

Minstead Parish Council

To: All members of Minstead Parish Council:

Minutes of the Annual General Meeting of Minstead Parish Council followed by the Ordinary meeting held in the Danby Room at Minstead Hall on **Monday 11th May 2026 at 19:30.**

MINUTES

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

In attendance: Diana O’Grady (Clerk and RFO)
District Cllr Brand

- 1/26 Election of Chair and Vice Chair
- o Cllr Andrews proposed as Chair by Cllr Standeven and seconded by Cllr McGhee
 - o Cllr Bennett proposed as Vice-chair by Cllr Standeven and seconded by Cllr McGhee
- 2/26 Declarations of office of Chair and Vice Chair
- o Declarations made to the meeting and forms signed by Chair, Vice-chair and Clerk as appropriate.
- 3/26 Apologies for absence
- o Cllr Smith, reason for absence given and accepted.
- 4/26 Public Participation period
- o None present
- 5/26 Declaration of Interests and dispensation requests
- o Cllr Andrews will abstain from decisions on the New Forest Together campaign
- 6/26 To confirm the Minutes of the Ordinary Meeting held on 13th April 2025
- o Agreed by the Council, proposed Cllr Bennett, seconded Cllr Pascoe
 - o The Council noted the spelling error on Minute 238/26 which should read ‘Emery Down Roads group’.
- 7/26 To agree amount of Chair allowance 2026 – 2027
- o Agreed by Council to remain at £275.00pa
- 8/26 Appointment of Parish Representatives/Responsibilities
- Allocated and agreed responsibilities are:
- o New Forest Association of Local Councils (NFALC) – Cllr Bennett
 - o New Forest Consultative Panel – Cllr Smith and Cllr Standeven
 - 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 McGhee
 - o Community Shop Committee – Cllr Pascoe
 - o Footpaths – Cllr Pascoe
 - o Communications – Cllr Pascoe (Facebook) and Cllr Standeven (Mailchimp)
 - o Payments Signatories – Cllrs Andrews, Bennett, Pascoe
 - o Lengthsman Management – Clerk and Cllr McGhee
 - o Village Fete committee – Cllr McGhee

Signed Chair Date

Minstead Parish Council

Items ongoing

None

New items

- 9/26 Agree Audit Governance statements
- Read to the Council by Chair and all agreed with the statements. Signed and dated by Chair and Clerk.
- 10/26 Agree Bank reconciliation at 2026.03.31
- Agreed by Councillors with access to bank account, Cllrs Bennett and Pascoe
- 11/26 Agree explanation of variances 2025 – 2026
- Agreed by the Council
- 12/26 Agree VAT claim 2025 – 2026
- Agreed by the Council
- 13/26 Agree Accounting statements 2025 – 2026
- Agreed by the Council
- 14/26 Agree the annual internal controls report
- To be completed by the Internal auditor
- 15/26 Agree Exercise of Public Rights dates as 2nd June to 13th July inclusive.
- Agreed by the Council
- 16/26 Review of asset register 2026
- Reviewed and agreed by the Council to remain as it was 2025-2026
 - The Council is clear that the figures against the assets are insurance / rebuild costs rather than current valuations.
- 17/26 Review of insurance cover for all risks in 2026-2027
- Reviewed and the Council has agreed to leave the insurance cover as it is for 2026-2027
- 18/26 Review of Standing Orders 2025
- Reviewed and agreed by the Council to remain without change.
- 19/26 Review of LGA Model Code of Conduct and adaptation to Minstead PC.
- Postponed until June 2026
- 20/26 Review of Available documents and charges / Publication scheme
- Reviewed and agreed to remain without change.
- 21/26 Review of Council's Complaints procedure
- Reviewed and will need to be updated with current Clerk details.
- 22/26 Date for the village Fete 2026 is 15th August, 12:00-16:00
- 23/26 New Forest Together campaign
- The Council broadly supports the campaign and are bringing the campaign to the attention of the parishioners.

Cllr McGhee left the meeting at 20:57

Reports

- 24/26 Reports from County / District Councillors
- Report from District Cllr. Brand
 - **Meeting updates**
 - Phase 3 Waste roll out meeting – Phase 3 bins delivered and new service commences 11th May 2026
 - Renters Rights Briefing – Update on changes to new legislation
 - Overview of the Local Plan, review of land that is being considered for housing.
 - Forestry England Car Parking charges – Presentation from Forestry England regarding why the charges are needed.

Signed Chair Date

Minstead Parish Council

- Housing and Communities Overview and scrutiny panel – review of KPI’s and customer service.
 - Full Council Meeting – Debate regarding the LGR boundaries that have been stated. Speeches by Forest Together with support from Julian Lewis.
 - **Issues Raised**
 - Several residents have been in contact this month regarding the following - Housing problems, planning issues, campsite licenses, road changes, pot holes.
- 25/26 Reports from Parish representatives
- Cllr Standeven – **Minstead Roads sub-committee meeting: 27 April 2026**

Please refer to Richard’s “Minstead Roads Group Notes for Discussion 27/04/26”, where the bodies are discussed in greater detail and so are not repeated here.

AIMS:

1. to work in partnership with interested parties to make the roads over the entire New Forest safer for livestock, pedestrians, cyclists, horse riders and residents,
2. to discourage drivers from using Forest roads as rat runs and 3. To encourage improved driver behaviour.

1. Results of representation at Verderers Court - minutes from Verderers’ Court, 18 March 2026 (https://www.verderers.org.uk/wp-content/uploads/2026/04/Verderers_Court_Minutes_March_2026.pdf).

Verderers supportive of initiative and encourage Minstead PC to raise concerns through the **New Forest Consultative Panel**. This is the main overall consultative body for the National Park. It meets 4 times per year. Next meeting is 04 June 2026 (Richard already sits on this as part of the Cycle working group, someone else would need to do this).

- Email Brian Tarnoff (Chair) & ask what the most effective course of action. Would be at the next meeting: a slot to speak, or request an agenda item? (can be contacted through the Chair, Sarah Nield: email chair@friendsofthenewforest.org)
2. New Forest Partnership Plan. Statutory document that is due for revision. Our argument goes that unnecessary speeding traffic using Forest roads is clearly contrary to the National Park purposes.
 - Contact Alison Barnes CEO alison.barnes@newforestnpa.gov.uk
 3. HCC LTP4 (Draft Local Transport Plan). Support for reducing speed limits, safety of road users. Contacts?
 - Political Lead: Cllr Nick Adams-King – Leader of HCC.
 - Operational oversight: Patrick Blogg (Director of Universal Services) oversees the department responsible for highways, engineering, and transport, including the implementation of the plan.
 4. HCC Contact Ben Mitchell: he leads on transport planning in the New Forest: ben.mitchell@hants.gov.uk
 5. Operation Mountie: richard.williams@hampshire.police.uk
 6. New Forest Roads Awareness: Gilly Jones (have tried to contact her by phone, email and FB messenger, but no response).
 7. Charlotte Belcher, Community Manager FE? (temp FE representative)

Signed Chair Date

Minstead Parish Council

8. Contact 4 x Quadrant reps to request that we email all the clerks of the NF PCs to explain our aims and see if we can team up. Mary Davies is our Quadrant rep.(NE quadrant) need her email address.
9. Talk to CDA (Charlotte, perhaps you could do this?)
10. Make a representation to NFALC?
11. Check status of Speedwatch – administered by Dave Donawa: is it currently active?
 - Cllr Pascoe
 - Shop committee would really like to be able to update their page on the website.
 - They are always looking for volunteers
 - Financially they are OK and will increase their sponsorship.
 - Cllr Bennett
 - **Update from Forestry England**

Advised us they continue to work with police and NFDC to reduce fly tipping
There are now 9 rangers in post with 2 supervisors. They are in the process of recruiting three more.
Forestry England happy to put more FE leaflets in the shop, we just need to let them know.
 - **Update NFDC**

Discussed the Local Government review and that NFDC are considering Judicial review. It was made clear that the judicial review will only examine the process not change the decision, which it appears people do not realise.
 - **Update NPA**

The website is still under construction, no changes planned for the planning portal.
A recent volunteer fayre saw 700 volunteers sign up
First National park open day at Lyndhurst community centre was deemed a success
Pocket guide for FE coastal path has been determined but will not be completely open for another 15 months
Defra funding has been cut
300 enforcement cases currently open, there is a rise in applicants riding rough shod over planning rules
They have just lost a large planning appeal (Vernon Dean) NPA are currently deciding whether to go to the Supreme court but there is a significant cost that needs to be evaluated.
The NPA has been divided into two directorates, one is planning which is headed up by David Illsley and the other Directorate (can't remember the title) is headed up by Paul Walton
 - Cllr McGhee via Cllr Andrews
 - Advertisements for a new vicar have been published, hoping to interview 10th June.
 - Cllr Andrews, Minstead Hall is doing well.

26/26 Report from Lengthsman

- April report
The hedge at Bulf Lane has been cut back and height reduced as discussed at parish meeting. Footpaths were checked for nesting birds. Bluebell flowers were not strimmed down
Church footpath; grass strimmed, overhanging whips cut back. 3 hours.
Bull Lane footpath; grass strimmed, overhanging whips cut back. 3 hours.
Footpath Manor Farm; grass strimmed, overhanging whips cut back. 4 hours.

The Council agreed to extend and continue the meeting

Signed Chair Date

Minstead Parish Council

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

Comments: We were unable to access the system and would have liked a Parish briefing. We have insufficient information to make an informed decision. Informally, it appears that the proposed outbuildings may not be subservient to the main house.

Trees

26/00404CONS Talbot Cottage, SEAMANS LANE, MINSTEAD, LYNDHURST, SO43 7FUP
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)

Comments: No comments

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)

Comments: We cannot see a rationale for felling T16.

Signed Chair Date

Minstead Parish Council

26/00463CONS Hazel Hill Farm, LONDON MINSTEAD ROAD, LONDON MINSTEAD, LYNDHURST,
SO43 7FT

Heavily reduce 1 x Weeping Willow tree (T1 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.

29/26 Finance

- Payments for approval
 - HALC annual invoice and levy £356.00
 - Danby room 11 x meetings £480.00
 - Village Hall APM 2026 £112.00
 - Clerk mileage April £2.43
- Payments all approved by the Council and payments made during the meeting.

- 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
- Regular monthly payments above authorised by the Council

- Invoices to be paid, authorised previously
 - Zurich Insurance £1,112.83 242/26
 - SLCC CiLCA registration £495.00 224/26
- Invoices paid during the meeting

- The Parish Council audit for 2025-2026 will take place on 20th 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

Signed Chair Date

Minstead Parish Council

- Remittance advice for Precept Part 1 £8350.00
- Remittance advice for Lengthsman scheme £1100.00

Signed Chair Date

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
Total									18,317.50	-4.35	18,313.15

Signed Chair Date

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
Total								950.43	950.43	

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

Signed Chair Date

Minstead Parish Council

Regular Payments for Authorisation 2026-2027

Payment amounts shown are inclusive of VAT where appropriate

*error on agenda re Ionos Cloud annual payment has been corrected here

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	Ionos Cloud annual	Mary De Guzman (Ionos Cloud Ltd)	Current	Communications (Phone, Website, Broadband)
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 _____

Signed Chair Date

Minstead Parish Council

Spending and Income on the Community Pavilion as of the date of the agenda

Starting Balance is total reserves of £26,000.00 - General reserves of £8350.00

Pavilion spending	As of date	Spend inc VAT	Donation	Minute	Balance
	01/04/2025				17,650.00
Lazco roofing	14/04/2026	£11,616.00		225/25	£6,034.00
SC Soffe	09/03/2026	£2,016.00		227/26	£4,018.00
Donation Cadnam CC	10/03/2026		£418.00		£4,436.00
Donation Cadnam CC	13/03/2026		£200.00		£4,636.00
Colebrook	13/03/2026	£14,810.00		228/26	-£10,174.00
Donation NFDC	13/04/2026		£6,750.00		-£3,424.00
Of the VAT return	15/04/2026		£2,272.00		-£1,152.00
Donation Fenwick	12/05/2026		£5,000.00		£3,848.00
Totals		£28,442.00	£14,640.00		
Signed Chair		Date			
I certify the above figures are as I expect as of this date				Date	
					Page 11 of 13
I certify the above figures are as I expect as of this date				Date	

Minstead Parish Council

05 May 2026 (2026-2027)

Minstead Parish Council RECONCILIATION - Current 05-05-2026

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

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

Signed..... Date

Signed Date

Signed Chair Date

Minstead Parish Council

30/26 Future Meeting

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

Meeting closed 22:30

Signed Chair Date