



# Medstead Parish Council

Clerk to the Council – Mrs Julie Russell

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6th June 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 11<sup>th</sup> June 2024 at 7.30pm.**

Yours sincerely

Julie Russell

Clerk to the Medstead Parish Council

## A G E N D A

### **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 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.

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### **2. APOLOGIES AND APPROVAL OF ABSENCES**

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

### **4. FULL COUNCIL MINUTES**

To confirm and sign the minutes of the meeting of **Full Council** held on **14<sup>th</sup> May 2025**, previously circulated.

### **5. 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 14<sup>th</sup> May 2025)

- i. Chairman's Report
- b. **Maintenance Committee** (Last meeting 28<sup>th</sup> May 2025)
  - i. Chairman's Report
  - ii. Dragon's Teeth – decision on timing / scope of repairs
  - iii. Playground Inspection Reports – recommendations on follow-up
  - iv. Tree Inspections – recommendation for inspection this summer
  - v. Tree removal by the pond – to note
  - vi. Allotment repairs – recommendations for next steps
- c. **Finance and General Purposes Committee** (Last meeting 28<sup>th</sup> May 2025)
  - i. Chairman's Report
  - ii. Broadband for the Parish Office – recommendation to buy BT service
  - iii. Furniture for the Parish Office – to consider recommendation for new vs. second-hand /free furniture
  - iv. Allotment fee increase - recommendation for £200pa
  - v. Cemetery fee increase - recommendation for 5%pa (rounded up)
- 6. MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT**
- 7. CLERK / RFO REPORT**
- 8. EAST HAMPSHIRE DISTRICT COUNCILLORS REPORT**
- 9. TO APPROVE COMMITTEE TERMS OF REFERENCE**
  - a. Planning
  - b. Maintenance
  - c. F&GP
- 10. TO REVIEW AND RE-ADOPT THE FOLLOWING POLICIES**
  - a. Press and Media
  - b. GDPR
  - c. Complaints
  - d. Risk Assessment
- 11. POLICY TO ALLOW NSPG COUNCILLORS TO SPEAK TO DEVELOPERS**
  - Update on next steps and recommendations
- 12. FINANCIAL MATTERS**
  - a. To approve the income and expenditure report and bank reconciliations for April 2025
  - b. To approve the payments list for May 2025
  - c. To consider changing bank reconciliations for CIL Accounts to once per quarter (unless there are transactions)
  - d. To consider changing bank reconciliations for Wake Trust to once per year (unless there are transactions)
- 13. YEAR END 31<sup>ST</sup> MARCH 2025 – ACCOUNTS AND GOVERNANCE STATEMENTS**
  - a. To receive the internal auditors report
  - b. To agree the Annual Governance Statement
  - c. To receive and approve the Accounting Statements 2024/25
  - d. To agree the dates for public right of inspection of accounts
  - e. To confirm that BDO LLP is independent of councillors
- 14. MATTERS ARISING FROM LAND WEST OF BEECHLANDS**
  - a. EIR Request
  - b. Further correspondence
- 15. HIGHWAYS ISSUES**
  - a. To consider Council actions and /or correspondence with HCC needed for the following
    - i. Village Pond
    - ii. Speeding and vegetation on Trinity Hill
    - iii. Five Ash Pond
    - iv. Speed limits on Soldridge Road / Grosvenor Road

- v. Footway on Roe Downs Road

**16. COUNCILLOR VACANCIES**

To receive any updates

**17. CORRESPONDENCE**

- a. Correspondence from resident regarding Roe Downs Road

**18. VJ DAY CELEBRATION**

To consider options and next steps

**19. DATE OF NEXT MEETING**

To confirm the date of the next meeting as 9<sup>th</sup> July and agree any items for the next agenda