



# Medstead Parish Council

Clerk to the Council – Mrs Julie Russell  
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6<sup>th</sup> February 2026

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 Parish Office** on **Wednesday 11<sup>th</sup> February 2026 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 inform the Clerk if they wish film or record the meeting. 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 **22<sup>nd</sup> January 2026**, 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 in full Council)

- i. Chair's report
- ii. Planning applications

a) <a href="#">EHDC-26-0063-HSE</a>	Oxdrove Trinity Hill, Medstead, Alton, Hampshire, GU34 5LT Single storey side and rear extensions	Closes 26/02/2026
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- iii. Any other late-arising planning applications
- iv. Planning decision notices – to receive an update
- v. Planning enforcement and appeals – any late arising matters
- vi. Neighbourhood Plan - to receive an update and agree any actions
- vii. Any other planning matters arising

#### b. **Maintenance Committee** (Last meeting 28<sup>th</sup> January)

- i. Chair's report
- ii. To note decisions on the following:
  - a. Village Green tree work
  - b. Memorial inspection training
  - c. Change in tree policy inspection interval to 3 years

- d. Bus shelter refurbishment
- iii. Rubbish removal at the pond – to approve expenditure
- c. **Finance and General Purposes Committee** (Last meeting 28<sup>th</sup> January)
  - i. Chair's Report
  - ii. To note expenditure decisions on the following:
    - a. IT support / advice
    - b. Website testing against WCAG2.2
    - c. Parish Office printer
- 6. MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT**
- 7. CLERK / RFO REPORT**
- 8. EAST HAMPSHIRE DISTRICT COUNCILLORS REPORT**
- 9. FINANCIAL MATTERS**
  - a. To approve the payments list for January 2026
  - b. To approve the income and expenditure report and bank reconciliations for Nov-Dec 2025
  - c. To review the budget vs. expenditure to Q3.
  - d. To approve direct debits for BT Broadband and Unity Trust charge card
  - e. To approve use of Neighbourhood CIL for the Allotments fencing
  - f. To consider option for prepayment of staff pension (as per Hampshire Pension Fund briefing)
  - g. To agree purchase of Arnold Baker Local Council Administration 14<sup>th</sup> Edition (£144).
- 10. FLOODING (inc. Grosvenor Road)** To agree any actions
- 11. ASSET BASED COMMUNITY DEVELOPMENT AND COMMUNITY INFRASTRUCTURE**  
To receive any updates
- 12. POLICIES**
  - a. To readopt the following policies already approved by the Maintenance Committee
    - i. Tree and Hedges Policy
    - ii. Playground and Recreation Areas Inspection
    - iii. Memorial inspection
  - b. To readopt the following policies already approved by F&GP
    - i. Business Continuity
    - ii. Reserves
    - iii. Gifts and Hospitality
  - c. To approve and readopt the following policies
    - i. Drone Policy (amended)
    - ii. Staffing Committee ToR (new)
    - iii. Pay Policy (new)
    - iv. Freedom of Information Policy (unchanged)
- 13. DATA PROTECTION REPRESENTATIVES**  
To appoint two Councillors to have lead roles on data protection and to consider training requirements.
- 14. FOOTBALL PITCH FEES** To review
- 15. CORRESPONDENCE**
  - a. Letter from Bargate
  - b. Any other correspondence arising
- 16. ANNUAL PARISH MEETING** To plan the event
- 17. 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
- 18. DATE OF NEXT MEETING** To confirm next meeting as 11<sup>th</sup> March and agree any items for the agenda