

Minstead Parish Council

Minutes of the Ordinary meeting of Minstead Parish Council held in the Danby Room at Minstead Hall on **Monday 7th September 2026 at 19:30.**

MINUTES

Note all Minutes are draft until ratified at the next meeting of the Parish Council.

Present: Cllr Andrews, Chair
Cllr Bennett, Vice Chair
Cllr Pascoe
Cllr Smith
In attendance: Diana O’Grady, Clerk and RFO
District Cllr Brand
County Cllr Millar.

93/26 Apologies for absence

- o Cllr Standeven. Reason given and apology accepted.
- o Cllr McGhee. Reason given and apology accepted.

94/26 Public Participation period

- o None present.

95/26 Declaration of Interests and dispensation requests

- o None were made.

96/26 To confirm the Minutes of the Ordinary Meeting held on 3rd August 2026

Confirmed by all who were present and signed by the Chair.

Items ongoing

97/26 Cricket Pavilion Foul Water system work has been completed to a good standard and ground left tidy. Item resolved.

98/26 Update on replacing the litter bin at the village hall.

- o Bin wasn’t damaged and has been secured in it’s new position. Item resolved.

New Items

99/26 Increase in mileage rates to 55p to remain in line with the HMRC rates.

- o Agreed by the Council.

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.

- o Clerk to Adapt the Model Code of Conduct for Minstead Parish Council then this version will be adopted by the Parish Council.
- o The Clerk attempted to do this but isn’t able to edit .pdfs. Also the version of the document given on the Local Government Association website isn’t accessible for those using WCAG 2.1 AA.

<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020>

- o Clerk has emailed the Local Government Association to ask if an editable version is available.
- o Council agreed to remove the draft gifts and hospitality policy as it duplicates the intention already stated in the Code of Conduct.

101/26 Agree to adopt Health and Safety guide updated to include a section on Display Screen Equipment.

- o Clerk to rework the Health and Safety guide and bring back to the Council.

102/26 Discuss budget ready to agree in October meeting, budgeting rationale 2027-2028 to be circulated.

Signed Chair

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- Discussion among the Councillors present about next year's predicted spending. Understanding about how Parish Council finances work increased among those present.
- 103/26 Approve Clerk to buy new folder for Minutes.
- Council approved Clerk to buy a new folder and dividers for the Minutes and associated documentation.

Reports

104/26 Reports from County / District Councillors

- **Report from County Cllr Millar**
 - Report on the effects of the A31 fire throughout the affected parts of the New Forest.
 - Drivers unfamiliar with the area were following their SatNavs, causing problems on roads unsuitable for heavy traffic.
 - Signage was slow to arrive and drivers didn't divert.
 - Cllr Steve Forster, HCC Executive Member for Highways and Passenger Transport, has reported that there are £500m worth of repairs outstanding on Hampshire's roads
 - Following a lot of legal challenges relating to the proposed LGR, today the Govt announced it is pausing the reorganisation in some counties including Hampshire, and is reviewing the reorganisation.
 - Cllr Millar reported that he has £1.000 County Cllr grants which can be given to local organisations fulfilling the relevant criteria.

- **Report from District Cllr. Brand**

Meeting update

There were no meetings at the Council to attend during August.

Issues Raised to Councillor

A number of further issues regarding waste collection have been raised to me during August. A number of these were moved to formal complaint and the escalated to me for support. The majority of these issues have now been resolved or are in the process of resolution.

A number of issues have been raised about different road problems as follows:

- Newtown Road, Minstead – Slippery surface – Escalated to HCC and now on improvement plan.
- Goose Green, Chapel Lane – With County Councillor
- Lyndhurst High Street, parking all down the High Street
- Wellands Road, parking on the road.
- Broken gate at Bolton's Bench – Now fixed.
- Road closures due to the Forest fire causing businesses to struggle, some report that they lost 40% of their usual Summer turnover. Looking into free parking days. NFDC have a team looking into how they can support businesses across the forest that were impacted by the fires. – Await update.

105/26 Reports from Parish representatives

- **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.

Signed Chair

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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 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.
- **Cllr Standeven**
- I presented at Consultative Panel last week and requested that the issue be included in the Partnership Plan Review.
 - I have contacted Paul Walton (NPA) directly to ask about the most effective way of doing this
 - I drafted a letter to HCC that has just gone to all the local Parish councils: the letter outlines the problem of sat navs diverting traffic off major routes and onto unsuitable roads, and asks for a co-signature - I'm sure everyone will be supportive.
 - I will also send the letter to the appropriate people in FE, NPA, CDA, etc. along with Gilly Jones (NF Roads awareness) & ask them to co-sign.
 - At the consultative panel, FE said it was the first time in ages they hadn't been asked about parking charges! They discussed the response to the fire, & said 88 hectares of Forest of burnt - less than the official estimate but still devastating as much of it was ancient woodland pasture.
- **Cllr Pascoe**
- Shop had a thank you to volunteers evening
 - Always looking for volunteers and volunteers for the Committee
 - Attended a planning appeal meeting and learned a lot about the processes
 - Discussion on communication around the village, which forms of communication are best to use to reach the greatest number of parishioners.
- **Cllr Smith**
- Worked on the website for the Flower show.
- **Cllr Andrews**
- Successful Gardeners' question times in the Village hall
 - Successful Flower show in the Village hall

106/26 Report from Lengthsman

Parish Council noticeboard - Repair door. clean glass preserve wood surround. 4 hours.
Red House footpath cut back hedge and overgrown bramble whips. 2 hrs
Church footpath cut back bramble whips 2 hrs.
Bull lane footpath cut back hedge and whips 2 hrs.

Signed Chair

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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)

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

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

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)

No Comments

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

No Comments

Signed Chair

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Minstead Parish Council

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
- The above payments were approved and paid during the meeting

- Invoices / Grant applications /Quotes circulated 29/08/2026
 - External auditor invoice INV-00869722

Signed Chair

7th September 2026

Minstead Parish Council

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	Signed Chair	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

7th September 2026

Minstead Parish Council

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: _____

Signed Chair

7th September 2026

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															

Signed Chair

7th September 2026

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 where relevant		Donation		Minute		Balance	
	01/04/2025								17,650.00	
Lazco roofing	14/04/2026		£11,616.00				225/25		£6,034.00	
S C 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	
Waterforce video	08/06/2026		£342.00						£3,506.00	
Waterforce desludge	08/06/2026		£280.00						£3,226.00	
Pure Drainage main invoice	07/09/2026		4,200.00						-£974.00	
Pure Drainage additional	05/10/2026		£300.00						-£1,274.00	
Totals	14/09/2026		£33,564.00		£14,640.00					
NB. As of 7/09/2026 the reserves are in deficit.										
Signed Chair										
This will be 'repaid' in part when the VAT reclaim is made, expected amount to be repaid					£1,042.00				-£232.00	

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Minstead Parish Council

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

Signed Chair

7th September 2026

Minstead Parish Council

109/26 Future Meeting

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

Meeting closed 22:00

Signed Chair

7th September 2026