



Medstead Parish Council

Clerk to the Council – Mrs Julie Russell

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9th May 2024

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 Village Hall Wiltshire Room** on **Wednesday 14th May 2024 at 7.30pm.**

Yours sincerely

Julie Russell

Clerk to the Medstead Parish 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

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

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 meeting of **Full Council** held on **9th April 2024**, previously circulated.

7. COMMITTEES 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's Report
- b. **Maintenance Committee** (No meeting since last Full Council)
 - i. Report from acting Chair at last meeting (if applicable)
- c. **Finance and General Purposes Committee** (No meeting since last Full Council)
 - i. Chairman Report

8. MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT

9. CLERK / RFO REPORT

10. EAST HAMPSHIRE DISTRICT COUNCILLORS REPORT

11. TO REVIEW AND RE-ADOPT THE FOLLOWING POLICIES

- a. Standing Orders, including potential changes for NPSG delegated authorities
- b. Financial Regulations
- c. Code of Conduct

12. TO REVIEW TERMS OF REFERENCE FOR STANDING COMMITTEES OR AGREE PROCEDURE FOR REVIEWING THEM

13. TO CONSIDER DELEGATION ARRANGEMENTS TO THE CLERK AND THE STANDING COMMITTEES

- a. To propose that the clerk create a Scheme of Delegation policy for review at the next meeting
- b. To consider whether Terms of Reference are required for the NPSG representatives

14. TO CONFIRM COMMITTEE MEMBERSHIPS

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

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 CONSIDER PROCESSES FOR REVIEWING POLICIES THAT ARE MANDATORY AND RELATE TO THE COUNCIL'S LEGAL OBLIGATIONS

19. APPOINTMENT OF 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

20. REAPPOINTMENT OF THE INTERNAL AUDITOR

- a. To confirm reappoint of Mulberry Local Authority Services Ltd for the 2025/25 year, and to consider whether to agree a three-year contract
- b. To confirm that the Internal Auditor is independent of councillors

21. FINANCIAL MATTERS

- a. To approve the Income and Expenditure Report for April 2025
- b. To approve the bank reconciliation for April 2025
- c. To approve payments in April / May to date since the last meeting.
- d. To approve expenditure on Dragon's Teeth replacement
- e. To approve use of S106 Project 459 for Wildflower Meadow reseeding-related expenditure
- f. To approve the second installation of the Stairlift payment
- g. To approve use of Neighbourhood CIL for the roundabout repairs
- h. To note the agreed 2025/26 budget

22. YEAR END 31ST MARCH 2025 – ACCOUNTS AND GOVERNANCE STATEMENTS

- a. **Internal audit report**
To receive verbal feedback on the internal audit and receive the internal auditors report if available
- b. **Annual Governance Statement**
To consider and agree the AGAR Annual Governance Statement (AGAR Part 1) (if the internal audit report is received in time)
- c. **Accounting Statements 2024/25**
To consider and agree the Annual Accounting Statements (AGAR Part 2) (if the internal auditor's report is received in time)
- d. To consider and agree dates for public right of inspection of accounts
- e. To confirm that BDO LLP is independent of councillors

23. ALLOTMENTS

- a. To consider whether to increase the Allotments rental fee for 2025/26
- b. To address other Allotments issues arising
 - fire extinguishers
 - lighting
 - collapsing bank

24. MEDSTEAD SPORTS PAVILION

- a. To note updates on the changing room sinks, landscaping, stairlift and other matters arising
- b. To agree the council's position on payment of the final retention

25. COUNCILLOR VACANCY

To update on the process to fill the vacant councillor position

26. CORRESPONDENCE

- a. Application to use the Village Green for wedding reception
- b. EHDC Community Building Survey
- c. EHDC Review of Statement of Principles under the Gambling Act 2005

27. ANNUAL PARISH ASSEMBLY

To finalise arrangements for the APA

28. REDHILL FARM / JENNY GREEN LANE

To consider whether there are any follow up actions required for the Jenny Green Lane incidents

29. 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

30. DATE OF NEXT MEETING

To confirm the date of the next meeting as 11th June and agree any items for the next agenda