

Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on **Monday 1st December 2025 at 19:30.**

MINUTES

All Minutes are draft until ratified at the next meeting

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

In Attendance: Clerk, Diana O'Grady
District Cllr Brand

153/25 Apologies for absence

- None received

154/25 Public Participation period

- None present

155/25 Declaration of Interests and dispensation requests

- None declared

156/25 To confirm the Minutes of the Ordinary Meeting held on November 3rd 2025

- Agreed by all who were present and signed by Chair

Items ongoing

157/25 Himalayan Balsam at the Trusty Servant

- No reply received to email sent by Clerk
- Clerk to email Holly Fitzgerald, the New Forest non-native plants officer at the Hampshire and IOW Wildlife Trust.

158/25 Lengthsman contract

- Postponed until January

159/25 Xmas arrangements

- Horse and cart are fine, tree will go up on 6th Dec, lights are organised, Lee Byford will do the fence.
- Clerk to email Cllr Stratford asking him to post a notice about arrangements for gifts.

New items

160/25 Budget approval 2026 / 2027

- Budget approved and accepted by Council, proposed by Cllr Andrews and seconded by Cllr Bennett.

161/25 Precept approval 2026 / 2027

- Precept for 2026-2027, agreed to be £17,368.00. Proposed by Cllr Andrews and seconded by Cllr Bennett.

162/25 Approve Financial and Management Risk Assessment 2025.11

- Proposed Chair, seconded Cllr Pascoe, approved by Council to be adopted.

163/25 Approve Financial Regulations 2025.11

- Proposed Cllr Andrews, seconded Cllr McGhee, approved by Council to be adopted.

Signed Chair Date

Minstead Parish Council

Reports

164/25 Reports from County / District Councillors

- Report from District Cllr. Brand
 - I attended a Special Council Meeting re the Conservative group no longer having a majority as a Councillor had moved to the Reform party. The meeting did not last long as an Independent Councillor moved to join the Conservative group therefore the majority still stands.
 - I attended a briefing regarding a mock Housing inspection that will take place due to changes in how the Government are reviewing Housing teams' performance. NFDC expects to receive a government inspection next year.
 - I attended an all-member briefing re how the Phase 2 Waste Strategy roll out was progressing. It was reported that there have been far less issues in phase 2 and that they are confident phase 3 will be even better.
 - Residents have complained about not having their glass collected after having followed advice which was to come off the system then gone on again. Cllr Brand will raise this with the waste department.
 - I attended a meeting with the owners of the new Forest Inn public house regarding the amount of traffic and parking on the Emery Down road. Some good ideas for improvement were discussed and have been passed on to Hampshire Highways.
 - I am continuing to try and find a solution re the loss of taxi services to residents in Emery Down.
 - I have requested for a bench base to be put in place near the Lyndhurst Community Centre for a bench that the Rotary club would like to donate.
 - I supported the Lyndhurst Village decorations Committee with putting up the Christmas trees and lights, hosted the switch on and held a Murder Mystery event raising £1500.
 - I continue to run and attend The Den Youth club and support Friends of Lyndhurst Surgery.

165/25 Reports from Parish representatives

- Cllr Standeven will take on the Consultative panel meetings as parish representative.
- Cllr McGhee, the church has an Anna Chaplain supporting the elderly people in the parish.
- After school club planning to expand their activities, funding campaign has raised £45,000
- Cllr Smith, attempts have been made to access the website but these have been unsuccessful
- Cllr Pascoe has two quotes for Pavilion cladding work. Council has chosen a quote and has agreed to pay Soffe £300 for the cladding materials. Proposed Cllr Andrews, seconded Cllr Bennett.
- Cllr Andrews Hall continues in relatively good shape.

166/25 Exemption certificate 2024-2025 seen by Council

- Council saw this following the end of year audit 2024 – 2025.

167/25 Clerk report on interim internal audit

- Clerk explained some points raised by the auditor and actions to be taken as a result. Clerk waiting for the final report from the auditor.

168/25 Report from Lengthsman

- None received.

169/25 Correspondence and documents circulated

- Hampshire County Council budget consultation 2026 / 2027

Signed Chair Date

Minstead Parish Council

- 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

Postponed to the January meeting as documents not yet on NPA website. Clerk has requested an extension on the consultation period until the next meeting of Minstead Parish Council.

Trees

25/01252CONS Golden Croft, FOOTBALL GREEN, Minstead, LYNDHURST, SO43 7FQ

Fell 1 x Oak tree (T1 on the plan)

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)

Comments: No Comment

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
 - Mark Bridle hedge cutting £70 + £14 VAT
 - Both payments agreed by Council and paid in the meeting.
- Invoices circulated electronically
 - Mark Bridle hedge cutting £70 (+£14 VAT)

Signed Chair Date

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

Signed Chair

Date

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

Signed Chair Date

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															

Signed Chair Date

Minstead Parish Council

172/25 Future Meeting

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

Meeting closed at 21:29

Signed Chair Date