

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 3rd November 2025 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)

28th October 2025

AGENDA

- 135/25 Apologies for absence
- 136/25 Public Participation period
- 137/25 Declaration of Interests and dispensation requests
- 138/25 To confirm the Minutes of the Ordinary Meeting held on October 6th 2025

Items ongoing

- 139/25 Approve Health and Safety Guide
- 140/25 Himalayan Balsam at the Trusty Servant

New items

- 141/25 Snow Plough risk assessment and contract
- 142/25 Lengthsman contract
- 143/25 Xmas arrangements
- 144/25 RBL wreath
- 145/25 Clerk salary increase and back pay

Reports

- 146/25 Reports from County / District Councillors
 - Report from District Cllr. Brand
- 147/25 Reports from Parish representatives
- 148/25 Report from Lengthsman
- 149/25 Correspondence and documents circulated
 - NFALC minutes Sept 22nd
 - Email from FE re parking charges
 - Snow plough risk assessment
 - Snow plough contract
 - Forecasting and budgeting rationale
- 150/25 Planning

New Applications

- 25/01082FULL** Victoria Cottage, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY
Garage/store (demolish existing outbuilding)

Trees

- 25/01118CONS** KINGS GARN, STONEY CROSS PLAIN ROAD, MINSTEAD, LYNDHURST, SO43 7GF
Fell 1 x Western Red Cedar tree

Response from a Councillor sent 09.10.2025

I have no objection to the felling of this tree - it is both elderly and overgrown, has limbs that, if broken, will fall on the house causing structural damage, and is tired and not in the best of health. It has very little public amenity value by virtue of its location.

I understand that there is a plan to re-plant a more suitable tree for this proximity to this residence, and support this idea.

Minstead Parish Council

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.

151/25 Finance

- Payments for approval
 - Clerk mileage October £4.86
- Invoices circulated electronically
 - Lengthsman invoice for 2 stroke engine oil £7.99 inc VAT
 - Lengthsman invoice for petrol £6.23 inc VAT
 - Lengthsman invoice for bolts £5.74 inc VAT Total £19.96

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

27 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
61	Audit & Professional Fees	01/10/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
63	Open Spaces	10/10/2025		Current		Payment - Lengthsman	Clerk and Lengthsman	X	-7.99		-7.99
64	Open Spaces	10/10/2025		Current		Payment - Lengthsman	Clerk and Lengthsman	X	-5.74		-5.74
66	Communications (Phone,	16/10/2025		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-25.98	-5.20	-31.18
67	Staff Costs	23/10/2025		Current		Payment - Tax and NI	HMRC	X	-543.25		-543.25
68	Admin (Stationery, Printer,	24/10/2025		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
69	Staff Costs	27/10/2025		Current		Payment - Staff net	Clerk and Lengthsman	X	-595.05		-595.05
70	Staff Expenses & Training	27/10/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
71	Staff Expenses & Training	27/10/2025	152/25	Current	Oct mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-4.86		-4.86
65	Audit & Professional Fees	27/10/2025		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
Total									-1,222.86	-8.35	-1,231.21

Minstead Parish Council

Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

27 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
64	Open Spaces	10/10/2025		Current		Lengthsman expenses	Clerk and Lengthsman	X	5.74		5.74
63	Open Spaces	10/10/2025		Current		Lengthsman expenses	Clerk and Lengthsman	X	7.99		7.99
71	Staff Expenses & Training	27/10/2025	152/25	Current	Oct mileage	Clerk mileage	Clerk and Lengthsman	X	4.86		4.86
Total									18.59		18.59

Prepared by: Diana O'Grady, Clerk and RFO Date: 27.10.2025
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Minstead Parish Council

Minstead Parish Council Monthly breakdown of Receipts and Payments All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

27 October 2025 (2025-2026)

	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	595.05	595.05	1,138.30						5,697.85	3,002.15
Staff Expenses &	480.00	22.43	22.43	22.43	20.00	22.43	37.43	24.86						172.01	307.99
Subscriptions &	560.00	369.00												369.00	191.00
Insurance	1,500.00			1,075.27										1,075.27	424.73
Utilities															
Communications	300.00	18.50	21.00	21.00	21.00	36.00	18.58	25.98						162.06	137.94
Admin (Stationery,	700.00	556.00	3.73	3.74	3.74		7.48	3.74						578.43	121.57
Audit & Professional	556.00	16.25	466.25	16.25	16.25	16.25	16.25	16.25						563.75	-7.75
Elections	100.00														100.00
S.137	980.00		650.00		500.00									1,150.00	-170.00
Loan Repayment															
Open Spaces	1,175.00	9,920.00	864.00	150.00				13.73						10,947.73	-9,772.73
Reserves 1															
Reserves 2															
Other/Miscellaneous	375.00	35.88					20.43							56.31	318.69
Receipts															
Precept															
Grants/Donations															
Bank Interest															
VAT Refund															
Other Income															

Minstead Parish Council

152/25 Future Meeting

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