

Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on **Monday 1st September at 19:30.**

MINUTES

All minutes are draft until ratified at the next meeting

Present: Cllr. Bennett (Chair)
Cllr. McGhee
Cllr. Pascoe
In attendance: Clerk, Diana O'Grady
Cllr. Brand

91/25 Apologies for absence

- Cllr Andrews. Reason given and apology accepted.
- Cllr Smith. Reason given and apology accepted.
- Cllr Stratford delayed and not able to attend.

92/25 Public Participation period

- None present

93/25 Declaration of Interests and dispensation requests

- None declared

94/25 To confirm the Minutes of the Ordinary Meeting held on 4th August 2025

- Approved by all those who were present and signed by Chair

Items ongoing

95/25 Approve IT policy

- Deferred until after Clerk training on IT policy.

96/25 Approve Health and Safety Guide

- Deferred until October meeting

97/25 Mill Lane / Blackwater Road

- Cllr Brand has raised the issue of Mill Lane with Hampshire Highways and will respond to a concerned parishioner
- Clerk has left a message with Hampshire Highways

98/25 Parish Councillor vacancy

- Cllr Bennett will follow up.

New items

99/25 Clerk training

- Approved by the Council

100/25 Himalayan Balsam in the village

- Cllr Bennett has chased this with New Forest Non Native Plants officer for Hampshire and Isle of Wight Wildlife Trust. With the exception of the clump in the Trusty field, they are aware of the problem and have been working to remove it for the past few years.
- Council will publicise the problem and share images for information on what it looks like on all it's publications.

101/25 Dragons teeth outside Dunbridge Cottage

- Clerk has messaged Hampshire Highways about the lack of Dragons teeth and resulting damage to the verge.

Reports

102/25 Reports from County / District Councillors

- Report from District Cllr. Brand

Signed Chair Date

Minstead Parish Council

- Attended a meeting with Hampshire Highways re planning for changes to some of the Lyndhurst roads. I also raised in this meeting the issue regarding Mill Lane, these will be reviewed. I have so far been unable to obtain information regarding how and when the Dragons Teeth will be repaired.
- Liaising with NFDC Service Manager for Community Safety, the Police and Lyndhurst Businesses regarding the Cooper Drive weekend.
- Raised with the Strategic Director of Place and Operations at NFDC the issue with lack of glass collection in Minstead. Glass has now been collected. I also received an email stating that *people who receive the text service should unsubscribe from the service and then resubscribe a couple of days later to receive the correct collection date text.*
- Received contact from residents in some Lyndhurst Roads regarding being missed from the glass collection. Escalated to NFDC.
- Liaising with Lyndhurst Twinning association re support for future events.
- Raised an issue regarding wheelie bins not being collected from a property within Lyndhurst which is in phase 1 roll out as it is in open forest. Bins were not emptied for a month. Bins have now been emptied.
- Meeting arranged in September to visit Autism Hampshire in their Lyndhurst setting.
- I sent a letter, along with five other Councillors, requesting an Extraordinary Meeting to discuss having a short pause of the Wheelie Bin phase 2 roll out while Phase 1 issues are resolved. Asking for clarification regarding the number of issues that have been raised and explanations on actions for improvement. It was agreed that a meeting would be held and the meeting was held on 28th August. The YouTube of the meeting can be found on Extraordinary Council - 28 August 2025 There was a debate for 2 hours and it was agreed that the Cabinet would review all the issues raised at the next Cabinet meeting on 3rd September 2025.
- Provided a Grant payment of £250 in support of the Minstead Fete.
- Continue to escalate the issue of the Minstead recycle store bins needing to be fixed.

103/25 Reports from Parish representatives

- The village fete raised £2160. Money was distributed between the church, cricket club and other groups in the village.
- Vicar has given notice of his retirement on 25th January 2026 so there will be an interregnum.
- No reports received regarding Minstead Village Hall, the Consultative panel or the NPA. There was no NFALC meeting therefore no report.
- It is hoped that the regular newsflashes from the village shop will continue.

104/25 Report from Lengthsman

Village Green seat:	I replaced broken bracket with a new one I carved out.	4 hrs
Church footpath:	Strim grass cut back whips.	2 hrs
Bull Lane footpath:	Cut back hedging.	1 hrs
Red House footpath:	Strim back overgrown hedges and whips.	2 hrs

105/25 Correspondence and documents circulated

- 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)

Signed Chair Date

Minstead Parish Council

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

Comments: No comments on any of the above

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.

107/25 Finance

- Payments for approval
 - Clerk mileage August £2.43
 - Approved by Council
 - Clerk training £15+VAT
 - Approved by Council
- Invoices circulated electronically
 - None

Signed Chair Date

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

Signed Chair Date

Minstead Parish Council

26 August 2025 (2025-2026)

Minstead Parish Council 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

Signed Chair Date

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

Statement should be £28,164.06

Agreed against bank statement as of 26 th August 2025	
Signature.....	Date
Signature.....	Date.....

Signed Chair 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

Signed Chair Date

Minstead Parish Council

108/25 Future Meeting

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

Meeting closed 21:03

Signed Chair Date