

# Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on Monday 4<sup>th</sup> November 2024 at 19:30.

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

Present: Cllr Andrews (Chair)  
Cllr Hough  
Cllr Bennett  
Cllr Pascoe  
Cllr Smith  
Cllr Stratford

In attendance: Diana O'Grady (clerk)

117/24 Apologies for Absence

- Cllr Causton. Apologies received and reason accepted.

118/24 Public Participation Period

- None

119/24 Declaration of Interests and dispensation requests

- None declared.

120/24 To confirm the Minutes of the Ordinary Meeting held on Monday 7<sup>th</sup> October 2024

- Agreed by all councillors who were present at the meeting and signed by Chair.

## Items ongoing

121/24 New email addresses

- Resolved. All new email addresses are working.

122/24 Financial Regulations

- Resolved for Clerk to edit the Financial regulations. Change proposed Cllr Andrews, seconded Cllr. Bennett.

123/24 Xmas arrangements

- Trusty Servant will buy lights and Xmas tree. Tree will go up beginning of December, Minstead Trust will help put it up and install protective fence.

124/24 Cricket Pavilion

- Forestry England have supported the re-building and Simpson Hilder will submit the plans for planning permission.

## New items

125/24 Income and expenditure budget for 2025-2026, proposal circulated electronically

- Resolved, Council agreed precept for 2025 -2026 to be £15,000

126/24 Flood information update

- Cllr Bennett to attend community resilience forum

127/24 Emery Down traffic issues

- Traffic should improve once the Lyndhurst traffic lights have been replaced.

128/24 Snow plough contract renewal

- Clerk to call contractor.

## Village appearance

129/24 Ditch flooding at Honeysuckle Cottage

- Resolutions are being sought. Council has done it's best to help but as this is private land it is not really a Council matter.

130/24 Dragons Teeth

- Parish Council to replace the Dragons teeth around the village green. Clerk to ask Mark Bridle and Lee Byford, Cllr Smith to ask Andrew Stride for quotes to replace all. Clerk to write to Forestry England, Hants Highways, Hampshire Countryside Services and

Signed Chair .....

Date .....

## Minstead Parish Council

Minstead Manor asking them to replace other dragons teeth around the village where necessary.

- 131/24 Overgrown hedge at Church lane
- Chair to write to owners again.
- 132/24 Reports from County / District Councillors
- Numerous emails, telephone calls, Facebook posts received regarding issues with the Traffic Light Replacement. Liaised with HCC Highways to try and improve the situation. Phasing was changed, which did improve for a time.
  - Met with a committee member of the Vernon Theatre re potential grant request.
  - Attended:
    - Full Council Meeting where the main topic was car parking charges to be raised.
    - Planning Committee,
    - Parking Strategy meeting
    - Update on Hardley Deport delivery.
    - Training on Diversity and Inclusion.
    - And ran The Den Youth Club
    - Lyndhurst Village Decorations Committee meeting.
  - Supported a resident with issues of overgrown hedges from their next-door neighbour.
  - Chased up the Minstead Bin Store which should be being reviewed.
  - Bin Bags should have been delivered last week to a resident that has not been receiving them for months.
  - Meeting booked with Gardener of property where flooding issues are occurring to determine the source and then to ask the developer to fix.

Cllr Stratford left meeting 21:08

- 133/24 Reports from Parish representatives
- Cllr Andrews to attend NFALC meeting 13<sup>th</sup> November
  - Cllr Smith reported that the website has been updated
  - Cllr Pascoe responded to the Local Cycling and Walking Infrastructure Plan consultation
  - Cllr Pascoe has recorded the What3Words locations for salt bins
  - Cllrs have received several verbal reports about hedge cutter practice around the village. Operation is reported to be potentially unsafe. Cllr Andrews to speak to contractor.
  - The Council would like to thank the anonymous donor of the new flag for the village.
  - The village quiz was a great success. Thank you to the organisers.
  - The Remembrance service will be held on Sunday 10<sup>th</sup> November in All Saints church at 10:45
  - Cllr Stratford reported that HALC has increased their fees and NALC is proposing to increase their fees for the coming year.
- 134/24 Report from Lengthsman
- Canterton finger post may have been missing and has now been reported by Highways as being ok.
  - Reference ditches flooding. I did two patrols round the village couldn't identify overflowing ditches, all seemed under control. Perhaps the flooded ditches could be reported to me when discovered. I will drive round during rain and check ditches. I am sure the occasion will arise.

Signed Chair .....

Date .....

## Minstead Parish Council

- I noticed on the Lyndhurst Road that the verges are higher than the road, which causes rain to flood down the edge of the road. Other village roads have the same condition to their verges, in some cases, car wheels drive on the road edge and the verge building up a small wall of earth that directs water down the road, especially when no adjoining ditch.
- The Council would like to thank the Lengthsman for all his work checking the structures around the village.

135/24 Correspondence

- None

136/24 Planning

### New Applications

**24/00913CAC** Sports Pavilion, Castle Malwood, LYNDHURST ROAD, MINSTEAD, SO43 7PE  
Demolition of disused pavilion building

**Decision:**       **3:**       We recommend permission because we have no objection.

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

**Decision:**       To be postponed until briefing note is available, extension of  
consultation date requested.

### Trees

**24/01241CONS**       Bilberry Cottage, NEWTOWN ROAD, MINSTEAD, LYNDHURST, SO43 7GD  
Prune 3 x Cypress trees

**No comment**

**24/01255CONS**       Grove Farm, THE GROVE, MINSTEAD, LYNDHURST, SO43 7GG  
Prune 1 x group of Leylandii trees (T1 on the plan)

**No comment**

**24/01282CONS**       Sunnydale, ROAD THROUGH EMERY DOWN TOWARDS STONEY CROSS,  
EMERY DOWN, LYNDHURST, SO43 7EA

Fell 1 x Evergreen tree (species unconfirmed)

Prune 1 x Portugese Laurel (this is a shrub so is therefore exempt works - included for  
information only)

**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.

137/24 Finance

Signed Chair .....

Date .....

## Minstead Parish Council

- Payments for approval
  - Clerk mileage October £2.43
- Invoices circulated electronically
  - None

Signed Chair .....

Date .....

# Minstead Parish Council

## Minstead Parish Council PAYMENTS & RECEIPTS LIST

28 October 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
65	Audit & Professional Fees	01/10/2024		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
66	Communications (Phone,	17/10/2024		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S			
67	Communications (Phone,	18/10/2024		Current		Payment - Ionos Business	Ionos Cloud Ltd	S	-18.50	-3.70	-22.20
68	Staff Costs	24/10/2024		Current		Payment - Tax and NI	HMRC	X	-402.49		-402.49
69	Staff Costs	28/10/2024		Current		Payment - Staff net	Clerk and Lengthsman	X	-537.08		-537.08
70	Staff Expenses & Training	28/10/2024		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
71	Staff Expenses & Training	28/10/2024		Current		Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
<b>Total</b>									<b>-992.50</b>	<b>-6.10</b>	<b>-998.60</b>

Signed Chair .....

Date .....

# Minstead Parish Council

## Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

28 October 2024 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
71 Staff Expenses & Training	28/10/2024		Current		Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
<b>Total</b>								<b>2.43</b>		<b>2.43</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

28 October 2024 (2024 - 2025)

## Minstead Parish Council RECONCILIATION - Current 28-10-2024

---

---

From Accounts . . . . .	£44,925.19
Payments not cashed . . . . . Add . . . . .	£2.43
Receipts not entered . . . . . Subtract . . . . .	
<hr/>	
<b>Statement should be . . . . .</b>	<b>£44,927.62</b>

Signed Chair .....

Date .....

# Minstead Parish Council

138/24 Future Meeting

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

Meeting closed at 22:00

Signed Chair .....

Date .....