

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 3rd February 2025 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)

28th January 2025

AGENDA

- 177/25 Apologies for Absence
- 178/25 Public Participation Period
- 179/25 Declaration of Interests and dispensation requests
- 180/25 To confirm the Minutes of the Ordinary Meeting held on 6th January 2025

Items ongoing

- 181/25 Cricket Pavilion
- 182/25 Overgrown hedge at Church lane
- 183/25 Dragons teeth replacement
- 184/25 APM planning
- 185/25 Village resilience

New items

Reports

- 186/25 Reports from County / District Councillors
- 187/25 Reports from Parish representatives
- 188/25 Report from Lengthsman
- 189/25 Correspondence
 - Ionos revised charges for 2025 circulated electronically
 - NALC events newsletter circulated electronically
 - Clerks and Councils Direct
 - HALC newsletter January 2025 circulated electronically
 - NPA letter circulated electronically

- 190/25 Planning

New Applications

None

Trees

- 25/00034CONS** Muffins, WOODSIDE, MINSTEAD, LYNDHURST, SO43 7GB
Fell 1 x Ash tree
- 25/00062CONS** Skymers, STONEY CROSS PLAIN ROAD, MINSTEAD, LYNDHURST, SO43
7GF
Fell 1 x Oak tree (T1 on the plan)
- 25/00063CONS** WILLOW GREEN, SEAMANS LANE, MINSTEAD, LYNDHURST, SO43 7FU
Fell 1 x Oak tree (T1 on the plan)
Fell 1 x Sycamore tree (T2 on the plan)

Decisions

None

Decisions Awaited

- 18/00954** Petrol Station, Ringwood Road
Single storey rear extension to the sale building to provide sandwich bar.
Awaiting the result of negotiation.

Minstead Parish Council

191/25 Finance

- Payments for approval
 - Clerk mileage January £2.43
 - Forestry England invoice £250.00
 - Forestry England invoice £50
- Invoices circulated electronically
 - Forestry England invoice R0021911
 - Forestry England invoice R0021912

Minstead Parish Council

PAYMENTS & RECEIPTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
91 Staff Costs	30/12/2024	157/24	Current		Payment - Staff net	Clerk and Lengthsman	X	-569.91		-569.91
92 Staff Expenses & Training	30/12/2024	157.24	Current		Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
94 Staff Expenses & Training	30/12/2024		Current	Dec mileage	Payment - Clerk mileage	Clerk and Lengthsman	X			
93 Admin (Stationery, Printer,	30/12/2024		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.32	-0.67	-3.99
96 Staff Expenses & Training	15/01/2025	175/25	Current	Dec mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
95 Audit & Professional Fees	15/01/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
98 Staff Costs	26/01/2025		Current		Payment - Tax and NI	HMRC	X	-625.49		-625.49
101 Staff Expenses & Training	26/01/2025	191/25	Current	Jan mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
97 Communications (Phone,	26/01/2025		Current		Payment - Ionos Business	Ionos Cloud Ltd	S	-18.50	-3.70	-22.20
99 Open Spaces	26/01/2025	191/25	Current		Payment - FE Permission	Forestry England	X	-250.00		-250.00
100 Open Spaces	26/01/2025	191/25	Current		Payment - Verderers	Forestry England	X	-50.00		-50.00
102 Staff Costs	27/01/2025		Current		Payment - Staff net	Clerk and Lengthsman	X	-595.05		-595.05
103 Staff Expenses & Training	27/01/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
Total								-2,151.56	-6.77	-2,158.33

Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
101 Staff Expenses & Training	26/01/2025	191/25	Current	Jan mileage	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
99 Open Spaces	26/01/2025	191/25	Current		FE Permission to use	Forestry England	X	250.00		250.00
100 Open Spaces	26/01/2025	191/25	Current		Verderers Compenstion for	Forestry England	X	50.00		50.00
Total								302.43		302.43

Prepared by:

Date:

Name and Role

Approved by:

Date:

Name and Role

Approved by:

Date:

Name and Role

Minstead Parish Council

192/25 Future Meeting

Next Ordinary Parish Council meeting Monday **3rd March 2025 at 19:30** in the Danby room of the village hall.

The Minstead Parish Council Annual Parish Meeting will be held on **Weds 12th March** in the main hall of Minstead Village Hall at 19:30. All parishioners are welcome to attend.