



Medstead Parish Council

Clerk to the Council – Mrs Julie Russell

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8th August 2025

Dear Councillor

In accordance with the Local Government Act 1972, Schedule 12, Paragraph 10 (2) (b) you are summoned to attend the **Ordinary 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 13th August 2025 at 7.30pm.**

Yours sincerely

Julie Russell

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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.

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 **9th July 2025**, previously circulated.

5. CO-OPTION OF NEW COUNCILLORS

6. 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 9th July and immediately prior to this meeting)
 - i. **Chairman's Report**
- a. **Maintenance Committee** (Last meeting 23rd July)

- i. Chair's Report
 - ii. Allotments
 - iii. Benches
 - iv. Village Pond
- b. **Finance and General Purposes Committee** (Last meeting 23rd July)
 - i. Chair's Report
 - ii. Change of signatories on Nationwide accounts
 - iii. £500 transfer to open Unity Trust bank account
 - iv. Business Broadband
- 7. MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT**
- 8. CLERK / RFO REPORT**
- 9. EAST HAMPSHIRE DISTRICT COUNCILLORS REPORT**
- 10. WAKE TRUST GRANT APPLICATION** To consider a recommendation to the Wake Trust trustees on the Tennis Club application.
- 11. DRAGON'S TEETH** To agree approach and material to replace end-of-life dragon's teeth, and consider potential CIL grant application
- 12. PARISH OFFICE** To agree further next steps on the following:
 - a. Broadband – to agree BT Business Broadband
 - b. Furniture – to agree layout, purchase decisions and use of Neighbourhood CIL funds for upstairs
 - c. Electricity supply – to review tariffs and consider changing supplier
 - d. Ad hoc items
- 13. FINANCIAL MATTERS**
 - a. To approve the income and expenditure report and bank reconciliations for June 2025
 - b. To approve the payments list for July 2025
 - c. To review expenditure against budget for Q1
 - d. To review Neighbourhood CIL finances
 - e. To receive an update on the external audit
- 14. FEEDBACK FROM LGR PARISH BRIEFING** Feedback from the Chairman
- 15. SUPPORT FOR VILLAGE HALL RURAL GRANT APPLICATION** To approve proposal for an awning and agree to write a letter of support
- 16. TO REVIEW AND ADOPT THE FOLLOWING POLICIES**
 - i. Expenses
 - ii. Lone Working (new)
 - iii. Financial Regulations (amended)
- 17. TREE SURVEY** To update on findings of the Tree Survey and agree next steps
- 18. CORRESPONDENCE**
 - a. Vehicle access in cemetery
 - b. Storage of Parish photographs
 - c. Request to use the car park for tree work next door
 - d. Any other correspondence arising
- 19. VJ DAY CELEBRATION** To consider any actions
- 20. 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
- 21. DATE OF NEXT MEETING**

To confirm the date of the next meeting as 10th September and agree any items for the next agenda