

# Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the **Danby Room at Minstead Hall**  
on **Monday 2<sup>nd</sup> June 2025 at 19:30.**

## MINUTES

*All minutes are draft until ratified at the next meeting*

Present: Cllr Andrews (Chair)  
Cllr Pascoe  
Cllr Bennett  
Cllr Causton  
Cllr Smith  
Cllr Stratford

In attendance: Cllr Hilary Brand

30/25 Apologies for absence

- o None received.

31/25 Public Participation period

- o None

32/25 Declaration of Interests and dispensation requests

- o None declared

33/25 To confirm the Minutes of the Annual General Meeting and Ordinary Meeting held on  
12<sup>th</sup> May 2025

- o All agreed the Minutes. Signed and dated by the Chair.

### Items ongoing

34/25 Cricket Pavilion, Cardinus desktop valuation

- o Valuation received and used to secure insurance

35/25 Village resilience

- o SSE grant application found by Cllr Bennett, who will research if there is an option available which will be viable and useful for Minstead.

36/25 Internal auditor

- o Mulberry have been appointed as the Council's auditor.

37/25 2<sup>nd</sup> user on Scribe accounting system

- o HALC advice was that it's best practice but not needed imminently.

### New items

38/25 Agree Certificate of Exemption

- o Council agreed that it did not exceed £25,000 expenditure in the year 2024 - 2025

39/25 Review of Standing Orders 2025

- o Postponed to July 2025

40/25 Employment committee

- o Agreement to co-opt a third person to the Employment committee should the need arise.

41/25 Agree and appoint Insurance provider

- o Chair proposed Council re-insures with Zurich, Cllr Bennett seconded. All agreed.
- o Clerk to add pavilion to asset register and send to Zurich

42/25 Discuss Councillor vacancy

- o Councillors to consider a possible new Councillor

### Reports

43/25 Reports from County / District Councillors

- o Report from District Cllr. Brand

- Meetings Attended – New Forest District Council Annual General Meeting. Change over of Chair and Vice Chair for the Council. Motion put forward to lobby re charges

## Minstead Parish Council

for standing for Mayor from £5000 to encourage more people to participate.

Election of Committee and Panel members. Link to agenda here [Agenda for Council on Monday, 12th May, 2025, 6.30 pm Council Services](#)

- Lyndhurst Parish Council – Attended Lyndhurst Parish Council – Committee and Panel members elected. In public participation issue raised with lack of Motor cycle bays in the car park meaning people are parking on the footpath. Minutes can be found here [PCM20250513.pdf](#)
- After the Parish council meeting, I went to view the issue with the motor cycle bays. I reported this to NFDC and luckily, they were in the process of re painting the lines in the car park and were going to add two more motorcycle bays in. The work has now been completed and three more bays added.
- Attended a meeting with Hampshire Highways regarding the design plan for changes to the Lyndhurst roads. Some slight changes requested but looking very positive and now moving on to the next stage of development.
- Attended Friends of Lyndhurst Surgery meeting.
- Liaised with the Chair of Minstead Village fair regarding car parking and road closure for the summer fair. Still awaiting a response on the car park as trying to determine who owns it. Details on road closure passed to the committee.
- Liaised with Minstead resident and Parish Council regarding fly tipping in Minstead that needed collecting. Notified that the fly tipping has now been collected by NFDC.
- Met with residents in Lyndhurst regarding issue with cars parking on the pavement meaning people cannot get past in mobility scooters. Having to go into the road to get passed the cars. Issue raised with Highways. Unfortunately, nothing can be done regarding the cars but they will cut the grass etc that has overgrown onto the pavement to provide more room and add to the maintenance schedule. Have also written to PCSO Richard Williams to see if we can have a police letter to put on car windscreens asking them to park leaving space.
- Have written to NFDC Housing Maintenance regarding a problem with loose stone slabs outside Crofton Cottages, to see if they can be repaired. Currently no reply received.
- Liaised with NFDC parking team re the Lyndhurst car park temporary closures to ensure that it was not closed over half time as per concerns raised by Lyndhurst Chamber of Trade. The car park was left open.
- Attended Youth club at Foxlease, the kids had a great time playing rounders, basketball, arts and crafts. Think the kids were quite amazed at my basketball skills, as was I.

### 44/25 Reports from Parish representatives

- Cllr Bennett

#### NAFALC meeting -29/05/25

- New Forest Cultural Assembly now up and running. Currently supporting:
  - ✚ The development of a New Forest Flag. Currently waiting for the flag to be officially registered
  - ✚ A dialect survey of the New Forest. There are funds available to record as many of the older accents as possible. Being encouraged to ask those with New Forest accents to agree to a half an hour conversation which will be recorded. If anyone knows anyone who is interested in taking part to contact : [james@unseenhour.com](mailto:james@unseenhour.com);
  - ✚ A community arts and craft workshop in the New Forest. The purpose is to teach endangered crafts and the next one will be about oak smoking and tanning.
- National recognition of Commoners as a minority:

## Minstead Parish Council

They meet 3 out of the 5 criteria and have had a response from the government recognizing they are minority group, they being supported by the CDA. It's felt this is important to achieve before devolution.

- Steve Avery's job has been split between three people, there was no update from David Illsley on planning
- An update on car parking charges from Forestry is awaited.
- There was a presentation from our very own Richard Taylor on Pedall, a Trustee of Pedall which promotes cycling for all in the new Forest. They are a health and wellbeing project enabling access to the New Forest through cycling. They have an extensive fleet of specialist bikes for those who may have additional needs. They provide this experience for 5 thousand riders per year. They have centres at Burley and Ashurst . It costs 160K to run the project. They have 50 volunteers, one full time staff member and one part time member. A bike can cost up to 7 thousand pounds. They currently have a lottery grant.

There is a fund raising event on 27th September at New park, Brockenhurst to raise money for the charity.

- If you would like to get involved with the fund raising event contact:  
shelley.filby@newforestnpa.gov.uk
- If we are minded to develop a Community Plan then Copythorne council are willing to support people with the process.
- Devolution and LGR - NFDC asked a series of questions and for an extension to respond, the extension was denied. Some of the questions gave satisfactory answers. The council need to make their submission by September.
- Cllr Bennett hasn't had an update on the burglary in Minstead.
- County Councillors have a Councillor's devolved budget. Cllr Andrews suggested the PC apply to this for money towards the pavilion cladding.

### 45/25 Report from Lengthsman

- Footpaths.
  - Church footpath: Strim grass cut back overgrown hedges and whips. 4 hrs
  - Red House footpath. Strim grass cut back overgrown hedges and whips. 5 hrs.
  - Bull Lane footpath: Strim grass cut back hedging. 3 hrs.
- Report on foot path hedges.
  - Hedges adjacent to footpaths at Bull Lane and Red House had their usual tractor flail cut by the landowners for their upkeep, about last October.
  - Bull lane beech hedge last year was heavily cut, and some tree layering taken place . I have cut sufficiently to clear the path, but it appears the tops of the hedge are becoming heavy causing it to lean over path at head height. I shall have to reduce the growth on the footpath side. Two photos attached show centre of hedge has been thinned out along its length and not supporting the hedge edge.
  - Red house and church footpath also need a deep cut back, as over the years the hedges are reducing the width of the path and needs some reduction in width. Is permission from the owner required?
- Chair suggested that action by the landowners is required and will contact them.

### 46/25 Correspondence and documents circulated

- HALC Newsletter May 2025
- Quote from Zurich insurance
- Quote from Hiscox insurance via Gallagher brokers
- Quote from Clear Councils insurers
- Clerks and Councils Direct May 2025

# Minstead Parish Council

47/25 Planning

New Applications

None

Trees

None

Decisions

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.

48/25 Finance

- Payments for approval
  - Clerk mileage May £2.43
  - Insurance premium £1075.27
- The Parish Council audit for 2024-2025 took place on Mon 14<sup>th</sup> April
- Invoices circulated electronically
  - Zurich insurance invoice 2025-2026 Invoice No: 545013609

# Minstead Parish Council

## Minstead Parish Council PAYMENTS & RECEIPTS LIST

23 May 2025 (2025-2026)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2 VAT Refund	15/05/2025	26/25	Current		Receipt - VAT refund	HMRC	R		361.02	361.02
19 Subscriptions &	16/05/2025	28/25	Current		Payment - HALC annual	Hampshire Association	X			
20 S.137	16/05/2025	28/25	Current		Payment - Minstead Flower	Minstead Flower show	X	-650.00		-650.00
22 Audit & Professional Fees	19/05/2025		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
21 Communications (Phone,	21/05/2025	28/25	Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-21.00	-4.20	-25.20
23 Staff Expenses & Training	23/05/2025	46/25	Current	May mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
							<b>Total</b>	<b>-677.68</b>	<b>356.82</b>	<b>-320.86</b>

Signed Chair .....

Date .....

# Minstead Parish Council

23 May 2025 (2025-2026)

## Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
23 Staff Expenses & Training	23/05/2025	46/25	Current	May mileage	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
<b>Total</b>								<b>2.43</b>		<b>2.43</b>

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

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

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

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

# Minstead Parish Council

23 May 2025 (2025-2026)

## Minstead Parish Council RECONCILIATION - Current 23-05-2025

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From Accounts .....	£32,475.40
Payments not cashed ..... Add .....	£2.43
Receipts not entered ..... Subtract .....	
<hr/>	
<b>Statement should be .....</b>	<b>£32,477.83</b>

This reflects the balance at bank as of 2025.05.23

Signed ..... Date .....

Signed ..... Date .....

# Minstead Parish Council

49/25 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 7<sup>th</sup> July 2025.

Meeting closed at 20:59