

Minstead Parish Council

Minutes of the Ordinary Meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on **Monday 1st June 2026 at 19:30.**

MINUTES

Note all Minutes are draft until agreed and signed at the next meeting

Present:

Cllr Andrews, Chair
Cllr Bennett, Vice chair
Cllr McGhee
Cllr Pascoe
Cllr Smith

In Attendance:

District Cllr Brand
Diana O'Grady, Clerk and RFO

31/26 Apologies for absence

- o Cllr Standeven. Reason given and apology accepted.

32/26 Public Participation period

- o None present

33/26 Declaration of Interests and dispensation requests

- o None declared

34/26 To confirm the Minutes of the Annual General Meeting and Ordinary Meeting held on 11th May 2026

- o Agreed by all who were present. Signed and dated by Chair.

35/26 To confirm the Minutes of the Annual Parishioners' meeting held on 11th March 2026

- o Agreed by all who were present. Signed and dated by Chair.

Items ongoing

None

New items

36/26 Review of LGA Model Code of Conduct and adaptation to Minstead Parish Council.

- o Proposed that the LGA Model Code of Conduct is adapted to Minstead Parish Council and adopted by the Council.
- o Clerk will circulate the Good Councillors' Guide.

37/26 See the Annual Internal Audit report 2025-2026

- o Duplicated in error, see 41/26

38/26 Agree Audit Governance statements 2025-2026

- o Read by the Chair and agreed by the Council. Signed and dated by the Chair and the Clerk.

39/26 Agree Accounting statements 2025 – 2026

- o Agreed by the Council. Signed and dated by the Chair and the Clerk.

40/26 Agree Exercise of Public Rights dates as 3rd June to 14th July inclusive.

- o Agreed by Council, Clerk to post the notice online and Chair to post on the village notice board.

41/26 Agree the Final Internal Audit report by Mulberry Local Authority Services Ltd

- o Agreed by Council, content noted.

42/26 Comments on the draft Scheme of delegation

Signed Chair

Date

Minstead Parish Council

- Council has read the draft and is in agreement with the content.
- 43/26 Discussion and agree next steps on the cricket ground foul drain failure.
 - The Council has been seeking more quotes for the drainage work needed. These will be discussed with Cadnam Cricket Club.
 - The deputy surveyor for FE will be informed before work begins.
- 44/26 Discuss and agree action on the war memorial fencing.
 - Council has agreed to go ahead with this in principal but is waiting for a formal written quote to replace the war memorial fencing.

Reports

45/26 Reports from County / District Councillors

- Report from District Cllr. Brand

Meeting updates

- Phase 3 Waste roll out meeting – Attended a member drop on session to hear how the roll out was going and to raise a few issues that had occurred in Mill Lane, Pikes Hill and Lyndhurst High Street.
- Annual Council Meeting – New Chairman and Deputy Chair of the Council voted in. Councillor Dave Penny is Chairman and Deputy is Councillor Barry Rickman. I was voted in as Deputy Chair of the Housing and Communities Panel.

Issues Raised

- Waste and Recycling area in Minstead reported to the Assistant Director of Place Operations.
- Raised an enquiry to Lyndhurst Parish Council regarding any update re the Post office. This is being investigated by the Clerk.
- Looking at issues regarding parking in Lyndhurst streets and looking at the potential of a Tourist Tax as raised by a resident.
- Issues raised regarding people parking outside the New Forest Inn, Emery Down.
- Raised and resolved an issue for a resident needing to move home due to Antisocial behaviour. Escalated the issue to the housing association, move is now in place.
- Raised a request for Hampshire Highways to relook at permission for a dropped curb for a resident.

46/26 Reports from Parish representatives

- **Cllr Pascoe** will attend a meeting at the village shop tomorrow, Tues 2nd June.
- **Cllr Andrews** will write to Cadnam Cricket club to chase the donation from NFDC towards the Cricket pavilion external works.
- **Cllr Pascoe** will ask the landowner if they would cut back the top of the hedge overhanging the Bull Lane footpath. If no action is taken then Cllr Pascoe will contact Countryside Access.
- **Cllr McGhee** reported that the church is very active.
Applications for the new vicar have closed. There are 3 x applications.
The Lychgate needs to be repaired and will need funds.
The fete preparations are coming along with quite a few stalls.
- **Cllr Bennett**, NFALC meeting will be on Thursday, and Cllr Bennett will also soon attend a quadrant meeting.
- **Cllr Andrews** reported that the village Hall has had its AGM.
The stage needs to be repaired.

Signed Chair

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- **CLlr Smith** recommends that village groups have their own websites accessed via links on the Minstead village website. This will solve problems of the groups in the village not being able to update their web pages as currently held on the Parish Council website.

47/26 Report from Lengthsman

- Church footpath: Strimmed cut back over grown vegetation. 4 hrs 10mins.
- Bull Lane path: Strimmed cut back overgrown vegetation 3 hours.
- Village green finger posts: Footpath and To The church. Removed fingers, clean and sanded preservative. 2hrs 30mins.

More conservation than restoration. Should be a few years left in them.

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

48/26 Planning

New Applications

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

Garage extension

Decision: 5 We are happy to accept the decision reached by the National Park Authority's officers under their delegated powers.

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

Decision: 4 We recommend REFUSAL for the reasons listed below.

Comments: Without the planning officer's briefing we don't have the guidance we would appreciate to help with deciding on an appropriate response.

We think the garage should be subservient to the main house and as shown is too large in proportion to the size of the main house.

The design of the windows on the most recent extension are not in keeping considering their proximity to the listed thatched cottage.

The triple sliding doors will cause light pollution to the West elevation.

We question the proposed height of the chimney.

Signed Chair

Date

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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)

Decision: 4 We recommend REFUSAL for the reasons listed below.

Comments: Without the planning officer's briefing we don't have the guidance we would appreciate to help with deciding on an appropriate response.

We think the garage should be subservient to the main house and as shown is too large in proportion to the size of the main house.

The design of the windows on the most recent extension are not in keeping considering their proximity to the listed thatched cottage.

The triple sliding doors will cause light pollution to the West elevation.

We question the proposed height of the chimney.

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

Swimming pool; pool building

Decision: 5 We are happy to accept the decision reached by the National Park Authority's planning officers under their delegated powers.

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)

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.

49/26 Finance

- Payments for approval
 - Mulberry Internal Audit invoice £150.00 + £30.00 VAT
 - Clerk mileage May 2026 £2.43
- Payments above were approved in the meeting and paid during the meeting.
- Invoices circulated electronically 25/05/2026
 - Mulberry Internal Audit invoice Inv-2225

Signed Chair

Date

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

Signed Chair

Date

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

Signed Chair

Date

Minstead Parish Council

50/26 Future Meeting

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

Meeting closed 21:50

Signed Chair

Date