith
51. Reports from County / District Councillors
  - `District Councillor report, Cllr Brand
52. Reports from Parish representatives
  - Contact for Lyndhurst Good Neighbour scheme for lifts to necessary appointments
53. Report from Lengthsman
54. Correspondence
  - Local Councils Update
55. Planning (See Appendix)
56. Finance (See Appendix)
57. Upcoming Meetings
  - The **Annual Parish Meeting** (for Parishioners) will be on **Wednesday 27<sup>th</sup> March 2024 at 19:30** in the Main Hall,
  - The next **Ordinary Meeting of Minstead Parish Council** will be on **Monday 8<sup>th</sup> April 2024 at 19:30** in Danby Room.

# Minstead Parish Council

## Appendix

### 55. Planning

#### New Applications

**None**

#### Trees

**24/00162CONS** Little Paddock, NEWTOWN ROAD, MINSTEAD, LYNDHURST, SO43 7GD  
Re-Pollard 2 x Willow trees

**24/00220CONS** Malwood Walk Stables, NEWTOWN ROAD, MINSTEAD, LYNDHURST,  
SO43 7GD

Fell 8 x Oak trees (shown as T1 to T8 on the plan)  
Group of 6 Conifer trees (shown as G1 on the plan)

#### Decisions

**None**

#### Decisions Awaited

Validity of the following being checked

**18/00954** Petrol Station, Ringwood Road  
Single storey rear extension to the sale building to provide sandwich bar.  
Awaiting the result of negotiation.

**22/00752** The Orchard, The Grove, Lyndhurst SO43 7GG  
Outbuilding with solar panels.  
Awaiting information from the agent.

### 56. Finance

- Payments for approval
  - Clerk mileage Jan £2.43
  - Monthly Direct Debit to Scribe £12 per month
  - Salaries and HMRC quarterly payment in March 2024
  
- Receipts and Payments for February 2024
  - Please see following table

## Minstead Parish Council

Receipts & Payments 01 February to 29 February 2024					
	£	£	£		
NB VAT is recoverable	Net	VAT	Total receipts and payments incl VAT	Paid by	Auth'd by
Balance at 01 February 2024 (inc reserves)			40775.40		
<b>Receipts:</b>					
<b>Total Receipts to 29 February 2024</b>			0.00		
<b>Payments:</b>					
Standing Order/Direct Debit payments					
Lengthsman salary Feb			88.78		
Clerk salary Feb			448.30		
Clerk wfh Feb			20.00		
Debit Card payments					
1&1 Ionos annual + monthly fee	138.00	27.60	165.60		
(Basic annual £132 + site scan and repair £6)					
Cheques & BACS /FPO payments					
Clerk mileage Jan			2.43	WA	GH
Forestry England			50.00	WA	HB
Forestry England			250.00	WA	HB
<b>Total Payments to 29 February 2024</b>	138.00	27.60	1025.11		
<b>Balance at Bank 29 February 2024</b>			39750.29		
Less Reserves Held:					
General			6000		
Cricket Pavilion			15000		
Audio/Visual Equipment			5000		
<b>Total Reserves</b>			26000		
<b>Balance (excluding reserves)</b>			13750.29		