

# 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 13<sup>th</sup> April 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)

6<sup>th</sup> April 2026

## AGENDA

- 230/26 Apologies for absence
- 231/26 Public Participation period
- 232/26 Declaration of Interests and dispensation requests
- 233/26 To confirm the Minutes of the Ordinary meeting held on March 2<sup>nd</sup> 2026.
- 234/26 To confirm the Minutes of the Extraordinary meeting held on March 9<sup>th</sup> 2026.

### Items ongoing

- 235/26 Himalayan Balsam at the Trusty Servant. The Hampshire and Isle of Wight Wildlife Trust New Forest Invasive Non-Native Plants Officer is hoping to gain access to the Trusty Servant very soon.

### New items

- 236/26 Decide whether to support Beaulieu PC's requests to Forestry England as In emails forwarded.

### Reports

- 237/26 Reports from County / District Councillors
- 238/26 Reports from Parish representatives
- 239/26 Report from Lengthsman
- 240/26 Correspondence and documents circulated
- o Emails from Beaulieu PC forwarded on 31<sup>st</sup> March and 6<sup>th</sup> April
- 241/26 Planning

### New Applications

- 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)

Notification letter circulated 2026.03.06

### Trees

- 26/00285CONS** Gardeners Cottage, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7HA  
Fell 1 x Beech Tree
- 26/00232CONS** Merrie Orchard, FOOTBALL GREEN, MINSTEAD, LYNDHURST, SO43 7FR  
Prune 1 x Oak tree
- 26/00367CONS** The Old Bakery, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY  
Fell 1 x Hazel tree (T1 on the plan)  
Fell 1 x dead Damson tree (T2 on the plan)  
Fell 1 x dead Cheery tree (T3 on the plan)  
Fell 1 x dead Laburnum tree (T4 on the plan)  
Fell 1 x Camellia (T5 on the plan)  
Fell 1 x Rhododendron (T6 on the plan)  
Fell 1 x Bay tree (T7 on the plan)  
Remove multiple small trees/ large shrubs as part of garden redesign works.
- 26/00370CONS** The Cottage, Toms Lane Corner, Stoney Cross Plain Road, MINSTEAD,  
LYNDHURST, SO43 7GF

## Minstead Parish Council

Fell 1 x Silver Birch tree

### 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.

### 242/26 Finance

- Invoices circulated electronically
  - HALC training Intro to CiLCA INV-8022
  - HALC additional invoice against INV-7953 for the VAT
  - HALC invoice for CiLCA tutoring INV-8064
  - Zurich Municipal insurance Invoice No: 554848708 cover 2026-2027
  - SLCC Membership MEM258167-1 2026-2027
  - Receipt for cheese and biscuits for APM
- Payments for approval
  - HALC INV-8022 £64.20 inc VAT
  - HALC additional invoice against INV-7953 £10.70
  - HALC invoice for CiLCA tutoring £480.00 inc VAT (£200 to be repaid by Bramshaw PC)
  - Zurich Municipal insurance Invoice cover 2026-2027 £1,112.83
  - SLCC Membership invoice £200.00 (£100 to be repaid by Bramshaw PC)
  - Cheese and biscuits £12.70
  - Clerk mileage March 2026 £4.86

# Minstead Parish Council

## Minstead Parish Council PAYMENTS & RECEIPTS LIST

07 April 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
114	Admin (Stationery, Printer,	25/02/2026		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
113	Staff Costs	27/02/2026		Current		Payment - Staff net	Clerk and Lengthsman	X	-610.78		-610.78
118	Staff Expenses & Training	27/02/2026		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
116	Open Spaces	09/03/2026	227/26	Current		Payment - Cricket Pavilion	S C Soffe and Sons Ltd	S	-1,680.00	-336.00	-2,016.00
9	Grants/Donations	10/03/2026		Current		Receipt - Cricket Pavilion	Cadnam Cricket Club	X	418.00		418.00
119	Audit & Professional Fees	12/03/2026		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
117	Open Spaces	12/03/2026	228/26	Current		Payment - Cricket Pavilion	Colebrook Carpentry	X	-14,810.00		-14,810.00
115	Other/Miscellaneous	12/03/2026		Current		Payment - APM expenses	Clerk and Lengthsman	X			
10	Grants/Donations	13/03/2026		Current		Receipt - Cricket Pavilion	Cadnam Cricket Club	X	200.00		200.00
122	Communications (Phone,	23/03/2026		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
11	Other Income	26/03/2026		Current		Receipt - Clerk training	Bramshaw Parish	X	26.75		26.75
123	Admin (Stationery, Printer,	26/03/2026		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
120	Admin (Stationery, Printer,	26/03/2026		Current		Payment - Village Hall hire	Minstead Village Hall	X	-40.00		-40.00
121	Admin (Stationery, Printer,	26/03/2026		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
124	Staff Costs	27/03/2026		Current		Payment - Staff net	Clerk and Lengthsman	X	-610.78		-610.78
125	Staff Expenses & Training	27/03/2026		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
<b>Total</b>									<b>-17,176.54</b>	<b>-341.10</b>	<b>-17,517.64</b>

# Minstead Parish Council

06 April 2026 (2025-2026)

## Minstead Parish Council RECONCILIATION - Current 31-03-2026

---

---

From Accounts . . . . .	£13,684.81
Payments not cashed . . . . . Add . . . . .	
Receipts not entered . . . . . Subtract . . . . .	
<hr/>	
<b>Statement should be . . . . .</b>	<b>£13,684.81</b>

I certify that the figure shown on this report agrees with the Lloyds bank statement balance shown on 31<sup>st</sup> March 2026

Signature ..... Date.....

Signature..... Date.....

# Minstead Parish Council

## Minstead Parish Council

07 April 2026 (2026-2027)

### PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1	Staff Expenses & Training	06/04/2026	242/26	Current		Clerk training	Hampshire Association	X	10.70		10.70
2	Staff Expenses & Training	06/04/2026	242/26	Current		Clerk training	Hampshire Association	S	400.00	80.00	480.00
3	Insurance	06/04/2026	242/26	Current		Insurance premium	Zurich Municipal	X	1,112.83		1,112.83
4	Staff Expenses & Training	06/04/2026	242/26	Current		Clerk training	Hampshire Association	S	53.50	10.70	64.20
5	Staff Expenses & Training	06/04/2026	242/26	Current		SLCC membership	SLCC	X	200.00		200.00
6	Other/Miscellaneous	06/04/2026	242/26	Current		APM expenses	Clerk and Lengthsman	X	12.70		12.70
7	Audit & Professional Fees	06/04/2026		Current		Scribe monthly	Starboard Systems Ltd	S	12.00	2.40	14.40
8	Staff Expenses & Training	07/04/2026	242/26	Current	March mileage	Clerk mileage	Clerk and Lengthsman	X	4.86		4.86
<b>Total</b>									<b>1,806.59</b>	<b>93.10</b>	<b>1,899.69</b>

# Minstead Parish Council

## Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

07 April 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1	Staff Expenses & Training	06/04/2026	242/26	Current		Clerk training	Hampshire Association	X	10.70		10.70
2	Staff Expenses & Training	06/04/2026	242/26	Current		Clerk training	Hampshire Association	S	400.00	80.00	480.00
4	Staff Expenses & Training	06/04/2026	242/26	Current		Clerk training	Hampshire Association	S	53.50	10.70	64.20
5	Staff Expenses & Training	06/04/2026	242/26	Current		SLCC membership	SLCC	X	200.00		200.00
3	Insurance	06/04/2026	242/26	Current		Insurance premium	Zurich Municipal	X	1,112.83		1,112.83
6	Other/Miscellaneous	06/04/2026	242/26	Current		APM expenses	Clerk and Lengthsman	X	12.70		12.70
8	Staff Expenses & Training	07/04/2026	242/26	Current	March mileage	Clerk mileage	Clerk and Lengthsman	X	4.86		4.86
<b>Total</b>									<b>1,794.59</b>	<b>90.70</b>	<b>1,885.29</b>

Prepared by: Diana O'Grady Clerk and RFO  
*Name and Role*

Date: 6<sup>th</sup> March 2026

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

# Minstead Parish Council

06 April 2026 (2025-2026)

## Minstead Parish Council Reserves Balance 2025-2026

---

<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				8,350.00
Cricket Pavilion Reserves	15,000.00	-5,320.00	9,680.00		0.00
<b>Total Earmarked</b>	<b>23,350.00</b>	<b>-5,320.00</b>	<b>9,680.00</b>		<b>8,350.00</b>
<b>TOTAL RESERVE</b>	<b>23,350.00</b>	<b>-5,320.00</b>	<b>9,680.00</b>		<b>8,350.00</b>
<b>GENERAL FUND</b>					5,334.81
<b>TOTAL FUNDS</b>					13,684.81

I certify that the movements of funds and final figures reflect my understanding of the Reserves as of the date of the report.

Signature .....

Date .....

Signature .....

Date .....



## **Minstead Parish Council**

243/26 Future Meeting

The Minstead Parish Council Annual General Meeting will be held on Monday 11<sup>th</sup> May 2026.  
The next ordinary meeting of Minstead Parish Council will be on Monday 11<sup>th</sup> May 2026 following the AGM.