

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 1st June 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)

26/05/2026

AGENDA

- 31/26 Apologies for absence
- 32/26 Public Participation period
- 33/26 Declaration of Interests and dispensation requests
- 34/26 To confirm the Minutes of the Annual General Meeting and Ordinary Meeting held on 11th May 2025
- 35/26 To confirm the Minutes of the Annual Parishioners' meeting held on 11th March 2026

Items ongoing

None

New items

- 36/26 Review of LGA Model Code of Conduct and adaptation to Minstead PC.
- 37/26 See the Annual Internal Audit report 2025-2026
- 38/26 Agree Audit Governance statements 2025-2026
- 39/26 Agree Accounting statements 2025 – 2026
- 40/26 Agree Exercise of Public Rights dates as 3rd June to 14th July inclusive.
- 41/26 Agree the Final Internal Audit report by Mulberry Local Authority Services Ltd
- 42/26 Comments on the draft Scheme of delegation
- 43/26 Discussion and agree next steps on the cricket ground foul drain failure
- 44/26 Discuss and agree action on the war memorial fencing

Reports

- 45/26 Reports from County / District Councillors
 - Report from District Cllr. Brand
- 46/26 Reports from Parish representatives
- 47/26 Report from Lengthsman

Correspondence and documents circulated 25/05/2026

- LGA Model Code of Conduct
- Guidance on the LGA Model Code of Conduct circulated 26/05/26
- AGAR_form_3_-_limited_assurance_review_2025-26, consisting of:
 - Annual Internal Audit report 2025-2026
 - Audit Governance statements 2025-2026
 - Accounting statements 2025 – 2026
- Exercise of Public Rights dated 3rd June to 14th July inclusive.
- Final Internal Audit report by Mulberry Local Authority Services Ltd
- Minutes of the Annual Parishioners' meeting
- Draft Scheme of Delegation to the Clerk 2026

Minstead Parish Council

48/26 Planning

New Applications

26/00416FULL Perry Dees, LONDON MINSTEAD ROAD, LONDON MINSTEAD, LYNDHURST, SO43 7FT

Garage extension

26/00455/FULL Yew Tree, Lyndhurst Road, Minstead, Lyndhurst SO43 7FX

Outbuilding extension; fenestration alterations; raise chimney height; replacement cladding; pergola; air source heat pump

26/00482LBC Yew Tree, Lyndhurst Road, Minstead, Lyndhurst SO43 7FX

Outbuilding extension; fenestration alterations; raise chimney height; replacement cladding; pergola; air source heat pump; internal alterations (Application for Listed Building Consent)

26/00218FULL Sinefield, Road through Emery Down towards Stoney Cross, Emery Down, Lyndhurst SO43 7GA

Swimming pool; pool building

Trees

26/00506CONS HARTINGS, SEAMANS LANE, MINSTEAD, LYNDHURST, SO43 7FU

Fell 1 x Macrocarpa tree (TREE 1)

Fell 1 x common Ash tree leaving a 3 meter trunk (TREE 2)

Prune 1 x Oak tree (TREE 3)

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.

49/26 Finance

- Payments for approval
 - Mulberry Internal Audit invoice Inv-2225
 - Clerk mileage May 2026 £2.43
- Invoices circulated electronically 25/05/2026
 - Mulberry Internal Audit invoice £150.00 + £30.00 VA

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

26 May 2026 (2026-2027)

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	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
17	Subscriptions &	05/05/2026	29/26	Current		Payment - HALC annual	Hampshire Association	X	-356.00		-356.00
18	Admin (Stationery, Printer,	05/05/2026	29/26	Current		Payment - Danby Room	Minstead Village Hall	X	-480.00		-480.00
19	Admin (Stationery, Printer,	05/05/2026	29/26	Current		Payment - Village Hall hire	Minstead Village Hall	X	-112.00		-112.00
20	Staff Expenses & Training	11/05/2026	224/26	Current		Payment - Clerk training	SLCC	X	-495.00		-495.00
7	Grants/Donations	12/05/2026		Current		Receipt - Fenwick	Fenwick Community	X	5,000.00		5,000.00
21	Audit & Professional Fees	18/05/2026		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
22	Communications (Phone,	21/05/2026		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
24	Staff Expenses & Training	25/05/2026	49/26	Current	May mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
23	Audit & Professional Fees	01/06/2026	49/26	Current		Payment - Internal Auditor	Mulberry and Co	S	-150.00	-30.00	-180.00
Total									3,391.89	-31.20	3,360.69

Minstead Parish Council

Minstead Parish Council

26 May 2026 (2026-2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
24	Staff Expenses & Training	25/05/2026	49/26	Current	May mileage	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
23	Audit & Professional Fees	01/06/2026	49/26	Current		Internal Auditor	Mulberry and Co	S	150.00	30.00	180.00
Total									152.43	30.00	182.43

Prepared by: Diana O'Grady, Clerk and RFO Date: 26/05/2026

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Minstead Parish Council

25 May 2026 (2026-2027)

Minstead Parish Council RECONCILIATION - Current 25-05-2026

From Accounts	£33,638.96
Payments not cashed Add	£2.43
Receipts not entered Subtract	
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Statement should be	£33,641.39

I certify that the figures above agree with the balance in the Lloyds bank account as of 25/05/2026

Signature Date

Signature Date

Minstead Parish Council

50/26 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 6th July 2026.