

# Minstead Parish Council

Minutes of the Ordinary meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on **Monday 6<sup>th</sup> July 2026 at 19:30.**

## MINUTES

*Please note all Minutes are draft until approved and signed at the following meeting.*

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

In Attendance Diana O’Grady, Clerk and RFO  
District Cllr Brand

61/26 Apologies for absence

- o Cllr McGhee. Reason given and apology accepted.

62/26 Public Participation period

- o None present.

63/26 Declaration of Interests and dispensation requests

- o None declared.

64/26 To confirm the Minutes of the Extraordinary Meeting held on 15<sup>th</sup> June 2026

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

### Items ongoing

65/26 Update on cricket ground foul drain failure and agree next actions.

- o The Parish Council has two quotes for drain replacement. The Council will obtain one more quote and Clerk will request more detail on one of the quotes already held.

### New Items

66/26 Review and agree to adopt the revised Scheme of Delegation to the Clerk.

- o Proposed Cllr Andrews, seconded Cllr Bennett, agreed and adopted by the Parish Council.

67/26 Agree dates for the village litter pick and for Ragwort pulling

- o Date for litter pick decided as Friday 11<sup>th</sup> September, 10:00 to 12:00.
- o Date for Ragwort pulling decided as Friday 24<sup>th</sup> July, 10:00 to 12:00

68/26 Agree actions to be taken to replace the litter bin at the village hall.

- o Clerk to write to Richard Knott and Chris Nobel at NFDC, informing them that the litter bin adjacent to the bus shelter at the village hall may need to be replaced, and also that Minstead owns two bins currently kept in NFDC’s storage, one of which could be used for the replacement.

69/26 Clerk holiday in July

- o Agreed as 20<sup>th</sup> July to 31<sup>st</sup> July incl.

70/26 Review and agree Litter picking risk assessment.

- o Cllr Andrews proposed and Cllr Bennett seconded that it be accepted with the date of review updated.

71/26 Agree whether to keep policy on Standards of behaviour in public meetings

- o Proposal that name be changed to ‘Standards for Behaviour in Minstead Parish Public Meetings’. Once this is done and the date of review updated, Cllr Andrews proposed and Cllr Pascoe seconded that the policy be retained.

# Minstead Parish Council

## Reports

72/26 Reports from County / District Councillors

- Report from District Cllr. Brand

### **Meeting updates**

All Member Briefing re Local Government Reorganisation (LGR). Discuss the timeline for the roll out and key milestones. Information can be found here [Decision and timeline - New Forest District Council](#)

Housing and Communities Overview and Scrutiny Panel. The panel reviewed –

- Key performance indicators for housing
- The Corporate Plan annual performance report
- Annual Complaints performance and service improvement report
- Housing Annual Compliance report
- Asset Management strategy
- Tenant satisfaction measures
- Landlord management strategy

The overall housing picture is good, areas for improvement required around complaints management. Link to Youtube here - [Bing Videos](#)

### **Issues Raised**

A number of issues were raised in June with regards to collection of rubbish or lack of collection. These have been taken up with the Waste Management team and the majority resolved. Some are still outstanding and being reviewed.

Reports of problems with traffic in Emery Down have been raised. This has been reported to Hampshire Highways to investigate further. This road has been reviewed on a number of occasions, and a speed watch report is to be reviewed at Lyndhurst Parish Council next week.

A complaint was received regarding digital signage on Lyndhurst High Street this was directed to the NFPA for review.

It has also been raised to me that the council is reviewing the Business Waste service. I will be raising a question at the next full council to understand this further and the potential impact on businesses.

73/26 Reports from Parish representatives

- Cllr Bennett - Quadrant and NFALC meetings coming up, 6<sup>th</sup> Aug and 22<sup>nd</sup> Sept respectively.
- Cllr Smith - Has been helping other village groups access their areas of the website.  
Local contractors are still trying to work out how to repair the Lychgate at the church.
- Cllr Andrews - The gates to the bins at the village hall do not belong to NFDC but to the hall itself. The Hall has a quote for replacement of the gates for £1100 and they would like to ask for a contribution from the PC.  
This will be added to the agenda for next month.

## Minstead Parish Council

74/26 Report from the Lengthsman

### Report for June

- Church footpath: Strim grass and cut back whips 6 hrs.
- I am also undertaking cutting out the vegetation on the one side of the church footpath, which has become very overgrown over the years and badly needs to be cleared and has begun to encroached onto footpath so needs to be opened up.
- Bull Lane footpath: Strim grass and cut back hedge. A tree branch had fallen onto hedge at entrance and blocked path, cut up cleared path. 2hrs.30 mins
- Red House: footpath: Strim grass and cut back hedge. 3 hr.

### Correspondence and documents circulated 29/06/2026

Scheme of delegation to the Clerk 2026

Risk assessment litter picking

Policy on Standards of behaviour in public meetings

Admin expenses to 29.06.2026 for information against the monthly budget report

75/26 Planning

### New Applications

#### **26/00455FULL**

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:**

Whilst this is an improvement on the past plans, we reference SP15 for light pollution re the bifold doors, which we still see as being out of keeping with the property  
The garage is still not sufficiently subservient in relation to the main house.  
We are happy with the chimney, ambivalent about the pergola, happy with the 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)

**Decision:** 4

We recommend refusal for the reasons listed below.

**Comments:**

Whilst this is an improvement on the past plans, we reference SP15 for light pollution re the bifold doors, which we still see as being out of keeping with the property  
The garage is still not sufficiently subservient in relation to the main house.  
We are happy with the chimney, ambivalent about the pergola, happy with the heat pump.

#### **26/00592FULL**

Hillside Cottage, Pikes Hill, Lyndhurst SO43 7AY

## Minstead Parish Council

Erection of orangery; alterations to existing fenestration including enlarged door and roof lights; demolition of conservatory

**Decision:** 3 We recommend permission

### Trees

**26/00659CONS** Greenview, FOOTBALL GREEN, MINSTEAD, LYNDHURST, SO43 7FQ

Fell 1 x Beech tree (T2 on the plan)

Fell 1 x Ash tree (T3 on the plan)

Fell 1 x Oak tree (T4 on the plan)

Fell 1 x dead Beech tree (T5 on the plan)

**Comments:** No comment

**26/00668TPO** The Kennels, ROMSEY ROAD, LYNDHURST, SO43 7FN

Fell 1 x dead Oak tree

(Tree is Part of W1 of TPO 37/92)

**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.

### 76/26 Finance

- Payments for approval
  - Clerk mileage £4.86
  - Clerk additional hours £97.89 gross
  - Waterforce £622.00, split into £280.00 + £285.00 + £57.00 VAT
- Invoices circulated electronically 29/06/2026
  - Clerk invoice for additional hours
  - Waterforce invoice INV-5416

# Minstead Parish Council

## Minstead Parish Council PAYMENTS & RECEIPTS LIST

29 June 2026 (2026-2027)

| Vouche       | Code                        | Date       | Minute | Bank    | Payment Ref. | Description               | Supplier             | VAT Type | Net              | VAT           | Total            |
|--------------|-----------------------------|------------|--------|---------|--------------|---------------------------|----------------------|----------|------------------|---------------|------------------|
| 29           | Open Spaces                 | 08/06/2026 | 59/26  | Current |              | Payment - Video collapsed | Cleansing Service    | S        |                  |               |                  |
| 31           | Open Spaces                 | 08/06/2026 | 76/26  | Current |              | Payment - video collapsed | Waterforce UK        | S        | -285.00          | -57.00        | -342.00          |
| 32           | Open Spaces                 | 08/06/2026 | 76/26  | Current |              | Payment - Desludge        | Waterforce UK        | X        | -280.00          |               | -280.00          |
| 33           | Audit & Professional Fees   | 16/06/2026 |        | Current |              | Payment - Bank charges    | Lloyds Bank plc      | X        | -4.25            |               | -4.25            |
| 34           | Communications (Phone,      | 22/06/2026 |        | Current |              | Payment - Ionos Cloud     | Ionos Cloud Ltd      | S        | -6.00            | -1.20         | -7.20            |
| 35           | Staff Expenses & Training   | 23/06/2026 | 76/26  | Current | June mileage | Payment - Clerk mileage   | Clerk and Lengthsman | X        | -4.86            |               | -4.86            |
| 36           | Admin (Stationery, Printer, | 26/06/2026 |        | Current |              | Payment - HP Instant Ink  | Hewlett Packard      | S        | -7.49            | -1.50         | -8.99            |
| 37           | Staff Costs                 | 27/06/2026 |        | Current |              | Payment - Staff net       | Clerk and Lengthsman | X        | -610.78          |               | -610.78          |
| 38           | Staff Expenses & Training   | 27/06/2026 |        | Current |              | Payment - Clerk working   | Clerk and Lengthsman | X        | -20.00           |               | -20.00           |
| 39           | Staff Costs                 | 29/06/2026 | 76/26  | Current |              | Payment - Clerk salary    | Clerk and Lengthsman | X        | -97.89           |               | -97.89           |
| <b>Total</b> |                             |            |        |         |              |                           |                      |          | <b>-1,316.27</b> | <b>-59.70</b> | <b>-1,375.97</b> |

## Minstead Parish Council

### Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

29 June 2026 (2026-2027)

| Vouche | Code                      | Date       | Minute | Bank    | Payment Ref. | Description            | Supplier             | VAT Type | Net    | VAT   | Total  |
|--------|---------------------------|------------|--------|---------|--------------|------------------------|----------------------|----------|--------|-------|--------|
| 31     | Open Spaces               | 08/06/2026 | 76/26  | Current |              | video collapsed drains | Waterforce UK        | S        | 285.00 | 57.00 | 342.00 |
| 32     | Open Spaces               | 08/06/2026 | 76/26  | Current |              | Desludge septic tank   | Waterforce UK        | X        | 280.00 |       | 280.00 |
| 35     | Staff Expenses & Training | 23/06/2026 | 76/26  | Current | June mileage | Clerk mileage          | Clerk and Lengthsman | X        | 4.86   |       | 4.86   |
| 39     | Staff Costs               | 29/06/2026 | 76/26  | Current |              | Clerk salary           | Clerk and Lengthsman | X        | 97.89  |       | 97.89  |
| Total  |                           |            |        |         |              |                        |                      |          | 667.75 | 57.00 | 724.75 |

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

Date: 29/06/2026

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

# Minstead Parish Council

## Minstead Parish Council Monthly breakdown of Receipts and Payments All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

29 June 2026 (2026-2027)

|                      | Budget    | Apr      | May    | Jun      | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total    | Variance |
|----------------------|-----------|----------|--------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|
| <b>PAYMENTS</b>      |           |          |        |          |     |     |     |     |     |     |     |     |     |          |          |
| <b>Payments</b>      |           |          |        |          |     |     |     |     |     |     |     |     |     |          |          |
| Staff Costs          | 10,000.00 | 1,174.80 | 610.78 | 708.67   |     |     |     |     |     |     |     |     |     | 2,494.25 | 7,505.75 |
| Staff Expenses &     | 577.00    | 689.06   | 519.86 | 24.86    |     |     |     |     |     |     |     |     |     | 1,233.78 | -656.78  |
| Subscriptions &      | 500.00    |          | 356.00 |          |     |     |     |     |     |     |     |     |     | 356.00   | 144.00   |
| Insurance            | 1,200.00  | 1,112.83 |        |          |     |     |     |     |     |     |     |     |     | 1,112.83 | 87.17    |
| Utilities            |           |          |        |          |     |     |     |     |     |     |     |     |     |          |          |
| Communications       | 400.00    | 6.00     | 6.00   | 6.00     |     |     |     |     |     |     |     |     |     | 18.00    | 382.00   |
| Admin (Stationery,   | 400.00    | 3.74     | 595.74 | 7.49     |     |     |     |     |     |     |     |     |     | 606.97   | -206.97  |
| Audit & Professional | 995.00    | 16.25    | 16.25  | 166.25   |     |     |     |     |     |     |     |     |     | 198.75   | 796.25   |
| Elections            | 100.00    |          |        |          |     |     |     |     |     |     |     |     |     |          | 100.00   |
| S.137                | 1,585.00  |          |        |          |     |     |     |     |     |     |     |     |     |          | 1,585.00 |
| Loan Repayment       |           |          |        |          |     |     |     |     |     |     |     |     |     |          |          |
| Open Spaces          | 1,200.00  |          |        | 1,550.00 |     |     |     |     |     |     |     |     |     | 1,550.00 | -350.00  |
| General Reserves     | 8,350.00  |          |        |          |     |     |     |     |     |     |     |     |     |          | 8,350.00 |
| Cricket Pavilion     |           |          |        |          |     |     |     |     |     |     |     |     |     |          |          |
| Other/Miscellaneous  | 430.00    | 12.70    |        |          |     |     |     |     |     |     |     |     |     | 12.70    | 417.30   |
| <b>Receipts</b>      |           |          |        |          |     |     |     |     |     |     |     |     |     |          |          |
| Precept              |           |          |        |          |     |     |     |     |     |     |     |     |     |          |          |
| Grants/Donations     |           |          |        |          |     |     |     |     |     |     |     |     |     |          |          |
| Bank Interest        |           |          |        |          |     |     |     |     |     |     |     |     |     |          |          |
| VAT Refund           |           |          |        |          |     |     |     |     |     |     |     |     |     |          |          |
| Other Income         |           |          |        |          |     |     |     |     |     |     |     |     |     |          |          |

## 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 |                                                             |                   |                                                                            |  |                      |  |                 |      |               |              |                |
|                                                                                 |                                                             |                   |                                                                            |  |                      |  |                 |      |               |              |                |
|                                                                                 | <b>Pavilion spending</b>                                    | <b>As of date</b> |                                                                            |  | <b>Spend inc VAT</b> |  | <b>Donation</b> |      | <b>Minute</b> |              | <b>Balance</b> |
|                                                                                 |                                                             | 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    |
|                                                                                 | 2026/2027                                                   |                   |                                                                            |  |                      |  |                 |      |               |              |                |
|                                                                                 | 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      |
|                                                                                 |                                                             |                   |                                                                            |  |                      |  |                 |      |               |              |                |
|                                                                                 |                                                             |                   |                                                                            |  |                      |  |                 |      |               |              |                |
|                                                                                 | <b>Totals</b>                                               |                   |                                                                            |  | £28,442.00           |  | £14,640.00      |      |               |              |                |
|                                                                                 |                                                             |                   |                                                                            |  |                      |  |                 |      |               |              |                |
|                                                                                 | I certify the above figures are as I expect as of this date |                   |                                                                            |  |                      |  |                 | Date |               | Page 8 of 10 |                |
|                                                                                 |                                                             |                   |                                                                            |  |                      |  |                 |      |               |              |                |
|                                                                                 |                                                             |                   |                                                                            |  |                      |  |                 |      |               |              |                |
|                                                                                 | I certify the above figures are as I expect as of this date |                   |                                                                            |  |                      |  |                 | Date |               |              |                |



# Minstead Parish Council

29 June 2026 (2026-2027)

## Minstead Parish Council RECONCILIATION - Current 29-06-2026

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|                                                   |                   |
|---------------------------------------------------|-------------------|
| <hr/>                                             |                   |
| From Accounts . . . . .                           | £29,963.32        |
| Payments not cashed . . . . . Add . . . . .       | £2,194.75         |
| Receipts not entered . . . . . Subtract . . . . . |                   |
| <hr/>                                             |                   |
| <b>Statement should be . . . . .</b>              | <b>£32,158.07</b> |

I certify the balance on the Lloyds bank account agrees with the figure above of £32,158.07 on 29/06/2026

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

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

## **Minstead Parish Council**

77/26      Future Meeting

The next ordinary meeting of Minstead Parish Council will be held on Monday 3<sup>rd</sup> August 2026.

Meeting closed 21:54