

Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on Monday 2nd September 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 Bennett
Cllr Smith
Cllr Stratford

In attendance: Diana O'Grady (clerk)

87/24 Apologies for Absence

- District Councillor Brand. Apologies received and accepted.
- County Councillor Heron. Apologies received and accepted.
- Cllr. Causton. Apologies received and accepted.

88/24 Public Participation Period

None present.

89/24 Declaration of Interests and dispensation requests

None declared.

90/24 To confirm the Minutes of the Ordinary Meeting held on Monday 12th August 2024

Minutes agreed by Council, signed and dated by Chair.

91/24 Items ongoing

- New email addresses
Good progress being made.
- Caravan at site of 23/01326FULL Land at, School Lane, Minstead, Lyndhurst, SO43 7GL seen constantly since 30th June 2024
- Financial Regulations
Updated Financial Regulations approved by the Council.
Proposed Cllr Andrews, seconded Cllr Bennett.

92/24 New Items

- Xmas arrangements
Xmas celebrations will be held on Sat 21st December 2024.
Cllr. Smith will organise the Xmas tree and music, Cllr. Pascoe will organise the horse and cart and Fr. Xmas. Cllr. Bennett to contact the Mummers and the Children's Society.
- Asset register update
Clerk to populate the Scribe asset register.
- Safer New Forest annual survey
Response agreed by Council. Completed and returned by Cllr. Pascoe.
- Silver Street /Muddy Lane Right-of-Way cycling issues
Cllr. Smith to report risks to Countryside Access.

93/24 Village appearance, Cllr Hough

- Ditch flooding at Honeysuckle Cottage
No new developments as date for meeting updated to 9th September

94/24 Cricket Pavilion, Cllr Smith

Simpson Hilder planning application package to arrive soon. Cllr. Smith will send this to Forestry England.

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95/24 Reports from County / District Councillors

- Report from District Cllr. Brand
 - Attended a further traffic meeting with Hampshire Highways, next steps confirmed and meeting with HCC, NFDC, NFPA being planned for September/October.
 - Spoke to NFDC re Minstead Bin Store gate and fence being fixed. They replied saying they would investigate. Have sent a follow up email requesting an update.
 - Asked NFDC about textile recycling in Lyndhurst after a question was received. It was stated that there are separate textile recycling bins in the Lyndhurst recycling area.
 - Raised some personal requests from residents to NFDC which are being investigated.
 - Spoke to HCC Highways Intelligent Traffic Team on a number of occasions due to an issue with the traffic lights at the top and bottom of Lyndhurst High Street. They stated that the lights are being investigated to determine what the problem is and that the lights will be being replaced with new ones at the end of September to be completed by the end of October 2024.
 - I have also had issues of traffic issues in Emery down reported and I will raise these at the next traffic forum.
 - Attended Planning Committee meeting.

96/24 Reports from Parish representatives

- Cllr Pascoe has applied for Lottery funding and will be applying to Sport England.
- Cllr Smith will be attending the next Consultative panel.

97/24 Report from Lengthsman

- Footpaths:
 - Church footpath. Strim grass, cut back hedge and whips. 3. hrs.
 - Red House footpath. Strim grass, cut back hedge and whips 3. hrs.
 - Court House footpath. Strim grass, cut back hedge and whips. 50 mins
 - Bull Lane. Strim and cut back hedges and whips. 2 hrs.
 - Finger post Junc. Hazel Hill junc. Shave Green. Clear brambles etc round post 40 mins
- Roadside:
 - Barrier Location . Outside Newton Cottage, Sally water. Remove overgrown scrub along length of barrier in preparation to paint. 1 hour.

98/24 Correspondence

- Lymington and Pennington Neighbourhood plan consultation
Noted.

99/24 Planning

New Applications

None

Trees

24/00921CONS APPLE TREES FARM, SALLYS WATER, MINSTEAD,
LYNDHURST, SO43 7GH

Remove deadwood 1 x Oak tree (T1 on the plan - exempt works included for information only)

Remove deadwood 1 x Cherry tree (T2 on the plan - exempt works included for information only)

Prune and deadwood group of 2 x Oak trees (G2 on the plan)

Prune group of mixed tree species (G3 on the plan)

Prune group of Ash and Cherry trees (G4 on the plan)

Prune group of mixed tree species (G5 on the plan)

Prune group of Willow trees (G6 on the plan)

Comment: Decided by NPA prior to meeting.

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24/00947CONS SOUTH LODGE, FOOTBALL GREEN, MINSTEAD, LYNDHURST, SO43 7FR

Fell 1 x Horse Chestnut tree (T1 on the plan)

Fell 1 x Ash tree (T2 Ash on the plan)

Comment: Cllr. Pascoe will look at the trees and will report to Cllr. Andrews who will communicate with NPA.

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.

Meeting continued by consent of the Council.

100/24 Finance

- Payments for approval
 - Clerk mileage August £2.43
 - Clerk mileage annual review £2.43Approved. Proposed Cllr Hough, seconded Cllr. Stratford
- Invoices circulated electronically
 - None

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

27 August 2024 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50 Audit & Professional Fees	01/08/2024	2023.56	Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
51 Communications (Phone,	21/08/2024		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
52 S.137	23/08/2024	75/24	Current		Payment - Grant towards	Minstead Social Club	Z	-250.00		-250.00
53 Staff Costs	27/08/2024		Current		Payment - Staff net	Clerk and Lengthsman	Z	-537.08		-537.08
54 Staff Expenses & Training	27/08/2024		Current		Payment - Clerk working	Clerk and Lengthsman	Z	-20.00		-20.00
Total								-825.08	-3.60	-828.68

Signed Chair Date

Minstead Parish Council

27 August 2024 (2024 - 2025)

Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
55 Staff Expenses & Training	27/08/2024	100/24	Current		Clerk mileage	Clerk and Lengthsman	Z	4.86		4.86
Total								4.86		4.86

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Signed Chair Date

Minstead Parish Council

27 August 2024 (2024 - 2025)

**Minstead Parish Council
RECONCILIATION - Current 27-08-2024**

From Accounts	£39,325.45
Payments not cashed Add	£4.86
Receipts not entered Subtract	
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Statement should be	£39,330.31

Signed Chair Date

Minstead Parish Council
Monthly breakdown of Receipts and Payments
 All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Payments															
Staff Costs	8,100.00	671.28	671.08	537.08	805.79	537.08								3,222.31	4,877.69
Staff Expenses &	500.00	20.00	125.29	22.43	24.86	24.86								217.44	282.56
Subscriptions &	560.00				346.00									346.00	214.00
Insurance	980.00		936.85											936.85	43.15
Communications	380.00		12.00	6.00	18.50	6.00								42.50	337.50
Admin (Stationery,	675.00	558.88	79.32		7.49									645.69	29.31
Audit & Professional	655.00		375.00	12.00	12.00	12.00								411.00	244.00
Elections	100.00														100.00
S.137	700.00			650.00	50.00	250.00								950.00	-250.00
Open Spaces	555.00		925.00											925.00	-370.00
Other/Miscellaneous	1,280.00		818.36		20.00									838.36	441.64
	14,485.00	1,250.16	3,942.90	1,227.51	1,284.64	829.94									
														Total:	8,535.15
														Variance:	5,949.85

Signed Chair Date

Minstead Parish Council
Monthly breakdown of Receipts and Payments
 All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
Receipts															
Precept	14,400.00	7,200.00												7,200.00	-7,200.00
Grants/Donations	1,100.00			1,100.00										1,100.00	
VAT Refund	495.75				489.75									489.75	-6.00
Other Income	300.00	300.00												300.00	
	16,295.75	7,500.00		1,100.00	489.75										
														Total:	9,089.75
														Variance:	-7,206.00

Signed Chair Date

Minstead Parish Council

101/24 Future Meeting

Next Ordinary Parish Council meeting Monday 7th **October 2024 at 19:30** in the Danby room of the village hall.

Meeting closed at 22.04