

Minstead Parish Council

Minutes of the Annual General Meeting and the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on **Monday 12th May at 19:30.**

MINUTES

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

Present: Cllr. W Andrews (Chair)

Cllr. Pascoe

Cllr. Bennett

Cllr. Smith

Cllr. Causton

In attendance: Clerk

1/25 Election of Chair and Vice Chair

- Chair - Cllr Pascoe proposed Cllr Andrews, Cllr Bennett seconded. Andrews duly elected
- Vice-Chair - Cllr Andrews proposed Cllr Bennett, Cllr Smith seconded. Bennett duly elected

2/25 Declarations of office of Chair and Vice-Chair

- Declaration of office of Chair read aloud and signed by Cllr. Andrews and the Clerk
- Declaration of office of Vice-Chair read aloud and signed by Cllr. Bennett and the Clerk

3/25 Apologies for absence

- District Cllr. Brand
- Cllr Stratford. Reason given and accepted.

4/25 Public Participation period

- None

5/25 Declaration of Interests and dispensation requests

- Cllr Andrews has an interest in item 7/25 and will not vote on that item.

6/25 To confirm the Minutes of the Ordinary Meeting held on 7th April 2025

- All agreed to the minutes. Signed and dated by Chair.

7/25 To agree amount of Chair allowance 2025 – 2026

- Agreed that Chair allowance remain at £275.00, proposed Cllr Bennett, seconded Cllr Smith

8/25 Appointment of Parish Representatives/Responsibilities

Responsibilities are:

- New Forest Association of Local Councils (NFALC) – Cllrs Stratford and Bennett
- New Forest Consultative Panel – Cllr Smith
- NE Quadrant meetings – Cllr Bennett
- Police liaison – Cllr Bennett
- Cadnam Cricket Club liaison – Cllr Smith
- Minstead Hall Management Committee – Cllr Andrews
- Minstead Village PCC – Cllr Andrews
- Community Shop Committee – Cllr Pascoe
- Footpaths – Cllr Pascoe
- Communications – Cllrs Causton, Cllr. Smith, Cllr Pascoe (Facebook)
- Payments Signatories – Cllrs Andrews, Cllr Bennett, Cllr Pascoe
- Lengthsman Management – Clerk
- Agreed by Council as above.

Items ongoing

9/25 Cricket Pavilion, Cardinus desktop valuation quote of £150 + VAT OR on site valuation £580 + VAT

- Council agreed to use the desktop valuation at £150.00.

Minstead Parish Council

- Cllr Smith to take photographs of the pavilion to assist the desktop valuation.
 - Clerk to send valuation + photographs to insurers.
 - Council has received quotes for rebuilding the Pavilion which give an idea of rebuild cost.
 - Cllr Pascoe will ask a contractor for an idea of cost for cladding the pavilion.
 - Cllr Smith will ask a contractor he has been in contact with for a price for cladding too.
- 10/25 Dragons teeth replacement
- Completed. A little more work required to make two posts more removable as previously.
- 11/25 Village resilience
- Cllr. Bennett will chase again for more information about a generator, email regarding funding for generators forwarded to both Cllrs Bennett and Pascoe.
- 12/25 Councillor access to Clerk emails
- Council agreed to nominate one Councillor to have access in the case of Clerk absence. To be decided at the time.
- 13/25 Councillor access to Clerk files on DropBox
- Council agreed read only access for all Councillors.

New items

- 14/25 Agree to add 2nd user on Scribe accounting system
- Clerk to ask Auditor about 2nd user access to Scribe.
- 15/25 Review of Standing Orders 2025
- Postponed to June – Action Chair.
- 16/25 Agree Audit Governance statements
- Agreed by Council. Proposed Cllr. Andrews, seconded Cllr. Bennett.
- 17/25 Agree Bank reconciliation at 2025.03.31, explanation of variances 2024 – 2025, VAT claim 2024 – 2025
- Agreed by Council. Proposed Cllr. Andrews, seconded Cllr. Bennett
- 18/25 Agree Accounting statements 2024 – 2025
- Agreed by Council. Proposed Cllr Andrews, seconded Cllr. Bennett
- 19/25 Agree the annual internal controls report
- Agreed by Council. Proposed Cllr Andrews, seconded Cllr. Bennett.
- 20/25 Agree Exercise of Public Rights dates as Tues 3rd June to Mon 14th July inclusive.
- Agreed by Council. Proposed by Cllr. Andrews, seconded Cllr. Bennett.
- 21/25 Agree appointment of new auditor for 2025 – 2026
- Agreed by Council. Proposed by Cllr Andrews Seconded Cllr Bennett. Appointment of Mulberry Local Authority services Ltd as the new internal auditor. It is estimated that an audit will take between 4 – 6hrs at an hourly rate of £75 + VAT + mileage.
- 22/25 Flower show grant application
- A donation of £650.00 to be made. Agreed by Council. Proposed Cllr. Bennett, seconded Cllr. Smith.

Reports

- 23/25 Reports from County / District Councillors
- Report from District Cllr. Brand
 - A slow month this month for council meetings. I attended Full Council meeting on 14th April which was the annual meeting for selecting the Chair, Vice Chair and Committee Members. A new Chair Councillor Sleep and Vice Chair Councillor Penny were selected.
 - I have been liaising with NFDC re an overgrown garden issue, work has now been agreed.
 - A mould issue in a council owned flat, which has now been treated.
 - Bin bag deliveries which have now been resolved.
 - Business Waste changes re food waste which are causing issues for businesses.

Minstead Parish Council

- Damaged gate at Bolton's bench.
 - Raised a request for a Grant payment to Minstead Cricket Pavillion.
 - Clerk to thank Cllr Brand for the grant.
- 24/25 Reports from Parish representatives
- Cllr. Smith. Cllr Smith to check with Ionos that the PC will still receive a favourable rate for Council email addresses following renewal of the contract.
 - Clerk to send invoice to Cllr Smith showing renewal dates
 - Cllr. Pascoe still posting on Facebook
 - To apply to NFDC for a grant towards the cricket pavilion, and to Cllr Heron for a grant.
 - Cllr. Bennett. Police don't seem to have surgeries in Minstead.
 - NFALC meeting was postponed
 - NE quadrant meeting, parking on Forest, parking charges will be introduced by Forestry England
 - NFNPA Planning application costs have doubled.
 - Cllr. Andrews. Church is still moving towards being a United Parish.
 - Hall has curtains again and the door has been repaired.
- 25/25 Report from Lengthsman
- Lengthsman has been out clearing footpaths
 - Clerk to ask Lengthsman to cut back the flora on the Bull Lane footpath.
- 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: No 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)

Minstead Parish Council

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 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 12 x meetings £444.00
 - Village Hall APM 2026 £112.00
 - Flower show grant application, £650.00
 - Dragon's teeth replacement £864.00 (+ VAT £172.80)
 - Authorisation of changed regular monthly payment
 - HP instant ink £4.49 inc VAT
- Above all agreed for payment. Proposed Cllr. Andrews, seconded Cllr Smith
- The Parish Council audit for 2024-2025 took place on Mon 14th April
- Invoices circulated electronically
 - Internal auditor invoice
 - HALC annual invoice and levy
 - Danby room invoice for 12 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
Total									-4,958.63	-2,117.97	-7,076.60

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
Total								2,239.00	172.80	2,411.80

Prepared by:

Date:

Name and Role

Approved by:

Date:

Name and Role

Approved by:

Date:

Name and Role

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 2nd June 2025 at 19:30.

Meeting closed at 21:59