

MINUTES

Please note all Minutes are draft until ratified at the next meeting

Present: Cllr Andrews, Chair
Cllr Bennett, Vice-chair
Cllr McGhee
Cllr Pascoe
Cllr Standeven
Cllr Smith

In attendance: Diana O'Grady, Clerk

135/25 Apologies for absence

- o District Cllr Brand. Reason given and apology accepted.
- o Cllr Stratford. Reason given and apology accepted.

136/25 Public Participation period

- o None present

137/25 Declaration of Interests and dispensation requests

- o Cllrs Andrews and Bennett declared interests in the planning application and will not take part in the decision.

138/25 To confirm the Minutes of the Ordinary Meeting held on October 6th 2025

- o Agreed by all who were present and signed by Chair.

Items ongoing

139/25 Approve Health and Safety Guide

- o Approved by Council.

140/25 Himalayan Balsam at the Trusty Servant

- o Clerk to follow up with Trusty Servant.

New items

141/25 Snow Plough risk assessment and contract

- o Council agreed to leave the contract and risk assessment as for previous years. Clerk to contact Mark Bridle re his rates for this year.

142/25 Lengthsman contract

- o Cllr McGhee suggests we update the current contract of employment and will contact Stephen to discuss.

143/25 Xmas arrangements, 20th Dec

- o Music arrangements underway.
- o Cllr Smith will buy and bring the tree, organise the lights and the fencing.
- o Tree to go up 6th / 7th December
- o Cllr Andrews will organise the horse and cart
- o Cllr Standeven will contact potential Fr. Xmas
- o Cllr Bennett will bring cones and buckets

144/25 RBL wreath

- o Council agreed to donate £40, Clerk to set up the payment

by

Signed Chair Date

145/25 Clerk salary increase and back pay

- Agreed by Council.

Reports

146/25 Reports from County / District Councillors

- Report from District Cllr. Brand
 - Attended Full Council Meeting. Parking charges were discussed and a motion put forward for free 1 hour parking in NFDC car parks to support local businesses but not approved.
 - Attended an all-member briefing of the Local Plan, where timings re consultation were discussed. Since this meeting the timings have been postponed, date currently unknown due to LGR.
 - Attended an all-member meeting regarding Fawley Waterside. Plans were shown re a new Business development, Data Centres and Maritime. No Housing and less jobs than originally promised. This will come forward for planning permission.
 - Received a request to help improve the traffic problems in Emery Down. I have written to Hampshire Highways and requested a meeting with the New Forest Inn owners to see if anything can be done.
 - The overgrown garden issue in Lyndhurst has now been resolved with the garden being cut back and improved.
 - Received a request for support regarding some fly tipping. This has now been cleared.
 - Still trying to find a solution for the loss of the local free taxi service for the elderly in Lyndhurst.
 - Met with the Lyndhurst Twinning Association regarding Grant funding to support new initiatives, working with schools and growing the membership.

147/25 Reports from Parish representatives

- Cllr Andrews attended the NE Quadrant meeting.
- Cllr McGhee working on co-ordinating the Lychgate repairs. Church is looking to start a mother and toddler group.
- Cllr Smith has had a quote to remove the cladding, replace studwork on one side, put in membrane, rebuild the shutters and double doors and add new cladding £9,800.00 x VAT
- Cllr Pascoe has agreement of a grant which requires match funding. Together with Council reserves this will raise sufficient cash. 2 x quotes will be obtained.
- Cllr Andrews reported on a quiz held at the village hall.

148/25 Report from Lengthsman

- Grit bin report circulated
- Risk Assessment October 2025. 2hrs 30mins
- Patrol round the village couldn't identify overflowing ditches. 1hr
- Safety Footpaths Inspected check. walk footpaths, reasonable condition muddy in places now rain has returned. 2.hrs 30 mins

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

by

Signed Chair Date

150/25 Planning

New Applications

25/01082FULL Victoria Cottage, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY

Garage/store (demolish existing outbuilding)

Decision: **3** We recommend **permission** for the reasons listed below

Comments: Appears to be suitable for the site. Complies with DP2 and DP37

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.

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
- All above approved by Council.

by

Signed Chair Date

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

by

Signed Chair Date

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

by

Signed Chair Date

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															

by

Signed Chair Date

152/25 Future Meeting

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

Meeting closed 21:02

by

Signed Chair Date