

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 12th August 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)

31st July 2024

AGENDA

- 71/24 Apologies for Absence
- 72/24 Public Participation Period
- 73/24 Declaration of Interests and dispensation requests
- 74/24 To confirm the Minutes of the Ordinary Meeting held on Monday 1st July 2024
- 75/24 Items ongoing
 - New email addresses
 - Caravan at site of 23/01326FULL Land at, School Lane, Minstead, Lyndhurst, SO43 7GL seen constantly since 30th June 2024
 - Financial Regulations
 - Grant application from Minstead Social Club
- 76/24 Village appearance, Cllr Hough
 - Ditch flooding at Honeysuckle Cottage
- 77/24 Cricket Pavilion, Cllr Smith
- 78/24 Council response to be formulated to the request for support for the proposed 'The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill'. The bill itself and the data from May on the incidence of fires caused by lithium batteries have been circulated electronically.
- 79/24 Council response to be formulated to the request for input to the proposed NFDC Statement of Licencing Principles relating to the Gambling Act 2005 to cover the period January 2025 to December 2027.
- 80/24 Reports from County / District Councillors
- 81/24 Reports from Parish representatives
- 82/24 Report from Lengthsman
 - Roadside: barriers: washed, sanded, undercoat, topcoat. Locations. At outside, Orchard cottage. posts and footpath bridge . 6 hrs.
 - Footpaths; Church footpath: Strimmed grass, cut back overhang whips. 3 hrs.
 - Bull lane footpath: cut back overgrown hedge. 3 hrs.
 - Strimmed overgrown vegetation around land bordering at A31entrance and exit clear obscured sign. 45mins
 - Strimmed overgrown brambles at road barrier at Community hall.1.hr.
 - Strimmed brambles at road barrier Lyndhurst Road. 20 mins
 - Strimmed overgrown vegetation around bus shelter at football green junc. 20 mins
- 83/24 Correspondence
 - Clerks and Councils Direct
 - HALC newsletter circulated electronically
 - Safer New Forest Enough campaign letter and posters
 - Skymers letter of no breach of planning circulated electronically

Minstead Parish Council

- The proposed 'The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill' and the data from May on the incidence of fires caused by lithium batteries have been circulated electronically.
- Proposed NFDC Statement of Licencing Principles relating to the Gambling Act 2005 to cover the period January 2025 to December 2027 circulated electronically.

84/24 Planning

New Applications

24/00514PATC Brickkiln Farm, ROBINS BUSH ROAD, MINSTEAD, LYNDHURST, SO43 7GB
Application under part 16 of the Town & Country Planning (General Permitted Development)
Order in respect of subterranean development

24/00766FULL Appletrees Farm, SALLYS WATER, MINSTEAD, LYNDHURST, SO43 7GH
Replacement Gate

Trees

24/00764CONS Curtle Cottage, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7HA
Fell 1 x Silver Birch tree
Decided previously as below, included for information.

24/00875CONS Chestnut Cottage, RINGWOOD ROAD, STONEY CROSS, LYNDHURST,
SO43 7GN
Fell 1 x Cherry tree (T2 on the plan and in the report)

24/00881CONS THE OLD RECTORY, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43
7FY
Fell 1 x Multi stem Lawson Cypress tree

Decisions

24/00332FULL Victoria Cottage, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY
Outbuilding (demolition of existing) and associated landscaping
Decision : Grant Subject to Conditions

24/00764CONS CURTLE COTTAGE, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43
7HA
Fell 1 x Silver Birch tree
Decision: Raise No Objection

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.

85/24 Finance

- Approval to set up a Direct Debit for the monthly payments to HMRC

Minstead Parish Council

- Payments for approval
 - Clerk mileage July £2.43
 - Postage for VAT return £0.85, invoice circulated at August meeting
 - Ionos business email 10 licences at £12.50 a month excl VAT (£15incl VAT)
Amount to be accepted retrospectively
 - Fete Organisers, Joanne Vardy Minstead Fete 2024 £50
Payment made in accord with our FinRegs(2022) 4.1 bullet point 3 following email agreement by a clear majority of Cllrs, to be accepted retrospectively for the record.
 - HMRC payment July £134.51
 - Danby room £20
- Invoices circulated electronically
 - Scribe £14.40 inc VAT
 - Ink £3.99 inc VAT
 - Danby room £20.00
 - Ionos £7.20
 - Ionos £15.00

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

31 July 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32	Staff Costs	27/06/2024		Current		Payment - Staff net	Clerk and Lengthsman	Z	-537.08		-537.08
33	Staff Expenses & Training	27/06/2024		Current		Payment - Clerk working	Clerk and Lengthsman	Z	-20.00		-20.00
34	Admin (Stationery, Printer,	01/07/2024		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.32	-0.67	-3.99
35	Audit & Professional Fees	01/07/2024	2023.56	Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
30	Staff Expenses & Training	02/07/2024	69/24	Current		Payment - Clerk mileage	Clerk and Lengthsman	Z			
31	Subscriptions &	02/07/2024	69/24	Current		Payment - HALC annual	Hampshire Association	Z			
36	Staff Expenses & Training	03/07/2024	69/24	Current		Payment - Clerk mileage	Clerk and Lengthsman	Z	-2.43		-2.43
37	Subscriptions &	03/07/2024	69/24	Current		Payment - HALC annual	Hampshire Association	Z	-346.00		-346.00
38	Staff Costs	08/07/2024		Current		Payment - Tax and NI	HMRC	Z	-134.20		-134.20
4	VAT Refund	17/07/2024	85/24	Current	HMRC	Receipt - VAT refund	HMRC	Z	489.75		489.75
39	Communications (Phone,	22/07/2024		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
40	Staff Costs	29/07/2024		Current		Payment - Staff net	Clerk and Lengthsman	Z	-537.08		-537.08
44	Staff Costs	29/07/2024	58/24	Current		Payment - Tax and NI	HMRC	Z			
41	Staff Expenses & Training	29/07/2024		Current		Payment - Clerk working	Clerk and Lengthsman	Z	-20.00		-20.00
43	Staff Expenses & Training	29/07/2024	58/24	Current		Payment - Clerk mileage	Clerk and Lengthsman	Z	-2.43		-2.43
45	Communications (Phone,	29/07/2024	58/24	Current		Payment - Ionos Business	Ionos Cloud Ltd	S	-12.50	-2.50	-15.00
42	S.137	29/07/2024	85/24	Current		Payment - Minstead Fete	Minstead Fete	Z	-50.00		-50.00
46	Admin (Stationery, Printer,	29/07/2024	58/24	Current		Payment - Postage	Clerk and Lengthsman	Z	-0.85		-0.85
47	Admin (Stationery, Printer,	29/07/2024	2024.41	Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.32	-0.67	-3.99
48	Other/Miscellaneous	30/07/2024	85/24	Current		Payment - Danby Room	Minstead Village Hall	Z	-20.00		-20.00
49	Staff Costs	31/07/2024	85/24	Current		Payment - Tax and NI	HMRC	Z	-134.51		-134.51
Total									-1,351.97	-7.44	-1,359.41

Minstead Parish Council

Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

31 July 2024 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
44 Staff Costs	29/07/2024	58/24	Current		Tax and NI	HMRC	Z			
43 Staff Expenses & Training	29/07/2024	58/24	Current		Clerk mileage	Clerk and Lengthsman	Z	2.43		2.43
45 Communications (Phone,	29/07/2024	58/24	Current		Ionos Business email 10 x	Ionos Cloud Ltd	S	12.50	2.50	15.00
46 Admin (Stationery, Printe,	29/07/2024	58/24	Current		Postage	Clerk and Lengthsman	Z	0.85		0.85
42 S.137	29/07/2024	85/24	Current		Minstead Fete	Minstead Fete	Z	50.00		50.00
48 Other/Miscellaneous	30/07/2024	85/24	Current		Danby Room hire	Minstead Village Hall	Z	20.00		20.00
49 Staff Costs	31/07/2024	85/24	Current		Tax and NI	HMRC	Z	134.51		134.51
Total								220.29	2.50	222.79

Prepared by:

Date:

Name and Role

Approved by:

Date:

Name and Role

Approved by:

Date:

Name and Role

Minstead Parish Council

31 July 2024 (2024 - 2025)

Minstead Parish Council RECONCILIATION - Current 31-07-2024

From Accounts	£40,158.99
Payments not cashed Add	£157.79
Receipts not entered Subtract	
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Statement should be	£40,316.78
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Minstead Parish Council

86/24 Future Meeting

Next Ordinary Parish Council meeting Monday **2nd September 2024 at 19:30** in the Danby room of the village hall..