



Medstead Parish Council

Clerk to the Council – Mrs Julie Russell

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Friday 7th June 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 12th June 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 meetings of Full Council held on 8th May 2024, 28th May 2024, and 6th June 2024, previously circulated.**
- b. **To consider any matters arising from those minutes that is not considered on the agenda.**

5. 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** (Last meeting in full council)
 - i. **Chairman Report**
 - ii. **Neighbourhood Plan** To consider and agree the request from FMPC to co-fund the first stage of work on the revision of the Neighbourhood Plan
- b. **Maintenance Committee** (Meeting held on 17th May).
 - i. **Chairman Report**

ii. **Church kissing gate inspection and repair** To discuss and agree options for the repair

c. **Finance and General Purposes Committee** (No meeting held)

i. **Chairman Report.**

6. CHAIRMAN'S REPORT

7. MEDSTEAD PARISH CLERK REPORT

8. CORRESPONDENCE

- a. D-Day commemoration notice
- b. EHDC - East Hampshire Playing Pitch and Sports Facility Strategy 2024 – 2040
- c. Hampshire Forest Partnership funding scheme
- d. GoCompare - guide to preparing for a flood and protecting your property
- e. Chairman of Governors at Medstead School, invitation to opening of new play equipment

9. DISTRICT COUNCILLORS REPORT

The following agenda item will be heard under closed session.

10. DAY WORK CONTRACT To agree our position on the day work contract

At the conclusion of this agenda item the meeting will be re-opened

11. REVIEW OF MEDSTEAD PARISH COUNCIL POLICIES

- a. **Standing orders** Review and agree adoption
- b. **Financial regulations**
 - i. Review and agree existing regulations as an interim
 - ii. Agree a timeline and procedure for incorporating the NALC new model financial regulations.
- c. **Complaints policy**
- d. **Freedom of Information policy**
- e. **GDPR Policy**
- f. **Press and media policy**
- g. **Medstead Cemetery Fees**

12. REVIEW OF INVENTORY OF LAND AND ASSETS including buildings and office equipment

13. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES

14. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

15. REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

16. REVIEW OF ARRANGEMENTS WITH LOCAL AUTHORITIES including review of contributions made to expenditure incurred by other local authorities;

17. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

18. FINANCIAL MATTERS

- a. **To receive and approve the Income and Expenditure reports for April and May 2024**

- b. To receive and approve the Bank Reconciliations as at 30th April 2023 and as at 31st May 2024
- c. To receive and approve the Accounting Statements for 2023/24 (Section 2 of the Annual Governance and Accountability Return (AGAR) 2023/24)
- d. To agree start and end dates for the Public Inspection of Accounts
- e. To agree to move to online digital banking

16. S106/ CIL FUNDED PROJECTS

The following agenda item will be heard under closed session.

- a. **Medstead Parish Office / Pavilion / Community Room** - To receive an update on progress and ongoing issues and agree actions to take.
 - i. **Solar Panels / batteries** To receive an update and agree next actions, including deciding what actions to take regarding grant applications.
 - ii. **Fete shed** To receive an update on current issues and agree next actions.
 - iii. **Car charging ports** To agree next actions or a timescale for agreeing them
 - iv. **Completion delays** To consider and agree what actions to take regarding delays in completion
 - v. **Contract and cost variances** To consider and agree what actions to take regarding cost variances and discrepancies with the contract
 - vi. **Completion of moss removal and exterior cleaning** To consider any actions arising from a quote by Moss Master to clean the balcony and railings, along with finishing the moss removal
 - vii. **Pavilion flooring** To receive an update and agree the flooring
 - viii. **Other matters arising with the project**

At the conclusion of this agenda item the meeting will be re-opened

- b. **Flower meadow** To receive any updates if applicable
- c. **Green renovation** To receive any updates if applicable

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

18. COMMUNITY ENGAGEMENT PROJECTS

- a. **Medstead Fete**
 - i. **Medstead Parish Council stall**
To agree to a stall at the fete with a remit to include attracting new councillor applicants and recruiting new Speedwatch members. To consider and agree plans and roles for this event.
 - ii. **Contingency planning relating to the pavilion**

19. COUNCIL REPRESENTATIVES

To receive reports from Council Representatives, as appropriate.

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

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