



Medstead Parish Council

Clerk to the Council – Mrs Julie Russell

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23rd January 2026

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 January 2026 at 6.30pm.**

Yours sincerely

Julie Russel

Julie Russell (Clerk to the Council)

AGENDA

Please note:

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

1. 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.

2. APOLOGIES FOR ABSENCE

3. 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.

4. CONFIRMATION OF MINUTES To confirm minutes of the meeting held on **26th November 2025**, previously circulated.

5. BUS SHELTER To consider grant application

6. ALLOTMENTS

- a. Update on fencing
- b. To agree use of Neighbourhood CIL for fencing
- c. Next steps on the bank

7. TREE WORK To receive an update

8. FLOODING To consider next steps

- a. By the Church
- b. Five Ash crossroads
- c. Village Pond

9. VILLAGE POND

- a. To update on rubbish removal
- b. To consider vacancy for pond maintenance rep.

10. VILLAGE GREEN

- a. To consider broken branch and damaged tree
- b. Any other matters arising

11. PARISH OFFICE To consider purchasing the following

- a. Smart thermostat
- b. Vacuum cleaner
- c. Mop
- d. Additional electrical socket

12. CEMETERY To agree maintenance tasks

- a. Cleaning benches

- b. Wood treatment for noticeboard
- c. Wood treatment for tap cupboard
- d. Painting the gates

13. OTHER MAINTENANCE TASKS

- a. Mud in carpark
- b. Grit for Parish Office path
- c. Wood treatment for Boyneswood noticeboard

14. THE KNAPP Update on resident-raised issues

15. FETE SHED

- a. To consider access arrangements
- b. To consider agreement on responsibilities

16. POLICIES

To review the following policy:

- a. Tree and Hedges Policy
- b. Playground and Recreation Areas Inspection
- c. Memorial inspection

17. TRAINING To agree training in Memorial Inspection for the Clerk

18. CORRESPONDENCE

19. NEXT MEETING Confirm date of next meeting (25th March) and put forward any items for the next agenda.