

# **Medstead Parish Council**

# Minutes of the Full Council Meeting – 10<sup>th</sup> September 2025, 7.30pm

**Present:** Cllrs. Mark Brayford (Vice Chair), Gordon Mitchell, Frank Maloney, Phil Quinlan, Jez Hood, Ken Kercher, Anthea Dore

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

	ACTION
25.124 OPEN SESSION	
a. Cllr Richardson asked whether the Parish Office could be used for meetings with	
developers as construction starts on the new site Rear of Brackenbury Gardens /	
Holland Drive. This was agreed subject to there being sufficient capacity for the	
numbers attending and with notice to the Clerk.	
b. Cllr Maloney was informed by the Winchester Diocese that the Medstead war	
memorial is community-owned property. The Council already has a long-standing	
agreement with the church to maintain the memorial, but there is still uncertainty	
over whether it is included in the church's insurance policy which covers memorials in	Cllr
its grounds. Cllr Maloney agreed to check this and the matter will be discussed again	Maloney
at F&GP.	,
c. A Councillor raised concerns once more about flooding at the village pond as the	
weather is turning wetter and suggested we revisit the matter to identify any new	
options at a future Maintenance Committee meeting.	
d. A Councillor discussed a storage container on a resident's property. The Clerk will	Clerk
contact EHDC Planning Enforcement to find out the rules for when planning	
permission is required.	
25.125 APOLOGIES FOR ABSENCE	
Apologies were approved for Cllr Smith and Cllr King (holidays)	
25.126 DECLARATION OF INTEREST	
Cllr Hood declared an interest in Medstead Tennis Club. It was agreed he would remain in	
the room but silent during agenda item 9d.	
25.127 FULL COUNCIL MINUTES	
Councillors <b>resolved</b> to confirm the minutes of the Full Council meeting on 13 <sup>th</sup> August	
and they were signed.	
25.128 COMMITTEES AND REPORTS	
a. Planning Committee	
i. Chair's Report (Last meeting 13 <sup>th</sup> August)	
The Chair circulated a report in advance, which is attached in the Appendix. He noted	
just two planning applications received plus a late notification of appeal. He noted	
the NPSG Locality report has been delayed due to public consultation.	
ii. Minutes	
Committee members approved the minutes of the last Planning Committee meeting	
on 13 <sup>th</sup> August and they were signed.	
on 10 magast and they were signed.	

iii. Planning applications					
Ref	Address / description	MPC comment			
a) <u>EHDC-25-0929-</u>	9 Bluebell Gardens, Medstead, GU34	Defer to the Officer			
<u>HSE</u>	5FQ	The Council notes that the side extension			
	Single storey side & rear extension	goes over the existing drains with no			
	with glazed veranda	information on what will happen to the			
		drains.			
b) <u>EHDC-25-1028-</u>	Melbury Hussell Lane, Medstead,	Defer to Officer			
<u>HSE</u>	GU34 5PD	The Council notes that there is no turning			
	Two side /front extensions and roof	circle on the drive and asks the officer to			
	alterations for the existing dwelling	consider whether parking arrangements			
	and extensions.	are acceptable.			

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25.128 COMMITTEES AND REPORTS continued	
iv. Planning Decisions	
Councillors noted the planning decisions, included in the appendix.	
v. Planning Enforcement and Appeals	
The Council received late notification of appeal ref. APP/M1710/D/25/3371798 for	
planning application <u>EHDC-24-0082-HSE</u> Beeches Hussell Lane, Medstead, GU34 5PD.	
The refusal notice is based on a technical discussion relating to adjacent properties,	
and it is not possible to submit any comments.	
A resident has raised a possible planning enforcement issue over a property and the	
Clerk will check the status and inform EHDC Planning Enforcement if necessary.	Clerk
b. Maintenance Committee (Last meeting 23 <sup>rd</sup> July)	CII
i. Chair's Report There is nothing new to report. Cllr Quinlan is still waiting to meet	Cllr
with representatives of the Allotments Committee.	Quinlan
c. F&GP Committee (Last meeting 23 <sup>rd</sup> July)	
i. Chairman's Report There is nothing new to report.	
25.129 MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT	
The Chairman's Report was circulated in advance and is included in the Appendix.	
25.130 CLERK /RFO'S REPORT	
The Clerk's report was circulated in advance and is included in the Appendix.	
The Clerk had received a report from a resident of an oak tree adjacent to his property	
that he has concerns about. The Clerk has inspected it and added it to the request for	
quotes resulting from the recent tree survey. In addition, the Clerk is also going to speak	Clerk
to the person who did the tree inspection report, and will also ask if an EHDC arb officer	
can give advice.	
25.131 EAST HAMPSHIRE DISTRICT COUNCILLORS' REPORT	
There was no written report this month.	
Cllr Roland Richardson informed the Council that when he requests which planning	
applications he would like to be put before EHDC Planning Committee, he needs to give	
planning-based reasons and so asks that MPC planning comments are sent to all three	
ward DCs. This was agreed one the basis that it will be for information only and the Clerk	
will copy the comments when submitting them to EHDC.	
The Councillor noted that the number of houses built in the year to March last year was	
low but there are still around 75 approved houses yet to be built, and there have been	
several planning applications since then. Due to tilted balance, transport and flooding are	

the only two factors with significant potential to stop planning applications, but he noted	
that HCC Highways is under pressure from the Government not to stand in the way of	
developers on transport grounds.	
Local Government Reorganisation is still the main focus. In all the options likely to go	
forward, EHDC is expected to be linked with Winchester, which has the advantage of a 7-	
year land supply.	
25.132 FINANCIAL MATTERS	
a. Councillors <b>resolved</b> to approve the income and expenditure report and bank	
reconciliations for July 2025.	
b. Councillors <b>resolved</b> to approve the payments list for August 2025.	
c. Council was informed that the external audited has concluded. The only point made	
related to the need to increase the level of general reserves. The Council noted that	
they had already taken steps to increase this for 2025/26 and it will be a key	
consideration in the 2026/27 budget process.	
d. Councillors were updated on the decision of the Wake Trust Committee to agree to	
award £2,500 to Medstead Tennis Club. The funds will be kept in the Wake Trust	
account until the work commences.	
e. The Clerk informed Councillors that S106 Project 227 (Medstead Four Marks GI Route)	
still has £550 available which could be spent on replacement trees.	
, , ,	
f. Councillors retrospectively approved expenditure of £120 needed for emergency	
repair to the sports pavilion roof which was done ahead of the Council meeting as the	
roof tiles were broken, exposing the building to wet weather. It was agreed that the	
Council has liability rather than the Cricket Club.	
g. Council resolved that the £22 for the NPSG email address would be paid for by the	
Council rather than the NPSG, in line with the approach taken by Four Marks.	
h. The Council approved direct debits for BT for broadband services and Octopus Energy	
for electricity services.	
i. The Council approved expenditure of £15 on a HALC Clerk and Officer Update event.	
j. Councillors were requested to inform the Clerk of any new matters that will need	
costing ahead of the budget but nothing was noted at this point.	
k. Council resolved to approve expenditure for both new Councillors to attend the HALC	
Knowledge and Core Skills training for new Councillors (£107).	
25.133 COMMITTEE MEMBERSHIP AND REPRESENTATIVE	
Councillors reviewed their roles and responsibilities, but as the Chairman and Cllr King	
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were on holiday they agreed to put it back on the agenda at the next Council meeting. Cllr	
Brayford would like to stand down as reserve for the Maintenance Committee. Cllr Hood	
is happy to remain as reserve for the Planning Committee, but there can also be a second	
reserve. Cllr Hood is standing down as Village Hall rep, but the next meeting of the VH	
Committee is 21 <sup>st</sup> October, after the next Full Council meeting.	
The Clerk will inform both new Councillors of the potential roles on Committees.	Clerk
25.134 PARISH OFFICE	
a. Phone line	
The Council decided to defer any discussion on whether to purchase a phone until	
after the broadband is installed and the performance of WiFi calling can be assessed. If	
this is not adequate then an estimate of call charges will be needed to support any	
decision.	
b. Chairs	
The Council resolved to purchase 10 meeting room chairs in navy blue from Trent	Clerk
Furniture at a cost of £282.	

25 425 FLOWED DUILDS	
<b>25.135 FLOWER BULBS</b> The Clerk circulated two options to spend the remaining £111.93 on Project 271 (Wildlife	
Corridor) on flower bulbs/ plants. The Council agreed to spend to split the funds between	Clerk
ground cover plants at the back of the pavilion and bulbs for the village green. Medstead	
Gardening Club has agreed to help plant the bulbs.	
25.136 CORRESPONDENCE	
<ul> <li>a. Following a successful trial visit, the Council agreed to allow the Snack Wagon to use the layby to serve drinks and snacks on an ad hoc basis of approximately every other Sunday when required on the condition that a bin is provided, litter will be removed, arrangements will be reviewed if not working and it is during daylight hours only. The Clerk will also inform the owner that HCC actually owns the layby.</li> <li>b. The Clerk communicated the Council's decision and supporting reasons on upholding</li> </ul>	Clerk
its bar on vehicles in the cemetery to the inquiring resident. As an update on communications, the resident accepted this, but asked that the Council reconsider the	
request in longer term plans for the cemetery.  c. Cllr Kercher offered to store the Council-owned kissing gate that needs to be relocated.	
d. The Clerk informed the Council of a request to hire the football pitch for a match, but it could not go ahead as the pitch is not marked up. Cllr Kercher said potential hirers could use the Sports Club's pitch marking equipment in future if they wanted to, but	
would need to provide their own paint and labour. <b>e.</b> A request to use the village green for a Medieval re-enactment needs detailed	Clerk
consideration and will need to be deferred due to the need to seek further information on the risks involved.	
f. The Clerk informed the Council of correspondence from Four Marks Parish Council	Clerk
regarding Armed Forces Day. As this is in 2026, no action is currently needed.	
g. Correspondence was received regarding a resident's oak trees and has already been addressed earlier in the meeting.	
25.137 REPORTS FROM COUNCIL REPRESENTATIVES	
a. Speedwatch No report	
b. EHAPTC No report	
<b>c.</b> Village Hall The next meeting of the Committee is 21 <sup>st</sup> October.	
d. Medstead Sports Club The licence is now signed by both parties	
e. Neighbourhood Plan Steering Group This has already been covered under the Planning Chairman's report.	
25.138 DATE OF NEXT MEETING	
The next meeting was confirmed as 8 <sup>th</sup> October at 7.30pm. Apologies were noted for Cllrs Brayford and Maloney	
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There were no further matters to discuss and the meeting was closed at 9.35pm.

Signed Chairman
Date

# **Appendix September 2025**

## 0925.1 Planning Chair's Report September 2025

### **Planning Issues**

The last month, to date has been quiet with only two applications being published, and coming before Full Council at its next meeting.

#### **EHDC**

A gain a quiet month, but EHDC are suggesting that the new Unitary Authority to around EHDC could also include Basingstoke and Dean, Hart, Rushmore District Councils and Winchester City Council. We await the final decision from HM Government.

### **Neighbourhood Plan**

The expected Locality reports have been delayed, which has caused the delay to the proposed consultation.

## 0925.2 Chairman's Report September 2025

A meeting was held in Four Marks Village hall to discuss what we would like to have or not when all the new houses are built from now to 2043. This is a total at the moment of 1100, of which 390 are in pipe line, so we hope the remainder is spread over next 18 years.

HCC called a meeting with parish councils to inform them of the fact that they were going to have 4 unitary units. EHDC / HCC propose that ours would be Basingstoke & Deane, Hart & Rushmore, EHDC and Winchester but this has to be agreed by Government. It was not very clear how this would work and how they had come to this number of units from a financial point of view.

We now have a finished foot path outside the Bowls club to the school so parents can safely get their children and not walk in the mud or on the road.

## 0925.3 Planning decision list September 2025

Ref	Description / Location	Date	Decision
EHDC-25-	Rear orangery	27/08/2025	Permission
<u>0524-HSE</u>	2 Willowfield, Watercress Way , Medstead, Alton, GU34 5FT		
EHDC-25-	Two storey and single storey extension to rear following	05/09/2025	Permission
<u>0193-HSE</u>	demolition of existing kitchen/dining room, utility room and		
	pantry.		
	Southdown House South Town Road, Medstead, Alton,		
	Hampshire, GU34 5PP		
EHDC-25-	Two self-build dwellings	08/09/2025	Refusal
0825-FUL	Walden Common Hill, Medstead, Alton, Hampshire, GU34 5LZ		

# 0925.4 Clerk's Report September 2025

#### **Open spaces / Village Green**

Following receipt of the Tree Survey report, I have condensed the findings into a list of actions grouped by priority level, inspected the relevant trees and requested quotes from tree surgeons for consideration at the next Maintenance Committee meeting. There were no trees classed as urgent (needing immediate attention) but ten classed as high priority for removal and a further three as high priority for selective attention (with action recommended within three months).

I have requested quotes for the dragon's teeth replacements, with three options as agreed: galvanized steel, oak and treated timber, again to be considered by the Maintenance Committee.

I have obtained a quote for replacement of the fence around the cemetery extension as the posts are rotten. I was advised that there is little benefit in replacing individual posts and we should wait until we replace the whole thing (or the worst half of it), just patching up as best we can until that point. This will feed into the budget discussion process and further quotes will be needed before final decisions are made on action and timings.

The Lengthsman has completed the annual clearance of the footpath behind the cemetery. We have an ongoing responsibility for it since we are the adjacent landowner.

The playground inspection was due at the end of August, but the playground was very busy when the inspector came to visit so he decided (with my agreement) to defer it to the first week in September once the school term has started. I have not yet been sent an inspection report but should have it by the next Maintenance Committee meeting.

Two tiles were damaged on the Pavilion roof, believed to be due to a cricket ball. This was fixed urgently because of the risk of the very wet weather damaging the interior of the roof.

#### **Parish Office**

The upstairs tables have been ordered and will be delivered on 9<sup>th</sup> September. The free chairs we got for members of the public were very disappointing with fraying and tears so have been disposed of, but other second-hand chairs were then sourced at a very good price and are in good condition. The meeting room chairs for Councillors are on the verge of being ordered, with paperwork done and just waiting for the cheque to be signed.

Broadband is on order for installation on 15<sup>th</sup> September and then I will use the office more or less full time. Although I worked most of the time there for the first couple of weeks after initially getting the furniture, it has been more difficult during the rainy weather as I have to stand in the car park to make any phone calls. I have started the process for electricity supply switchover, and this should hopefully be completed within the next week. I still need to get a locksmith to fix the problem with the combination lock upstairs as this is currently refusing to work as it should. There is a bit more sorting to be done, particularly emptying the large trunk and putting things either in the eaves or the locked cupboard, as appropriate.

#### Cemetery

There has been no major activity this month, but a request for a new purchase of exclusive right of burial, two memorial permit applications and a request for help locating a very old grave by an overseas visitor.

#### **Admin**

There has been quite a lot of ad hoc admin work this month as well as the routine activities and I have focused on tying up loose ends so that the focus can shift in the next month to the budget process, getting renewal quotes for the insurance, and further work on policies.

# 0925.5 Payments for approval

# Payments for approval at 10<sup>th</sup> September 2025 meeting

Date	Supplier	Description	Amount £
13-Aug	Mark Welby	Tree Survey	1020.00
13-Aug	Hampshire Pension Fund	Pension payment (Aug)	539.64
27-Aug	Hampshire Association of Local Councils	Subscription	881.00
27-Aug	Church Buying Group	Meeting room tables	697.67

# 0925.6 Income and Expenditure and Bank Reconciliation for July 2025

	MEDSTEAD PARISH COUNCIL				
	2025/26 FINANCIAL REPORT				
	July 2025				
	NAT WEST BUSINESS CURRENT ACC	OUNT (xxxxx86	7)	£	£
	Balance b/fwd				34,281.6
Date	Income / credit received:	Credit Slip No.	Comments		
	Total income				
	Outgoings:	Chq. No			
	P. J. Grace	3734	Mowing contract	-5581.50	
	WKL Building Supplies	3735	Misc. materials	-18.05	
	Hampshire Pension Fund	3737	Pension payment (June)	-539.64	
	Philspace Ltd	3739	Container rental	-7.68	
	Julie Russell	3741	Salary (April)	-1630.00	
	Julie Russell	3742	Salary (May)	-1629.80	
	Julie Russell	3743	Salary (June)	-1630.00	
	HMRC	3744	Q1 Payment	-1421.96	
	Play Safety Ltd	3745	Playground inspection	-249.60	
	Scottish Power	3746	Pavilion electricity	-97.38	
	Unity Trust	3747	Transfer to open new account	-500.00	
	Hampshire Pension	3748	Pension payment (July)	-539.64	
23-Jul	P. J. Grace	3751	Tree work	-1542.00	
23-Jul	Anderstore Ltd	3753	Fire extinguisher servicing and replacement	-402.23	
23-Jul	Scottish Power	3754	Pavilion electricity	-61.27	
14-Jul	Vodafone	DD	Mobile phone charges	-19.69	
18-Jul	Castle Water	DD	Cemetery water	-7.64	
24-Jul	Starboard Systems Ltd	DD	Scribe Accounts monthly charge (July)	-58.80	
	Total outgoings:				-15,936.8
	Balance at month end				18,344.7

### **Bank Reconciliation Medstead Parish Council** Financial year 2025/26 Nat West Current Account xxxxx867 as at 30th July 2025 Prepared by Julie Russell / RFO **Current Account xxxxx867** 27,846.01 Less non cleared cheques -150.00 3691 Homestart Hampshire -26.00 3704 Julie Russell -1,334.62 3708 Julie Russell 3735 WKL Building Supplies -18.05 3739 Philspace Ltd -7.68 3741 Julie Russell -1630.00 3742 Julie Russell -1629.80 3743 Julie Russell -1630.00 -500.00 3747 Unity Trust 3748 Hampshire Pension Fund -539.64 3751 P. J.Grace -1,542.00 3753 Anderstore Ltd -402.23 3754 Scottish Power -61.27 3734 P. J. Grace (partially uncleared - bank error) -30.00 -9,501.29 Add unpresented Cheques Net bank balance 18,344.72 The net balances reconcile to the Cash book, as follows: **CASH BOOK Opening Balance** 34,281.60 Add: Receipts -15,936.88 Less:Payments Closing balance 18,344.72 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 July 2025 Signed

Olg.10u		
Councillor name:		