

# Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on **Monday 7<sup>th</sup> April at 19:30.**

## MINUTES

*Minutes are draft until ratified by the Council at the next meeting*

Present: Cllr. W Andrews (Chair)  
Cllr. Hough (Vice Chair)  
Cllr. Pascoe  
Cllr. Stratford  
In attendance: District Cllr. Brand

Councillor G. Hough had previously tendered her resignation as a Councillor for Minstead Parish Council and stepped down following the meeting on 7<sup>th</sup> April 2025.

- 209/25 Apologies for absence
  - o Clerk, Diana O’Grady
  - o Cllr. Bennett
  - o Cllr. Causton
  - o Cllr. Smith
- 210/25 Public Participation Period  
None
- 211/25 Declaration of Interests and dispensation requests  
Cllr. Andrews has an interest in item 226/25 APM cheese and biscuits and did not vote.
- 212/25 To confirm the Minutes of the Ordinary Meeting held on 3<sup>rd</sup> March 2025  
Minutes confirmed by all who were present.

### Items ongoing

- 213/25 Cricket Pavilion  
A Donation towards the cost of the pavilion restoration is noted, District Councillor Hilary Brand will contribute on behalf of New Forest District Council.
- 214/25 Dragons teeth replacement  
Not yet actioned by contractor
- 215/25 Village resilience  
Postponed to May meeting, Cllr. Bennett was not present.

### New items

- 216/25 Add Cllr. Pascoe as a bank signatory  
Resolved. Proposed Cllr. Andrews, Seconded Cllr. Hough, agreed by all present.  
Cllr Pascoe did not vote.
- 217/25 Quotes from Cardinus to value the cricket / community pavilion for insurance purposes.  
Postponed to May meeting + Cllr Smith to seek advice from Paul Godfrey in regard of need for full formal valuation or Desktop type valuation.
- 218/25 Conflict of Interest form for the audit  
No Conflicts with the external auditor were declared, the form was completed to this effect.
- 219/25 Councillor access to Clerk emails  
Agreed. Proposed Cllr Andrews, Seconded Cllr Stratford, all in favour, Protocol to be agreed with Clerk.
- 220/25 Councillor access to DropBox files  
Agreed. Proposed Cllr Andrews, Seconded Cllr Stratford, all in favour, Protocol to be agreed with Clerk.

## Reports

### 221/25 Reports from County / District Councillors

- Report from District Cllr. Brand
  - Attended three meetings regarding Devolution of the Council. A report by New Forest District Council has been submitted. Find information about the potential changes here [Devolution and local government reorganisation - New Forest District Council](#)
  - Attended a briefing re Social Housing Regulation Act.
  - Attended the Minstead APM.
  - Attended the monthly Friends of Lyndhurst surgery meeting. The Patient Participation Group PPG is starting to meet on a regular basis. If people would like to join the PPG please contact them via Facebook, link is here [Facebook](#)
  - Attended the Housing and Communities Panel where the top priorities for tackling crime for the New Forest were reviewed. Prioritised were –
    - Shoplifting & Burglary (business and community)
    - Serious violence/possession of weapons
    - Violence against women & girls including domestic abuse
  - All of these crimes have gone up in the last year.
  - Key performance for housing and communities was also reviewed along with Homelessness update, Environmental monitoring of council properties, Social Housing regulation Act, a community lottery and Domestic abuse strategy. It is a very interesting meeting, and it can be watched on Youtube when uploaded latest this month here [\(228\) New Forest District Council - YouTube](#)
  - I have had an update from NFDC stating that a second bin bag delivery in Minstead will be carried out week comm. 24<sup>th</sup> March.
  - Reported an issue with the gate at Boltons Bench which has a broken spring which meant that the donkeys and ponies were getting onto the road.
  - With the new financial year approaching, I will receive a Councillors Grant that can be used to help local causes. Please do contact me if you have a cause that needs support at [Hilary.Brand@nfdc.gov.uk](mailto:Hilary.Brand@nfdc.gov.uk)

### 222/25 Reports from Parish representatives

- Cllr. Stratford will attend the NFALC, NFDC and HALC meetings at the end of April. The next NALC meeting is on 8<sup>th</sup> April, and Cllr. Stratford will report back.
- Cllr. Pascoe is now managing the Council's FaceBook posts.

### 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

None

#### 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)

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

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
- All payments listed were approved. Proposed Cllr. Stratford, Seconded Cllr. Hough.
  
- 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
    - Not found by the Council at the meeting, circulated again by Clerk.
  - 1<sup>st</sup> Invoice for ongoing monthly bank charges
  - Lee Byford repair to footpath gate

**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,	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	Clerk and Lengthsman	X	-595.05		-595.05
114	Staff Expenses & Training	27/02/2025		Current		Payment - Clerk working	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		Payment - Staff net	Clerk and Lengthsman	X	-595.05		-595.05
119	Staff Expenses & Training	27/03/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
121	Staff Expenses & Training	27/03/2025	107/24	Current		Payment - SLCC	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	Lee Byford	X	-240.00		-240.00
120	Communications (Phone,	28/03/2025		Current		Payment - Ionos Cloud	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>

Signed Chair ..... Date .....

# 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>

<p>Prepared by: _____</p> <p style="text-align: center;"><i>Name and Role</i></p>	<p>Date: _____</p>
<p>Approved by: _____</p> <p style="text-align: center;"><i>Name and Role</i></p>	<p>Date: _____</p>
<p>Approved by: _____</p> <p style="text-align: center;"><i>Name and Role</i></p>	<p>Date: _____</p>

Signed Chair ..... Date .....

# Minstead Parish Council

28 March 2025 (2024 - 2025)

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

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From Accounts .....	£27,978.55
Payments not cashed ..... Add .....	£11,894.31
Receipts not entered ..... Subtract .....	

**Statement should be ..... £39,872.86**

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

Signed Chair ..... Date .....

Created by Scribbr

## 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.

Meeting Closed 2017hrs