

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 1st September 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)

26th August 2025

AGENDA

- 91/25 Apologies for absence
- 92/25 Public Participation period
- 93/25 Declaration of Interests and dispensation requests
- 94/25 To confirm the Minutes of the Ordinary Meeting held on 4th August 2025

Items ongoing

- 95/25 Approve IT policy
- 96/25 Approve Health and Safety Guide
- 97/25 Mill Lane / Blackwater Road
- 98/25 Parish Councillor vacancy

New items

- 99/25 Clerk training
- 100/25 Himalayan Balsam in the village
- 101/25 Dragons teeth outside Dunbridge Cottage

Reports

- 102/25 Reports from County / District Councillors
 - o Report from District Cllr. Brand
- 103/25 Reports from Parish representatives
- 104/25 Report from Lengthsman
- 105/25 Correspondence and documents circulated
 - o Notice of HALC AGM 2025
- 106/25 Planning

New Applications

None

Trees

25/00851CONS The Acorns, SEAMANS LANE, MINSTEAD, LYNDHURST, SO43 7FU

Fell 1 x Willow tree (T1 on the plan)

Fell 1 x Ash tree (T2 on the plan)

25/00832CONS OAK VIEW, FOOTBALL GREEN, MINSTEAD, LYNDHURST, SO43 7FQ

Prune 1 x Oak tree

25/00911CONS BRAMLEY, SALLYS WATER, NEWTOWN, MINSTEAD, LYNDHURST, SO43

7GH

Pollard 1 x Willow tree

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.

Minstead Parish Council

107/25 Finance

- Payments for approval
 - Clerk mileage July £2.43
 - Clerk training £15+VAT
- Invoices circulated electronically
 - None

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

26 August 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
45	Audit & Professional Fees	04/08/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
44	Staff Expenses & Training	05/08/2025	89/25	Current	July Mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
48	Staff Expenses & Training	26/08/2025	107/25	Current	August mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
49	Staff Expenses & Training	26/08/2025	107/25	Current		Payment - Clerk training	Mulberry and Co	S	-15.00	-3.00	-18.00
46	Communications (Phone,	26/08/2025		Current		Payment - Ionos Business	Ionos Cloud Ltd	S	-36.00	-7.20	-43.20
47	Audit & Professional Fees	26/08/2025		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
Total									-72.11	-12.60	-84.71

Minstead Parish Council

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26 August 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
48	Staff Expenses & Training	26/08/2025	107/25	Current	August mileage	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
49	Staff Expenses & Training	26/08/2025	107/25	Current		Clerk training	Mulberry and Co	S	15.00	3.00	18.00
Total									17.43	3.00	20.43

Prepared by: Diana O'Grady Date: 2025.08.26

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Minstead Parish Council

26 August 2025 (2025-2026)

Minstead Parish Council RECONCILIATION - Current 26-08-2025

From Accounts	£28,143.63
Payments not cashed Add	£20.43
Receipts not entered Subtract	
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Statement should be	£28,164.06

Agreed against bank statement as of 26th August 2025

Signature..... Date

Signature..... Date.....

Minstead Parish Council

26 August 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 26/08/2025)

	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	1,138.10		725.00	725.00	725.00	725.00	725.00	725.00	725.00	8,444.45	255.55
Staff Expenses &	480.00	22.43	22.43	22.43	20.00	19.86	22.43	22.43	22.43	22.43	22.43	22.43	22.43	264.16	215.84
Subscriptions &	560.00	369.00					26.40	26.40	26.40	26.40	26.40	26.40	26.40	553.80	6.20
Insurance	1,500.00			1,075.27										1,075.27	424.73
Communications	300.00	18.50	21.00	21.00	21.00	36.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	264.50	35.50
Admin (Stationery,	700.00	556.00	3.73	3.74	3.74		4.00	4.00	4.00	4.00	4.00	4.00	4.00	595.21	104.79
Audit & Professional	556.00	16.25	466.25	16.25	16.25	16.25	16.50	16.50	16.50	16.50	16.50	16.50	16.50	646.75	-90.75
Elections	100.00														100.00
S.137	980.00		650.00		500.00		5.16	5.16	5.16	5.16	5.16	5.16	5.16	1,186.12	-206.12
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	61.08	313.92
	15,426.00	11,979.31	2,622.46	1,883.74	1,699.09	72.11	824.09	824.09	824.09	824.09	824.09	824.09	824.09		
														Total:	24,025.34
														Variance:	-8,599.34

Minstead Parish Council

108/25 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 6th October 2025.