

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 1st December 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)

25th November 2025

AGENDA

- 153/25 Apologies for absence
- 154/25 Public Participation period
- 155/25 Declaration of Interests and dispensation requests
- 156/25 To confirm the Minutes of the Ordinary Meeting held on November 3rd 2025

Items ongoing

- 157/25 Himalayan Balsam at the Trusty Servant
- 158/25 Lengthsman contract
- 159/25 Xmas arrangements

New items

- 160/25 Budget approval 2026 / 2027
- 161/25 Precept approval 2026 / 2027
- 162/25 Approve Financial and Management Risk Assessment 2025.11
- 163/25 Approve Financial Regulations 2025.11

Reports

- 164/25 Reports from County / District Councillors
 - Report from District Cllr. Brand
- 165/25 Reports from Parish representatives
- 166/25 Exemption certificate 2024-2025 seen by Council
- 167/25 Clerk report on interim internal audit
- 168/25 Report from Lengthsman
- 169/25 Correspondence and documents circulated
 - Hampshire County Council budget consultation 2026 / 2027
 - NPA Consultation including Local Plan
 - NALC 2025 governance elections
 - NFDC Local Government Reorganisation government consultation
 - 2026 – 2027 Precept letter
 - English Govt Planning and Infrastructure bill consultation
 - Exemption certificate 2024-2025
 - Financial and Management Risk Assessment 2025.11
 - Financial Regulations 2025.11

- 170/25 Planning

New Applications

- 25/01092FULL** Sinefield, ROAD THROUGH EMERY DOWN TOWARDS STONEY CROSS, EMERY DOWN, LYNDHURST, SO43 7GA
Veranda; porch; alterations to balcony to include creation of chimney; external lighting

Trees

- 25/01252CONS** Golden Croft, FOOTBALL GREEN, Minstead, LYNDHURST, SO43 7FQ
Fell 1 x Oak tree (T1on the plan)

Minstead Parish Council

Fell 1 x Silver Birch tree (T2 on the plan)

Comments: No comment

25/01358CONS Upcerne, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FP
Fell 1 x old Eucalyptus Pollard (T1 on the plan)

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.

171/25 Finance

- Payments for approval
 - Clerk mileage November £2.43
- Invoices circulated electronically
 - Mark Bridle hedge cutting £70 (+£14 VAT)

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

25 November 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
72	Audit & Professional Fees	31/10/2025		Current		Payment - ICO annual	Information	X	-47.00		-47.00
73	Audit & Professional Fees	03/11/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
74	Audit & Professional Fees	03/11/2025		Current		Payment - Microsoft 365	Microsoft	S	-70.83	-14.16	-84.99
75	Open Spaces	03/11/2025	151/25	Current		Payment - Lengthsman	Lengthsman	X	-19.96		-19.96
76	Staff Costs	03/11/2025	151/25	Current		Payment - Staff net	Clerk and Lengthsman	X	-142.60		-142.60
6	Staff Costs	06/11/2025		Current		Receipt - Staff net salaries	Clerk and Lengthsman	X	15.96		15.96
77	Communications (Phone,	11/11/2025		Current	Dropbox*HZHX	Payment - Dropbox annual	Dropbox	S	-79.90	-15.98	-95.88
80	Audit & Professional Fees	18/11/2025		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
78	Communications (Phone,	21/11/2025		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
81	Staff Expenses & Training	25/11/2025	171/25	Current		Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
79	Open Spaces	25/11/2025	171/25	Current		Payment - Hedge	Agricultural and	S	-70.00	-14.00	-84.00
Total									-439.01	-47.74	-486.75

Minstead Parish Council

Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

25 November 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
81	Staff Expenses & Training	25/11/2025	171/25	Current		Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
79	Open Spaces	25/11/2025	171/25	Current		Hedge maintenance	Agricultural and	S	70.00	14.00	84.00
Total									72.43	14.00	86.43

Prepared by: Diana O'Grady, Clerk and RFO Date: 25.11.2025
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)

25 November 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	142.60					5,840.45	2,859.55
Staff Expenses &	480.00	22.43	22.43	22.43	20.00	22.43	37.43	24.86	2.43					174.44	305.56
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	85.90					247.96	52.04
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	63.25	87.08					697.83	-141.83
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					89.96					11,023.96	-9,848.96
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

172/25 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 5th January 2026.