

# 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 7<sup>th</sup> April at 19:30.**

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

Signed: Diana O'Grady (Parish Clerk)

28<sup>th</sup> March 2025

## AGENDA

Councillor G. Hough tendered her resignation as a Councillor for Minstead Parish Council and intends to step down following this meeting on 7<sup>th</sup> April 2025.

209/25 Apologies for absence

210/25 Public Participation Period

211/25 Declaration of Interests and dispensation requests

212/25 To confirm the Minutes of the Ordinary Meeting held on 3<sup>rd</sup> March 2025

### Items ongoing

213/25 Cricket Pavilion

214/25 Dragons teeth replacement

215/25 Village resilience

### New items

216/25 Add Cllr. Pascoe as a bank signatory

217/25 Quotes from Cardinus to value the cricket / community pavilion for insurance purposes.

218/25 Conflict of Interest form for the audit

219/25 Councillor access to Clerk emails

220/25 Councillor access to DropBox files

### Reports

221/25 Reports from County / District Councillors

- Report from District Cllr. Brand

222/25 Reports from Parish representatives

223/25 Report from Lengthsman

- None received with good reason.
- Lengthsman hours for the year circulated electronically

224/25 Correspondence circulated

- Clerks and Councils Direct March 2025
- LGA Corporate Peer Challenge NFDC feedback report Dec 2024
- Slides and Information from New Forest Clerks meeting with Kaye Ryan March 2025 circulated electronically
- NALC Chief executive's Bulletin
- Cardinus quotes for cricket pavilion insurance valuation

225/25 Planning

### New Applications

### Trees

**25/00261CONS** SINEFIELD, EMERY DOWN, LYNDHURST, SO43 7GA

Fell 1 x Oak tree (1)

Fell 3 x Small un-named species trees (2)

Prune 1 x Douglas Fir tree (3)

Fell group of Beech, Holly and Rhododendron (4)

## Minstead Parish Council

**Comments:** No objections were raised following electronic circulation, response sent.

### Decisions

**24/01489FULL** Upcerne, Lyndhurst Road, Minstead, Lyndhurst SO43 7FP

Covered Log Store

**Decision:** Grant Subject to Conditions

### 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.

### 226/25 Finance

- Payments for approval
  - Clerk mileage March £2.43
  - Invoice for APM cheese and biscuits £17.35
  - Invoice for APM cheese and biscuits £18.53
  - Invoice from Lazco Roofing £9680 + VAT
  - Cardinus desktop valuation quote of £150 + VAT OR on site valuation £580 + VAT
  - Lee Byford for footpath gate repairs £240.00 no VAT
  
- The Parish Council audit for 2024-2025 will take place on Mon 14<sup>th</sup> April
- Invoices circulated electronically
  - Invoice for APM cheese and biscuits Clerk £17.35
  - Invoice for APM cheese and biscuits Chair £18.53
  - Invoice for Lazco Roofing
  - 1<sup>st</sup> Invoice for ongoing monthly bank charges
  - Lee Byford repair to footpath gate

# Minstead Parish Council

## Minstead Parish Council PAYMENTS & RECEIPTS LIST

28 March 2025 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
115	Admin (Stationery, Printer, Postage etc.)	26/02/2025		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.32	-0.67	-3.99
113	Staff Costs	27/02/2025		Current		Payment - Staff net salaries	Clerk and Lengthsman	X	-595.05		-595.05
114	Staff Expenses & Training	27/02/2025		Current		Payment - Clerk working from home allowance	Clerk and Lengthsman	X	-20.00		-20.00
108	Audit & Professional Fees	17/03/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
109	Other/Miscellaneous	17/03/2025	225/25	Current		Payment - APM expenses	Minstead Parish Council	X	-18.53		-18.53
110	Other/Miscellaneous	17/03/2025	225/25	Current		Payment - APM expenses	Clerk and Lengthsman	X	-17.35		-17.35
111	Open Spaces	17/03/2025	225/25	Current		Payment - Cricket Pavilion	Lazco Roofing	S	-9,680.00	-1,936.00	-11,616.00
112	Audit & Professional Fees	17/03/2025		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
6	Other Income	27/03/2025		Current		Receipt - Cricket Pitch rent	Cadnam Cricket Club	X	250.00		250.00
7	Other Income	27/03/2025		Current		Receipt - Verderers	Cadnam Cricket Club	X	50.00		50.00
118	Staff Costs	27/03/2025		Current		Compensation for using Payment - Staff net salaries	Clerk and Lengthsman	X	-595.05		-595.05
119	Staff Expenses & Training	27/03/2025		Current		Payment - Clerk working from home allowance	Clerk and Lengthsman	X	-20.00		-20.00
121	Staff Expenses & Training	27/03/2025	107/24	Current		Payment - SLCC membership	SLCC	X	-101.00		-101.00
117	Staff Expenses & Training	28/03/2025	225/25	Current	March mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
116	Open Spaces	28/03/2025	225/25	Current		Payment - Fencing and gate repairs	Lee Byford	X	-240.00		-240.00
120	Communications (Phone, Website, Broadband)	28/03/2025		Current		Payment - Ionos Cloud monthly	Ionos Cloud Ltd	S	-18.50	-3.70	-22.20
<b>Total</b>									<b>-11,027.48</b>	<b>-1,942.77</b>	<b>-12,970.25</b>

# Minstead Parish Council

28 March 2025 (2024 - 2025)

## Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
109 Other/Miscellaneous	17/03/2025	225/25	Current		APM expenses	Minstead Parish Council	X	18.53		18.53
111 Open Spaces	17/03/2025	225/25	Current		Cricket Pavilion workd	Lazco Roofing	S	9,680.00	1,936.00	11,616.00
110 Other/Miscellaneous	17/03/2025	225/25	Current		APM expenses	Clerk and Lengthsman	X	17.35		17.35
117 Staff Expenses & Training	28/03/2025	225/25	Current	March mileage	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
116 Open Spaces	28/03/2025	225/25	Current		Fencing and gate repairs	Lee Byford	X	240.00		240.00
<b>Total</b>								<b>9,958.31</b>	<b>1,936.00</b>	<b>11,894.31</b>

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

# Minstead Parish Council

28 March 2025 (2024 - 2025)

## Minstead Parish Council RECONCILIATION - Current 28-03-2025

---

---

From Accounts .....	£27,978.55
Payments not cashed ..... Add .....	£11,894.31
Receipts not entered ..... Subtract .....	
<b>Statement should be .....</b>	<b>£39,872.86</b>

Checked against Bank balance dated 28<sup>th</sup> March 2025

Signed .....

Date .....

Signed .....

Date .....

## **Minstead Parish Council**

### 227/25 Future Meeting

The Minstead Parish Council Annual General Meeting will be held on **Monday 12<sup>th</sup> May** in the Danby Room of Minstead Village Hall at 19:30.

The next ordinary meeting of Minstead Parish Council will be following the Annual General Meeting on Monday 12<sup>th</sup> May 2025.