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 5th October 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) 29th September 2026

AGENDA

110/26 Apologies for absence

111/26 Public Participation period

112/26 Declaration of Interests and dispensation requests

113/26 To confirm the Minutes of the Ordinary Meeting held on 7th September 2026

Items ongoing

114/26 Agree to adopt Health and Safety guide updated to include a section on Display Screen Equipment.

New Items

114/26 Agree Budget for 2027-2028

115/26 Agree rectification of Clerk's forgotten spine point increases.

116/26 Agree Clerk monthly standing order following the above rectification.

117/26 Agree way forward with regards to the failing printer.

118/26 Agree Churchyard maintenance grant

Reports

119/26 Reports from County / District Councillors

120/26 Reports from Parish representatives

121/26 Report from Lengthsman

Correspondence and documents circulated 2nd Oct 2026

Health and Safety Guide 2026

For the Budget

Cricket pavilion spending and income

Budget 2027-2028 rationale table

Budget 2026-2027 Excel spreadsheet with historic information

122/26 Planning

New Applications

26/00914FULL New Forest Depot, Lyndhurst Road, Minstead, Lyndhurst SO43 7PE
Alterations to the existing access arrangements, including formation of a new site exit-only link road and junction at Lyndhurst Road and new access to The Lodge; gates; fence; lighting; associated landscaping

26/00867FULL The Cottage, Toms Lane Corner, Stoney Cross Plain Road, Minstead, Lyndhurst SO43 7GF
Swimming pool

Trees

None

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.

123/26 Finance

- Payments for approval
  - Clerk mileage September £2.97
  - Pure Drainage invoice £250.00 + £50 VAT
  - Clerk spine point rectification £467.42
  - Churchyard maintenance grant All Saints Church, Minstead £500
- Invoices / Grant applications /Quotes circulated 29/08/2026
  - Pure Drainage invoice for additional pipework 02134
  - Grant application from the Parish of Lyndhurst and Emery Down and Minstead

Minstead Parish Council

29 September 2026 (2026-2027)

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
62	Audit & Professional Fees	01/09/2026		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
61	Communications (Phone,	21/09/2026		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
63	Admin (Stationery, Printer,	28/09/2026		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
60	Audit & Professional Fees	28/09/2026		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
64	Staff Costs	28/09/2026		Current		Payment - Staff net	Clerk and Lengthsman	X	-610.78		-610.78
65	Staff Expenses & Training	28/09/2026		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
68	Staff Costs	05/10/2026	123/26	Current		Payment - Clerk salary	Clerk and Lengthsman	X	-467.42		-467.42
66	Staff Expenses & Training	05/10/2026	123/26	Current	September	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.97		-2.97
69	S.137	05/10/2026	123/26	Current		Payment - Church Yard	Minstead Church	X	-500.00		-500.00
67	Open Spaces	05/10/2026	123/26	Current		Payment - Cricket Pavilion	Pure Drainage	S	-250.00	-50.00	-300.00
							Total		**-1,877.16**	**-54.35**	**-1,931.51**

Minstead Parish Council

29 September 2026 (2026-2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
69	S.137	05/10/2026	123/26	Current		Church Yard Upkeep	Minstead Church	X	500.00		500.00
68	Staff Costs	05/10/2026	123/26	Current		Clerk salary	Clerk and Lengthsman	X	467.42		467.42
66	Staff Expenses & Training	05/10/2026	123/26	Current	September	Clerk mileage	Clerk and Lengthsman	X	2.97		2.97
67	Open Spaces	05/10/2026	123/26	Current		Cricket Pavilion workd	Pure Drainage	S	250.00	50.00	300.00
							Total		**1,220.39**	**50.00**	**1,270.39**

Prepared by: Diana O'Grady, Clerk and RFO Date: 2026.09.29

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Minstead Parish Council
RECONCILIATION - Current 29-09-2026

From Accounts	£21,162.48
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£21,162.48**

I confirm that the amount shown above agrees with that on the Lloyds bank statement of 29th September 2026.

Signature ..... Date .....

Signature..... Date .....

Minstead Parish Council

29 September 2026 (2026-2027)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	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	610.78	467.42						5,424.23	4,575.77
Staff Expenses &	577.00	689.06	519.86	24.68	22.61	22.43	20.00	2.97						1,301.61	-724.61
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	6.00							36.00	364.00
Admin (Stationery,	400.00	3.74	595.74	7.49	3.74	3.74	3.74							618.19	-218.19
Audit & Professional	995.00	16.25	16.25	166.25	16.25	226.25	16.25							457.50	537.50
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		250.00						5,540.00	-4,340.00
General Reserves	8,350.00														8,350.00
Cricket Pavilion															
Other/Miscelleanous	430.00	12.70												12.70	417.30
Receipts															
Precept															
Grants/Donations															
Bank Interest															
VAT Refund															
Other Income															

124/26 Future Meeting

The next ordinary meeting of Minstead Parish Council will be held on Monday 2nd November 2026.