

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 2nd December 2024 at 19:30.

Any members of the public wishing to attend please notify the clerk by email at
clerk@minstead.org.uk

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

26th November 2024

AGENDA

- 139/24 Apologies for Absence
- 140/24 Public Participation Period
- 141/24 Declaration of Interests and dispensation requests
- 142/24 To confirm the Minutes of the Ordinary Meeting held on Monday 4th November 2024

Items ongoing

- 143/24 Xmas arrangements
- 144/24 Cricket Pavilion
- 145/24 Flood information update
- 146/24 Dragons Teeth replacement
- 147/24 Overgrown hedge at Church lane

New items

- 148/24 Financial and Management Risk assessment annual review, current risk assessment circulated electronically
- 149/24 Snow plough contract renewal
- 150/24 Clerk annual pay review <https://www.nalc.gov.uk/resource/nalc-publishes-local-government-services-pay-agreement-24-25.html>
- 151/24 Bank account comparison, table and current banking Ts and Cs circulated electronically.

Reports

- 152/24 Reports from County / District Councillors
- 153/24 Reports from Parish representatives
- 154/24 Report from Lengthsman
- 155/24 Correspondence

- 156/24 Planning

New Applications

24/01297FULL Furzey Craft Gallery, SCHOOL LANE, MINSTEAD, LYNDHURST, SO43 7GL
Installation of a composting toilet

24/01046FULL 4, CONGLETON CLOSE, MINSTEAD, LYNDHURST, SO43
7GS
Replacement wall; demolish existing wall

24/01213FULL BLACKWATER FARM, BLACKWATER, LYNDHURST, SO43 7FL
Replacement outbuilding; demolition of existing outbuilding

Trees

Minstead Parish Council

Decisions

24/00957CAC Little Wycherleys, BULL LANE, MINSTEAD, LYNDHURST, SO43 7FS

Replacement dwelling with basement and raised patio; entrance gates; demolish existing dwelling and 2no. outbuildings

Decision: Grant Subject to Conditions

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.

157/24 Finance

- Payments for approval
 - Clerk mileage November £2.43
 - RBL wreath donation £30
 - Agricultural and Forestry, M Bridle hedge cutting £65 ex VAT
 - Clerk back pay £584.50 gross of tax and NI, to appear on Scribe reports next month
- Invoices circulated electronically
 - None

Minstead Parish Council

Minstead Parish Council PAYMENTS LIST

26 November 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
73	Audit & Professional Fees	01/11/2024		Current		Scribe monthly	Starboard Systems Ltd	S	12.00	2.40	14.40
74	Audit & Professional Fees	01/11/2024		Current		ICO annual payment	Information	X	35.00		35.00
75	Admin (Stationery, Printer,	04/11/2024		Current		Microsoft 365 annual	Microsoft	S	49.99	10.00	59.99
76	Staff Expenses & Training	07/11/2024		Current		Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
77	Communications (Phone,	11/11/2024		Current		Dropbox annual	Dropbox	S	79.90	15.98	95.88
78	Communications (Phone,	21/11/2024		Current		Ionos Cloud monthly	Ionos Cloud Ltd	S	18.50	3.70	22.20
80	S.137	23/11/2024		Current		Royal British Legion	Royal British Legion	X	30.00		30.00
79	Open Spaces	23/11/2024		Current		Hedge maintenance	Agricultural and	S	65.00	13.00	78.00
81	Staff Expenses & Training	25/11/2024		Current		Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
82	Admin (Stationery, Printer,	25/11/2024		Current		HP Instant Ink	Hewlett Packard	S	3.32	0.67	3.99
Total									298.57	45.75	344.32

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Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

26 November 2024 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
80 S.137	23/11/2024		Current		Royal British Legion	Royal British Legion	X	30.00		30.00
79 Open Spaces	23/11/2024		Current		Hedge maintenance	Agricultural and	S	65.00	13.00	78.00
81 Staff Expenses & Training	25/11/2024		Current		Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
Total								97.43	13.00	110.43

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Minstead Parish Council

26 November 2024 (2024 - 2025)

Minstead Parish Council RECONCILIATION - Current 25-11-2024

From Accounts	£44,576.88
Payments not cashed Add	£110.43
Receipts not entered Subtract	
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Statement should be	£44,687.31

Minstead Parish Council

158/24 Future Meeting

Next Ordinary Parish Council meeting Monday **6th January 2025 at 19:30** in the Danby room of the village hall.