

# 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 2<sup>nd</sup> March 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> February 2026

## AGENDA

- 210/26 Apologies for absence
- 211/26 Public Participation period
- 212/26 Declaration of Interests and dispensation requests
- 213/26 To confirm the Minutes of the Ordinary Meeting held on January 5<sup>th</sup> 2026.

### Items ongoing

- 214/26 Himalayan Balsam at the Trusty Servant. Clerk sent a chase-up email 22.01.26 and again 19.02.26, 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.

### New items

- 215/26 Agree meeting dates for 2026-2027
- 216/26 Agree to Clerk CiLCA training, payment details as listed in earlier email. £495 (no VAT) to SLCC for registration and assessment + £400 +VAT to HALC for mentoring, 5 x training sessions and support. Fees to be split equally with Bramshaw Parish Council.
- 217/26 Agree to half first payment due by 18<sup>th</sup> March, of £247.50 when invoice received. This will show as £495 paid to SLCC followed by a repayment from Bramshaw Parish Council of £247.50

- 218/26 Review Asset Register

### Reports

- 219/26 Reports from County / District Councillors
- 220/26 Reports from Parish representatives
- 221/26 Report from Lengthsman
- 222/26 Correspondence and documents circulated
  - o NALC Chief Executive bulletin 19<sup>th</sup> February 2026
  - o Proposed list of meeting dates for 2026-2027
  - o Asset register 2025-2026

- 223/26 Planning

### New Applications

#### **26/00110PATC** New Forest National Park

Application under part 16 of the Town & Country Planning (General Permitted Development) Order in respect of proposed telecommunication infrastructure works within the New Forest National Park

#### **25/01417FULL** Furzey Gardens, SCHOOL LANE, MINSTEAD, LYNDHURST, SO43 7GL

Single storey extension; alterations to outbuilding; outbuilding; raised patio; fencing

Response sent 23.02.2026

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

**Comments:** We would like to draw to the planners' attention the potential of increased parking encroaching into the surrounding countryside. This is alongside increased use and therefore damage of the track to the A31.

## Minstead Parish Council

### Trees

**26/00132CONS** Appletrees Farm, SALLY'S WATER, MINSTEAD, LYNDHURST, SO43 7GH

Prune 1 x Yew tree hedge (H1)

Fell 1 x Cypress tree (T2)

Fell 1 x Walnut tree to the major fork (T4)

Grub out old stump (S3) included for information.

**26/00176CONS** Thrifty Beeches, THE GROVE, STONEY CROSS, LYNDHURST, SO43 7GP

Fell 1 x Oak tree (T3 on the plan)

Prune 2 x Beech trees (T4 & T5 on the plan)

Prune 1 x Silver Birch tree (T7 on the plan)

Prune 1 x Liquidambar tree (T8 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.

### 224/26 Finance

- Invoices circulated electronically
  - HALC training Intro to Finance for Officers (Member)
- Payments for approval
  - Clerk mileage February £2.43
  - HALC training £44.58 + £8.92 VAT, £53.50 total
  - SLCC CiLCA registration and assessment £495, £247.50 of which is to be repaid by Bramshaw Parish Council

# Minstead Parish Council

## Minstead Parish Council PAYMENTS & RECEIPTS LIST

24 February 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
107	Audit & Professional Fees	02/02/2026		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
105	Communications (Phone,	05/02/2026		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
106	Admin (Stationery, Printer,	05/02/2026		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
108	Audit & Professional Fees	11/02/2026		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
109	Communications (Phone,	17/02/2026		Current		Payment - Ionos Expert	Ionos Cloud Ltd	S	-158.31	-31.66	-189.97
110	Staff Expenses & Training	23/02/2026	224/26	Current		Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
111	Staff Expenses & Training	23/02/2026	224/26	Current		Payment - Clerk training	Hampshire Association	S	-44.58	-8.92	-53.50
112	Staff Expenses & Training	23/02/2026	224/26	Current		Payment - Clerk training	SLCC	X	-495.00		-495.00
<b>Total</b>									<b>-726.31</b>	<b>-44.93</b>	<b>-771.24</b>

# Minstead Parish Council

24 February 2026 (2025-2026)

## Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
110	Staff Expenses & Training	23/02/2026	224/26	Current	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
112	Staff Expenses & Training	23/02/2026	224/26	Current	Clerk training	SLCC	X	495.00		495.00
111	Staff Expenses & Training	23/02/2026	224/26	Current	Clerk training	Hampshire Association	S	44.58	8.92	53.50
<b>Total</b>								<b>542.01</b>	<b>8.92</b>	<b>550.93</b>

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

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

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

# Minstead Parish Council

## Minstead Parish Council

23 February 2026 (2025-2026)

### Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>PAYMENTS</b>															
<b>Payments</b>															
Staff Costs	8,700.00	1,041.25	595.05	595.05	1,138.10	595.05	595.05	1,138.30	142.60	1,221.56	1,223.35			8,285.36	414.64
Staff Expenses &	480.00	22.43	22.43	22.43	20.00	22.43	37.43	24.86	2.43	87.01	22.43	542.01		825.89	-345.89
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	6.00		164.31		418.27	-118.27
Admin (Stationery,	700.00	556.00	3.73	3.74	3.74		7.48	3.74		7.48		3.74		589.65	110.35
Audit & Professional	556.00	16.25	466.25	16.25	16.25	16.25	16.25	63.25	87.08	353.75	16.25	16.25		1,084.08	-528.08
Elections	100.00														100.00
S.137	980.00		650.00		500.00					40.00				1,190.00	-210.00
Loan Repayment															
Open Spaces	1,175.00	240.00	864.00	150.00					89.96		300.00			1,643.96	-468.96

# Minstead Parish Council

23 February 2026 (2025-2026)

## Minstead Parish Council Reserves Balance 2025-2026

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
General Reserves	8,350.00	5,000.00			13,350.00
Cricket Pavilion Reserves	15,000.00		9,680.00		5,320.00
<b>Total Earmarked</b>	<b>23,350.00</b>	<b>5,000.00</b>	<b>9,680.00</b>		<b>18,670.00</b>
<b>TOTAL RESERVE</b>	<b>23,350.00</b>	<b>5,000.00</b>	<b>9,680.00</b>		<b>18,670.00</b>
<b>GENERAL FUND</b>					11,983.95
<b>TOTAL FUNDS</b>					30,653.95

# Minstead Parish Council

23 February 2026 (2025-2026)

## Minstead Parish Council RECONCILIATION - Current 23-02-2026

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From Accounts . . . . .	£30,653.95
Payments not cashed . . . . . Add . . . . .	£550.93
Receipts not entered . . . . . Subtract . . . . .	
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<b>Statement should be . . . . .</b>	<b>£31,204.88</b>

I certify the Lloyds bank statement of 23<sup>rd</sup> February 2026 agrees with the figure above of £31,204.88 as checked on the Lloyds bank mobile app in the Parish Council meeting of 2<sup>nd</sup> March 2026.

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

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

## **Minstead Parish Council**

225/26 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 13<sup>th</sup> April 2026.

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