

# 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 5<sup>th</sup> January 2026 at 19:30.**

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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)

24<sup>th</sup> December 2025

## AGENDA

- 173/26 Apologies for absence
- 174/26 Public Participation period
- 175/26 Declaration of Interests and dispensation requests
- 176/26 To confirm the Minutes of the Ordinary Meeting held on December 1st 2025

### Items ongoing

- 177/26 Himalayan Balsam at the Trusty Servant
- 178/26 Lengthsman contract

### New items

- 179/26 Agree actions to be taken in response to recommendations on the interim audit report of November 2025.
- 180/26 Agree procedure for supporting documents associated with agendas
- 181/26 Signatures from Councillors agreeing to accept communications via email / text / telephone
- 182/26 Agree course of action for wording on September minutes regarding the Dragon's teeth outside Dunbridge Cottage
- 183/26 Agree if changes are to be made regarding bank reconciliation procedures.
- 184/26 Agree if changes should be made to the way Reserves are recorded.
- 185/26 Comments on costings of website, mailboxes and .gov.uk domain.

### Reports

- 186/26 Reports from County / District Councillors
  - Report from District Cllr. Brand
- 187/26 Reports from Parish representatives
- 188/26 Clerk report on interim internal audit
- 189/26 Report from Lengthsman
- 190/26 Correspondence and documents circulated
  - Interim audit report recommendations and draft responses for comment
  - ICO Guidance on the publication of supporting documents
  - Open letter to Sir Julian Lewis supporting Option 1 in the Local Government reorganisation plans
  - Quotes for website, email mailboxes and .gov.uk domain from Hugo Fox and Parish Online, along with the costs of the Council's current provider, Ionos.

- 191/26 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

**Council response sent 05/12/2025:** 5. Minstead PC is happy to accept the decision reached by the National Park Authority's Officers under their delegated powers.

## Minstead Parish Council

**Comments:** No objection to the unenclosed Porch **provided** that it is conditioned to remain permanently unenclosed.

No objection to the unenclosed Verandahs **provided** that they are conditioned to remain permanently unenclosed.

No objection to the proposed external lighting.

The chimney stack is strikingly short and, with the additional "Fireplace" construction is intrusive to the overall peace of the house and that elevation, BUT it appears it has to be so to avoid overly shading the PV panels, is at the rear of the building, and if the owners are content with these things Minstead PC would not support an objection to it.

**25/01303FULL** Sir Walter Tyrrell, ROAD FROM A31 TO BROOK VIA CANTERTON, BROOK, LYNDHURST, SO43 7HD

Construction of a raised decking area

**25/01367FULL** Minstead Lodge, MINSTEAD LODGE TRACK, LONDON MINSTEAD, LYNDHURST, SO43 7FT

External canopy above workshop courtyard including vertical cladding at open ends; levelling of ground

**25/01414FULL** Horseshoe Cottage, BLACKWATER ROAD, Emery Down, LYNDHURST, SO43 7EB

Extension to outbuilding; partial demolition of outbuilding

### Trees

**25/01487CONS** Woodside Lodge, WOODSIDE, MINSTEAD, LYNDHURST, SO43 7GB

Fell 2 x Ash trees (T1 & T2 on the plan)

Fell to monolith 1 x Oak tree (T3 on the plan)

Prune 1 x Oak tree (T4 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.

### 192/26 Finance

- Invoices circulated electronically
  - Mulberry auditor invoice 1787 for £337.50 + £67.50 VAT, £405.00 total
  - Details of HALC training 'Intro to Local Council Finance for Officers'
- Payments for approval
  - Clerk mileage December £2.43
  - Mulberry invoice £337.50 + VAT
  - HALC Clerk training 'Intro to Local Council Finance for Officers' £53.50
  - Christmas tree £120

# Minstead Parish Council

## Minstead Parish Council PAYMENTS & RECEIPTS LIST

24 December 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
83	Staff Costs	03/12/2025	145/25	Current		Payment - Clerk salary	Clerk and Lengthsman	X			
82	Admin (Stationery, Printer,	03/12/2025		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
86	Staff Costs	03/12/2025		Current		Payment - Staff net	Clerk and Lengthsman	X	-610.78		-610.78
87	Staff Expenses & Training	03/12/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
84	Audit & Professional Fees	03/12/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
85	S.137	03/12/2025	144/25	Current		Payment - Royal British	Royal British Legion	X	-40.00		-40.00
88	Audit & Professional Fees	16/12/2025		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
90	Staff Expenses & Training	23/12/2025	192/26	Current		Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
89	Communications (Phone,	23/12/2025		Current		Payment - Ionos Business	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
91	Audit & Professional Fees	23/12/2025	192/26	Current		Payment - Internal Auditor	Mulberry and Co	S	-337.50	-67.50	-405.00
93	Staff Expenses & Training	24/12/2025	192/26	Current		Payment - Clerk training	Hampshire Association	X	-53.50		-53.50
92	Other/Miscellaneous	24/12/2025	192/26	Current	Xmas Tree	Payment - Xmas	John Smith (Minstead	X	-120.00		-120.00
<b>Total</b>									<b>-1,210.20</b>	<b>-71.85</b>	<b>-1,282.05</b>

## Minstead Parish Council

### Minstead Parish Council

24 December 2025 (2025-2026)

#### PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
90	Staff Expenses & Training	23/12/2025	192/26	Current		Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
91	Audit & Professional Fees	23/12/2025	192/26	Current		Internal Auditor	Mulberry and Co	S	337.50	67.50	405.00
93	Staff Expenses & Training	24/12/2025	192/26	Current		Clerk training	Hampshire Association	X	53.50		53.50
92	Other/Miscellaneous	24/12/2025	192/26	Current	Xmas Tree	Xmas	John Smith (Minstead	X	120.00		120.00
Total									513.43	67.50	580.93

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

Date: 24/12/2025

Approved by: \_\_\_\_\_  
*Name and Role*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role*

Date: \_\_\_\_\_

# Minstead Parish Council

24 December 2025 (2025-2026)

## Minstead Parish Council RECONCILIATION - Current 24-12-2025

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From Accounts . . . . .	£33,324.89
Payments not cashed . . . . . Add . . . . .	£580.93
Receipts not entered . . . . . Subtract . . . . .	
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Statement should be . . . . .	£33,905.82

I certify the bank statement of 24<sup>th</sup> December 2025 agrees with the figure above of £33,905.82

Signed ..... Date .....

Signed ..... Date .....

## **Minstead Parish Council**

193/26 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 2<sup>nd</sup> February 2026.

The Minstead Parish Council Annual Parish Meeting will be held on Wednesday 11<sup>th</sup> March 2026.