

Minstead Parish Council

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

In attendance: Diana O'Grady (clerk)

139/24 Apologies for Absence

- Cllr Bennett. Apologies received and reason accepted.
- Cllr Stratford. Apologies received and reason accepted.

140/24 Public Participation Period

- None

141/24 Declaration of Interests and dispensation requests

- None declared.

142/24 To confirm the Minutes of the Ordinary Meeting held on Monday 4th November 2024

- Resolved. Minutes agreed by Council. Signed and dated by Chair.

Items ongoing

143/24 Xmas arrangements

- Minstead Trust have put up the tree and the fence. Everything is ready for Xmas day.
- Cllr Hough will try to arrange with the Mummers.
- Resolved. Agreed that Council is to pay £120 for the tree and Cllr. Smith is to be reimbursed for the cost.

144/24 Cricket Pavilion

- Cllr. Smith attempting to gain confirmation in writing that Forestry England are happy for the development to go ahead.
- Cllr Smith has 2 x quotes for the demolition.
- Cllr. Pascoe has applied for a grant towards the costs.

145/24 Flood information update

- To be carried forward.

146/24 Dragons Teeth replacement

- Clerk and Cllr Smith to gain quotes to replace all the Dragons teeth around the Village Green.

147/24 Overgrown hedge at Church lane

- Ongoing.

New items

148/24 Financial and Management Risk assessment annual review, current risk assessment circulated electronically

- Resolved. Council accept changes to the risk assessment as proposed by Clerk, Clerk to amend accordingly and publish the new version on the website.

149/24 Snow plough contract renewal

- Contractor has increased his hourly rate. Council agreed to the new hourly rate.
- Cllr Andrews will organise for the contracts to be signed by contractor.

150/24 Clerk annual pay review <https://www.nalc.gov.uk/resource/nalc-publishes-local-government-services-pay-agreement-24-25.html>

- Resolved. Employment committee and council approved the Clerk pay review.

151/24 Bank account comparison, table and current banking Ts and Cs circulated electronically.

Minstead Parish Council

- Resolved. Having compared the available bank accounts, Council agreed that they stay with Lloyds.

Reports

152/24 Reports from County / District Councillors

- Report from District Councillor Brand.
 - Attended briefing regarding delivery of the new Hardley Depot (Rubbish collection)
 - Met the gardener at Forest Verge re the issues with drainage. Some work has been carried out by the owners of the land. A new ditch has been dug through the middle of the plot.
 - Attended a presentation afternoon at Hanger Farm for Minstead Trust.
 - Attended Lyndhurst Remembrance Parade.
 - Attended Planning Committee.
 - Attended all member briefing on Parking Strategy.
 - Lyndhurst Traffic lights all completed and seem to be working well.
 - Attended Friends of Lyndhurst Surgery meeting.
 - Hosted the Lyndhurst Light Switch on.
 - Raised issue with glass collection in Minstead to NFDC. Asked for communications in future.

153/24 Reports from Parish representatives

- Village Hall will be closed between Xmas and New Year for the floor in the hall to be sanded and re-sealed.

154/24 Report from Lengthsman

- None received with good reason provided.

155/24 Correspondence

- None

156/24 Planning

New Applications

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

Decision: **3** We recommend permission because it seems a good idea.

24/01046FULL 4, CONGLETON CLOSE, MINSTEAD, LYNDHURST, SO43
7GS

Replacement wall; demolish existing wall

Decision: **3** We recommend permission.

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

Decision: **1** We recommend permission but would accept the decision reached by the National Park Authority's officers under their delegated powers

Trees

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

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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

Resolved. Payments above approved by Council.

○ Invoices circulated electronically

- Agricultural and Forestry, M Bridle hedge cutting £65 ex VAT

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

Signed Chair

Date

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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

Signed Chair Date

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.

Meeting closed at 21:00