



Medstead Parish Council

Minutes of the Full Council Meeting – 14th May 2025, 7.30pm

Present: Cllrs. Mike Smith (Chair), Mark Brayford, Ken Kercher, Frank Maloney, Phil Quinlan, Gordon Mitchell, Jez Hood

Also in attendance: Julie Russell (Parish Clerk), Cllr Roland Richardson

	ACTION
25.033 ELECTION OF CHAIRMAN Councillors resolved to elect Cllr Smith as Chairman (proposed Cllr Brayford, seconded Cllr Maloney), and he duly signed the acceptance of office form.	
25.034 ELECTION OF VICE CHAIR Councillors resolved to elect Cllr Brayford as Vice Chair (proposed Cllr Smith, seconded Cllr Quinlan), and he duly signed the acceptance of office form.	
25.035 OPEN SESSION A councillor noted that potholes on Roe Downs Road had only been partially repaired. The Chairman informed councillors that Cllr Hughes had resigned.	
25.036 APOLOGIES FOR ABSENCE No apologies	
25.037 DECLARATION OF INTEREST None	
25.038 FULL COUNCIL MINUTES Councillors confirmed the minutes of the Full Council meeting on 9 th April and the Extraordinary Full Council meeting on 22 nd April and they were signed.	
25.039 COMMITTEES AND REPORTS <ul style="list-style-type: none"> a. Planning Committee <ul style="list-style-type: none"> i. Chairman's Report. Outgoing chairman Cllr Quinlan thanked Planning Committee members for their support in a challenging year and new chairman Cllr Maloney explained that he may only be chairman for two meetings due to other commitments. He reported that the planning committee had scheduled a workshop to finalise the responses on specific applications. b. Maintenance Committee <ul style="list-style-type: none"> i. Chairman's Report. There has been no Maintenance Committee meeting since the last Full Council meeting. c. F&GP Committee <ul style="list-style-type: none"> i. Chairman's Report. There has been no F&GP Committee meeting since the last Full Council meeting 	
25.040 MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT The Chairman's report was circulated in advance and is included in the Appendix.	
25.041 CLERK /RFO'S REPORT The Clerk's report was circulated in advance and is included in the Appendix.	
25.042 EAST HAMPSHIRE DISTRICT COUNCILLORS' REPORT There was no monthly written report this month. Cllr Richardson spoke about progress on Hampshire's Local Government reorganisation. There is still disagreement on how many unitary authorities there will be and which	

<p>councils will combine together. Councils had commissioned KPMG to come up with proposals, but HCC does not want to take their recommendations forward and is now trying to develop its own proposals.</p> <p>EHDC are trying to progress planning applications more quickly.</p>	
<p>25.043 TO REVIEW AND RE-ADOPT THE FOLLOWING POLICIES</p> <p>a. Standing Orders, including potential changes for NPSG delegated authorities As part of the Neighbourhood Plan update, Medstead councillors will need to be able to interact with developers to help identify the best options for the parish. The current Standing Orders say that <i>“Unless duly authorised no councillor shall issue orders, instructions or directions” (Section 25)</i>. There needs to be a procedure to authorise dialogue to take place. The Council will ideally adopt a standalone policy that outlines how councillors interact with developers and how permission is sought from Council. Four Marks has a policy called “Protocol for Pre-application Developers’ Meetings” which it intends to modify to include interactions between NPSG Councillors and site owners. The Council needs to either piggy back off Four Marks or do further work of its own. This still needs further consideration at the next Full Council meeting.</p> <p>b. Financial Regulations Councillors resolved to re-adopt the Financial Regulations.</p> <p>c. Code of Conduct Councillors resolved to re-adopt the Code of Conduct</p>	
<p>25.044 TO REVIEW TERMS OF REFERENCE FOR STANDING COMMITTEES OR AGREE PROCEDURE FOR REVIEWING THEM</p> <p>Councillors resolved that each Committee would review its own terms of reference, for approval by Council at the June meeting.</p>	
<p>25.045 TO CONSIDER DELEGATION ARRANGEMENTS TO THE CLERK AND THE STANDING COMMITTEES</p> <p>Councillors were happy with the delegation arrangements in the standing orders and ToR (to be reviewed by Committees) and the Clerk will look into whether the Council would benefit from a Scheme of Delegation document to add to the policies.</p>	Clerk
<p>25.046 TO CONFIRM COMMITTEE MEMBERSHIPS</p> <p>The Planning Committee remains unchanged as Cllrs Maloney (Chair). Brayford, Quinlan and Mitchell. A reserve will be appointed once the Council vacancies have been filled. Following Cllr Hughes resignation, the Maintenance Committee was agreed as Cllrs Quinlan, Smith, Kercher and Hood, with Cllr Brayford as a reserve. Cllr Quinlan agreed that he would stand as Chairman when the Maintenance Committee elects its new chair at the next committee meeting, and this was supported by other Committee members. Following this, F&GP will be back to full strength with Cllrs Smith, Brayford, Maloney and Quinlan as members.</p>	
<p>25.047 TO REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES</p> <p>The Council has arrangements with Four Marks Parish Council through the Neighbourhood Plan Steering Group. It takes part in the Lengthsman Scheme and is a member of the BOATs group and a member of EHAPTC.</p> <p>The Council reviewed its list of ongoing suppliers, included in the Appendix and is happy with arrangements. They agreed to move Scribe Accounts to Direct Debit.</p>	
<p>25.048 TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL SURABLE RISKS</p>	

<p>The Council currently uses Hiscox for both its Council insurance and Neighbourhood Plan insurance and Councillors confirmed that they had reviewed and are in agreement with the arrangements. Certificates are displayed on the website.</p>	
<p>25.049 TO REVIEW COUNCIL AND OFFICER SUBSCRIPTIONS TO PROFESSIONAL BODIES Councillors reviewed the list of subscriptions to professional bodies (included in the Appendix) and resolved to continue with the existing arrangements.</p>	
<p>25.050 TO CONSIDER PROCESSES FOR REVIEWING POLICIES THAT ARE MANDATORY AND RELATE TO THE COUNCIL'S LEGAL OBLIGATIONS Councillors resolved that policies would continue to be reviewed by the Maintenance and F&GP Committees, with those that are mandatory all being the responsibility of F&GP. The Clerk maintains a schedule for the review of policies with timescales and designated committee.</p>	
<p>25.051 APPOINTMENT OF REPRESENTATIVES ON EXTERNAL COMMITTEES Cllr Hood agreed to take on the role of representative on the Village Hall Committee. All others appointments are unchanged with Cllr Smith for Speedwatch, Cllr Maloney for NPSG, Cllr Kercher for the Medstead Sports Club and Cllr Quinlan for EHAPTC.</p>	
<p>25.052 REAPPOINTMENT OF THE INTERNAL AUDITOR a. Councillors resolved to reappoint Mulberry Local Authority Services as its internal auditor for 2025/26. They decided to go for a one-year contract again and review it in a year's time. b. Council confirmed that the internal auditor is independent of all councillors.</p>	
<p>25.053 FINANCIAL MATTERS a. Due to an unexpected last minute Councillor resignation it was not possible for the Bank Reconciliations to be checked for sign-off this month. b. The income and expenditure report for April will be submitted to councillors next month together with the bank reconciliation. c. Councillors approved the payments for April 2025. d. As some complexities have arisen with the options and quotes for the dragon's teeth, Council agreed to defer the decision back to the Maintenance Committee for further discussion. Cllr Smith will insert some wooden wedges as an interim measure to make the dragon's teeth more secure. e. The clerk had discussed with EHDC using the remaining £1,200 on project 459 to cover the annual cost of prepping and reseeding the wildflower meadow this year, otherwise it is due for clawback. The Council agreed with this plan. f. Councillors approved payment of the final balance for installation of the stair lift. g. Councillors had previously agreed to go ahead with replacement of the roundabout bearings and discussed using Neighbourhood CIL to cover the cost. They formally noted agreement to use the Neighbourhood CIL money for this. h. The 2025/26 budget was re-circulated to councillors and noted as a reminder of the spending plan for the year.</p>	
<p>25.054 YEAR END 31ST MARCH 2025 – ACCOUNTS AND GOVERNANCE STATEMENTS The Clerk did not have the internal auditor's report at the point when the agenda papers went out, so they agreed to defer all audit matters to the June meeting. She verbally reported that the internal audit had gone well.</p>	
<p>25.055 ALLOTMENTS a. Consideration of a rental fee increase was deferred to the next F&GP meeting. b. Consideration of the fire-extinguishers, lighting and bank was deferred to the next Maintenance / F&GP Committee meetings. The Clerk will look into any information we have as to whether Cala Homes has any liabilities.</p>	Clerk

<p>25.056 MEDSTEAD SPORTS PAVILION</p> <p>a. The stairlift has been installed but an engineer needs to return to programme it as there was a problem with the power at the fuse spur. The electrician has been scheduled to check it 15th May. There is still a problem with hot water to the sinks in the changing rooms, which the Clerk is still pursuing with Turnquay.</p> <p>b. The Clerk was asked to inform Turnquay that if it was not fixed in 7 days we would use the retention to do so.</p>	Clerk
<p>25.057 CORRESPONDENCE</p> <p>a. The Clerk received a request to hire the Village Green in 2026. Cllr Kercher explained that the rules of the Cricket League do not allow dates to be blanked out from fixtures except the Village Fete and Village Ball. The Clerk will need to check the fixture list when it is determined in December, if the hire is still required.</p> <p>b. The Clerk will ask the Medstead Sports Club to complete the EHDC Community Building Survey, and will respond to the Village Hall on behalf of the Council</p> <p>c. Medstead Parish Council is a statutory consultee to the EHDC Review of Statement of Principles under the Gambling Act 2005. The council noted it but does not intend to respond.</p> <p>d. The Clerk received last minute correspondence from a resident regarding the speed of traffic travelling on Trinity Hill. The Council noted that it does not control the speed limits and has already put a sign warning drivers that they share the road with other users. The Clerk will ask the Lengthsman to cut back vegetation round the 20mph sign so it is more visible. The Council agreed to write to HCC to inform them that the hedgerows need cutting back and flagging the fact that the speed limit changes from 60mph to 20mph and an intermediate change might be more appropriate. The council also discussed the possibility of buying a flashing speed limit reminder sign if grant money were available, and this will have to be taken forward to another meeting.</p>	Clerk
<p>25.058 ANNUAL PARISH ASSEMBLY</p> <p>Council agreed for Cllr Maloney to do a presentation on the Neighbourhood Plan. The Clerk will bring printed copies of the briefing on the Precept to the meeting. The Clerk will invite Cllr Kemp-Gee and ask him for a report.</p>	Clerk
<p>25.059 REDHILL FARM / JENNY GREEN LANE</p> <p>The injunction is in place. There were no further updates</p>	
<p>25.060 REPORTS FROM COUNCIL REPRESENTATIVES</p> <p>a. Speedwatch Volunteers are getting out once a week, but are still limited by a shortage of people. The new solar unit on the SLR sign by the school is working well.</p> <p>b. EHAPTC Nothing to report</p> <p>c. Village Hall Nothing to report</p> <p>d. Medstead Sports Club The Clerk needs to get copies of the licence agreement signed by the Council Chairman and the Sports Club.</p> <p>e. Neighbourhood Plan Grant funds from Locality unspent at the end of the financial year have been returned. A grant from District Councillors has been requested to provide interim funding until the Locality Grant window opens again. A call for sites will be going out in June, with a four-week consultation period. It is expected that reports will be completed in July / August, with the consultation planned for September. Cllr Maloney emphasised that there is a very large amount of work involved.</p>	Clerk
<p>20.061 DATE OF NEXT MEETING</p> <p>The next meeting was confirmed as 11th June at 7.30pm. Cllr Maloney suggested a possible agenda item on an event for VJ Day (15th August), noting that the VE day event on 5th May was successful.</p>	

There were no further matters to discuss and the meeting was closed at 9.42pm.

Signed Chairman

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