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 2nd November 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) 26th October 2026

AGENDA

126/26 Apologies for absence

127/26 Public Participation period

128/26 Declaration of Interests and dispensation requests

129/26 To confirm the Minutes of the Ordinary Meeting held on 5th October 2026

- Please note a numbering error on the Minutes of 5th October 2026. Finance items including the payments approved form, should be numbered 124/26 not 123/26. The numbering has been corrected on the Scribe accounting system.

Items ongoing

130/26 Agree Budget for 2027-2028

131/26 Rectification of Clerk's forgotten spine point increases.

132/26 Agree Clerk monthly standing order following the above rectification.

New Items

133/26 Agree precept for 2027-2028

134/26 Review External auditor's report on AGAR form 3

135/26 Insurance queries – Clerk has asked insurers if the Council's responsibility for a number of trees and if the repaired cricket pavilion have an effect on the premium.

136/26 Review and agree Snow plough risk assessment.

137/26 Authorise Snow plough Memorandum of Understanding for 2026-2027

138/26 Review and agree Financial Regulations 2026

139/26 Review and agree Management and Financial risk assessment 2026

140/26 Review and agree Asset register 2026

141/26 Brambles around Minstead Parish.
Clerk has contacted Forestry England to ask which areas of brambles they are responsible for cutting back, and has asked the parishioner who spoke on this in the last meeting for the locations which she thinks need the most urgent attention. Clerk has also asked the Lengthsman to let her know if any areas of brambles look particularly bad.
Council to agree to contact Minstead Manor to ask them to cut back where they own the land and brambles are untidy.

142/26 Agree action to be taken following appeal by a Parishioner in the September meeting on the subject of planning breaches within Minstead Parish.

143/26 Discuss and decide on a way forward regarding the Community Speed Watch Equipment renewal.
To include a resolution to source a grant from the Police and Crime Commissioner for the provision of 1 x SLR on tripod, 1 x extra bracket , 1 x extra battery

144/26 Agree Royal British Legion wreath donation

Reports

145/26 Reports from County / District Councillors

146/26 Reports from Parish representatives

147/26 Report from Lengthsman

Correspondence and documents circulated 24th Oct 2026

Snow Plough risk assessment
Snow plough memorandum of Understanding 2026-2027
Financial regulations 2026
Management and Financial risk assessment 2026
Asset register 2026
External auditor's report on AGAR form 3

For the Budget

Cricket pavilion spending and income
Budget 2027-2028 rationale table
Budget 2026-2027 Excel spreadsheet with historic budget information
Monthly budget report to 2026.10.24

148/26 Planning

New Applications

26/01089FULL Yew Tree, Lyndhurst Road, Minstead, Lyndhurst SO43 7FX
Solar panels to existing garage; new outbuilding

26/01057FULL Barneys, Football Green, Minstead, Lyndhurst SO43 7FR
Outbuilding

Trees

26/01157CONS Blackwater Cottage, BLACKWATER, LYNDHURST, SO43 7FL
Pollard 1 x Oak tree (T1 on the plan)
Prune 1 x Magnolia tree (T2 on the plan)
Pollard 1 x Weeping Willow tree (T3 on the plan)
Prune 1 x Sycamore tree (T4 on the plan)

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.

149/26 Finance

- Payments for approval
  - Clerk mileage October £2.97 + £8.80
  - Clerk spine point rectification £467.42
- Invoices / Grant applications / Quotes circulated 24th Oct 2026
  - Printer invoice STINV641511 £145.79 incl VAT and delivery
  - NFDC Precept part 2 remittance advice
  - Notification of the last HP subscription payment being due soon.
  - ICO Direct debit advice email registration Z8776112 £47.00 sent 12/10/2026

Minstead Parish Council

26 October 2026 (2026-2027)

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
9	Precept	01/10/2026		Current		Receipt - Precept part 2	New Forest District	X	8,684.00		8,684.00
70	Audit & Professional Fees	01/10/2026		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
66	Staff Expenses & Training	05/10/2026	124/26	Current	September	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.97		-2.97
67	Open Spaces	05/10/2026	124/26	Current		Payment - Cricket Pavilion	Pure Drainage	S	-250.00	-50.00	-300.00
68	Staff Costs	05/10/2026	124/26	Current		Payment - Clerk salary	Clerk and Lengthsman	X	-467.42		-467.42
69	S.137	05/10/2026	124/26	Current		Payment - Church Yard	Minstead Church	X	-500.00		-500.00
71	Admin (Stationery, Printer,	15/10/2026	118/26	Current		Payment - Printer	Printerland	S	-121.49	-24.30	-145.79
73	Communications (Phone,	19/10/2026		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-6.00	-1.20	-7.20
72	Audit & Professional Fees	19/10/2026		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
74	Staff Costs	23/10/2026		Current		Payment - Tax and NI	HMRC	X	-665.10		-665.10
							Total		**6,654.77**	**-77.90**	**6,576.87**

Minstead Parish Council

26 October 2026 (2026-2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
68	Staff Costs	05/10/2026	124/26	Current		Clerk salary	Clerk and Lengthsman	X	467.42		467.42
75	Staff Expenses & Training	26/10/2026	149/26	Current	October	Clerk mileage	Clerk and Lengthsman	X	11.77		11.77
							Total		**479.19**		**479.19**

Prepared by: Diana O'Grady, Clerk and RFO Date: 2nd Nov 2026

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Minstead Parish Council
RECONCILIATION - Current 26-10-2026

From Accounts	£27,727.58
Payments not cashed . . . . . Add	£479.19
Receipts not entered . . . . . Subtract	
Statement should be	**£28,206.77**

I confirm the above figures agree with the Lloyds bank account statement of 26th October 2026

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

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

Minstead Parish Council

26 October 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	1,132.52						6,089.33	3,910.67
Staff Expenses &	577.00	689.06	519.86	24.68	22.61	22.43	20.00	14.74						1,313.38	-736.38
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	6.00						42.00	358.00
Admin (Stationery,	400.00	3.74	595.74	7.49	3.74	3.74	3.74	121.49						739.68	-339.68
Audit & Professional	995.00	16.25	16.25	166.25	16.25	226.25	16.25	16.25						473.75	521.25
Elections	100.00														100.00
S.137	1,585.00				1,750.00			500.00						2,250.00	-665.00
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															

150/26 Future Meeting

The next ordinary meeting of Minstead Parish Council will be held on Monday 7th December 2026.