

# Minstead Parish Council

To: All members of Minstead Parish Council:

You are hereby summoned to attend the Annual General Meeting of Minstead Parish Council to be held in the Danby Room at Minstead Hall on **Monday 11<sup>th</sup> May 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)

5<sup>th</sup> May 2026

## AGENDA

- 1/26 Election of Chair and Vice Chair
- 2/26 Declarations of office of Chair and Vice Chair
- 3/26 Apologies for absence
- 4/26 Public Participation period
- 5/26 Declaration of Interests and dispensation requests
- 6/26 To confirm the Minutes of the Ordinary Meeting held on 13<sup>th</sup> April 2025
- 7/26 To agree amount of Chair allowance 2026 – 2027
- 8/26 Appointment of Parish Representatives/Responsibilities

### Current allocated responsibilities are:

- o New Forest Association of Local Councils (NFALC) – Cllrs Stratford and Bennett
- o New Forest Consultative Panel – Cllr Smith
- o NE Quadrant meetings – Cllr Bennett
- o Police liaison – Cllr Bennett
- o Cadnam Cricket Club liaison – Cllr Smith
- o Minstead Hall Management Committee – Cllr Andrews
- o Minstead Village PCC – Cllr Andrews
- o Community Shop Committee – Cllr Pascoe
- o Footpaths – Cllr Pascoe
- o Communications – Cllr Pascoe
- o Payments Signatories – Cllrs Andrews, Bennett, Pascoe
- o Lengthsman Management – Clerk

### Items ongoing

#### New items

- 9/26 Agree Audit Governance statements
- 10/26 Agree Bank reconciliation at 2026.03.31
- 11/26 Agree explanation of variances 2025 – 2026
- 12/26 Agree VAT claim 2025 – 2026
- 13/26 Agree Accounting statements 2025 – 2026
- 14/26 Agree the annual internal controls report
- 15/26 Agree Exercise of Public Rights dates as 2<sup>nd</sup> June to 13<sup>th</sup> July inclusive.
- 16/26 Review of asset register 2026
- 17/26 Review of insurance cover for all risks in 2026-2027
- 18/26 Review of Standing Orders 2025
- 19/26 Review of LGA Model Code of Conduct and adaptation to Minstead PC.
- 20/26 Review of Available documents and charges / Publication scheme
- 21/26 Review of Council's Complaints procedure
- 22/26 Date for the village Fete 2026 is 15th August, 12:00-16:00
- 23/26 New Forest Together campaign

# Minstead Parish Council

## Reports

- 24/26 Reports from County / District Councillors
- Report from District Cllr. Brand
- 25/26 Reports from Parish representatives
- 26/26 Report from Lengthsman
- 27/26 Correspondence and documents circulated
- Policies 24/04/2026 and audit documents 04/05/2026
  - Minstead PC Standing Orders last reviewed June 2025
  - LGA Model Code of Conduct
  - Available documents and charges / publication scheme
  - Asset register 2026
  - Insurance schedule 2025-2026
  - Complaints procedure last reviewed September 2023
  - Annual return / Accounting statements 2025 – 2026
  - Annual internal Audit report 2025-2026
  - Annual Governance statements 2025-2026
  - Bank reconciliation at 2026.03.31
  - Explanation of variances 2025 – 2026
  - VAT claim 2025 – 2026
- 28/26 Planning

## New Applications

**26/00252FULL** Forest Ford, CANTERTON LANE, BROOK, LYNDHURST, SO43 7HF  
Single storey rear extension; 2no. outbuildings; demolition of 2no. outbuildings

## Trees

**26/00404CONS** Talbot Cottage, SEAMANS LANE, MINSTEAD, LYNDHURST, SO43 7FU Prune 2 x Oak trees (T1 & T3 on the plan)  
Fell 1 x Oak tree (T2 on the plan)

## **No Comments received**

**26/00444CONS** Thatched Cottage, BLACKWATER ROAD, Emery Down, LYNDHURST, SO43 7FJ  
Fell 1 x Poplar tree (T1 on the plan)  
Fell 1 x Leylandii tree (T2 on the plan)

**26/00462CONS** Greys Farm, CANTERTON LANE, Brook, LYNDHURST, SO43 7HF  
Fell 1 x Willow tree (T1 on the plan)  
Fell 1 x multi-stem Hazel tree (T2 on the plan)  
Prune 4 x Oak trees (T3, T4, T9 & T12 on the plan)  
Prune 1 x Hazel tree (T5 on the plan)  
Prune 1 x Willow tree (T6 on the plan)  
Prune 1 x Birch tree (T7 on the plan)  
Fell 1 x Hawthorn tree (T8 on the plan)  
Fell 2 x Ash tree (T10 & T11 on the plan)  
Prune 1 x Field Maple tree (T13 on the plan)  
Fell group of 7 x Willow tree (T14 on the plan)  
Fell group of 10 x Conifer trees (T15 on the plan)  
Fell 1 x Oak tree (T16 on the plan)

**26/00463CONS** Hazel Hill Farm, LONDON MINSTEAD ROAD, LONDON MINSTEAD, LYNDHURST, SO43 7FT  
Heavily reduce 1 x Weeping Willow tree (T1 on the plan)

# Minstead Parish Council

## 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.

## 29/26 Finance

- Payments for approval
  - HALC annual invoice and levy £369.00
  - Danby room 11 x meetings £444.00
  - Village Hall APM 2026 £112.00
  - Clerk mileage April £2.43
  - Authorisation of regular monthly payments, currently
    - Staff net salaries £610.78
    - Clerk working from home allowance £20
    - HP instant ink £4.49 inc VAT
    - Scribe £14.40 inc VAT
    - Ionos cloud web hosting and email provision £7.20 inc VAT + annual fee of £189.97 inc VAT
    - Bank charges £4.25
    - Dropbox annual fee £95.88 inc VAT
    - Microsoft annual fee £84.99 inc VAT
    - ICO annual £47 no VAT
    - HMRC tax and NI approx. £560.00 quarterly
  - Invoices to be paid, authorised previously
    - Zurich Insurance £1,112.83 242/26
    - SLCC CiLCA registration £495.00 224/26
- The Parish Council audit for 2025-2026 will take place on 20<sup>th</sup> May 2026
- Invoices circulated electronically 04/05/2026
  - HALC annual invoice and levy INV-8211
  - Danby room invoice for 11 x Ordinary meetings INV77
  - Village hall invoice for APM 2026 INV78
- Invoice circulated electronically 05/05/2026
  - SLCC CiLCA registration QL209280-1
- Remittance circulated electronically
  - Remittance advice for Precept Part 1 £8350.00
  - Remittance advice for Lengthsman scheme £1100.00

# Minstead Parish Council

## Minstead Parish Council PAYMENTS & RECEIPTS LIST

05 May 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1	Grants/Donations	13/04/2026		Current		Receipt - Grant from New	New Forest District	X	6,750.00		6,750.00
2	VAT Refund	15/04/2026		Current		Receipt - VAT refund	HMRC	X	2,704.29		2,704.29
4	Grants/Donations	20/04/2026		Current		Receipt - Lengthsman	Hampshire County	X	1,100.00		1,100.00
3	Other Income	20/04/2026		Current		Receipt - Clerk training	Bramshaw Parish	X	200.00		200.00
9	Audit & Professional Fees	20/04/2026		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
10	Communications (Phone,	21/04/2026		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
11	Staff Costs	23/04/2026		Current		Payment - Tax and NI	HMRC	X	-564.02		-564.02
12	Admin (Stationery, Printer,	24/04/2026		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
13	Staff Costs	27/04/2026		Current		Payment - Staff net	Clerk and Lengthsman	X	-610.78		-610.78
14	Staff Expenses & Training	27/04/2026		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
5	Precept	28/04/2026		Current		Receipt - Precept part 1	New Forest District	X	8,684.00		8,684.00
6	Other Income	30/04/2026		Current		Receipt - SLCC	Bramshaw Parish	X	100.00		100.00
15	Audit & Professional Fees	01/05/2026		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
<b>Total</b>									<b>18,317.50</b>	<b>-4.35</b>	<b>18,313.15</b>

# Minstead Parish Council

## Minstead Parish Council

05 May 2026 (2026-2027)

### PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
16	Staff Expenses & Training	05/05/2026	29/26	Current	April mileage	Clerk mileage	Clerk and Lengthsman	X	2.43	2.43
17	Subscriptions &	05/05/2026	29/26	Current		HALC annual subscription	Hampshire Association	X	356.00	356.00
18	Admin (Stationery, Printer,	05/05/2026	29/26	Current		Danby Room hire	Minstead Village Hall	X	480.00	480.00
19	Admin (Stationery, Printer,	05/05/2026	29/26	Current		Village Hall hire	Minstead Village Hall	X	112.00	112.00
<b>Total</b>								<b>950.43</b>	<b>950.43</b>	

Prepared by: Diana O'Grady, Clerk and RFO Date: 05/05/2026  
*Name and Role*

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

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

## Minstead Parish Council

### Regular Payments for Authorisation 2026-2027

Payment amounts shown are inclusive of VAT where appropriate

STORDER	£20.00	Clerk working from home allowance	Clerk Diana O'Grady (Clerk and Lengthsman)	Current	Staff Expenses & Training
STORDER	£610.78	Staff net salaries	Clerk and Lengthsman	Current	Staff Costs
CARD	£4.49	HP Instant Ink monthly	Hewlett Packard	Current	Admin (Stationery, Printer, Postage etc.)
DIRDEBIT	£14.40	Scribe monthly	Scribe Accounts (Starboard Systems Ltd)	Current	Audit & Professional Fees
CARD	£189.97	HP Instant Ink annual	Hewlett Packard	Current	Admin (Stationery, Printer, Postage etc.)
CARD	£7.20	Ionos Cloud monthly	Mary De Guzman (Ionos Cloud Ltd)	Current	Communications (Phone, Website, Broadband)
DIRDEBIT	£95.88	DropBox annual	DropBox	Current	Communications (Phone, Website, Broadband)
DIRDEBIT	£84.99	Microsoft annual	Microsoft	Current	Communications (Phone, Website, Broadband)
DIRDEBIT	£47.00	ICO annual	Information Commissioners Office	Current	Audit & Professional Fees
DIRDEBIT	£4.25	Bank charges monthly	Lloyds Bank plc	Current	Audit & Professional Fees
DIRDEBIT	£560.00	Tax and NI quarterly	HMRC	Current	Staff Costs

Prepared by Diana O'Grady, Clerk and RFO

Date 05/05/2026

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_



# Minstead Parish Council

05 May 2026 (2026-2027)

## Minstead Parish Council RECONCILIATION - Current 05-05-2026

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From Accounts . . . . .	£29,147.84
Payments not cashed . . . . . Add . . . . .	£2,063.26
Receipts not entered . . . . . Subtract . . . . .	
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<b>Statement should be . . . . .</b>	<b>£31,211.10</b>

I confirm the Lloyds bank balance showing as of 5<sup>th</sup> May 2026 is £31,211.10

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

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

## **Minstead Parish Council**

30/26 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 1<sup>st</sup> June 2026.