

# Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at  
Minstead Hall on Monday 12<sup>th</sup> August 2024 at 19:30.

*All minutes are draft until ratified by the Council at the next meeting.*

Present: Cllr Andrews (Chair)

Cllr Hough

Cllr Pascoe

Cllr Causton

Cllr Bennett

Cllr Smith

In attendance: Diana O'Grady (clerk)

Cllr Brand

71/24 Apologies for absence:

Cllr Stratford, apologies received and accepted.

72/24 Public Participation Period

None present.

73/24 Declaration of Interests and dispensation requests

Cllr Bennett has an indirect interest in the Minstead Social club grant application and did not seek dispensation.

All other councillors present, being members of the social club sought and were granted dispensation.

74/24 To confirm the Minutes of the Ordinary Meeting held on Monday 1<sup>st</sup> July 2024

Resolved. Minutes agreed and accepted by all councillors.

75/24 Items ongoing

- New email addresses

Ongoing

- Caravan at site of 23/01326FULL Land at, School Lane, Minstead, Lyndhurst, SO43 7GL seen constantly since 30<sup>th</sup> June 2024

To continue monitoring

- Financial Regulations

To be approved in September Parish Council meeting.

- Grant application from Minstead Social Club

Resolved. It was agreed to grant £250.00. Payment to be set up by clerk.

76/24 Village appearance, Cllr Hough

- Ditch flooding at Honeysuckle Cottage

Developers will meet Councillors on site 21<sup>st</sup> August. The Council thanks Cllr Brand for her intervention.

77/24 Cricket Pavilion, Cllr Smith

Structural survey should be undertaken in early September.

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.

Resolved. Cllr Andrews proposed, Cllr Causton seconded that the Council support the bill.

Clerk to respond expressing the Council's support.

## Minstead Parish Council

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.

Resolved. Cllr Andrews proposed, Cllr Smith seconded that the Council support the Statement of licencing Principles. Clerk to respond expressing the Council's support.

80/24 Reports from County / District Councillors

- Spoken to the Developer of land in Minstead re issues with a ditch which is causing flooding in two gardens. Developer has agreed to visit the site on 14th August to review the situation. I attended the site with Councillor Helen Bennett on 25th July to see what the issues are ready for meeting with the developer.
- Attended Full Council meeting where the Ringwood Neighbourhood Plan was approved.
- Attended Planning Committee and Housing and Communities Overview and Scrutiny Panel
- Attended Traffic Forum meeting in Lyndhurst and meeting planned with HCC in August to review the next steps.
- Put up Olympic Flags in Lyndhurst High Street as part of the Decorations Committee to help to make the village brighter for the summer.
- Supported the Lyndhurst Twinning Group with information re the Scarecrow Trail.
- Have provided a Community Grant in support of the running of the Minstead Fayre.
- Attended Lyndhurst Youth Club with the last session for the school year being in the theme of the Olympics. All the children had a great time and left wearing many medals.
- Liaising with Lyndhurst Parish Council regarding the potential for bunting for next summer.
- Raised to the Housing Team about an empty property that needs to be investigated for potential housing use.
- Helped a resident with information regarding who owned a dangerous tree hanging over their property.
- Attended the presentation by the Developers of the Fenwick Hospital site.
- Clerk to send contact details of Day Macaskill to Lengthsman as Day has offered to help clear ditches.

81/24 Reports from Parish representatives

- Cllr Bennett attended the NFALC AGM on Thursday 1st August 2024

Key note speaker Donna Jones - Police Commissioner.

- Funding for 75 extra police to be employed in 25/26. Still need over 200 to get back up to the numbers employed in 2010
- Totton police station now open, Phase two will be Ringwood and New Milton
- All recorded crime down in the New Forest except shop lifting
- Acknowledgement that there is a lack of reporting because of the lack of response by the police
- Improving cross border intelligence between forces
- National shortage of detectives, trying to encourage those who have retired back.
- Crime Commissioner may have the governance to the Fire services added to her portfolio.
- Acknowledged that the police must respond to house break ins but not to outhouses and garages.

# Minstead Parish Council

## AGM

- Mary Davies to be new deputy chair of NFALC
- Funding approved for the update of the NFALC website which is about 10years old.
- NFDC
- CCtv Report asking cabinet to approve extra CCTV cameras
- Southern water - response plan . To be better prepared for water outages
- Forestry
- Advised on the number of contacts made with the public over Protection orders. 953. Only one fixed penalty notice ( not sure what for)

## NPA

- Digesting proposed planning changes.
- In questions I advised of her of the police response to our latest burglary and the need to improve communication of what the police can do. She acknowledged that it was unacceptable.
- Cllr Brand was asked to find the process used to evict travellers.
- Cllr Causton reported on the village shop management meeting and on her attendance at a planning appeal.

## 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
- A vote of thanks to the Council's Lengthsman Stephen Short was agreed by the Council

## 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
- 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

**Decision: No objection**

## Minstead Parish Council

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

**Decision:** 3 We recommend permission because it is suitable for it's environment.

### Trees

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

**Decision:** No comment

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

**Decision:** No comment

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

**Decision:** No comment

### 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 payments to HMRC  
Resolved. Cllr Andrews proposed, Cllr Hough seconded, Clerk to set up the Direct Debit.
- 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 of payment authorised retrospectively  
Resolved. Proposed Cllr Andrews, seconded Cllr Smith.
  - Fete Organisers, Joanne Vardy Minstead Fete 2024 £50  
Payment made in accord with our Fin Regs(2022) 4.1 bullet point 3 following  
email agreement by a clear majority of Cllrs, to be accepted retrospectively  
for the record. Accepted.  
Proposed Cllr Andrews, seconded Cllr Hough.

## **Minstead Parish Council**

- HMRC payment July £134.51  
Proposed Cllr Andrews, seconded Cllr Causton.
- Danby room £20  
Proposed Cllr Andrews, seconded Cllr Bennett
  
- Invoices circulated electronically
  - Scribe £14.40 inc VAT
  - Ink £3.99 inc VAT
  - Danby room £20.00
  - Ionos £7.20
  - Ionos £15.00

Accounts reports below agreed by full Council.

# 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
<b>Total</b>									<b>-1,351.97</b>	<b>-7.44</b>	<b>-1,359.41</b>

Signed Chair .....

Date .....

# Minstead Parish Council

31 July 2024 (2024 - 2025)

## Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

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
<b>Total</b>								<b>220.29</b>	<b>2.50</b>	<b>222.79</b>

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role*

Signed Chair .....

Date .....

# 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 .....	
<hr/>	
<b>Statement should be .....</b>	<b>£40,316.78</b>
<hr/>	
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Signed Chair .....

Date .....

# Minstead Parish Council

86/24 Future Meeting

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

Meeting closed 21.26