

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 6th October 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)

29th September 2025

AGENDA

- 109/25 Apologies for absence
- 110/25 Public Participation period
- 111/25 New Councillor Acceptance of Office declaration
- 112/25 Declaration of Interests and dispensation requests
- 113/25 To confirm the Minutes of the Ordinary Meeting held on 1st September 2025

Items ongoing

- 114/25 Approve IT policy
- 115/25 Approve Health and Safety Guide
- 116/25 Approve Financial regulations
- 117/25 Approve Council risk assessment
- 118/25 Approve Council Asset list
- 119/25 Mill Lane / Blackwater Road
- 120/25 Himalayan Balsam in the village
- 121/25 Retention of Councillor declaration forms
 - Agree to return the forms to Councillors once they have been scanned in and saved electronically
 - Agree to change the retention of Documents list to reflect the above

- 122/25 Dragons teeth outside Dunbridge Cottage

New items

- 123/25 Lengthsman expenses
 - Bolts for the green seat
 - Petrol 10 litres, for power tools
 - Oregon 2-Stroke Engine Oil
- 124/25 Lengthsman contract
- 125/25 Ionos 10 x business email addresses
- 126/25 Cricket pavilion cladding - estimated £300 for wooden cladding.

Reports

- 127/25 Reports from County / District Councillors
 - Report from District Cllr. Brand
- 128/25 Reports from Parish representatives
- 129/25 Report from Clerk
- 130/25 Report from Lengthsman
- 131/25 Correspondence and documents circulated
 - Financial regulations
 - Council risk assessment
 - Council Asset list
 - IT policy
 - Health and Safety Guide
 - Clerks and Councils Direct, September 2025
 - SLCC bulletin 18th September

Minstead Parish Council

- HALC September 2025

132/25 Planning

New Applications

25/00820FULL Home Farm, LONDON MINSTEAD ROAD, LONDON MINSTEAD, LYNDHURST, SO43 7FT

Replacement water treatment plant to serve 3no. dwellings

Trees

25/00936CONS SSE New Forest Depot, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7PE
Fell & Prune various tree species as specified in Tree Survey Schedule

15th Sept

25/00969CONS THATCHED COTTAGE, BLACKWATER ROAD, EMERY DOWN, LYNDHURST, SO43 7FJ

Prune 1 x Oak tree (T1 on the plan)

29th Sept

25/01063CONS The Cottage, Toms Lane Corner, STONEY CROSS PLAIN ROAD, MINSTEAD, LYNDHURST, SO43 7GF

Fell 1 x Ash tree (T1 on the plan)

Deadwood 1 x Ash tree (T2 on the plan - exempt works included for information only)

Fell 1 x Prunus tree (T3 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.

133/25 Finance

- Payments for approval
 - Clerk mileage September £2.43
- Invoices circulated electronically
 - Mulberry Clerk training invoice £15 + VAT
 - Mulberry Clerk training receipt

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

29 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50	Staff Costs	27/08/2025		Current		Payment - Staff net	Clerk and Lengthsman	X	-595.05		-595.05
51	Staff Expenses & Training	27/08/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
3	Grants/Donations	01/09/2025		Current		Receipt - Lengthsman	Hampshire County	X	1,100.00		1,100.00
52	Admin (Stationery, Printer,	01/09/2025		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
53	Audit & Professional Fees	01/09/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
54	Other/Miscellaneous	01/09/2025	107/25	Current		Payment - Clerk training	Clerk and Lengthsman	X	-20.43		-20.43
4	Other/Miscellaneous	02/09/2025		Current	Repayment	Receipt - Clerk training	Clerk and Lengthsman	X	18.00		18.00
55	Staff Expenses & Training	09/09/2025	107/25	Current	Assertion 10	Payment - Clerk training	Mulberry and Co	S	-15.00	-3.00	-18.00
56	Audit & Professional Fees	16/09/2025		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
57	Communications (Phone,	22/09/2025		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-18.58	-3.72	-22.30
5	Precept	29/09/2025		Current		Receipt - Precept part 2	New Forest District	X	8,350.00		8,350.00
58	Staff Costs	29/09/2025		Current		Payment - Staff net	Clerk and Lengthsman	X	-595.05		-595.05
59	Staff Expenses & Training	29/09/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
60	Staff Expenses & Training	29/09/2025	133/25	Current	Sept mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
Total									8,161.47	-9.87	8,151.60

Minstead Parish Council

Minstead Parish Council

29 September 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
60 Staff Expenses & Training	29/09/2025	133/25	Current	Sept mileage	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
Total								2.43		2.43

Prepared by: RFO, Diana O'Grady Date: 2025.09.29

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Minstead Parish Council

134/25 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 3rd November 2025.