



Medstead Parish Council

Clerk to the Council – Mrs Julie Russell

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22nd May 2025

Dear Councillor

Please note that you are hereby summoned to attend a meeting of the **Maintenance Committee** to be held at Medstead Parish Office on **Wednesday 28th May 2025 6.30pm.**

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 state their name and street name**, 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 formally confirm proposed chairman agreed at Full Council

2. OPEN SESSION

Members of the public on the electoral register or a permanent resident of the Parish are invited to speak on any topic that is or could be directly related to Parish matters for consideration by the Maintenance Committee.

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST 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.

5. CONFIRMATION OF MINUTES

To confirm the minutes of the meeting held on **26th March 2025**, previously circulated.

6. TO REVIEW COMMITTEE TERMS OF REFERENCE

7. DRAGON'S TEETH

To agree number, material and fixing method for replacement of loose dragon's teeth

8. PLAYGROUND

- i. To note the findings of the annual inspection report
- ii. To agree any actions needed

9. TREE INSPECTIONS

To consider arranging a tree inspection for the summer in order to identify trees with ash die back

10. MATTERS ARISING FROM REVIEW OF THE RISK ASSESSMENT

- i. To consider purchase of a first- aid kit for the parish office
- ii. To consider whether any secondary method of disabled evacuation is required if the chair lift fails

11. TO AGREE AD HOC PURCHASES

- i. To agree to pay for servicing (and replacement if required) of the allotment shed fire extinguisher
- ii. To agreement purchase of a letter box, display board for inside, to consider whether any key boxes are required and to agree any other purchases needed for the parish office

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

12.CEMETERY

- i. To agree cemetery bin responsibilities
- ii. To agree location of the proposed memorial bench and approve design if possible
- iii. To agree need / scope of a policy for memorial benches

13.TO AGREE NEXT STEPS WITH THE KNAPP / URC FOOTPATH**14.TO CONSIDER REPAIRS TO THE ALLOTMENT GROUND****15.CORRESPONDENCE AND ANY NEW MAINTENANCE MATTERS ARISING**

To consider any last-minute correspondence or maintenance matters

16.NEXT MEETING

Confirm date of next meeting and put forward any items for the next agenda.