

# Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on **Monday 2<sup>nd</sup> February 2026 at 19:30.**

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## MINUTES

Present: Cllr. Andrews (Chair)  
Cllr. Bennett (Vice chair)  
Cllr. McGhee  
Cllr. Pascoe  
Cllr. Smith

In attendance: Diana O'Grady (Clerk)  
2 x members of the public  
District Cllr. Brand  
Cllr. Standeven via Zoom

194/26 Apologies for absence

- o None received.

195/26 Public Participation period

- o Two members of the public spoke on applications at the Sir Walter Tyrell Public House. They urge the Parish Council to speak with the NPA Planning officers to move more quickly on matters at the Sir Walter Tyrrell.
- o District Cllr. Brand will speak with her colleagues in Environmental Health and will also go forward to the NPA Planning officers.
- o The Chair will go to the Enforcement officers to ask what could be done to expedite the enforcement.

196/26 Declaration of Interests and dispensation requests

- o None declared.

197/26 To confirm the Minutes of the Ordinary Meeting held on January 5<sup>th</sup> 2026.

- o Agreed by all who were at the meeting, signed and dated by the Chair.

### 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.

- o Changed by Cllr. Smith in January 2026

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.

- o Agreed to follow the recommendation of the Interim audit in the future.

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.

- o Agreed to follow the recommendation of the Interim audit in the future.
- o The shorter table of Powers to be circulated to all Councillors by the Clerk.

Signed Chair .....

Date .....

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202/26 Agree how reserves will be shown on financial reports.

- Reserves will be shown as Cricket Pavilion Reserves and as General Reserves.

## New items

None

## Reports

203/26 Reports from County / District Councillors

### **Report from District Councillor Brand**

- Attended a Local Government Reorganisation update at full council, Lyndhurst Parish Council meeting where Hampshire Highways presented their current thoughts for changing some crossings/roads in Lyndhurst, Housing and Communities Overview and Scrutiny Panel and a special Parish Council meeting regarding the Fenwick Hospital and the Lyndhurst Post Office.
- Met with the Lyndhurst Chamber of Trade re road closures and the Lyndhurst Village Decorations Committee.

### Issues Raised

- Planning application for the Fenwick Hospital has been raised by a number of people and comments sent to the New Forest Park Authority.
- Raised a number of potholes to Hampshire Highways.

204/26 Reports from Parish representatives

### **Report from Cllr. Smith follows:**

- Wood for the Cricket pavilion cladding has been ordered.
- Still waiting for a quote for the labour, uprights and delivery.

### **Report from Cllr. McGhee follows:**

- Vicar has retired and there is a timetable for the appointment of a new vicar, the advertisement will run through May, with interviews in June.
- Hope to have a new vicar in post by the Autumn.
- Parish Away day on 28<sup>th</sup> Feb

### **Report from Cllr. Pascoe follows:**

- Cllr Pascoe is posting useful information on the village FaceBook page.

### **Reports from Cllr. Bennett follow:**

- New Forest Association of Local Councils meeting January 26

The chair was Mary Davis as Bryce Stratford was ill.

### Matters arising

- The response made by David Hall to LCP whip was approved by NFALC.
- The Transport Summit was well attended and there were 100 attendees. It is on the NPA website.
- New Forest Cultural Council report was deferred as Bryce Stratford was ill.
- New Forest District Council Update is as for Quadrant meeting.  
One extra point was that the food waste is sent to private companies and used to create methane gas.
- National Park Authority update is as for quadrant meeting
- Hampshire Association of Local Councils Local Government Review

Message from Dawn Hamblet, HALC Chief Executive... We have the County Forum on Thursday 29th January 2026 at Chilcomb Down House near Winchester when we have someone from Southampton University coming along to discuss some research HALC commissioned them to

Signed Chair .....

Date .....

## Minstead Parish Council

do to look at how Local Councils can embrace the opportunities of LGR and ensure the voice of local communities is fully reflected to unitaries. While still finalising details, HALC is hoping to include a facilitated discussion to seek views from attendees of the forum to go into this research. This will be a wider discussion for people to get involved in, and HALC would appreciate your support in highlighting this. We will also be holding an LGR summit on 11th June 2026, so again it would be helpful if this could be highlighted at the NFALC meeting. I hope NFALC members will attend one or both of these events. However, I'm happy for either Robert Pettigrew or myself to come down to a subsequent NFALC meeting - perhaps in April 2026 - when we understand what the new model will be. In the meantime, HALC have produced a position paper on LGR recently submitted as part of the Govt consultation. It would be good to know that this has filtered through to members as well (Appendix 3)

- AOB

One of the parishes raised the idea of clustering, however there was no detail and I did not get which parish it was hopefully it will be in the detail.

### **Report from Cllr. Standeven follows:**

Notes from the Annual Parish Tree Meeting, Appletree Court, 14 Jan 2026. H Standeven

- New Forest District Council Tree Department do tree surveys, chargeable. Surveys should be undertaken every 2 years. It's the Parish Council's responsibility to inform NFDC of which trees are owned by the Council.
- Point 8 might be of interest to us in view of the recent conversations about the Lengthsman's contract. We need to ensure that anyone contracted by us has the appropriate insurance, training, and has correctly maintained equipment. Most accidents (that have resulted in prosecutions) arise from faulty equipment or inadequate training. To save you scrolling through the minutes, Point 8 is copied here:
- Why are incidents and near misses mainly the responsibility of the landowner instead of the contractor undertaking the work?
- Advice and guidance on how to best protect yourselves as landowners can be found within CDM regulations.
- These regulations are constantly changing and evolving with time, and it is good practice to keep familiar with them. It is also advisable to find contractors through regulated people such as the ARB association. Even if a tree contractor is employed via the ARB association it is still advised to double check the individual contractor's licenses, qualifications and relevant insurances. All these points would help to minimize any risks of an incident.
- NFDC as standard practice, asks for their tree contractors to provide certificates and training documents for all their staff as well as risk assessments for every job and meet with the tree contractors every quarter.

### **Report from Cllr. Andrews**

- Nothing to report on the Village Hall.

205/26 Report from Lengthsman

- None received.

Signed Chair .....

Date .....

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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

**Response:** 2 We recommend REFUSAL for the reasons listed below but would accept the decision reached by the National Park Authority's Officers under their delegated powers.

**Comments:** We have concerns about light pollution and whether the bi-fold doors are in keeping with the character of a listed building.

**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)

**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

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

**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

**Comments:** The Council is not able to respond to this because there is not a briefing note for 25/01414FULL.

**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

**Comments:** Minstead Parish Council has previously commented on this and had reached Decision 1.

**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

Signed Chair .....

Date .....

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

**Comments:** Comments on this have been deferred because there is no briefing note. Clerk has requested an extension to the consultation period until Tues 3<sup>rd</sup> March 2026.

**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)

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

**Comments:** The above is providing the extended area is not greater than 30%.

### 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)

**Comments:** No adverse 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.

### 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

Signed Chair .....

Date .....

# Minstead Parish Council

## 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
<b>Total</b>									<b>-1,892.81</b>	<b>-2.40</b>	<b>-1,895.21</b>

Signed Chair .....

Date .....



# Minstead Parish Council

209/26 Future Meeting

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

Meeting closed 21:30

Signed Chair .....

Date .....