

Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on **Monday 4th August at 19:30.**

MINUTES

All minutes are draft until ratified at the next meeting

Present: Cllr Andrews (Chair)
Cllr Bennett (Vice chair)
Cllr McGhee
Cllr Smith
Cllr Stratford

In attendance: Diana O'Grady, Clerk
Cllr Hilary Brand, NFDC

- 75/25 Apologies for absence
- o Cllr Pascoe. Reason given and accepted.
- 76/25 Public Participation period
- o None present.
- 77/25 Declaration of Interests and dispensation requests
- o None declared.
- 78/25 To confirm the Minutes of the Ordinary Meeting held on 7th July 2025
- o Agreed by all who were present.

Items ongoing

None

New items

- 79/25 Approve IT Policy
- o Discussion on IT policy with points to check and amend.
- 80/25 Approve Health and Safety Policy update. Clerk to check if paper copies of Councillor declarations are necessary as they are scanned and held electronically.
- o Discussion on health and Safety policy with points to check and amend. Suggestion to rename it as Health and Safety Guide. Clerk to check details on the Lengthsman scheme.
- 81/25 Agree on timeframe to hold paper bank statements and timeframe to hold electronic bank statements
- o Council agreed to hold bank statements electronically forever, no longer in paper format. Clerk to shred existing paper bank statements and cancel paper statements with Lloyds.
- 82/25 Mill Lane / Blackwater Road
- o District Cllr. Brand has sent a complaint to Google (see below) and has encouraged others to do the same. She is chasing up the traffic problems and replacement of the broken dragon's teeth.
- 83/25 Parish Councillor vacancy
- o Councillors will approach possible new Council members.

Reports

- 84/25 Reports from County / District Councillors
- o Report from District Cllr. Brand
 - No Council meetings this month.
 - Continued with issue of resident back door which has now been resolved.

Signed Chair.....

Date.....

Minstead Parish Council

- Raised an issue with bin bags not being delivered to parts of Minstead again. Bin bags were delivered the next week.
- Issues raised with glass collections not being carried out. NFDC stated they would be picked up next month.
- Continue to escalate the issue of the Minstead recycle store bins needing to be emptied and the store to be fixed. Bins emptied but Store Gates NOT Fixed.
- Attended a meeting regarding the Travellers Drive on 9th/10th August. Attendees from NFDC, Police and other parishes.
- Received a query from a resident regarding the cancelling of a local taxi share service from Emery down. Have raised with Cllr Edward Heron to understand why HCC stopping.
- Concern raised regarding Mill Lane and the amount of traffic, requested information from Hampshire Highways. No updated received yet. I have raised an issue on google maps regarding sat navs sending people down the lane.
- Attended the last The Den Youth Club session for this term at Foxlease. The children did orienteering and archery.

85/25 Reports from Parish representatives

- Cllr Stratford – New Forest Cultural and Arts focus body being formed. Supports groups from within the NF.
- Cllr. Bennett – NE Quadrant notes, will need to pay to park or to become a member of the Forestry Commission at a cost to be able to park in the National Park area from April 2026.
- NE Quadrant item to take back to the NPA will be regarding parking in the new Forest.
- Drop in by Police Thursday 21st August in the church at Minstead at 2pm.
- Cllr. Smith – has been working on login issues with the website.
- Waiting for a quote to replace the cladding on the cricket pavilion.
- Cllr Stratford is considering taking over the newsletter.
- Cllr McGhee, reported that the village fete will be on Sat 9th August.
- Cllr Andrews reported on Village Hall and church matters.

86/25 Report from Lengthsman

Footpaths

- Church footpath: Strim grass cut back whips. 3.00hrs.
- Bull Lane footpath: Strim grass cut back hedging. 1.30mins
- Red House footpath. Strim grass cut back overgrown hedges and whips. 2.30mins.
- Road barrier at Minstead hall. cut back overgrown vegetation. 1. 30mins
- Remove fallen tree from bridge footpath below Furzy Gardens. 2. 00hrs.
- Site meeting at War Memorial. Secure surround fence from ponies
- Measure up broken Village Green seat back. Survey remainder of seat joints.

87/25 Correspondence and documents circulated

- Clerks and Councils Direct July 2025
- NPA Chief Executive's report July 2025
- NALC Chief Executive's Bulletin 24th July 2025
- SLCC Newsletter 24th July 2025

Signed Chair.....

Date.....

Minstead Parish Council

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)

Comments: The Council is pleased to see that the planting suggested is being encouraged. Council observes that the plans appear to exceed the 30% limit.

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)

No Comment

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

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

Fell 1 x Lime tree (T8 on the plan)

No Comment

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

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

No Comment

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

Signed Chair.....

Date.....

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
								Total	-1,689.52	-4.95	-1,694.47

Signed Chair.....

Date.....

Minstead Parish Council

29 July 2025 (2025-2026)

Minstead Parish Council 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
Total								2.43		2.43

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

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

Minstead Parish Council

90/25 Future Meeting

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

Meeting closed 21:18

Signed Chair.....

Date.....