

# 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> March 2026 at 19:30.**

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## MINUTES

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

In attendance Diana O'Grady (Clerk)  
District Cllr Reilly  
District Cllr Brand

210/26 Apologies for absence

- None received

211/26 Public Participation period

- District Cllr Joe Reilly introduced himself and stated his priorities should he be elected in the coming County Council elections.

212/26 Declaration of Interests and dispensation requests

- None declared

213/26 To confirm the Minutes of the Ordinary Meeting held on February 2nd 2026.

- Amendment to minute 204/26 to alter 'labour, uprights and delivery' to 'uprights'.

### 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

- Agreed with a couple of changes and updated list to be circulated by Clerk

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.

- Agreed by Council, invoice to be circulated on receipt.

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

- Agreed by Council, invoice to be circulated on receipt.

218/26 Review Asset Register

- Reviewed and agreed with changes as discussed in the meetings.

### Reports

219/26 Reports from County / District Councillors

- Report from District Councillor Brand

Signed Chair ..... Date .....

## Minstead Parish Council

- Meeting updates
  - No meetings attended in February within the Council.
  - Attended a meeting with a resident regarding issues with a local public house and camping in Minstead.
  - Attended a meeting with a resident regarding the Fenwick Hospital planning application and raised concerns to NPA planning.
- Issues Raised
  - Chasing the NPA for update re a new bench being permitted in Lyndhurst car park.
  - Escalated an issue regarding a pothole that has been outstanding for a fix for a long time in Emery Down.
  - Further issues raised regarding the Lyndhurst Post Office but news was supplied by the Post Office that they will set up a new one in the village.
  - Issues raised with the cleanliness of Lyndhurst High Street, potholes etc.
  - Meeting with resident in 4th March 2026.

### 220/26 Reports from Parish representatives

- Cllr MGhee
  - Church is still in the interregnum period
  - Good parish away day, over 30 people attended
  - Position of vicar for the 3 x churches will be advertised in May. Parish of Lyndhurst, Emery Down and Minstead.
- Cllr Standeven proposes she set up a group representing as much of the Forest as possible to try to protect the roads and reduce the volume of traffic. The Council supports the idea.
- Cllr Smith informed the meeting that the cricket pavilion cladding and uprights were delivered on 2<sup>nd</sup> March and the contractor will start work as soon as the estimate is agreed.
- Cllr Pascoe
  - The cladding and uprights will cost £1680 + VAT
  - The timings for grant applications, payment and the coming end of year are proving to be challenging
  - The village community shop is looking for more volunteers

### 221/26 Report from Lengthsman

- None received

### 222/26 Correspondence and documents circulated

- NALC Chief Executive bulletin 19<sup>th</sup> February 2026
- Proposed list of meeting dates for 2026-2027
- 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.

Signed Chair ..... Date .....

## Minstead Parish Council

**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.

### Trees

**26/00132CONS** Appletrees Farm, SALLYS 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.

**Comments:** No comment

**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)

**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.

### 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
- Payments above approved by Council but please see note below.

**Note:** Voucher 111 on Scribe has been erroneously listed in the Payments for Approval list in Minute 224/26 and added to the Payments Awaiting Authorisation report below. The invoice had been seen by all Councillors during January and was paid on 2026.02.02, it was therefore not authorised again. Clerk to adjust Scribe accordingly.

Signed Chair ..... Date .....

# 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>

Signed Chair ..... Date .....

# 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*

Signed Chair ..... Date .....

# 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

Signed Chair ..... Date .....

# 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

Signed Chair ..... Date .....

# 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 .....

Signed Chair ..... Date .....

# **Minstead Parish Council**

225/26 Future Meeting

The Parish Council will hold an extraordinary meeting to authorise payment of the cricket pavilion cladding materials and building works on Monday 9<sup>th</sup> March 2026.

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

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

Meeting closed 20:40

Signed Chair ..... Date .....