

Minstead Parish Council

To: All members of Minstead Parish Council:

You are hereby summoned to attend an Ordinary meeting of Minstead Parish Council to be held in the Danby Room at Minstead Hall on **Monday 7th September 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)

27th August 2026

AGENDA

- 93/26 Apologies for absence
- 94/26 Public Participation period
- 95/26 Declaration of Interests and dispensation requests
- 96/26 To confirm the Minutes of the Ordinary Meeting held on 3rd August 2026

Items ongoing

- 97/26 Cricket Pavilion Foul Water system work completed. Hope to receive the invoice before the date of this meeting.
- 98/26 Update on replacing the litter bin at the village hall.

New Items

- 99/26 Increase in mileage rates to 55p to remain in line with the HMRC rates.
- 100/26 Agree to remove draft gifts and hospitality policy as it is included within the Local Government Association Code of Conduct as previously adopted by Minstead PC.
- 101/26 Agree to adopt Health and Safety guide updated to include a section on Display Screen Equipment.
- 102/26 Discuss budget ready to agree in October meeting, budgeting rationale 2027-2028 to be circulated.
- 103/26 Approve Clerk to buy new folder for Minutes.

Reports

- 104/26 Reports from County / District Councillors
 - o Report from District Cllr. Brand
- 105/26 Reports from Parish representatives
 - o Cllr Bennett report from NE Quadrant Meeting 6/8/26

Forestry England update – Nick Wardlow

- The car park – a review of the income will be undertaken at the end of the summer. There was reassurance all the money from the car parking will come back to the New Forest. The wardens work over the 24 period, at night focusing on moving people on.
- Forestry now have a local incident team – a wild fire strategy needs to be developed. There will be guidance on Parish council resilience to wild fires.

NFDC update

- NFDC has decided to do a new local plan rather than continue with current local plan. Test Valley east have also decided to go with new planning regime. The current plan remains in force until the new plan is in place. The new housing figures that have been set have been a driver for the decision to go with a new local plan. The risk that was identified was that developers will pick up on the fact that the current plan is over 5 years old and may to choose in areas that are not in the plan. Currently bids for the Infra

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structure funding are open, so far there are 70 bids in. The approved bids so far are two in Totton, Lymington rec and for cycles lanes

Climate change – a separate presentation will be sent round.

NPA update

- Continuing with their local plan. Consultation opens on Monday 17th and closes on 30th September. There are six drop in sessions there is also an evening presentation. There is also an online session. The first consultation on the document was to determine planning so we were actively encouraged to ensure we comment again even if we have commented before. Make sure we stick to planning policy and measures.

○
106/26 Report from Lengthsman

Correspondence and documents circulated 29/08/2026

Draft gifts and hospitality policy

LGA Code of Conduct

Health and Safety Guide 2026

Budget rationale sheet for 2027-2028

Full (4 x pages) Monthly budget report Q2, 01/04/2026 to 27/08/2026

107/26 Planning

New Applications

26/00251FULL Land at Furzey Gardens, School Lane, Minstead, Lyndhurst SO43 7GL
Shed (demolition of existing shed and greenhouse)

No objections raised against this application.

26/00799VAR Park Farm House, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY
Application to vary conditions 2 and 4 of planning permission 23/00776FULL for dwelling; 2 storey outbuilding (garage & office); outbuilding (garage); landscaping (demolition of existing dwelling and 2no. outbuildings)

Trees

26/00789CONS Broadwood, CHURCH LANE, MINSTEAD, LYNDHURST, SO43 7FY
Prune 1 x Beech tree (T1 on the plan)
Prune 1 x Hawthorn tree (T2 on the plan)

No Comments

26/00840CONS Malwood Walk Farm, NEWTOWN ROAD, MINSTEAD, LYNDHURST, SO43 7GD

Prune 1 x Beech tree (1 on the plan)
Prune 1 x Oak tree (2 on the plan)

No Comments

26/00872CONS Park Farm House, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY
Prune 3 x Oak trees (T1, T4 and T5 on the plan)
Fell 1 x dead Ash tree (T2 on the plan)
Fell 1 x dead Birch tree (T3 on the plan)

No Comments

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26/00905CONS Woodman Cottage, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY

Fell 1 x English Oak tree to a 6-8m monolith (T1 on the plan)

Fell 1 x Silver Birch tree (T2 on the plan)

26/00907CONS Yew Tree, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FX

Prune 1 x Ash tree (T1 on the plan)

Fell 1 x White Poplar tree to a 5m stump (T2 on the plan)

Prune group of mixed tree species

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.

108/26 Finance

- NB the invoice for RTS fencing was circulated in hard copy at the August meeting but had previously been approved / authorised in Minutes 55/26 and 59/26 in June 2026.
- The quotations for drain replacement and manhole replacement at the cricket ground were approved / authorised in Minutes 82/26 in August.
- Payments for approval
 - Clerk mileage August £2.43
 - External auditor BDO £210 + £42 VAT
 - Pure Drainage invoice £3500.00 + £700 VAT
- Invoices / Grant applications /Quotes circulated 29/08/2026
 - External auditor invoice INV-00869722

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Minstead Parish Council PAYMENTS & RECEIPTS LIST

29 August 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
30	Open Spaces	05/06/2026	59/26	Current		Payment - Outside repairs	RTS Fencing	S	-1,225.00	-245.00	-1,470.00
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	-4.68		-4.68
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
40	Audit & Professional Fees	01/07/2026		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
41	Staff Expenses & Training	06/07/2026	76/26	Current	June mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-0.18		-0.18
8	Other Income	08/07/2026	76/26	Current		Receipt - Clerk salary	Clerk and Lengthsman	X	19.60		19.60
42	Staff Expenses & Training	16/07/2026	91/26	Current	July Mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
43	S.137	16/07/2026	91/26	Current		Payment - Minstead Flower	Minstead Fruit, Flower	X	-650.00		-650.00
44	S.137	16/07/2026	91/26	Current		Payment - Grant to Village	Minstead Village Hall	X	-1,100.00		-1,100.00
45	Audit & Professional Fees	20/07/2026		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
46	Communications (Phone,	21/07/2026		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
47	Staff Costs	23/07/2026		Current		Payment - Tax and NI	HMRC	X	-630.22		-630.22
48	Staff Costs	27/07/2026		Current		Payment - Staff net	Clerk and Lengthsman	X	-610.78		-610.78
49	Staff Expenses & Training	27/07/2026		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
50	Admin (Stationery, Printer,	29/07/2026		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
51	Audit & Professional Fees	03/08/2026		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
52	Audit & Professional Fees	18/08/2026		Current	491240079	Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
53	Communications (Phone,	25/08/2026		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
54	Admin (Stationery, Printer,	26/08/2026		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
55	Staff Costs	27/08/2026		Current		Payment - Staff net	Clerk and Lengthsman	X	-610.78		-610.78
56	Staff Expenses & Training	27/08/2026		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
57	Staff Expenses & Training	27/08/2026	108/26	Current	August mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
58	Audit & Professional Fees	27/08/2026	108/26	Current		Payment - External Auditor	BDO LLP	S	-210.00	-42.00	-252.00
59	Open Spaces	27/08/2026	108/26	Current		Payment - Cricket Pavilion	Pure Drainage	S	-3,500.00	-700.00	-4,200.00

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Minstead Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

29 August 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
57	Staff Expenses & Training	27/08/2026	108/26	Current	August mileage	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
58	Audit & Professional Fees	27/08/2026	108/26	Current		External Auditor fees	BDO LLP	S	210.00	42.00	252.00
59	Open Spaces	27/08/2026	108/26	Current		Cricket Pavilion workd	Pure Drainage	S	3,500.00	700.00	4,200.00
Total									3,712.43	742.00	4,454.43

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

Date: 27/08/2026

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 August 2026 (2026-2027)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Payments															
Staff Costs	10,000.00	1,174.80	610.78	708.67	1,241.00	610.78								4,346.03	5,653.97
Staff Expenses &	577.00	689.06	519.86	24.68	22.61	22.43								1,278.64	-701.64
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	6.00	6.00								30.00	370.00
Admin (Stationery,	400.00	3.74	595.74	7.49	3.74	3.74								614.45	-214.45
Audit & Professional	995.00	16.25	16.25	166.25	16.25	226.25								441.25	553.75
Elections	100.00														100.00
S.137	1,585.00				1,750.00									1,750.00	-165.00
Loan Repayment															
Open Spaces	1,200.00			1,790.00		3,500.00								5,290.00	-4,090.00
General Reserves	8,350.00														8,350.00
Cricket Pavilion															
Other/Miscellaneous	430.00	12.70												12.70	417.30
Receipts															
Precept															
Grants/Donations															
Bank Interest															
VAT Refund															
Other Income															

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[illegible]

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27 August 2026 (2026-2027)

Minstead Parish Council RECONCILIATION - Current 27-08-2026

From Accounts	£26,023.60
Payments not cashed Add	£254.43
Receipts not entered Subtract	
Statement should be	£26,278.03

I confirm the figures shown on this report agree with the Lloyds bank statement of 27th August 2026.

Signed Date

Signed Date

Minstead Parish Council

109/26 Future Meeting

The next ordinary meeting of Minstead Parish Council will be held on Monday 5th October 2026.