

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 2nd February 2026 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)

27th January 2026

AGENDA

- 194/26 Apologies for absence
- 195/26 Public Participation period
- 196/26 Declaration of Interests and dispensation requests
- 197/26 To confirm the Minutes of the Ordinary Meeting held on January 5th 2026.

Items ongoing

- 198/26 Himalayan Balsam at the Trusty Servant. Clerk sent a chase-up email 22.01.26, the Hampshire and Isle of Wight Wildlife Trust New Forest Invasive Non-Native Plants Officer is waiting for a response from the new Manager at the Trusty Servant
- 199/26 Agree to change the wording on the front page of the website to reflect the access and editing authorities of users in response to recommendations on the interim audit report of November 2025.
- 200/26 Agree how supporting documents will be uploaded with the agendas and minutes in response to recommendations on the interim audit report of November 2025.
- 201/26 Agree that when a decision is recorded, the powers used to make the decision are recorded in response to recommendations on the interim audit report of November 2025.
- 202/26 Agree how reserves will be shown on financial reports.

New items

Reports

- 203/26 Reports from County / District Councillors
- 204/26 Reports from Parish representatives
- 205/26 Report from Lengthsman
- 206/26 Correspondence and documents circulated
 - Hampshire ALC's Position Paper on Local Government Reorganisation (LGR)
 - NALC Newsletter 15.01.2026
 - Open letter from NALC
 - Hampshire ALC Newsletter January 2026
 - Updated Interim audit report of November 2025.
- 207/26 Planning

New Applications

- 25/01386FULL** Home Farm, PEARTREE LANE, EMERY DOWN, LYNDHURST, SO43 7FH
New bi-fold doors; window and door re-painting; re-render; replacement rainwater goods; replacement front door flaunching; armoured cable re-routing; brick paved patio
- 25/01387LBC** Home Farm, PEARTREE LANE, EMERY DOWN, LYNDHURST, SO43 7FH
New bi-fold doors; window and door re-painting; re-render; replacement rainwater goods; replacement front door flaunching; armoured cable re-routing; brick paved patio; internal alterations (Application for Listed Building Consent)

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- 25/01433LDCE** Home Farm Cottage, LONDON MINSTEAD ROAD, LONDON MINSTEAD, LYNDHURST, SO43 7FT
Application for a Certificate of Lawful Development for existing single storey extension to dwelling; new porch and first floor window; single storey annexe building with link to dwelling; garage building, subject of planning permission 12/97160
- 25/01415LBC** Horseshoe Cottage, BLACKWATER ROAD, Emery Down, LYNDHURST, SO43 7EB
Extension to outbuilding; partial demolition of outbuilding (Application for Listed Building Consent)
- 25/01414FULL** Horseshoe Cottage, BLACKWATER ROAD, Emery Down, LYNDHURST, SO43 7EB
Extension to outbuilding; partial demolition of outbuilding
- 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
- 25/01369LBC** Minstead Lodge, MINSTEAD LODGE TRACK, LONDON MINSTEAD, LYNDHURST, SO43 7FT
External canopy above workshop courtyard including vertical cladding at open ends; levelling of ground; roof trusses, purlins, gutters and roof cladding to be replaced; perimeter beams and columns adjacent to buildings to be retained and made good where possible (Application for Listed Building Consent)
- 25/01417FULL** Furzey Gardens, SCHOOL LANE, MINSTEAD, LYNDHURST, SO43 7GL
25/01417FULL
Single storey extension; alterations to outbuilding; outbuilding; raised patio; fencing
- 25/01388FULL** Oak Cottage, PIKES HILL AVENUE, LYNDHURST, SO43 7AX
One and two storey extensions; dormer window; solar panels; rooflight (demolition of existing single storey elements & outbuilding)

Trees

- 26/00025CONS** Little Skymers, STONEY CROSS PLAIN ROAD, MINSTEAD, LYNDHURST, SO43 7GF
Prune group of Oak trees (G1 on the plan)
Fell 2 x Conifer trees (T1 & T13 on the plan)
Prune 1 x Oak tree (T2 on the plan)
Coppice 2 x Willow trees (T3 on the plan)
Prune 1 x Beech tree (T6 on the plan)
Prune group of unnamed tree species trees (T7 - T12 on the plan)
Fell 1 x Silver Birch tree (T14 on the plan)
Fell group of 5 unnamed tree species trees (G2 on the plan)
Prune 1 x Silver Birch tree (T15 on the plan)
Remove Deadwood 1 x Oak tree (T16 on the plan - exempt works included for information only)
Prune 1 x Poplar tree (T17 on the plan)
Fell 1 x dead Poplar tree (T18 on the plan)
Fell 2 x unnamed species trees (T19 and T20 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.

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208/26 Finance

- Invoices circulated electronically
 - Forestry England land rental invoice
 - Forestry England Verderers invoice
 - Forestry England Statement 16.01.2026
 - HALC Clerk training 'Intro to Local Council Finance for Officers'
- Payments for approval
 - Clerk mileage January £2.43
 - Forestry England land rental invoice £250.00
 - Forestry England Verderers invoice £50.00

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Minstead Parish Council PAYMENTS & RECEIPTS LIST

27 January 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
94	Staff Costs	26/12/2025		Current		Payment - Staff net	Clerk and Lengthsman	X	-610.78		-610.78
95	Staff Expenses & Training	29/12/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
7	Other Income	21/01/2026		Current		Receipt - Verderers	Cadnam Cricket Club	X	50.00		50.00
8	Other Income	21/01/2026		Current		Receipt - Cricket Pitch rent	Cadnam Cricket Club	X	250.00		250.00
98	Staff Costs	21/01/2026		Current		Payment - Tax and NI	HMRC	X	-612.57		-612.57
96	Audit & Professional Fees	21/01/2026		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
97	Audit & Professional Fees	21/01/2026		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
99	Staff Costs	27/01/2026		Current		Payment - Staff net	Clerk and Lengthsman	X	-610.78		-610.78
100	Staff Expenses & Training	27/01/2026		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
101	Staff Expenses & Training	27/01/2026	208/26	Current	Jan mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
102	Open Spaces	27/01/2026	208/26	Current		Payment - Cricket Pitch	Forestry England	X	-250.00		-250.00
103	Open Spaces	27/01/2026	208/26	Current		Payment - Verderers	Forestry England	X	-50.00		-50.00
Total									-1,892.81	-2.40	-1,895.21

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27 January 2026 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
101 Staff Expenses & Training	27/01/2026	208/26	Current	Jan mileage	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
102 Open Spaces	27/01/2026	208/26	Current		Cricket Pitch rent	Forestry England	X	250.00		250.00
103 Open Spaces	27/01/2026	208/26	Current		Verderers Compenstion for	Forestry England	X	50.00		50.00
Total								302.43		302.43

Prepared by: Diana O'Grady, Clerk and RFO Date: 27/01/2026
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

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209/26 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 2nd March 2026.
The Minstead Parish Council Annual Parishioners' Meeting will be held on Wednesday 11th March 2026.