

# 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 4<sup>th</sup> August at 19:30.**

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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)

29<sup>th</sup> July 2025

## AGENDA

- 75/25 Apologies for absence
- 76/25 Public Participation period
- 77/25 Declaration of Interests and dispensation requests
- 78/25 To confirm the Minutes of the Ordinary Meeting held on 7<sup>th</sup> July 2025

### Items ongoing

None

### New items

- 79/25 Approve IT Policy
- 80/25 Approve Health and Safety Policy update
- 81/25 Agree on timeframe to hold paper bank statements and timeframe to hold electronic bank statements
- 82/25 Mill Lane / Blackwater Road
- 83/25 Parish Councillor vacancy

### Reports

- 84/25 Reports from County / District Councillors
  - o Report from District Cllr. Brand
- 85/25 Reports from Parish representatives
- 86/25 Report from Lengthsman
- 87/25 Correspondence and documents circulated
  - o Clerks and Councils Direct July 2025
  - o NPA Chief Executive's report July 2025
  - o NALC Chief Executive's Bulletin 24<sup>th</sup> July 2025
  - o SLCC Newsletter 24<sup>th</sup> July 2025

- 88/25 Planning

#### New Applications

**25/00694VAR** The Cottage, Toms Lane Corner, STONEY CROSS PLAIN ROAD, MINSTEAD, LYNDHURST, SO43 7GF

Application to vary condition 2 of planning approval 20/00452/FULL (First floor extensions; conversion of attached stables to facilitate additional accommodation; alterations to fenestration; raised patio; demolition of existing porch; associated landscaping)

#### Trees

**25/00742CONS** Furzey Craft Gallery, SCHOOL LANE, MINSTEAD, LYNDHURST, SO43 7GL  
Deadwood 1 x Oak tree (T10 on plan - included for information only)

Prune 1 Birch tree (T17 on the plan)

Prune group of 16 Birch trees (G26 on the plan)

Prune 1 x Birch tree by removing northern stem down to point of bifurcation (G39 on the plan)

**25/00746CONS** Minstead Lodge, MINSTEAD LODGE TRACK, LONDON MINSTEAD, LYNDHURST, SO43 7FT

## Minstead Parish Council

Fell 1 x Larch tree to 5m monolith (T7 on the plan)

Fell 1 x Lime tree (T8 on the plan)

**25/00798CONS** FOX HILL HOUSE, THE GROVE, STONEY CROSS, LYNDHURST, SO43 7GP

Fell 1 x Silver Birch tree (T1 on the plan)

### 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.

89/25 Finance

- Payments for approval
  - Clerk mileage July £2.43
- Invoices circulated electronically
  - None

# Minstead Parish Council

## Minstead Parish Council PAYMENTS & RECEIPTS LIST

29 July 2025 (2025-2026)

| Vouche       | Code                        | Date       | Minute | Bank    | Cheque No | Description              | Supplier             | VAT Type | Net              | VAT          | Total            |
|--------------|-----------------------------|------------|--------|---------|-----------|--------------------------|----------------------|----------|------------------|--------------|------------------|
| 37           | S.137                       | 07/07/2025 | 60/25  | Current |           | Payment - Church Yard    | Minstead Church      | X        | -500.00          |              | -500.00          |
| 38           | Audit & Professional Fees   | 18/07/2025 |        | Current |           | Payment - Bank charges   | Lloyds Bank plc      | X        | -4.25            |              | -4.25            |
| 39           | Communications (Phone,      | 21/07/2025 |        | Current |           | Payment - Ionos Cloud    | Ionos Cloud Ltd      | S        | -21.00           | -4.20        | -25.20           |
| 41           | Staff Costs                 | 24/07/2025 |        | Current |           | Payment - Tax and NI     | HMRC                 | X        | -543.05          |              | -543.05          |
| 40           | Admin (Stationery, Printer, | 25/07/2025 |        | Current |           | Payment - HP Instant Ink | Hewlett Packard      | S        | -3.74            | -0.75        | -4.49            |
| 42           | Staff Costs                 | 28/07/2025 |        | Current |           | Payment - Staff net      | Clerk and Lengthsman | X        | -595.05          |              | -595.05          |
| 43           | Staff Expenses & Training   | 28/07/2025 |        | Current |           | Payment - Clerk working  | Clerk and Lengthsman | X        | -20.00           |              | -20.00           |
| 44           | Staff Expenses & Training   | 29/07/2025 | 88/25  | Current |           | Payment - Clerk mileage  | Clerk and Lengthsman | X        | -2.43            |              | -2.43            |
| <b>Total</b> |                             |            |        |         |           |                          |                      |          | <b>-1,689.52</b> | <b>-4.95</b> | <b>-1,694.47</b> |

# Minstead Parish Council

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29 July 2025 (2025-2026)

### PAYMENTS (AWAITING AUTHORISATION) LIST

| Vouche Code                  | Date       | Minute | Bank    | Cheque No | Description   | Supplier             | VAT Type | Net         | VAT | Total       |
|------------------------------|------------|--------|---------|-----------|---------------|----------------------|----------|-------------|-----|-------------|
| 44 Staff Expenses & Training | 29/07/2025 | 88/25  | Current |           | Clerk mileage | Clerk and Lengthsman | X        | 2.43        |     | 2.43        |
| <b>Total</b>                 |            |        |         |           |               |                      |          | <b>2.43</b> |     | <b>2.43</b> |

Prepared by: Diana O'Grady, Clerk Date: 2025/07/29  
*Name and Role*

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

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

## **Minstead Parish Council**

90/25 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 1<sup>st</sup> September 2025.