

# Minstead Parish Council

To: All members of Minstead Parish Council:

You are hereby summoned to attend the Annual General Meeting of Minstead Parish Council to be held in the Danby Room at Minstead Hall on **Monday 12<sup>th</sup> May 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)

6<sup>th</sup> May 2025

## AGENDA

- 1/25 Election of Chair and Vice Chair
- 2/25 Declarations of office of Chair and Vice Chair
- 3/25 Apologies for absence
- 4/25 Public Participation period
- 5/25 Declaration of Interests and dispensation requests
- 6/25 To confirm the Minutes of the Ordinary Meeting held on 7<sup>th</sup> April 2025
- 7/25 To agree amount of Chair allowance 2025 – 2026
- 8/25 Appointment of Parish Representatives/Responsibilities

### Current allocated responsibilities are:

- o New Forest Association of Local Councils (NFALC) – Cllrs Stratford and Bennett
- o New Forest Consultative Panel – Cllr Smith
- o NE Quadrant meetings – Cllr Bennett
- o Police liaison – Cllr Bennett
- o Cadnam Cricket Club liaison – Cllr Smith
- o Minstead Hall Management Committee – Cllr Andrews
- o Minstead Village PCC – Cllr Andrews
- o Community Shop Committee – Cllr Causton
- o Footpaths – Cllr Hough (*Retired*)
- o Communications – Cllrs Causton, Hough (*Retired*), Smith
- o Payments Signatories – Cllrs Andrews, Bennett, Hough (*Retired*)
- o Lengthsman Management – Clerk

### Items ongoing

- 9/25 Cricket Pavilion, Cardinus desktop valuation quote of £150 + VAT OR on site valuation £580 + VAT
- 10/25 Dragons teeth replacement
- 11/25 Village resilience
- 12/25 Councillor access to Clerk emails
- 13/25 Councillor access to Clerk files on DropBox

### New items

- 14/25 Agree to add 2<sup>nd</sup> user on Scribe accounting system
- 15/25 Review of Standing Orders 2025
- 16/25 Agree Audit Governance statements
- 17/25 Agree Bank reconciliation at 2025.03.31, explanation of variances 2024 – 2025, VAT claim 2024 – 2025
- 18/25 Agree Accounting statements 2024 – 2025
- 19/25 Agree the annual internal controls report
- 20/25 Agree Exercise of Public Rights dates as Tues 3<sup>rd</sup> June to Mon 14<sup>th</sup> July inclusive.
- 21/25 Agree appointment of new auditor for 2025 – 2026
- 22/25 Flower show grant application

# Minstead Parish Council

## Reports

- 23/25 Reports from County / District Councillors
- Report from District Cllr. Brand
- 24/25 Reports from Parish representatives
- 25/25 Report from Lengthsman
- 26/25 Correspondence and documents circulated
- HALC Newsletter April 2025
  - NALC Chief Exec bulletin April 2025 x 2
  - NALC Model Standing Orders 2025
  - Minstead PC Standing Orders reviewed Sept 2023
  - Statement of Accounts 2024 – 2025
  - Annual return 2024 - 2025
  - Bank reconciliation at 2025.03.31, explanation of variances 2024 – 2025, VAT claim 2024 – 2025
  - Annual internal controls report
  - Quotation and information from Mulberry Local Authority services Ltd (Internal auditors).
- 27/25 Planning

## New Applications

### Trees

**25/00383CONS** Muffins, WOODSIDE, MINSTEAD, LYNDHURST, SO43 7GB

Fell 2 x Willow trees

**Comments** received before due date: None

**25/00412CONS** 1 COMPTON COTTAGES, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY

Prune 1 x Mimosa tree (T1 on the plan)

**Comments:**

**25/00421CONS** 4, CONGLETON CLOSE, MINSTEAD, LYNDHURST, SO43 7GS

Fell 1 x Cherry tree (Prunus Serrulata)

**Comments** received before due date: None

**25/00432CONS** Malwood Walk Stables, NEWTOWN ROAD, MINSTEAD, LYNDHURST, SO43 7GD

Prune 2 x Oak trees (T1 & T2 on the plan)

**Comments** received before due date: None

**25/00461CONS** Appletrees Farm, SALLYS WATER, MINSTEAD, LYNDHURST, SO43 7GH

Removal of split and hanging branch from 1 x Oak tree (T1 on the plan)

Clear fallen stem from 1 x Cherry tree (T2 on the plan)

Prune Mixed tree species (G3 on the plan)

Fell 1 x Willow, 1 x Alder tree and remove large hung up Alder stem (Trees are within G3 on the plan)

**Comments** received before due date: None

**25/00481TPO** OLD COBLEY HOUSE, EMERY DOWN, LYNDHURST, SO43 7EA

Fell 1 x Oak tree (Quercus robur) (T1 on the Plan)

(Tree above is T2 of TPO 51/99)

**Comments** received before due date : None

## Decisions

None

# Minstead Parish Council

## 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.

28/25 Finance

- Payments for approval
  - Internal auditor invoice £450.00
  - HALC annual invoice and levy £369.00
  - Danby room 11 x meetings £444.00
  - Village Hall APM 2026 £112.00
  - Flower show grant application, amount tbd
  - Dragon's teeth replacement £864.00 (+ VAT £172.80)
  - Authorisation of regular monthly payments, currently
    - Staff net salaries £595.25
    - Clerk working from home allowance £20
    - HP instant ink £4.49 inc VAT
    - Scribe £14.40 inc VAT
    - Ionos cloud web hosting and email provision £22.20
    - Bank charges £4.25
- The Parish Council audit for 2024-2025 took place on Mon 14<sup>th</sup> April
- Invoices circulated electronically
  - Internal auditor invoice
  - HALC annual invoice and levy
  - Danby room invoice for 11 x Ordinary meetings INV77
  - Village hall invoice for APM 2026 INV78
  - Flower show grant application
  - Mark Bridle invoice for dragon's teeth replacement
- Remittance circulated electronically
  - Remittance advice for Precept Part 1 £8350.00

## Minstead Parish Council PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Admin (Stationery, Printer,	01/04/2025		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.32	-0.67	-3.99
3	Staff Expenses & Training	07/04/2025	226/25	Current	March mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
2	Other/Miscellaneous	07/04/2025	226/25	Current		Payment - APM expenses	Clerk and Lengthsman	X	-17.35		-17.35
4	Open Spaces	07/04/2025	226/25	Current		Payment - Outside repairs	Lee Byford	X	-240.00		-240.00
5	Other/Miscellaneous	08/04/2025	226/25	Current		Payment - APM expenses	Minstead Parish	X	-18.53		-18.53
6	Open Spaces	14/04/2025	226/25	Current		Payment - Cricket Pavilion	Lazco Roofing	S	-9,680.00	-1,936.00	-11,616.00
1	Precept	23/04/2025		Current		Receipt - Precept part 1	New Forest District	X	8,350.00		8,350.00
7	Admin (Stationery, Printer,	24/04/2025	28/25	Current		Payment - Danby Room	Minstead Village Hall	X	-444.00		-444.00
9	Admin (Stationery, Printer,	24/04/2025	28/25	Current		Payment - Village Hall hire	Minstead Village Hall	X	-112.00		-112.00
8	Subscriptions &	24/04/2025	28/25	Current		Payment - HALC annual	Hampshire Association	X	-369.00		-369.00
10	Communications (Phone,	24/04/2025		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-18.50	-3.70	-22.20
11	Audit & Professional Fees	24/04/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
12	Audit & Professional Fees	24/04/2025		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
13	Staff Costs	25/04/2025		Current		Payment - Tax and NI	HMRC	X	-446.20		-446.20
14	Staff Costs	28/04/2025		Current		Payment - Staff net	Clerk and Lengthsman	X	-595.05		-595.05
15	Staff Expenses & Training	28/04/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
16	Audit & Professional Fees	01/05/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
18	Audit & Professional Fees	06/05/2025	28/25	Current		Payment - Internal Auditor	Lightatouch	X	-450.00		-450.00
17	Open Spaces	06/05/2025	28/25	Current		Payment - Outside repairs	Agricultural and	S	-864.00	-172.80	-1,036.80
<b>Total</b>									<b>-4,958.63</b>	<b>-2,117.97</b>	<b>-7,076.60</b>

## Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
8 Subscriptions &	24/04/2025	28/25	Current		HALC annual subscription	Hampshire Association	X	369.00		369.00
7 Admin (Stationery, Printer,	24/04/2025	28/25	Current		Danby Room hire	Minstead Village Hall	X	444.00		444.00
9 Admin (Stationery, Printer,	24/04/2025	28/25	Current		Village Hall hire	Minstead Village Hall	X	112.00		112.00
18 Audit & Professional Fees	06/05/2025	28/25	Current		Internal Auditor	Lightatouch	X	450.00		450.00
17 Open Spaces	06/05/2025	28/25	Current		Outside repairs	Agricultural and	S	864.00	172.80	1,036.80
<b>Total</b>								<b>2,239.00</b>	<b>172.80</b>	<b>2,411.80</b>

Prepared by:

Date:

*Name and Role*

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Approved by:

Date:

*Name and Role*

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Approved by:

Date:

*Name and Role*

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# Minstead Parish Council

## Regular Payments for Authorisation

Payment amounts shown are inclusive of VAT where appropriate

06.05.2025	STORDER	£20.00	Clerk working from home allowance	Clerk Diana O'Grady (Clerk and Lengthsman)	Current	Staff Expenses & Training
06.05.2025	STORDER	£595.25	Staff net salaries	Clerk and Lengthsman	Current	Staff Costs
30.04.2025	CARD	£4.49	HP Instant Ink	Hewlett Packard	Current	Admin (Stationery, Printer, Postage et
01.04.2025	DIRDEBIT	£14.40	Scribe monthly	Scribe Accounts (Starboard Systems Ltd)	Current	Audit & Professional Fees
22.04.2025	CARD	£22.20	Ionos Cloud monthly	Mary De Guzman (Ionos Cloud Ltd)	Current	Communications (Phone, Website, Bro
22.04.2025	DIRDEBIT	£4.25	Bank charges	Lloyds Bank plc	Current	Audit & Professional Fees

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

## **Minstead Parish Council**

29/25 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 2<sup>nd</sup> June 2025.