

Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council to be held in the Danby Room at
Minstead Hall on **Monday 7th July at 19:30.**

MINUTES

Minutes are draft until ratified at the next meeting

Present: Cllr Andrews (Chair)
Cllr Bennett (Vice Chair)
Cllr Causton
Cllr Pascoe
Cllr Smith
Cllr McGhee

In attendance: District Cllr. Brand
Diana O'Grady (Clerk)

50/25 Apologies for absence

- Cllr Stratford. Reason given and accepted.

51/25 Acceptance of Office & Declaration of Interests new Parish Councillor

- Cllr McGhee accepted the office and made the declaration at the meeting.

52/25 Public Participation period

- None

53/25 Declaration of Interests and dispensation requests

- Interests declared by Cllrs Bennett, McGhee and Andrews regarding the churchyard upkeep donation and therefore weren't part of the decision.

54/25 To confirm the Minutes of the Ordinary Meeting held on 2nd June 2025

- Agreed by all who were present and signed by Chair.

55/25 Reports from County / District Councillors

- Report from District Cllr. Brand
 - Attended the Housing and Communities Overview and Scrutiny panel where the Council Housing Residents Satisfaction Survey was reviewed. Generally good feedback was received. A member of the Council Housing Participant Group is also now a member of the scrutiny panel to provide feedback and comment. Housing and Communities Overview and Scrutiny Panel - 18 June 2025
 - Follow up email sent on 2nd June regarding the Minstead Recycling Store. No response received.
 - Liaised with a resident regarding planning for the Fenwick Hospital site.
 - Raised issue with bin bags not being delivered to Silver Street in Lyndhurst on 4th June, no response follow up sent.
 - Hampshire County Council have approved changes to some of the Lyndhurst Roads after five years of pushing. Awaiting final design document for consultation.
 - Received enquiries regarding issues with Race Course View previous road study provided.
 - Numerous enquiries regarding glass collections not being carried out. Unfortunately NFDC Waste Team are currently under staffed and are experiencing operational difficulties.
 - No response to follow up of request for a fix regarding the sign outside Crofton Cottages.

Signed Chair Date

Minstead Parish Council

- Escalated a problem regarding a residents back door not closing, fix has been planned twice but not carried out.
- Attended The Den Youth Club and Lyndhurst Village Decorations Committee Meeting.

Items ongoing

56/25 Village resilience

- Cllr Bennett has found that there is funding from SSE but there are too many unanswered questions about the practicalities of hosting a generator at the Village Hall.
- The Council will remind the village about putting themselves on the water and electricity priority lists and will provide information on who to call about fallen trees.

57/25 Review and adoption of Standing Orders 2025

- The Council agreed to adopt the Standing Orders as updated for 2025.

58/25 Councillor access to DropBox files

- The Council has decided that for the Chair and Cllr Smith to have passwords is sufficient.

59/25 Councillor access to Clerk emails

- The Council has decided that for the Chair and Cllr Smith to have passwords is sufficient.

New items

60/25 Churchyard upkeep donation

- The Council decided to give a donation of £500 for the upkeep of All Saints churchyard. The Payment will be made immediately for this year and will be made in April in future years.
- Proposed Cllr Causton, seconded Cllr Smith.

61/25 Approve Data Protection policy

62/25 Approve Model Publication Scheme ICO

63/25 Approve Publication Scheme and change the name to List of Available Documents and charges.

64/25 Approve Minstead Freedom of Information policy

65/25 Approve Freedom of Information application form

66/25 Approve Retention of documents and records information note

67/25 Approve Retention of documents with the timescales adjusted for Minstead PC

- Cllr Andrews proposed to accept, Cllr Bennett seconded that all the above documents (Agenda Items 61-67) be approved. Agreed.

68/25 First quarter budget review

- Council have seen and accepted the Q1 budget report.

Reports

69/25 Reports from Parish representatives

- Cllr Pascoe attended a village shop meeting, they are asking to be mentioned on the Newsletter. They would also like be more easily reached on the website.
- Cllr Pascoe has applied for CIL funding for cladding the pavilion and for fencing around the cricket pitch.
- Red House hedge has grown across the path.
- Cllr Causton has given her resignation, this was her last meeting. The Council thanked her for all her work and wished her luck in the future.
- Cllr Bennett reported that the police will visit the monthly Open Door café this July
- Cllr Andrews reported on Village Hall matters.

70/25 Report from Lengthsman

- None received.

71/25 Correspondence and documents circulated

- NFALC meeting minutes June 2025

Signed Chair Date

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- HALC newsletter June/July 2025
- NALC Chief Executive bulletin 19/06
- NALC Chief Executive bulletin 26/06
- SLCC Newsletter 23/06
- Data Protection policy draft
- Model Publication Scheme ICO
- Publication Scheme
- Minstead Freedom of Information policy
- FOI application form
- Retention of documents and records information note
- Retention of documents timescales from NALC
- Budget against spending and income to the end of the first quarter

72/25 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.

73/25 Finance

- Payments for approval
 - Clerk mileage June £2.43
 - Cardinus invoice £150.00 ex VAT, £180 total
 - All Saints churchyard upkeep donation £500
- Invoices circulated electronically
 - Cardinus invoice I-63423-S5W9

Signed Chair

Date

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

1 July 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
24	Admin (Stationery, Printer,	27/05/2025		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.73	-0.75	-4.48
25	Staff Costs	27/05/2025		Current		Payment - Staff net	Clerk and Lengthsman	X	-595.05		-595.05
26	Staff Expenses & Training	27/05/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
27	Insurance	04/06/2025	48/25	Current		Payment - Insurance	Zurich Municipal	X	-1,075.27		-1,075.27
28	Audit & Professional Fees	04/06/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
30	Staff Expenses & Training	12/06/2025	72/25	Current	June Mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
29	Open Spaces	12/06/2025	72/25	Current		Payment - Desktop	Cardinus Risk	S	-150.00	-30.00	-180.00
32	Communications (Phone,	26/06/2025		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-21.00	-4.20	-25.20
31	Admin (Stationery, Printer,	26/06/2025		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
33	Audit & Professional Fees	26/06/2025		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
35	Staff Costs	27/06/2025		Current		Payment - Staff net	Clerk and Lengthsman	X	-595.05		-595.05
34	Staff Expenses & Training	27/06/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
36	Audit & Professional Fees	01/07/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
Total									-2,514.52	-40.50	-2,555.02

Signed Chair

Date

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1 July 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
30	Staff Expenses & Training	12/06/2025	72/25	Current	June Mileage	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
29	Open Spaces	12/06/2025	72/25	Current		Desktop valuation	Cardinus Risk	S	150.00	30.00	180.00
Total									152.43	30.00	182.43

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Signed Chair Date

Minstead Parish Council

1 July 2025 (2025-2026)

Minstead Parish Council Monthly forecast of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026 - Forecast from 01/07/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Payments															
Staff Costs	8,700.00	1,041.25	595.05	595.05	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	8,756.35	-56.35
Staff Expenses &	480.00	22.43	22.43	22.43	22.43	22.43	22.43	22.43	22.43	22.43	22.43	22.43	22.43	269.16	210.84
Subscriptions &	560.00	369.00			26.40	26.40	26.40	26.40	26.40	26.40	26.40	26.40	26.40	606.60	-46.60
Insurance	1,500.00			1,075.27										1,075.27	424.73
Communications	300.00	18.50	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	249.50	50.50
Admin (Stationery,	700.00	556.00	3.73	3.74	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	599.47	100.53
Audit & Professional	556.00	16.25	466.25	16.25	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	647.25	-91.25
Elections	100.00														100.00
S.137	980.00		650.00		5.16	5.16	5.16	5.16	5.16	5.16	5.16	5.16	5.16	696.44	283.56
Open Spaces	1,175.00	9,920.00	864.00	150.00										10,934.00	-9,759.00
Other/Miscellaneous	375.00	35.88			3.60	3.60	3.60	3.60	3.60	3.60	3.60	3.60	3.60	68.28	306.72
	15,426.00	11,979.31	2,622.46	1,883.74	824.09	824.09	824.09	824.09	824.09	824.09	824.09	824.09	824.09		
														Total:	23,902.32
														Variance:	-8,476.32

Signed Chair Date

Minstead Parish Council

74/25 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 4th August 2025.

Meeting closed at 21:44

Signed Chair Date