



Medstead Parish Council

Clerk to the Council – Mrs Julie Russell

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Wednesday 1st May 2024

Dear Councillor

Please note that you are hereby summoned to attend the **Annual Meeting of Full Council** to be held at **Medstead Village Hall** on **Wednesday 8th May 2024 at 7.30pm.**

Yours sincerely

Julie Russell
Clerk to the Council

AGENDA

Please note:

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

2. ELECTION OF VICE-CHAIRMAN

3. OPEN SESSION

Members of the public are invited to speak on any topic that is or could be directly related to Council business.

After the conclusion of the open session the formal meeting of the Council will be resumed.

4. APOLOGIES FOR ABSENCE

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. COUNCILLOR VACANCIES

To update on the process to fill the vacant councillor positions.

7. COUNCIL MINUTES

- a. **To confirm and sign the minutes of the meeting of Full Council held on 17^h April 2024** previously circulated.
- b. **To consider any matters arising from those minutes that is not considered on the agenda.**

8. COMMITTEE MINUTES AND REPORTS

To **receive** the minutes of the following committees (previously circulated) with any reports from the relevant committee Chairman, and to consider any recommendations contained therein not already on the agenda:

- a. **Planning Committee** (No separate meeting held)
 - i. **Chairman Report**
 - ii. **Planning Decisions** (To be chaired by the Council Chairman in the absence of a Planning Committee chairman)
 - a. **55258/O16** Land north of Boyneswood Lane, Boyneswood Lane, Medstead. Consent
 - b. **60350** New cabinet structure known as a VDSL. Corner Five Ash Road and Stoney Lane, Medstead. Permission
 - c. **23986/O18** Section 73 application for the removal of condition 5 of permission 23986/OO5. Hunters Place, Bighton Road, Medstead, Alton, GU34 5NE. Permission
 - d. **59300/O03** Lawful development certificate proposed – single storey rear extension. Magpie Farm, Common Hill, Medstead, Alton, GU34 5LZ. Permission
 - iii. **Planning Applications**
 - a. **60371** Change of use from agriculture to a mixed use in agriculture and as a hobby farm and leisure use (amended address). Land to the north of, Wield Road, Medstead.
 - b. **57295/O02** Outline application for 1no. custom/ self-build dwelling with all matters reserved except access. Land East of Paddock Grange, Homestead Road, Medstead.
 - iv. **Four Marks Parish Council meeting 30th April** Cllr to report back on the meeting
 - a. **Settlement Policy Boundary Changes**
 - b. **Designated Open Space Area (2009)**
 - c. **Settlement Hierarchy**
 - d. **Site Allocations**
 - e. **Design Codes**
 - v. **Neighbourhood Plan**
 - a. **Revisions to the plan**
 - b. **CIL funding/parish needs**
 - vi. **Planning compliance**
 - a. **Greendrift, Homestead Road**
- b. **Maintenance Committee** (No meeting held).
 - i. **Chairman Report.**
- c. **Finance and General Purposes Committee** (Extraordinary meeting on 7th May)
 - i. **Chairman Report.**

EXCLUSION OF PRESS AND PUBLIC – Members of the Press and Public will be asked to leave the meeting for the duration of confidential agenda item c.ii

- ii. **Staffing arrangements**
- iii. **Grant applications**
 - a. **Speedwatch**

9. MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT

10. MEDSTEAD PARISH COUNCIL CLERK / RFO REPORT

11. EAST HAMPSHIRE DISTRICT COUNCILLORS REPORT

12. CORRESPONDENCE

- a. **Greendrift, Homestead Road**
- b. **Hampshire & IoW Constabulary Knapp Wood**
- c. **Boundaries Surgery / Village Hall Use of car park for Covid vaccinations**
- d. **Hampshire & IoW Village of the Year 2024** Open for entries
- e. **Manor Colts** Football enquiry
- f. **Charlotte Reay, EHDC** Wild flower meadow budget spend
- g. **Chair of Village Hall Committee** Information regarding football grants
- h. **Supporting Communities Fund** Notification of grant applications open
- i. **Hampshire & IOW Constabulary, South East Cyber Policing Team**
- j. **PCSO, Alton Neighbourhood Policing Team**

13. APPOINTMENT OF COMMITTEES

- a. To approve membership, including reserve members, of the Planning Committee (minimum 3 + 2).
- b. To approve membership, including reserve members, of the Maintenance Committee. (4 + 2).
- c. To confirm the membership of the Finance & General Purposes Committee.

14. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

To review the terms of reference of:

- a. **Planning Committee.**
- b. **Maintenance Committee.**
- c. **Finance and General Purposes Committee.**

15. APPOINTMENT OF COUNCIL REPRESENTATIVES

- a. **Medstead Village Hall Management Committee** Cllr Phil Quinlan
- b. **Neighbourhood Plan Steering Group.**
- c. **East Hampshire Association of Parish and Town Councils (EHAPTC)** Cllr Graham Bennell
- d. **Medstead Sports Club Committee** Cllr Ken Kercher
- e. **Speedwatch** Cllr Mike Smith

16. FINANCIAL MATTERS

- a. **To receive and approve the Income and Expenditure report for March 2024.**
- b. **To receive and approve the Bank Reconciliation as at 31st March 2024.**
- c. **Internal Audit** Update on progress
- d. **To agree new signatories on bank accounts**
- e. **To agree temporary changes to standing orders rules on signing cheques during extenuating circumstances**

17. S106/ CIL FUNDED PROJECTS

- a. **Medstead Village Green restoration** – To receive an update
- b. **Medstead Parish Office / Pavilion / Community Room** - To receive an update.

c. **Wild flower meadow** – To receive an update

18. MEDSTEAD POND(S). To receive an update on all pond related activities

19. DATES FOR FUTURE COUNCIL MEETINGS To extend agreed meeting dates to April 2025. Proposed dates circulated

20. COUNCIL REPRESENTATIVES

To receive reports from Council Representatives, as appropriate.

Members of the public are welcome to attend meetings of the Council and its Committees.