

# Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the **Danby Room at Minstead Hall** on **Monday 3<sup>rd</sup> February 2025 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 Causton

Cllr Smith

In attendance: Diana O'Grady (clerk)

District Cllr. Brand

177/25 Apologies for Absence

- None received

178/25 Public Participation Period

- None present.

179/25 Declaration of Interests and dispensation requests

- None declared.

180/25 To confirm the Minutes of the Ordinary Meeting held on 6<sup>th</sup> January 2025

- Council agreed the minutes and Chair signed and dated each page.

## Items ongoing

181/25 Cricket Pavilion

- Council compared two quotes for the roof works. Chair proposed Council works with the quote from Lazco Permaroof, Cllr Smith seconded. Whole Council agreed with this decision, Clerk to notify Paul Godfrey at Cadnam CC and to raise a purchase order.

182/25 Overgrown hedge at Church lane

- Resolved, hedge will allow a fire engine through.

183/25 Dragons teeth replacement

- Council has three quotes to compare but there are queries remaining. Clerk to address the queries.

184/25 APM planning

- Agenda agreed and will be circulated.

185/25 Village resilience

- Cllr Bennett waiting for information about having a generator for the village hall.

## New items

### Reports

186/25 Reports from County / District Councillors

- Report from District Cllr Brand
  - Attended a meeting regarding Devolution of the councils.
  - Attended Planning Committee.
  - Supported a resident with drainage issues.
  - Attended meeting with people from Hampshire Highways re the Lyndhurst Travel plan which is starting to move forward.
  - Attended Housing and Communities Panel
  - Spoke to a number of residents regarding issues with Trooli telegraph poles.
  - Helping a resident with Black Mould in their rented property.
  - Visited a resident with one of the Housing team about over grown garden causing issues.

## Minstead Parish Council

- Attended New Waste Collection Service presentation
- Attended and ran The Den Youth Club
- Attended Lyndhurst lights and trees down day and committee meeting.
- Raised the loss of the Lollipop lady with Lyndhurst and Minstead Parish Councils.

### 187/25 Reports from Parish representatives

- Cllr Pascoe to ask a resident to cut back a hazel hedge
- Cllr Smith has noted that some information on the website is out of date.
- Cllr Andrews reported on issues with the village hall floor painting. These will soon be resolved.
- United PCC are now registered as a charity.

### 188/25 Report from Lengthsman

- None received with good reason provided.

### 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

**Comments:** No comment

**25/00062CONS** Skymers, STONEY CROSS PLAIN ROAD, MINSTEAD, LYNDHURST, SO43 7GF

Fell 1 x Oak tree (T1 on the plan)

**Comments:** While we are comfortable with the decision, the Council would like for a replacement oak tree to be planted.

**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)

**Comments:** No comment.

### 191/25 Finance

- Payments for approval
  - Clerk mileage January £2.43
  - Forestry England invoice £250.00
  - Forestry England invoice £50Payments above approved by Council.
- 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
<b>Total</b>								<b>-2,151.56</b>	<b>-6.77</b>	<b>-2,158.33</b>

## 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
<b>Total</b>								<b>302.43</b>		<b>302.43</b>

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 **3<sup>rd</sup> 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 12<sup>th</sup> March** in the main hall of Minstead Village Hall at 19:30. All parishioners are welcome to attend.

Meeting closed 20:52