



Medstead Parish Council

Minutes of the Full Council Meeting – 8th October 2025, 7.30pm

Present: Cllrs. Phil Quinlan, Gordon Mitchell, Jez Hood, Ken Kercher, Anthea Dore (7.35pm), Janet King (7.35pm)

Also in attendance: Julie Russell (Parish Clerk), 3 members of the public, District Cllr Roland Richardson, District Cllr Neal Day

	ACTION
25.139 ELECTION OF CHAIRMAN As the both Chair and Vice Chair were absent, Councillors resolved to elect Cllr Quinlan as Chairman for the meeting.	
25.140 OPEN SESSION The meeting was opened for the open session <ol style="list-style-type: none"> Three members of the public raised concerns over issues in the Knapp Wood, which the Council agreed to look into. They offered to clear fallen wood off footpaths on a voluntary basis. Cllr Mitchell requested that the Council look again at future options for the wildflower meadow. 	
25.141 APOLOGIES FOR ABSENCE Apologies were approved for Cllrs Smith and Maloney (holidays) and Brayford (work).	
25.142 DECLARATION OF INTEREST None	
25.143 FULL COUNCIL MINUTES Councillors resolved to confirm the minutes of the Full Council meeting on 10 th September and they were signed.	
25.144 COMMITTEES AND REPORTS <ol style="list-style-type: none"> Planning Committee <ol style="list-style-type: none"> Chair's Report (Last meeting in Full Council) The Planning Chairman's report was circulated in advance as he was absent from the meeting. It included a review of the planning applications on the agenda and a reference to a presentation he attended given by Action Hampshire on Rural Exception Sites. His report also stated that following the a meeting between NPSG, MPC, FMPC F4FM and SMASH, the NPSG has issued a second Call for Sites for sites suitable for Rural Exception housing (100% Affordable housing for rent) and sites for infrastructure, particularly sports pitches, allotments, etc. The draft Site Options Assessment has been received, but the NPSG is asking for clarification of some its scoring when reflecting its local knowledge. 	

ii. Planning applications		
Ref	Address / description	MPC comment
a) EHDC-25-1107-HSE	14 Beechlands Road, Medstead, Alton, Hampshire, GU34 5EQ Single storey rear/side extension, following demolition of conservatory. Plus, a garage conversion, a side porch, and two bay windows within the front elevation.	No objections, defer to the officer
b) EHDC-25-1107-HSE	Medstead Grange Farm Trinity Hill, Medstead, Alton, Hampshire, GU34 5NL Re-Consultation: Conversion of garage to provide ancillary accommodation	Defer to the officer, but also note, it should be for family use only and not for commercial purposes.
c) EHDC-25-0819-HSE	2 The Oaks, Medstead, Hampshire, GU34 5PS 1 x English Oak - Crown reduce up to 30% leaving a finished height of 10 metres and crown spread (radius) of 4 metres. 1 x English Oak - Crown reduce by up to 30% leaving a finished height of 15 metres and crown spread (radius) of 5 metres. 1 x English Oak. Crown reduce up to 30% leaving a finished height of 10 metres and crown spread (radius) of 4 metres. 1 x English Oak. Crown reduce by up to 30% leaving a finished height of 15 metres and crown spread (radius) of 5 metres.	Defer to the officer
d) EHDC-25-1087-TPO	S & S Farming, Hattingley Farm Hattingley Road, Medstead, Alton, Hampshire, GU34 5NQ Prior Approval - Buildings on agricultural units to dwellinghouses use and works (a) and (b)	Defer to the officer
e) EHDC-25-1130-PA3Q2	Electricity Sub Station 19m From 5 Elderberry Way 8m From Elderberry Way, Alton, GU34 5QF T9 - Oak - Crown reduce 2-3m to the South and East side only to significantly help reduce load. Crown lift over car park to ensure 3-4m clearance. T14 - Oak - Crown lift to 2.5 meters above the footpath. T18 - Oak - Remove remaining upper crown to leave a final height not exceeding 5m. T35 - Oak - Fell due to heavy lean and poor condition. T37 - Beech - Crown lift to ensure 4 metres clearance over track. Location of trees shown on submitted plan.	Defer to the officer
f) EHDC-25-1116-TPO	Temescal Castle Street, Medstead, Alton, Hampshire, GU34 5LU Proposed addition of first floor level over existing property with extensions. Plus a separate garage	Defer to the officer

<p>25.144 COMMITTEES AND REPORTS continued</p> <p>iii. Planning Decisions Councillors noted the planning decisions, included in the appendix.</p> <p>iv. Planning Enforcement and Appeals There were no new appeals or decisions on appeals. Councillors gave an update on a specific potential planning enforcement issue, previously raised by a resident.</p> <p>b. Maintenance Committee (Last meeting 24th September)</p> <p>i. Chair's Report The Chair's report was circulated in advance and is included in the Appendix. The Chair had nothing else to add.</p> <p>ii. Allotments The lighting has been replaced in the Allotment shed. The fence has been inspected and the Clerk is in the process of getting quotes to stabilise it. The work to replace the timber plot boundaries has been deferred to next Spring.</p> <p>iii. Cemetery fence It was agreed that nothing will be done on the fence at this time, but the Council needs to consider that funding will be needed for it in future, probably neighbourhood CIL. Over the coming year or so, the Council should start to build a plan of what it will need to do with the cemetery extension field so that any work needed is part of a holistic plan for the future.</p> <p>c. F&GP Committee (Last meeting 24th September)</p> <p>i. Chairman's Report The Chair's report was circulated in advance and is included in the appendix.</p> <p>ii. Local Government Services inflationary pay award. The Council resolved to accept the 3.2% inflationary pay award for the Clerk, backdated to April 2025.</p> <p>iii. Asset Register The Council noted and resolved to accept the updated changes to asset register.</p>	Clerk
<p>25.145 MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT Due to a holiday, there was no report from the Chairman of the Council.</p>	
<p>25.146 CLERK /RFO'S REPORT The Clerk's report was circulated in advance and is included in the Appendix. There was nothing more to add.</p>	
<p>25.147 EAST HAMPSHIRE DISTRICT COUNCILLORS' REPORT There was no written report this month.</p> <p>The Devolution proposal has now been submitted to the Government, and all Councils await a decision in December.</p> <p>The Councillors discussed speed cameras and measures being considered by the Police and Crime Commissioner for Hampshire and the IOW to make them a more usable tools for parish councils.</p>	
<p>25.148 DRAGON'S TEETH</p> <p>a. Councillors reviewed the quotes for Dragon's teeth and the Maintenance Committee's recommendation. They resolved to approve the Committee's choice of pyramid-topped oak post and recommended contractor, who was the lowest cost, and they resolved to approve the expenditure.</p> <p>b. Councillors resolved that before going ahead with work, the Clerk will submit an S106 Transport grant application to EHDC and will await the outcome.</p>	Clerk
<p>25.149 TREE WORK</p> <p>a. Councillors reviewed the four quotes for tree work and considered the Maintenance Committee's recommendation on contractor and resolved to approve their choice of</p>	

<p>the cheapest contractor.</p> <p>b. Councillors resolved that before going ahead with work, the Clerk will submit an S106 Environmental Improvement grant application to EHDC and will await the outcome. If this grant is not approved the Council will need to consider what funds it will use and whether it will split the work at a later date.</p>	Clerk
<p>25.150 INSURANCE RENEWAL</p> <p>The Clerk had used an insurance broker specialising in working with Councils to look at available quotes for the cheapest insurance premium. The Council resolved to stay with Hiscox as the cheapest option.</p>	
<p>25.151 VILLAGE MASTER PLAN</p> <p>As Cllr Maloney was on holiday, the Council agreed to defer this item to the next Full Council meeting.</p>	
<p>25.152 FINANCIAL MATTERS</p> <p>a. Councillors resolved to approve the income and expenditure report and bank reconciliations for August 2025.</p> <p>b. Councillors resolved to approve the payments list for September 2025.</p> <p>c. Councillors noted the spend against budget to the end of September with no actions required.</p> <p>d. Nat West has now introduced banking charges for the Council[s current account. Councillors agreed that it would revisit the Nat West accounts at a later date once it has gained experience using Unity Trust.</p>	
<p>25.153 POLICIES</p> <p>Councillors resolved to adopt all of the following policies, already reviewed and approved by the appropriate committees.</p> <p>a. Lone-working risk assessment (new)</p> <p>b. Recording and use of social media at meetings policy</p> <p>c. Donated benches (new)</p> <p>d. Training (rewritten)</p> <p>e. Councillor vacancies and co-option (new)</p> <p>f. Policy for consulting developers (new)</p> <p>For (f), the Council felt that there was a small amount of duplication in wording that could be cleared up at a later date (as Cllr Maloney) was on holiday, but they agreed it was fit for purpose and approved it.</p>	
<p>25.154 COMMITTEE MEMBERSHIP AND REPRESENTATIVES</p> <p>Councillors would like to have one more reserve for the Planning Committee and change the Maintenance Committee reserve. The Council also needs to find a new representative for the Village Hall Committee due to the current representative's work commitments. As no-one came forward and not all Councillors were present and two Councillors are still new, it was agreed to defer it to the next Full Council meeting.</p>	
<p>Councillors resolved to extend the length of the meeting by up to half an hour.</p> <p>25.155 CORRESPONDENCE</p> <p>a. The Knapp</p> <p>The Council agreed the neighbours to the Knapp can work as volunteers to clear paths of dead wood and undergrowth. The Clerk will write to them to make clear that they are doing work at their own risk (with recommended risk prevention measures), they are not acting as representatives of the Council and are not to do anything to URC boundary and fencing.</p> <p>b. Update from the EHDC Community Development Officer.</p> <p>The Clerk advised the Council that the CDO informed her that Medstead Preschool and Nursery was proposing a new extension with a prefab building and was interested in</p>	Clerk

<p>Neighbourhood CIL money. The Clerk has since met with the manager there and awaits to hear any further proposals, to be shared with the Council.</p> <p>c. Burial Ground Enquiry The Clerk received an enquiry from a resident of Four Marks about whether a burial plot could be purchased at the resident's rate, as she had previously lived there and still had family living and farming in Medstead. The Council agreed that it had to have one single firm policy. As these kinds of requests are frequent, the Clerk proposed to include a definition of who qualifies as a resident on an updated version of the cemetery application forms.</p>	Clerk
<p>25.156 DATES OF MEETINGS FOR 2026 The Clerk circulated a list of meeting dates to the end of 2026 and there were no requests for any changes.</p>	
<p>25.157 REPORTS FROM COUNCIL REPRESENTATIVES</p> <ul style="list-style-type: none"> a. Speedwatch They are down to six volunteers, but still managing to get out most weeks. b. EHAPTC Nothing to report c. Village Hall The car park lighting is still not fixed but it is being investigated by a member of the VHC. The Clerk will attend the next committee meeting / AGM as Cllr Hood cannot make it and no others were available. This is an interim measure as a replacement still needs to be found. d. Medstead Sports Club The Village Hall Freshers Fest run by the Village Hall Committee was good for Medstead Clubs, particularly the Bowls Club. e. Neighbourhood Plan Steering Group The update was covered in the Planning Chairman's report. 	
<p>25.158 DATE OF NEXT MEETING The next meeting was confirmed as 12th November at 7.30pm.</p>	

There were no further matters to discuss and the meeting was closed at 9.45pm.

Signed Chairman

Date.....

Appendix October 2025

1025.1 Planning Decision Notices

Ref	Description / Location	Date	Decision
EHDC-25-0901-TPO	T6 on submitted plan - 1 x Golden Lawson Cypress - to fell Causton House Trinity Hill, Medstead, Hampshire, GU34 5LT	27/08/2025	Refusal

1025.2 Maintenance Chair's Report

Broken Branch in Oak Tree

A large and unsafe broken branch in Oak Tree required a swift response. Approval was given to the Clerk who arranged for a contractor to attend.

Allotments

Thanks to Cllr Smith for undertaking the replacement of a fluorescent tube as requested by the Allotments committee.

A meeting was held at the allotments to inspect the fencing with the roadside fence also being loose in parts and considered priority over the play area fence due to a perceived health and safety risk. The clerk is seeking quotes for stabilising the fence. A contractor has also been asked for advice on the play area fence which is also loose in parts due to erosion of the earth bank. The replacement of some timber surrounds of some plots has been delayed until Spring 26.

The Knapp

Approval has been given to local neighbour volunteers to clear the undergrowth of some of the pathway adjoining the URC.

Dragons Teeth

Quotes for replacement have been received and distributed.

Trees

Quotes for tree work have been received and distributed.

Cemetery Fence

Work has been postponed pending a more comprehensive understanding of the actual requirement for a major replacement.

Memorial Benches

The Bench Policy has been reviewed and slightly amended for clarity. A choice of three models will be offered to those who request and pay for a bench.

Parish Office

It has been decided that just an annual service of the stairlift will be adequate.

1025.3 F&GP Chair's Report

A meeting held on 24th September. The Committee reviewed policies for Councillor Vacancies, Training, Recording Meeting and it reviewed the risk assessment for lone working and approved all this. It approved the NJC Local Government Services pay award for the Clerk to be recommended to Full Council. It reviewed and approved the asset register, also to be presented to Full Council.

1025.4 Clerk's Report

Village Green / open spaces

A considerable amount of my time this month has been spent on the village green and open spaces. The biggest area of work has been on visiting trees, getting tree quotes and following up on other tree-related issues. It has also included finishing off the dragon's teeth quotes, following up on the playground inspection report, dealing with recurrent issues in The Knapp and visiting the allotments to look at fencing.

Finance and admin

I have updated the asset register and gathered the information I need to get quotes for the annual insurance renewal. I have started on the annual budgeting process by pulling together information needed and creating the model.

Policies

I have completely rewritten the Training and Development Policy and created a new Benches Policy, as well as reviewing other policies. I have completed research on options for memorial benches and fixing methods, which was considered by the Maintenance Committee.

Parish Office

I am having an endless stream of problems with BT in getting broadband installed and am not currently able to use the Parish Office as I have used up my data allowance on my phone through hot-spotting.

The new chairs have now been delivered.

Cemetery

A burial is planned for 22nd October. I have also received enquiries for a new ashes burial, a transfer of burial rights, a memorial permit and two new enquiries for grave purchase.

1025.5 Payments for approval

Date	Supplier	Description	Amount £
3-Sep	Mike Smith	Expenses	74.89
10-Sep	Paul Grace	Mowing contract	5,581.50
10-Sep	Medstead Village Hall	Meeting room hire	52.50
10-Sep	Trent Furniture Ltd	Chairs	282.00
10-Sep	Julie Russell	Salary	3,259.60
10-Sep	Paul Grace	Flower meadow	1,644.00
10-Sep	Vision ICT	Email	22.00
10-Sep	K. L. Pitman-Irwin	Pavilion roof repair	120.00
10-Sep	HALC	Clerk & Officers Update	18.00
10 Sep	BDO LLP	External auditor fee	756.00
10-Sep	Hampshire Pension Fund	Pension contribution	539.64
10-Sep	Scottish Power	Electricity charges	101.17
24-Sep	Bespoke Garden Projects	Playground inspection	120.00
24-Sep	Idverde Ltd	Litter bin emptying	499.56
24-Sep	SLCC Ltd	Membership subscription	188.00

1025.6 Income and Expenditure and Bank Reconciliation for August 2025

MEDSTEAD PARISH COUNCIL 2025/26 FINANCIAL REPORT August 2025				
NAT WEST BUSINESS CURRENT ACCOUNT (xxxxx867)			£	£
Balance b/fwd				18,344.72
Date	Income / credit received:	Credit Slip No.	Comments	
Total income				
Outgoings:			Chq. No	
13-Aug	Mark Welby	3755	Tree Survey	-1020.00
13-Aug	Hampshire Pension Fund	3756	Pension payment (Aug)	-539.64
27-Aug	Hampshire Association of Local Councils	3757	Subscription	-881.00
27-Aug	Church Buying Group	3758	Meeting room tables	-697.67
01-Aug	Starboard Systems Ltd (Gocardless)	DD		-58.80
13-Aug	Vodafone	DD		-19.69
20-Aug	Castle Water Ltd	DD		-10.53
22-Aug	Information Commissioner's Office	DD		-47.00
Total outgoings:				-3,274.33
Balance at month end				15,070.39

MEDSTEAD PARISH COUNCIL 2025/26 FINANCIAL REPORT August 2025				
NAT WEST BUSINESS RESERVE ACCOUNT (xxxxx575)				
Balance b/fwd				14,913.33
Date	Income received:			
31-Jul	Bank interest		13.63	
29-Aug	Bank interest		12.45	
				26.08
Outgoings				
Balance at month end				14,939.41

Bank Reconciliation Medstead Parish Council Financial year 2025/26 Nat West Current Account xxxxx867 as at 29th August 2025		
Prepared by Julie Russell / RFO		
	£	£
Current Account xxxxx867		26,149.94
Less non cleared cheques		
3691 Homestart Hampshire	-150.00	
3704 Julie Russell	-26.00	
3708 Julie Russell	-1,334.62	
3739 Philspace Ltd	-7.68	
3741 Julie Russell	-1630.00	
3742 Julie Russell	-1629.80	
3743 Julie Russell	-1630.00	
3747 Unity Trust	-500.00	
3748 Hampshire Pension Fund	-539.64	
3753 Anderstore Ltd	-402.23	
3754 Scottish Power	-61.27	
3755 Mark Welby	-1020.00	
3756 Hampshire Pension Fund	-539.64	
3757 Hampshire Association of Local Councils	-881.00	
3758 Church Buying Group	-697.67	
3734 Paul Grace (partially uncleared - bank error)	-30.00	
		-11,079.55
Add unpresented Cheques		
Net bank balance		15,070.39
The net balances reconcile to the Cash book, as follows:		
CASH BOOK		
Opening Balance		18,344.72
Add: Receipts		
Less: Payments	-3,274.33	
Closing balance		15,070.39
<p align="center"> 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 29th August 2025 </p>		
Signed 		
Councillor name:		

Bank Reconciliation		
Medstead Parish Council		
Financial year 2025/26		
Nat West Business Reserve Bank Account xxxxx575		
as at 29th August 2025		
Prepared by Julie Russell / RFO		
	£	£
Business Reserve Account xxxxx575		14,939.41
Less uncleared items		
Net bank balance		14,939.41
The net balances reconcile to the Cash book, as follows		
CASH BOOK		
Opening Balance		14,913.33
Add: Receipts		
Bank interest		26.08
Less: Payments / Transfers		
Closing balance		14,939.41
<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 29th August 2025</p>		
Signed		
Councillor name:		