



# Medstead Parish Council

Clerk to the Council – Mrs Julie Russell  
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6<sup>th</sup> September 2024

Dear Councillor

Please note that you are hereby summoned to attend a meeting of Full Council to be held at Medstead Village Hall on **Wednesday 11<sup>th</sup> September 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. 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.**

### **2. APOLOGIES FOR ABSENCE**

### **3. 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 when the meeting discusses and votes on the matter.

### **4. COUNCIL MINUTES**

- a. To confirm and sign the minutes of the meeting of **Full Council** held on **14<sup>th</sup> August 2024** and the **extraordinary Full Council** meeting held on **24<sup>th</sup> July.**
- b. To consider any matters arising from those minutes that is not considered on the agenda.

### **5. COMMITTEE MINUTES AND REPORTS**

To receive any minutes received from the following committees with any reports from the relevant committee Chairman:

- a. **Planning Committee** (last meeting in Full Council, 14<sup>th</sup> August)
  - i. **Chairman Report**
  - ii. **Planning Applications**
    - a. **23151/002 Tanglewood, Grosvenor Road, Medstead, Alton, GU34 5JE**  
[https://planningpublicaccess.easthants.gov.uk/online-applications/applicationDetails.do?keyVal= EHANT\\_DCAPR\\_256261&activeTab=summary](https://planningpublicaccess.easthants.gov.uk/online-applications/applicationDetails.do?keyVal= EHANT_DCAPR_256261&activeTab=summary)
    - b. **58788/002 Land to the west of, Longbourn Way, Medstead, Alton**  
[https://planningpublicaccess.easthants.gov.uk/online-applications/applicationDetails.do?activeTab=dates&keyVal= EHANT\\_DCAPR\\_253609](https://planningpublicaccess.easthants.gov.uk/online-applications/applicationDetails.do?activeTab=dates&keyVal= EHANT_DCAPR_253609)
  - iii. **Planning Decisions**
  - iv. **Feedback from EHDC Planning Meeting on 22<sup>nd</sup> August**

- b. Maintenance Committee** (No meeting since last full council)
  - i. Chairman Report**
  - ii. Playground repairs and cleaning** To update councillors and agree next steps
  - iii. Flower bulb purchase** To update councillors
  - iv. Footpaths** To receive any updates, as applicable
- c. Finance and General Purposes Committee** (No meeting since last full council)
  - i. Chairman Report**

**6. CHAIRMAN'S REPORT**

**7. MEDSTEAD PARISH CLERK REPORT**

**8. DISTRICT COUNCILLORS REPORT**

**9. CORRESPONDENCE**

- a.** Four Marks and Medstead Transport Infrastructure
- b.** National Planning Policy Framework Consultation
- c.** HALC Community Voices in Decarbonisation Planning Event

**10. FINANCIAL MATTERS**

- a.** To receive and approve the Income and Expenditure report for July and August 2024
- b.** To receive and approve the Bank Reconciliation as at 31<sup>st</sup> July 2024 and 31<sup>st</sup> August 2024
- c.** To agree the insurance renewal process
- d.** To agree new trustees of the Wake Trust
- e.** To agree appointment of the new internal auditor
- f.** To receive an update on the revaluation of the pavilion
- g.** To receive an update on the external audit, if applicable

**11. TO APPROVE THE FOLLOWING POLICIES:**

- a.** Recording and Use of Social Media at Meetings Policy
- b.** Business Continuity Plan

**12. WEBSITE AND EMAIL IMPROVEMENTS**

- a.** To agree to pay for a Vision ICT website 'health check' to check compliance against Website Content Accessibility Guidelines WCAG 2.2, with inclusion of improvements to the structure and content of the website
- b.** To consider moving to .gov.uk email addresses

**13. MEDSTEAD POND(S).** To receive an update as applicable.

**14. TRAINING**

- a.** To agree FILCA and 'ILCA to CILCA' training for the clerk

**15. HCC VILLAGE HALL / SCHOOL LINK FOOTPATH**

- a.** To ratify agreement with HCC over the village hall footpath
- b.** To update councillors on the proposed Roe Downs Road footpath

**16. MEDSTEAD SPORTS CLUB LICENCE FOR THE PAVILION**

- a.** To update councillors on progress on the draft licence and agree next steps
- b.** To agree to pay for professional advice on VAT/ Council Tax implications if required.

**17. COMMITTEE MEMBERSHIP**

To agree changes to committee memberships following the co-option of new councillors

**18. COUNCIL REPRESENTATIVES.** To receive reports from Council Representatives, as appropriate.

- a.** Speedwatch
- b.** Village Hall
- c.** East Hampshire Association of Parish and Town Councils (EHAPTC)
- d.** Medstead Sports Club

- e. Medstead & Four Marks Neighbourhood Plan Steering Group

**The following agenda item will be held in closed session, with members of the public and press asked to leave**

**19. S106/ CIL FUNDED PROJECTS**

**a. Medstead Parish Office / Pavilion / Community Room**

- i. To receive updates on progress and agree actions as required
- ii. To review the financial position for the pavilion and agree any actions required
- iii. To receive any updates on grant applications