

Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead
Hall on **Monday 6th October at 19:30.**

MINUTES

Minutes are draft until ratified at the next meeting

Present: Cllr. Bill Andrews (Chair)
Cllr. Helen Bennett (Vice chair)
Cllr. Alison McGhee
Cllr. Dimity Pascoe
Cllr. Harriet Standeven

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

109/25 Apologies for absence

- Cllr Stratford, apologies received and reason accepted
- Cllr Smith, apologies received and reason accepted

110/25 Public Participation period

- A member of the public spoke on the planning application

111/25 New Councillor Acceptance of Office declaration

- Declaration made and forms completed. The Council welcomed Cllr Standeven.

112/25 Declaration of Interests and dispensation requests

- None declared

113/25 To confirm the Minutes of the Ordinary Meeting held on 1st September 2025

- Agreed by those who were present. Minutes signed and dated by Chair.

Items ongoing

114/25 Approve IT policy

- Approved and accepted by the Council

115/25 Approve Health and Safety Guide

- Postponed until November 2025

116/25 Approve Financial regulations

- Approved and accepted by Council

117/25 Approve Council risk assessment

- Approved and accepted by Council

118/25 Approve Council Asset list

- Approved and accepted by Council

119/25 Mill Lane / Blackwater Road

- Resolved. Local residents report that Mill Lane is much better.

120/25 Himalayan Balsam in the village

- The Trusty Servant Himalayan Balsam is yet to be cleared..

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
 - Council agreed to the above actions.

Signed Chair Date

Minstead Parish Council

122/25 Dragons teeth outside Dunbridge Cottage

- Resolved.

New items

123/25 Lengthsman expenses

- Bolts for the green seat
- Petrol 10 litres, for power tools
- Oregon 2-Stroke Engine Oil
 - Will be paid next month

124/25 Lengthsman contract

- Council will review the Lengthsman salary and terms under which he would like to be employed.
- Clerk to ask other Clerks about their Lengthsman arrangements.

125/25 Ionos 10 x business email addresses

- Information shared with the Council on reduction on costs.

126/25 Cricket pavilion cladding - estimated £300 for wooden cladding.

- Council agreed the Cllr Pascoe to buy the wood when she has quotes for fitting and has storage arrangements in place.

Reports

127/25 Reports from County / District Councillors

- Report from District Cllr. Brand
 - Attended Housing and Communities panel where Dibden Golf Club and Freedom leisure presented their performance for 24/25. Updates re emergency housing and improvements to council housing stock were also presented.
 - Attended an all-member briefing re the Waste Service roll out.
 - Attended a full member briefing regarding the Local Government Reorganisation options.
 - Attended an Autism Hampshire session in Lyndhurst to understand more about the charity and see how the sessions run.
 - Received an email from a resident on Mill Lane stating that the traffic seems to have improved since our reports to Google.
 - I raised an issue regarding collapsing road in Princess Crescent Lyndhurst with Cllr Edward Heron and Hampshire Highways. Highways responded saying the road is OK at the moment they will keep an eye on it.
 - I raised the issue of the loss of a taxi share service that was provided by HCC and stopped in August with the Lyndhurst Charity Trust to see if they can provide any support.
 - Issue with an overgrown council garden escalated to NFDC and a date has now been set for works.

128/25 Reports from Parish representatives

- NFALC minutes circulated.
- Discussion on how village shop profits might be used in the village
- Village shop AGM will be held on Tuesday 7th Oct.

129/25 Report from Clerk

- Clerk reported on LGR timescales.

Signed Chair Date

Minstead Parish Council

130/25 Report from Lengthsman

- Fallen Tree Furzy Gardens blocking footpath.

Paths cleared. Tree cuttings tidied up following forestry commission practice, that cuttings are left where they fell. 2hrs 30 mins.

- Survey of Grit bins in preparation for winter. 2hrs 40 mins.
- Clerk to ask Hants Highways to refill the empty salt bin.

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
- 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

Response 1: We recommend PERMISSION for the reasons listed below but would accept the decision of the National Park Authority's officers under their delegated powers.

Comments: Modernisation of an old sewage system and this is an environmentally friendly option.

Trees

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

No comment 15th Sept

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

Prune 1 x Oak tree (T1 on the plan)

No comment 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)

No comment 6th Oct

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

133/25 Finance

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

Signed Chair Date

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

Signed Chair Date

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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

Signed Chair Date

Minstead Parish Council

134/25 Future Meeting

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

Meeting closed at 21:30

Signed Chair Date