



# Medstead Parish Council

Clerk to the Council – Mrs Julie Russell

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Medstead Parish Office, Roe Downs Road, Medstead, GU34 5LG

7th May 2026

Dear Councillor

In accordance with the Local Government Act 1972, Schedule 12, Paragraph 10 (2) (b) you are summoned to attend the **Annual Meeting of Medstead Parish Council** for the transaction of business as set out in the agenda below, to be held at **Medstead Parish Office** on **Wednesday 13<sup>th</sup> May 2026 at 7.30pm**.

Yours sincerely,

*Julie Russell*

Clerk to the Medstead Parish Council

## AGENDA

**Please note:** Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1)(2). The Openness of Local Government Bodies Regulations 2014 enables the public to record Parish Council meetings, without prior notification, by filming, photographing, audio recording or any other means. By virtue of your continued presence at the meeting it is considered that you consent to be recorded. Members of the public are requested to sign the attendance sheet, the purpose of which is to ensure compliance with Standing Orders. Unless specifically requested otherwise, names will not appear within the minutes.

### 1. ELECTION OF CHAIRMAN

To elect the Chairman for the next twelve months and sign the declaration of office form.

### 2. ELECTION OF THE VICE CHAIR

To elect the Vice Chair for the next twelve months and sign the declaration of office form.

### 3. OPEN SESSION

Members of the public have the opportunity to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Medstead Parish Council's Standing Orders.

### 4. APOLOGIES AND APPROVAL OF ABSENCES

To record members present and resolve to accept tendered apologies.

### 5. DECLARATION OF INTERESTS

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you may have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room when the meeting discusses and votes on the matter.

### 6. FULL COUNCIL MINUTES

To confirm and sign the minutes of the ordinary meeting of **Full Council** held on **8<sup>th</sup> April 2026** and the **Extraordinary** meeting on **30<sup>th</sup> April**, previously circulated.

### 7. COMMITTEES AND REPORTS

(There have been no F&GP or Maintenance Committee meetings since the last full Council meeting, with the Planning Committee meeting immediately prior to this meeting).

To receive any reports from Committee Chairs on matters arising from the last Committee meetings.

- a. **Planning Committee**
  - (i) Chair's report
- b. **Maintenance Committee**
  - (ii) Chair's report
- c. **Finance and General Purposes Committee**
  - (iii) Chair's report

## **8. MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT**

### **9. CLERK / RFO REPORT**

To receive an update, resolve of any recommendations made and note any delegated decisions.

### **10. COUNTY AND EAST HAMPSHIRE DISTRICT WARD COUNCILLORS REPORT**

To receive verbal or pre-circulated written reports from invited Councillors.

### **11. TO RE-ADOPT THE FOLLOWING POLICIES**

- a. Standing Orders
- b. Financial Regulations
- c. Code of Conduct

### **12. TO CONFIRM COMMITTEE MEMBERSHIPS**

- a. Planning Committee
- b. Maintenance Committee
- c. F&GP Committee
- d. Staffing Committee

### **13. TO REVIEW AND ADOPT TERMS OF REFERENCE FOR STANDING COMMITTEES (OR AGREE THAT REVIEW IS DEFERRED TO COMMITTEES FOR SUBSEQUENT FULL COUNCIL APPROVAL)**

### **14. TO REVIEW DELEGATION ARRANGEMENTS TO THE CLERK**

- a. To consider current arrangements
- b. To resolve to approve delegated authority for the Clerk to transfer portions of EHDC's £500 'Small Sparks' funding to the ABCD Stewardship group as requested for grants to Community Groups (as agreed with EHDC and subject to normal rules for authorisation of bank transactions).

### **15. TO REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES**

### **16. TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS**

### **17. TO REVIEW COUNCIL AND OFFICER SUBSCRIPTIONS TO PROFESSIONAL BODIES**

### **18. TO RE-APPOINT REPRESENTATIVES ON EXTERNAL COMMITTEES**

To appoint the following representatives:

- a. Speedwatch
- b. EHAPTC
- c. Village Hall
- d. Medstead Sports Club
- e. Neighbourhood Plan Steering Group

### **19. TO REAPPOINT THE INTERNAL AUDITOR**

- a. To confirm reappointment of Mulberry Local Authority Services Ltd for the 2026/27 year, and to consider whether to agree a three-year contract.
- b. To confirm that the Internal Auditor is independent of councillors.

### **20. FINANCIAL MATTERS**

- a. To resolve to approve the Income and Expenditure Reports for February and March 2026.
- b. To resolve to approve the bank reconciliations for February and March 2026.
- c. To resolve to approve the payments list for April 2026.
- d. To resolve on whether to draw down Neighbourhood CIL funds from EHDC (with amounts available pre-circulated).

- e. To note the internal audit on 29<sup>th</sup> May, with approval of the AGAR at the June meeting.
- f. To agree to pay Vision ICT for website services for 2026/27, notwithstanding future plans to change supplier.

**21. TO AGREE WORKING GROUPS**

To agree working groups (without delegated spend authority) to progress proposals on the following matters (subject to their own agreed meeting schedules) to be brought before Full Council, and to agree any points to steer these groups.

- a. A new Council logo and brand schematic.
- b. Migration to a new website and/or email provider and new domain name.

**22. ANNUAL PARISH MEETING**

To share any feedback on the event and learning points for next year.

**23. COMMUNITY FUNDING BRAINSTORMING SESSION ON 9<sup>TH</sup> MAY**

- a. To receive any feedback on this session.
- b. To agree how to progress the funding requests.

**24. NEIGHBOURHOOD PLAN**

To receive an update and resolve on any matters that need agreement.

**25. CORRESPONDENCE**

To receive correspondence and resolve to action any matters arising as appropriate or approve delegated decisions made by the Clerk.

- a. Village Green hire applications.
- b. Resignation of footpath representative.
- c. Any late arising correspondence.

**26. MEETING SCHEDULE FOR 2026/27**

To agree the meeting schedule for the next year.

**27. REPORTS FROM COUNCIL REPRESENTATIVES**

To receive reports from Council Representatives, as appropriate:

- a. Speedwatch
- b. EHAPTC
- c. Village Hall
- d. Medstead Sports Club
- e. Neighbourhood Plan Steering Group

**28. FUTURE AGENDA ITEMS**

To receive any requests for agenda items for consideration at the next meeting.

**29. DATE OF NEXT MEETING AND CLOSE**

To confirm the date of the next meeting as 10<sup>th</sup> June 2026.