

Minstead Parish Council

To: All members of Minstead Parish Council

You are hereby summoned to attend the Annual General Meeting of Minstead Parish Council to be held in the **Danby Room at Minstead Hall on Monday 13th May 2024 at 19:30.**

Any members of the public wishing to attend please notify the clerk by email at minsteadclerk@gmail.com

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

7th May 2024

AGENDA

23. Election of Chairman and Vice Chair
24. Declarations of Acceptance of Office by Chairman and Vice Chair
25. Apologies for Absence
26. Public Participation Period
27. Declaration of Interests and dispensation requests
28. To confirm the Minutes of the Extra Ordinary Meeting held on Thursday 9th May 2024
29. To agree amount of Chair Allowance for 2024-2025
30. To agree annual donations to Royal British Legion & Church Yard Upkeep 2024-2025
31. Appointment of Parish Representatives/Responsibilities
 - Current allocated responsibilities are:
 - New Forest Association of Local Councils (NFALC) – Cllrs Stratford and Bennett
 - New Forest Consultative Panel – Cllr Smith
 - NE Quadrant meetings – Cllr Bennett
 - Police liaison – Cllr Bennett
 - Cadnam Cricket Club liaison – Cllr Smith
 - Minstead Hall Management Committee – Cllr Andrews
 - All Saints PCC – Cllr Andrews
 - Community Shop Committee – Cllr Causton
 - Footpaths – Cllr Hough
 - Communications – Cllrs Hough, Causton, Smith
 - Payments Signatories – Cllrs Andrews, Bennett, Hough
 - Lengthsman Management – Clerk
32. Declaration of acceptance of Office by Councillors
33. Items ongoing
 - To agree Scribe access
 - To agree amendment to the Emergency Plan
 - To agree on defibrillator
 - Minstead fete arrangements August 17th
 - To approve retrospectively items shown in the appendices for minutes in 2023- 2024

All items that have been recorded in the appendices relating to Planning and Finance for 2023/2024 are now approved retrospectively and agreed by the Parish Council.

 - Agree and complete AGAR forms
 - Agree and complete certificate of Exemption
 - Agree dates for Exercise of Public Rights
 - Review of Council insurance cover for 2024 – 2025
 - New email addresses
34. Village appearance, Cllr Hough
35. Cricket Pavilion, Cllr Smith

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36. Reports from County / District Councillors
37. Reports from Parish representatives
38. Report from Lengthsman
39. Correspondence
 - Internal Audit report 2023 – 2024 circulated electronically
 - Clerks and Councils Direct
40. Planning

New Applications

24/00439PAHR Park Farm House, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY
Application for Approval pursuant to Regulations 75 - 78 of the Conservation of Habitats and Species Regulations 2017 (as amended) for the proposed temporary use of land under Part 5 Class C of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) as a campsite for up to 5 pitches for the period 1 June 2024 - 30 September 2024

Trees

Decisions

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.

41. Finance

- Payments for approval
 - Clerk mileage Feb £2.43
 - Clerk mileage April £4.86
 - APM refreshments £40.50
 - Defibrillator costs
 - Minstead Hall booking 11th April 2024 £37.00
 - Minstead Hall booking 9th May 2024 £37.00
 - Auditor invoice £375.00
 - Printing costs increase to £3.99 per month inc VAT
 - Clerk notebook £2.00
 - Insurance cover 2024-2025
 - HALC Clerk training Jan 2024 £117.60

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3 May 2024 (2024 - 2025)

Minstead Parish Council RECONCILIATION - Current 30-04-2024

| | |
|---|-------------------|
| From Accounts | £45,166.67 |
| Payments not cashed Add | |
| Receipts not entered Subtract | |
| <hr/> | |
| Statement should be | £45,166.67 |

Created by  Scribe

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

3 May 2024 (2024 - 2025)

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|-----------------------------|------------|------------|---------|-----------|------------------------------|-----------------------|--------------|-----------------|--------------|-----------------|
| 1 | Other Income | 02/04/2024 | 2024.05 | Current | | Receipt - Cricket pitch rent | Cadnam Cricket Club | E | 300.00 | | 300.00 |
| 1 | Staff Costs | 22/04/2024 | 2024.05 | Current | | Payment - Tax and NI | HMRC | E | -134.20 | | -134.20 |
| 2 | Admin (Stationery, Printer, | 25/04/2024 | 2024.04/12 | Current | | Payment - Rooms regular | Minstead Village Hall | E | -556.00 | | -556.00 |
| 4 | Admin (Stationery, Printer, | 26/04/2024 | | Current | | Payment - HP Instant Ink | Hewlett Packard | S | -2.88 | -0.58 | -3.46 |
| 2 | Precept | 29/04/2024 | | Current | 300004 | Receipt - Precept part 1 | New Forest District | E | 7,200.00 | | 7,200.00 |
| 5 | Staff Costs | 29/04/2024 | | Current | | Payment - Staff net | Clerk and Lengthsman | E | -537.08 | | -537.08 |
| 6 | Staff Expenses & Training | 29/04/2024 | | Current | | Payment - Clerk working | Clerk and Lengthsman | E | -20.00 | | -20.00 |
| | | | | | | | | Total | 6,249.84 | -0.58 | 6,249.26 |

Minstead Parish Council

42. Upcoming Meetings

Next Parish Council meeting Monday **3rd June 2024 at 19:30** in the Danby room of the village hall.