



Medstead Parish Council

Minutes of the Full Council Meeting – 13th August 2025, 7.30pm

Present: Cllrs. Mike Smith, Mark Brayford, Gordon Mitchell, Frank Maloney, Phil Quinlan (left at 8.45pm), Jez Hood, Ken Kercher (and Janet King and Anthea Dore after the co-option).

Also in attendance: Julie Russell (Parish Clerk), 4 members of the public, District Cllr Roland Richardson.

	ACTION
25.103 OPEN SESSION a. A resident raised a matter regarding the boundary of a property with The Knapp. b. A possible planning enforcement matter was highlighted which the Council said it would look into. c. A resident spoke about an application for Wake Trust funding for the tennis club.	Cllr Dore
25.104 APOLOGIES FOR ABSENCE None	
25.105 DECLARATION OF INTEREST None	
25.106 FULL COUNCIL MINUTES Councillors resolved to confirm the minutes of the Full Council meeting on 9 th July and they were signed.	
25.107 CO-OPTION OF NEW COUNCILLORS Councillors voted to close the meeting to members of the public Following an opportunity to meet and speak with the applicants, Council voted to co-opt both of them, Janet King and Anthea Dore. Both then signed Declaration of Acceptance of Office forms and took seats at the table and were welcomed. The meeting was then re-opened	
25.108 COMMITTEES AND REPORTS a. Planning Committee i. Chair's Report (Last meeting 9th July and immediately prior to this meeting) The Chair circulated a report in advance, which is attached in the Appendix. He also verbally reported on the meeting just held where the Planning Committee had agreed to object to an application for two dwellings at Walden, Common Hill and a detached dwelling at Red Rose Cottage, Windsor Drive. He spoke about EHDC's new Affordable Housing Supplementary Planning Document. He reported that the NPSG is proposing to hold a consultation in Four Marks at the end of September on a Saturday or Sunday, and has funding to cover a door drop to houses. b. Maintenance Committee (Last meeting 23rd July) i. Chair's Report The Chair was absent from the last Maintenance Committee meeting so had no report. ii. Allotments The Chair reported subsequent developments regarding the allotments since the last Committee meeting. The residents have now purchased the site from CALA Homes and plan a management meeting for early September at which they will address allotment fencing. Cllr Quinlan will attend on site with them to verify requirements and to get quotes. Work is needed to replace / repair the timber edging of the allotment beds and this will be dealt with at the next Maintenance Committee meeting.	Cllr Quinlan

<p>iii. Benches The Chair summarised the proposals for the new draft benches policy (in progress) that were agreed at the Maintenance Committee, i.e. that Council will purchase the benches and be responsible for installation and maintenance, with the donor making a financial donation. Councillors agreed with this.</p> <p>iv. Village Pond Due to holidays it has not been possible to look at the pipes to/ from the pond with the pond maintenance representative, but this will be arranged before the next Maintenance Committee meeting. The blue algae has cleared and not returned.</p> <p>c. F&GP Committee (Last meeting 23rd July)</p> <p>i. Chairman's Report The Chairman circulated his report in advance, included in the appendix.</p> <p>ii. Nationwide Bank The Council resolved to add Cllr Maloney as a signatory to the Nationwide bank accounts now that he is Chair of Planning and a Wake Trust trustee.</p> <p>iii. Transfer to Unity Trust The Council agreed to transfer £500 to Unity Trust Bank to open the new account.</p> <p>iv. Business Broadband The Council resolved to buy Business Broadband for the parish office.</p>	<p>Clerk</p> <p>Clerk</p>
<p>25.109 MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT The Chairman's Report was circulated in advance and is included in the Appendix.</p>	
<p>25.110 CLERK /RFO'S REPORT The Clerk's report was circulated in advance and is included in the Appendix. In addition, the Clerk noted that the fence posts were fairly rotten for the wooden fence surrounding the cemetery extension, and a couple of panels were hanging loose. The Clerk agreed to get quotes for repairing / replacing this. Councillors also suggested she look into hedging as a longer term option, which would be a more attractive boundary once the new cemetery is in use.</p>	<p>Clerk</p>
<p>25.111 EAST HAMPSHIRE DISTRICT COUNCILLORS' REPORT There was no written report this month. Cllr Richardson reported that EHDC has designated Medstead as one of 17 Rural Parishes (covering the whole parish). This should in theory mean smaller development sites. The Council and District Councillor are keen that affordable housing is provided in the village and were disappointed in the decision to remove affordable housing from the Hollard Drive development and will take steps to work closely with affordable housing providers for future developments. There are still multiple proposals across all the Hampshire Councils for the Local Government Reorganisation. Some proposals will be better for EHDC than others, but for all options there will be large Unitaries with populations of typically 500,000 that will contain large, densely populated areas, and it will be much harder for them to keep a focus on rural issues. Proposals will go to the Government at the end of September, with a decision expected in December.</p>	
<p>25.112 WAKE TRUST GRANT APPLICATION Councillors considered a Wake Trust grant application from the Medstead Tennis Club and reviewed the current level of funds and the purpose of the fund and noted the condition that £25k of capital needs to remain in the fund. It was decided that more information was needed on the constitution, membership costs, number of members and proportion of members in the village. The decision would be deferred to a separate meeting of the Wake Trust trustees, to be organised by the Clerk.</p>	<p>Clerk</p>

<p>25.113 DRAGON'S TEETH</p> <p>Councillors had received information and pictures on different materials for dragon's teeth from Cllr Hood and the Clerk, following their visit to a supplier to look at different options. It was agreed that the Clerk would get quotes for treated timber, oak and galvanised steel as the Council was not able to narrow down a preferred option in isolation from costs. It needs to balance aesthetics, effectiveness, longevity and cost. These quotes will be considered at the next Maintenance Committee meeting.</p>	<p>Clerk</p>
<p>25.114 PARISH OFFICE</p> <p>a. Broadband</p> <p>The Councillor resolved to buy BT Business Broadband rather than Residential. This is slightly more expensive but allows the service to be in Medstead Parish Council's name.</p> <p>b. Furniture</p> <p>The Clerk had pre-circulated a document with a range of furniture options and prices. The Council agreed the layout of the tables that had been set up as a trial using tables borrowed from the Village Hall and resolved to buy five tables from Gopak – 2x 6ft x 2ft, 1 x 5ft x 2ft, 2 x 3ft x 2ft.</p> <p>The Council resolved to buy 10 of the same kind of Chairs as in the Village Hall Wiltshire Room and was waiting to find which supplier they used (requested by the Clerk) as they were believed to be cheaper than other suppliers the Clerk had found. The Council resolved to use Neighbourhood CIL for all of this furniture (the Clerk had checked with EHDC that this was permissible for the community room).</p> <p>A Councillor had identified and reserved a source of free chairs at Alton Community Centre that may be suitable as visitor chairs for residents at Council meetings. It was agreed that the Clerk will pick these up and check suitability.</p> <p>c. Electricity Supply</p> <p>The clerk presented a range of tariff comparisons based on our estimated usage level for Scottish Power, Octopus, British Gas, EDF and Valda Energy. The Council resolved to change supplier to Octopus Business as it was very close to the cheapest option and believed to be better on customer service. Currently Scottish Power had placed the Council on an unacceptably high tariff as it had gone out of contract. The Clerk will arrange the transfer.</p> <p>d. Ad hoc items</p> <p>The Council agreed that the Clerk could buy small ad hoc essential purchases as needed, such as soap, bathroom bin etc.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>25.115 FINANCIAL MATTERS</p> <p>a. Councillors resolved to approve the income and expenditure report and bank reconciliations for June 2025.</p> <p>b. Councillors resolved to approve the payments list for July 2025.</p> <p>c. Councillors reviewed the budget report for Q1 and agreed no actions were needed.</p> <p>d. Councillors reviewed the Neighbourhood CIL finances as a reminder of what funds are held.</p> <p>e. Councillors were updated that the external auditor had responded with some questions for clarification but had not yet concluded the audit.</p>	
<p>25.116 FEEDBACK FROM LGR PARISH COUNCIL'S BRIEFING EVENT</p> <p>Cllr Smith gave brief feedback from his attendance at a LGR briefing event. The plan remains for 4 unitary authorities. It is expected that there will be a greater role for parish Councils in future, although not additional funding.</p>	

25.123 DATE OF NEXT MEETING	
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The next meeting was confirmed as 10 th September at 7.30pm. Apologies were noted for Cllrs King and Smith.	
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There were no further matters to discuss and the meeting was closed at 9.30pm.

Signed Chairman

Date.....

Appendix August 2025

0825.1 Planning Chair's Report August 2025

Planning

As I write there have only been two applications so far:

EHDC-25-0825-FUL two self build dwellings Walden Common Hill, Medstead, Alton, Hampshire, GU34 5LZ

EHDC-25-0671-FUL Red Rose Cottage Windsor Road, Medstead, detached 3 bedroom house

EHDC

EHDC has made a new Affordable Housing Supplementary Planning Document which clarifies the Local Plan JCS intentions. This has been used as part of the *EHDC-25-0462-CONVR response*.

Medstead & Four Marks Neighbourhood Plan

Both PCs with F4FM and SMASH invited to a consultation on Infrastructure. Minutes to be circulated.

0825.2 F&GP Chair's Report August 2025

We looked at the following policies and agreed they were good and would put them forward at next full council for approval Loan Working, Financial Regulation (minor amendments)

We agreed to go for Business Broadband as it would be in MPC name not in the Clerk's name with the previously agreed Residential Broadband.

This coming week we will borrow table and chairs from village hall to see which lay out works best for meeting and storage then order said furniture.

We agreed subject to full council approval to forward £500 to our new digital bank Unity Trust.

We have agreed we need to look into the allotments to see who is responsible for which aspects to see what the cost will be going forward and put aside money to cover repairs in the future.

Deferred review of Expenditure as late arrival of data.

0825.3 Chairman's Report August 2025

The good news is the long awaited school footpath in front of the Bowls club is now being installed which will mean that parents will be able to get their children out on to the footpath and not the road thus being much safer.

I had a meeting with Four Marks Parish Council and SMASH to discuss the things that we would like to see when we get all the new houses that we know that will come.

The numbers are 390 already in pipeline or agreed plus an additional 800 these are over a period of the next 18 years but I expect the developer will want to do them all at once.

Today I have been at a meeting with H.C.C to discuss devolution and it is clear that big changes will come but they stressed they felt that parish councils have a big part to play as we know our areas and what our villagers would like to have.

The clerk now has her office set up (still awaiting broadband) and will be in the office at the pavilion on Tuesday mornings from 10.0 am and if she is not she can be contacted on 07711107378.

With most banks having shut branches we are finding it difficult to change to a digital bank.

I now have a replacement post box which will be fitted adjacent to parish office door.

0825.4 Clerk's Report August 2025

Much of this month has been spent on getting the Parish Office furnished and ready to use and sorting out the filing and moving material from home. It now has a desk, office chair, desk drawer unit, four meeting chairs and two tall tambour storage units and is looking good. There are a few minor items potentially to purchase to be discussed.

I have now worked at the office most days in the last week (two weeks by the meeting) and have already received two visitors. Until broadband is installed I am hot-spotting of my mobile and this only gets signal (not very strong) when the phone is left upstairs so is not ideal.

The Tree Survey has been completed and the report just received, and will be reviewed and circulated prior to the meeting.

The Lengthsman is due shortly on the 11th August and they will focus on footpath clearance behind the cemetery. They have also been asked to look at The Knapp but it is expected they will be unable to take away cleared material and will decline to do it.

The tree work and removal of dangerous den material has been completed but immediately den material is accumulating in another spot behind the zip wire, with again unsafe overhead material (now taken down). I will keep a regular watch on this, and now I am working in the parish office am walking around the green at least once a day.

The issues with the cemetery bins has been resolved, with the person currently putting them out happy to continue for the time being.

The next playground inspection is due next week.

0825.5 Payments for approval for July 2025

Date	Supplier	Description	Amount £
9-Jul	P. J. Grace	Mowing contract	5551.50
9-Jul	WKL Building Supplies	Misc. materials	18.05
9-Jul	Julie Russell	Salary (April)	1630.00
9-Jul	Julie Russell	Salary (May)	1629.80
9-Jul	Julie Russell	Salary (June)	1630.00
9-Jul	Philspace Ltd	Container rental	7.68
9-Jul	HMRC	Q1 Payment	1421.96
9-Jul	Play Safety Ltd	Playground inspection	249.60
9-Jul	Unit Trust	Transfer to open new account	500.00
9-Jul	Scottish Power	Pavilion electricity	97.38
9-Jul	Hampshire Pension Fund	Pension payment (June)	539.64
23-Jul	P. J. Grace	Tree work	1542.00
23-Jul	Anderstore Ltd	Fire extinguisher servicing and replacement	402.23
23-Jul	Scottish Power	Pavilion electricity	61.27
23-Jul	Hampshire Pension Fund	Pension payment (July)	539.64

14-Jul	Vodafone	Mobile phone charges	19.69
18-Jul	Castle Water	Cemetery water	7.64
24-Jul	Starboard Systems Ltd	Scribe Accounts monthly charge (July)	58.80

0825.6 Income and Expenditure and Bank Reconciliation for June 2025

MEDSTEAD PARISH COUNCIL				
2025/26 FINANCIAL REPORT				
Jun 2025				
NAT WEST BUSINESS CURRENT ACCOUNT (xxxxx867)			£	£
Balance b/fwd				36,176.41
Date	Income / credit received:	Credit Slip No.	Comments	
25-Jun	Manor Colts FC	AC	Village green hire	80.00
Total income				80.00
Outgoings:				
		Chq. No		
11-Jun	Idverde Ltd	3723	Litter bin emptying (unpaid VAT)	-78.55
11-Jun	Starboard Systems Ltd	3724	Scribe Accounts monthly charge (May)	-58.8
11-Jun	Starboard Systems Ltd	3725	Scribe Accounts monthly charge (June)	-58.8
11-Jun	Philspace Ltd	3726	Container rental	-115.2
11-Jun	Mulberry Local Authority Services	3727	End of year audit	-339.48
11-Jun	Philspace Ltd	3728	Container rental	-76.8
11-Jun	P. J. Grace	3729	Tree work	-480
11-Jun	Places4People	3730	Neighbourhood plan consultancy	-588
11-Jun	WKL Building Supplies	3731	Misc. materials	-144
11-Jun	Scottish Power	3732	Pavilion electricity	-103.32
11-Jun	Hampshire Pension	3733	Pension payment (May)	-539.64
12-Jun	Vodafone	DD	Mobile phone charges	-19.69
19-Jun	Castle Water	DD	Cemetery water charges	-10.53
11-Jun	CPRE	3638	Lost cheque (payment cancelled)	50.00
11-Jun	People4Places	3713	Cheque cancelled (wrong name)	588.00
Total outgoings:				-1,974.81
Balance at month end				34,281.60

MEDSTEAD PARISH COUNCIL				
2025/26 FINANCIAL REPORT				
June 2025				
NAT WEST BUSINESS RESERVE ACCOUNT (xxxxx575)				
	Balance b/fwd			14,899.41
Date	Income received:			
30-May	Bank interest		13.92	
				13.92
	Outgoings			
	Balance at month end			14,913.33
NAT WEST CIL BUSINESS RESERVE ACCOUNT (xxxxx004)				
	Balance b/fwd			8,733.32
Date	Income received:			
30-May	Bank Interest	AC	8.16	
				8.16
	Outgoings			
	Balance at month end			8,741.48
NATIONWIDE CIL ACCOUNT (xxxxx857)				
	Balance b/fwd			41,592.50
				2.37
	Outgoings			
	Outgoings			
	Balance at month end			41,592.50

	WAKE TRUST			
	June 2025			
WAKE TRUST NAT WEST BUSINESS RESERVE ACCOUNT (xxxxx616)				
	Balance at start of month			1,152.96
Date	Income received:			
30-May	Bank Interest		1.06	
				1.06
	Outgoings			
	Balance at month end			1,154.02
WAKE TRUST NATIONWIDE SAVINGS ACCOUNT (xxxxx644)				
	Balance at start of month			31,494.76
Date	Income received:			
	Outgoings			
	Balance at month end			31,494.76

Bank Reconciliation Medstead Parish Council Financial year 2025/26 Nat West Current Account xxxxx867 as at 30th June 2025		
Prepared by Julie Russell / RFO		
	£	£
Current Account xxxxx867		36,049.12
Less non cleared cheques		
3691 Homestart Hampshire	-150.00	
3704 Julie Russell	-26.00	
3708 Julie Russell	-1,334.62	
3723 Idverde Ltd	-78.55	
3717 WKL	-178.35	
		-1,767.52
Add unpresented Cheques		
Net bank balance		34,281.60
The net balances reconcile to the Cash book, as follows:		
CASH BOOK		
Opening Balance		36,176.41
Add: Receipts	80.00	
Less: Payments	-1,974.81	
Closing balance		34,281.60
<p>I confirm the bank reconciliation for Nat West Current Account xxxxx867 and have checked that the bank statement balances with the cash book record As at 30th June 2025</p>		
Signed		
Councillor name:		

Bank Reconciliation		
Medstead Parish Council		
Financial year 2025/26		
Nat West Business Reserve Bank Account xxxxx575		
as at 30th June 2025		
Prepared by Julie Russell / RFO		
	£	£
Business Reserve Account xxxxxx575		14,913.33
Less unrepresented Items		
Net bank balance		14,913.33
The net balances reconcile to the Cash book, as follows		
CASH BOOK		
Opening Balance		14,899.41
Add: Receipts		
Bank interest		13.92
Less: Payments / Transfers		
Closing balance		14,913.33
<p>I can confirm that I have verified that the bank reconciliation for Nat West account Business Reserve Account xxxxx575 balances with the Nat West Reserve Account Bank Statement As at 30th June 2025</p>		
Signed		
Councillor name:		

Bank Reconciliation		
Medstead Parish Council		
Financial year 2025/26		
Nat West Business Reserve CIL Bank Account xxx004		
as at 30th June 2025		
Prepared by Julie Russell / RFO		
	£	£
Community Infrastructure Levy (CIL) Business Reserve Account xxxxxx004		8,741.48
Less unrepresented Income		
Net bank balance		8,741.48
The net balances reconcile to the Cash book, as follows		
CASH BOOK		
Opening Balance		8,733.32
Add: Receipts	8.16	
Less: Payments / Transfers		
Closing balance		8,741.48
<p>I confirm the bank reconciliation for Nat West CIL Business Reserve Account xxxxx004 and have checked that the bank statement balances with the cash book record As at 30th June 2025</p>		
Signed		
Councillor name:		

Bank Reconciliation		
Medstead Parish Council		
Financial year 2025/26		
Nationwide CIL Bank Account xxxxx857		
as at 30th June 2025		
Prepared by Julie Russell / RFO		
	£	£
Community Infrastructure Levy (CIL) Business 35 Saver Issue 1 xxxxxx857		41,592.50
Less unrepresented Income		
Net bank balance		41,592.50
The net balances reconcile to the Cash book, as follows		
CASH BOOK		
Opening Balance		41,592.50
Add: Receipts		
Less: Payments / Transfers		
Closing balance		41,592.50
<p>I confirm the bank reconciliation for Nat West</p> <p>CIL Buinssess 35 Saver Issue 1 Account xxxxx857</p> <p>and have checked that the bank statement balances with the cash book record</p> <p>As at 30th June 2025</p>		
Signed		
Councillor name:		

Bank Reconciliation		
Medstead Parish Council		
Financial year 2025/26		
Nat West Business Reserve Account (Wake)		
as at 30th June 2025		
Prepared by Julie Russell / RFO		
	£	£
Business Reserve Account xxxxx616 (Wake Trust)		1,154.04
Less unrepresented items		
Net bank balance		1,154.04
The net balances reconcile to the Cash book, as follows:		
CASH BOOK		
Opening Balance		1,152.96
Add: Receipts		
Interest		1.08
Less: Payments / Transfers		
Closing balance		1,154.04
<p>I confirm the bank reconciliation for Nat West Business Reserve Account (Wake) xxxxx616 and have checked that the bank statement balances with the cash book record As at 30th June 2025</p>		
Signed		
Councillor name:		

Bank Reconciliation Medstead Parish Council Financial year 2025/26 Nationwide Account (Wake) xxxxx644 as at 30th June 2025		
Prepared by Julie Russell / RFO		
	£	£
Nationwide Account xxxxx644 (Wake Trust Account)		31,494.76
Less unrepresented items		
Net bank balance		31,494.76
The net balances reconcile to the Cash book, as follows:		
CASH BOOK		
Opening Balance		31,494.76
Add: Receipts		
Less: Payments		
Closing balance		31,494.76
I confirm the bank reconciliation for Nationwide Wake Account xxxxx644 and have checked that the bank statement balances with the cash book record As at 30th June 2025		
Signed		
Councillor name:		