

Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on **Monday 5th January 2026 at 19:30.**

MINUTES

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

In attendance: Diana O'Grady, Clerk and RFO
District Cllr Brand

173/26 Apologies for absence

- None received

174/26 Public Participation period

- None present

175/26 Declaration of Interests and dispensation requests

- None declared or requested.

176/26 To confirm the Minutes of the Ordinary Meeting held on December 1st 2025

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

Items ongoing

177/26 Himalayan Balsam at the Trusty Servant

- No response yet received from the New Forest Invasive Non-Native Plants Officer.

178/26 Lengthsman contract

- Postponed until the March meeting.

New items

179/26 Agree actions to be taken in response to recommendations on the interim audit report of November 2025.

- Council discussed the items on the auditor's list as below. More information is needed on a few of the points before being able to publish a response.

180/26 Agree procedure for supporting documents associated with agendas

- Clerk to check what was being done in the past, suggested look at years 2022-2023.

181/26 Signatures from Councillors agreeing to accept communications via email / text / telephone

- One Councillor yet to sign.

182/26 Agree course of action for wording on September minutes regarding the Dragon's teeth outside Dunbridge Cottage

- No further action required by Parish Council.

183/26 Agree if changes are to be made regarding bank reconciliation procedures.

- Clerk has changed the wording on the report and will ask the Auditor if this change satisfies the audit requirements.

184/26 Agree if changes should be made to the way Reserves are recorded.

- Reserves are now being recorded on the Monthly budget report as two items, Cricket Pavilion and General reserves. Scribe Lite allows just two Reserves items. Clerk to ask Scribe for advice on recording other earmarked funds.

185/26 Comments on costings of website, mailboxes and .gov.uk domain.

Signed Chair Date

Minstead Parish Council

- For now the Council has decided to remain with Ionos and the .org.uk domain name. Cllr Smith will talk to Ionos about the suggested price increase.

Reports

186/26 Reports from County / District Councillors

- Report from District Cllr. Brand
 - Meeting updates
- Attended a briefing regarding Government Reorganisation update. This outlined the five options that had been put forward by the different councils and reiterated that New Forest District Council would like to see option 1 = East Hampshire, New Forest, Test Valley and Winchester due to the rural nature of all of these Districts and the fact that they all have Parish and Town Councils. There is a consultation out now which closes on 11th January 2026. You can take part here [Consultation on Proposals for Local Government Reorganisation in Hampshire, Isle of Wight, Portsmouth and Southampton - Ministry of Housing, Communities and Local Government - Citizen Space](#)
- Attended an Electoral Services Update meeting which provided information about the forthcoming elections as they currently stand.
- Attended Full Council meeting the main part of the meeting was to discuss a motion which was put forward to agree to write to the Secretary of State and the Prime Minister to ensure that local voices are heard when planning is put forward by ABP for the expansion of their port functions into Dibden Bay. The motion was agreed after a change of wording.
- I attended a meeting with Hampshire Highways regarding the design changes for some of the Lyndhurst Roads. A presentation will be taken to the next Lyndhurst Parish Council meeting and then a Public Presentation is planned for February.
 - Issues Raised
- I have been contacted by a few residents regarding the parking charges that will commence in all forest car parks and the potential impact this could have on local streets. I have contacted Hampshire Highways who state that it is not something they can do anything about at the moment. Car parking permits could be used but this would need to be reviewed by the Traffic Management Team if problems do arise and will need to be agreed on by all residents.
- The lack of glass collections in Minstead. Raised with NFDC and the glass was collected.
- Request for a base in the Lyndhurst car park for a new bench to be donated by The Rotary Club. Currently waiting for approval from Forestry England to have on their land.

187/26 Reports from Parish representatives

- Shop communicating with WhatsApp and Minstead Mail. The shop want local people to use the shop for their basic shopping, not just as a gift shop.
- Church report - Baby and toddler group plans for the village, the Anna Chaplain is busy and this is working very well.
- Cricket pavilion – Still planning to do the cladding before the end of March.

188/26 Clerk report on interim internal audit

- Nothing to report in addition to the comments above.

189/26 Report from Lengthsman

- None received

190/26 Correspondence and documents circulated

- Interim audit report recommendations and draft responses for comment
- ICO Guidance on the publication of supporting documents

Signed Chair Date

Minstead Parish Council

- 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.

Cllr McGhee left the meeting at 21:40

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.

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

No objection to the unenclosed Verandas **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

Decision: 5 We are happy to accept the decision reached by the National Park Authority's officers under their delegated powers.

Comments: Having considered the comments made by a neighbour, we would think this to be more of a noise related issue and have suggested they contact the appropriate agencies.

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

Decision: 1 We recommend permission for the reasons listed below but would accept the decision reached by the National Park Authority's officers under their delegated powers.

Comments: The structure currently exists, this is a slight increase of the area.

25/01414FULL Horseshoe Cottage, BLACKWATER ROAD, Emery Down, LYNDHURST, SO43 7EB
Extension to outbuilding; partial demolition of outbuilding

Comments: The Parish Council needs guidance and Clerk will ask for a briefing note. It's not clear if the outbuilding is subservient to the main building.

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)

Signed Chair Date

Minstead Parish Council

Prune 1 x Oak tree (T4 on the plan)

No Comments

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

All payments above approved by the Council, all but the HALC training (as there is not yet an invoice) paid during the meeting. HALC to be paid on receipt of an invoice.

Signed Chair Date

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
Total									-1,210.20	-71.85	-1,282.05

Signed Chair

Date

Minstead Parish Council

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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 Date: 24/12/2025
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Signed Chair Date

Minstead Parish Council

24 December 2025 (2025-2026)

Minstead Parish Council RECONCILIATION - Current 24-12-2025

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

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

Signed Date

Signed Date

Signed Chair Date

Minstead Parish Council

193/26 Future Meeting

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

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

Meeting closed at 21:59

Signed Chair Date