

Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on **Monday 13th April 2026 at 19:30.**

Present Cllr Andrews (Chair)
Cllr Bennett (Vice Chair)
Cllr Pascoe
Cllr Standeven
Cllr Smith
In Attendance Diana O'Grady (Clerk)

MINUTES

230/26 Apologies for absence

- o District Cllr Brand
- o Cllr Alison McGhee

231/26 Public Participation period

- o None present

232/26 Declaration of Interests and dispensation requests

- o None declared

233/26 To confirm the Minutes of the Ordinary meeting held on March 2nd 2026.

- o Agreed by all who were present, signed and dated by the Chair

234/26 To confirm the Minutes of the Extraordinary meeting held on March 9th 2026.

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

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.

- o Council is waiting for a report from the Hampshire and Isle of Wight Wildlife Trust New Forest Invasive Non-Native Plants Officer

New items

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

- o The Council decided to support the initiative. Chair proposed, Cllr Standeven seconded. Clerk to draft an email.

Reports

237/26 Reports from County / District Councillors

- o None received

238/26 Reports from Parish representatives

- o **Cllr Standeven**
- o My Representation to the verderers court on 18 March was well received. I made contact with Susan Stride in the Emery Down Rhodes group, Gilly Jones who runs the New Forest Road awareness FB group, and one of the verderers told me that it was something that they could broadly support.
- o We now have a road subcommittee with several members based in Minstead.
- o There is a spreadsheet run by one of these members recording incidents when displaced traffic ends up using Minstead, usually when the A31 is slow or there has been an accident.
- o The subcommittee is meeting in person week-commencing 20th April.

Signed Chair

Date

Minstead Parish Council

- Proposed changes in Lyndhurst might also have an impact on the traffic in Minstead. These comprise the addition of two new zebra crossings, pavement widening and potentially turning one lane of the one-way system into a cycle path (not likely). They also want to introduce a 20 mph speed limit. The subcommittee fed back asking if they have considered the impact on local rural roads if they make the traffic even worse in Lyndhurst. They haven't done any modelling because it's too expensive. It's very much budget driven, and an attempt to make life in Lyndhurst a bit more pleasant for pedestrians. But the likely outcome will be even more displaced traffic.
- The lead on transport planning in Hampshire County Council is Ben Mitchell. His email address is ben.mitchell@hants.gov.uk. I will contact him.
- Possible avenues to pursue our looking to see if roads can be classified a single track, and reducing the speed limit to 20; both these things would change the algorithms on Google Maps
- The best chance of changing speed limits according to Richard Taylor is via the Hampshire local transport plan for (LTP4). This changes the road hierarchy to put vulnerable users at the top: walkers, cyclists and horse riders. This fits really well with slowing traffic down to protect livestock and I think it's the best chance of changing speed limits. RT has been involved with this because of his work with the New Forest cycle working group. As part of LTP4, Hampshire County Council is developing a movement and place framework, which should be published for consultation later this year. This may well give us an opportunity to alter speed limits or even define some quiet lanes sometimes called green lanes.
- Displacement parking due to introduction of parking charges
- As this potentially impacts traffic in Minstead as well, this has also been discussed.
- Highways have introduced a temporary TTRO on most of the local roads to prevent displacement parking. Forestry England are not monitoring this but will respond on a reactive basis if provided with evidence. We will set up a separate spreadsheet monitoring any potential displacement parking, which can then be given as evidence to the Parish Council.
- The TTRO provides the option to deploy initial controls quickly if needed where persistent safety or access problems occur. These controls would not be deployed pre-emptively at every site: they would be strictly in response to evidenced issues only. The TTRO applies only to issues in relation to the public highway within the New Forest - it does not apply to the adjacent verges or land.
- Rowena who is on the road subcommittee went to a meeting in her capacity as Forestry England Ranger on the 23rd of March. The parking scheme will be introduced after the Easter break. Parking rangers have now been recruited. Their operational hours are likely to be very early morning to 11 pm. Verge protection work continues, including deep ditches and dragons teeth. Verge protection areas banded red, amber and green. Red are near car parks or village edges. Rangers will monitor FE land and neighbouring land but not private car parks or driveways.
- **Cllr Smith**, cricket pavilion almost finished and Cadnam CC have a skip going inside.
- **Cllr Pascoe** initiated a discussion around parcel collection points around the village. It was decided that no more are needed.
- 28th April there will be a plant / seedling sale / exchange
- Cllr Pascoe will look for any National Park Authority courses on planning
- **Cllr Bennet** reported that PCSO Williams will be giving a talk in the village on scams
- She also circulated the NFALC meeting minutes which has interesting information re the new bins

Signed Chair

Date

Minstead Parish Council

239/26 Report from Lengthsman

- None received.

240/26 Correspondence and documents circulated

- Emails from Beaulieu PC forwarded on 31st March and 6th 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

Application closed.

Trees

26/00285CONS Gardeners Cottage, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7HA
Fell 1 x Beech Tree

Comments: No comment

26/00232CONS Merrie Orchard, FOOTBALL GREEN, MINSTEAD, LYNDHURST, SO43 7FR

Prune 1 x Oak tree

Comments: No comment

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.

Comments: No comment

26/00370CONS The Cottage, Toms Lane Corner, Stoney Cross Plain Road, MINSTEAD,
LYNDHURST, SO43 7GF

Fell 1 x Silver Birch tree

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.

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

Signed Chair

Date

Minstead Parish Council

- 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

All the above payments were approved and all but the insurance renewal were paid at the meeting. Insurance renewal is due for payment on 1st June but the Council will review the insurance policy before renewing. Clerk to organise this with Cllr McGhee.

Signed Chair

Date

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
Total									-17,176.54	-341.10	-17,517.64

Signed Chair

Date

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/>	
Statement should be	£13,684.81

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

Signature Date.....

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

Signed Chair 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
Total									1,806.59	93.10	1,899.69

Signed Chair

Date

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
Total									1,794.59	90.70	1,885.29

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

Date: 6th March 2026

Approved by: _____
Name and Role

Date: _____

Approved by: _____
Name and Role

Date: _____

Signed Chair

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>
Earmarked					
General Reserves	8,350.00				8,350.00
Cricket Pavilion Reserves	15,000.00	-5,320.00	9,680.00		0.00
Total Earmarked	23,350.00	-5,320.00	9,680.00		8,350.00
TOTAL RESERVE	23,350.00	-5,320.00	9,680.00		8,350.00
GENERAL FUND					5,334.81
TOTAL FUNDS					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.

Signed Chair Date

Signature Date

Signature Date

Minstead Parish Council

243/26 Future Meeting

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

Meeting closed 21:42

Signed Chair

Date