



# Medstead Parish Council

## Minutes of the Full Council Meeting – 12<sup>th</sup> November 2025, 7.30pm

**Present:** Cllrs. Mike Smith, Mark Brayford, Phil Quinlan, Gordon Mitchell, Frank Maloney, Jez Hood, Anthea Dore, Janet King

**Also in attendance:** Julie Russell (Parish Clerk), District Cllr Roland Richardson, District Cllr Neal Day

|  | ACTION        |
|--|---------------|
| <b>25.159 OPEN SESSION</b><br>a. Cllr Hood gave feedback on his HALC 'Knowledge and Core Skills' Councillor Training, which he had found useful and he has suggestions for ways to improve the Council.<br>b. Cllr Mitchell noted that the Council Xmas tree used each year at the Churchyard has died and it was agreed that he would buy a new one.  | Cllr Mitchell |
| <b>25.160 APOLOGIES FOR ABSENCE</b><br>Apologies were approved for Cllr Kercher (illness).   |               |
| <b>25.161 DECLARATION OF INTEREST</b><br>Cllr Maloney declared an interest in the Neighbourhood Plan insurance.  |               |
| <b>25.162 FULL COUNCIL MINUTES</b><br>Councillors <b>resolved</b> to confirm the minutes of the Full Council meeting on 8 <sup>th</sup> October and they were signed.  |               |
| <b>25.163 COMMITTEES AND REPORTS</b><br>a. <b>Planning Committee</b><br>i. <b>Chair's Report (Last meeting before this meeting)</b><br>The Chairman went through his Chairman's Report, which was circulated in advance and is in the Appendix<br>b. <b>Maintenance Committee (No meeting since last Full Council)</b><br>i. <b>Chair's Report</b><br>There was not report<br>c. <b>F&amp;GP Committee (Last meeting 22<sup>nd</sup> October)</b><br>i. <b>Chairman's Report</b><br>The last meeting was a budget meeting and all points are encapsulated in the budget agenda item. The Chairman also noted the policies reviewed at the September meeting. |               |
| <b>25.164 MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT</b><br>There was no report from the Chairman.  |               |
| <b>25.165 CLERK /RFO'S REPORT</b><br>The Clerk's report was circulated in advance and is included in the Appendix. There was nothing more to add.  |               |
| <b>25.166 EAST HAMPSHIRE DISTRICT COUNCILLORS' REPORT</b><br>There was no written report this month.<br>Cllr Day said he was trying to improve communication with EHDC over Jennie Green Lane.<br>Cllr Richardson said he was available to talk at the EHDC Planning Committee about the 61 Lympington Bottom Road planning application.   |               |
| <b>25.167 FINANCIAL MATTERS</b><br>a. Council <b>resolved</b> to approve the income and expenditure report and bank reconciliations for September 2025.<br>b. Council <b>resolved</b> to approve the payments list for October 2025.   |               |

|   |                         |
|---|-------------------------|
| <ul style="list-style-type: none"> <li>c. Council <b>resolved</b> to approve transfer of £20k to Unity Trust from the Nat West Current Account, to be paid by cheque.</li> <li>d. Council <b>resolved</b> to approve application for a credit card with Unity Trust</li> <li>e. Council <b>resolved</b> to approve renewal of the Neighbourhood Plan Insurance with Hiscox</li> <li>f. The Clerk updated Council to say she is still waiting for a response on the S106 grant applications for the Dragon's Teeth and Trees.</li> <li>g. Council reviewed the Neighbourhood CIL and agreed to not transfer any further funds from EHDC at this stage until it has built a strategy for expenditure. A table showing the financial position is in the Appendix. The Council needs to build communication with residents to determine what they would like Neighbourhood CIL spent on, and the NP event on 13<sup>th</sup> December will be a first step for this.</li> <li>h. Cllr Hood volunteered to do some research to look at better investment options for the Wake Trust, if Councillors supported it. They approved him to go ahead with this activity, but noted the need to consider risks.</li> </ul>   |                         |
| <p><b>25.168 BUDGET AND PRECEPT</b></p> <p>Councillors reviewed the draft budget, which had options on the Clerk's hours and the level of general reserves. F&amp;GP had agreed that it needed to increase both of these due to increased workload and because the level of general reserves is lower than recommended, a point noted by the external auditor for 2024/25. Measures in the last budget have improved this, but there is still further to go.</p> <p>The Council agreed to increase the Clerk's hours to 30 hours per week including a point increase on the salary scale for CiLCA and to set the level of general reserves as presented in the options as £25k, but to also move the £8.5k in the earmarked reserves for the Neighbourhood Plan to general reserves (as this cost will be covered by Neighbourhood CIL). This gives a total general reserves of £32.5k and it represents a 13% increase in precept. The Council will defer formal approval of the budget and precept until the December meeting, by which time the Council should have found out about its S106 grant applications. The Clerk will adjust the budget numbers accordingly.</p>  | <b>Clerk</b>            |
| <p><b>25.169 PARISH OFFICE</b></p> <ul style="list-style-type: none"> <li>a. The Council reviewed the three quotes for air source heat pump servicing and agreed to go with Rawlings Renewables, with one proviso. Cllr Maloney offered to check a reputable company involved with work at Four Marks village hall to see if they were cheaper, with agreement that the Clerk would go ahead with the first agreed contractor if he found no better option, and go ahead with the other proposed contractor if cheaper as the Council were happy with both options.</li> <li>b. The Clerk is still having difficulties with BT Business over broadband for the pavilion. The latest is that it will be installed on 24<sup>th</sup> November.</li> <li>c. The Council previously agreed to move electricity supply to Octopus, but they would not accept the application until the Council moved to online banking as they required a deposit and would not accept cheques. They also said that the tariff for a fixed term contract varied on a daily basis so the Clerk needed to revisit it at the point of paying the deposit. When rechecking tariffs, Scottish Power was notably cheaper than Octopus, so the Council <b>resolved</b> to stay with Scottish Power but to move to direct debit and sign up to a contract for a better tariff.</li> </ul> | <b>Cllr<br/>Maloney</b> |
| <p><b>25.170 STAFFING COMMITTEE</b></p> <p>Cllr Hood reported to Council that his Knowledge and Core Skills training course had strongly recommend that Councils have a staffing committee, with a recommendation of three members (and not including the Chair). Councillors approved this and it will be a future agenda item. The Clerk will write the Terms of Reference, in conjunction with Councillors, using other Councils documents and templates as a starting point.</p>  | <b>Clerk</b>            |

|   |              |
|---|--------------|
| <b>25.171 VILLAGE MASTER PLAN</b><br>The Council agreed to participate in writing a Village Master Plan, which will feed into the Neighbourhood Plan. All Councillors will potentially be involved, but there was no specific agreement at this stage on who is going to do what, when and how. Cllr Maloney will write to FMPC Cllr McAllister to agree a way forward, likely a joint meeting between both Councils.   | Cllr Maloney |
| <b>Councillors voted at 9.30pm to extend the meeting by a further 30 minutes</b><br><b>25.172 COMMITTEE MEMBERSHIP AND REPRESENTATIVES</b><br>Cllr Smith agreed to be the representative on the Village Hall Committee.   |              |
| <b>25.173 CORRESPONDENCE</b><br>a. The Council noted correspondence about speeding the High Street but there is nothing it can do about it. There is already a 20mph speed limit.<br>b. The Council agreed to not respond to the Unpaid Work Survey this time round.<br>c. There was not other correspondence arising.  |              |
| <b>25.174 THE KNAPP</b><br>The Council voted to defer discussion of The Knapp to the Maintenance Committee.   |              |
| <b>25.175 REPORTS FROM COUNCIL REPRESENTATIVES</b><br>a. <b>Speedwatch</b> They are down to six volunteers, but getting out most weeks.<br>b. <b>EHAPTC</b> There was nothing to report.<br>c. <b>Village Hall</b> The Clerk attended the last meeting whilst there is no permanent representative, and she reported on the plans to install sound insulation in the Hall.<br>d. <b>Medstead Sports Club</b> There was nothing reported.<br>e. <b>Neighbourhood Plan Steering Group</b> The update was covered in the Planning Chairman's report. |              |
| <b>25.176 DATE OF NEXT MEETING</b><br>The next meeting was confirmed as 10 <sup>th</sup> December at 7.30pm.  |              |

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

Signed Chairman .....

Date.....

## **Appendix October 2025**

### **1125.1 Planning Chairman's Report**

#### **Planning Applications**

There have been a number of applications published since our last meeting, coming before this month's Planning Meeting. The one of major note is for 37 dwelling on *Land Adjacent to Trinity Farm, Trinity Hill*.

#### **Other Matters**

I attended the NALC webinar on planning, a useful event the details I had shared with the members of the Council. The main comment of note is that a revised NPPF is expected to put forward for consultation next January.

#### **EHDC**

The Planning Committee approved outline permission for 65 dwellings on 87 Lymington Bottom, Four Marks, and full permission was given to the 'Gladman' site on the other side of Lymington Bottom, provided it can provide EHDC with a drainage system that will actually work.

#### **M&FM NP**

The AECOM Site Options Assessment has been received, but the NPSG is asking for clarification of a couple of the results. The M&FMNP will be holding 'drop in' events in both villages over the weekend 13<sup>th</sup> & 14<sup>th</sup> December. The Medstead event will be held in the Village Hall on the afternoon of the 13<sup>th</sup>.

### **1125.2 Clerk's Report**

#### **Admin / finance**

The main focus this month has been the budget and grant applications. We now have the Unity Trust account set up. It is still proving problematic to get Broadband at the Parish Office but I have escalated it again with BT.

#### **Open spaces / allotments**

I have fully explored the issues in the Knapp regarding the septic tank and boundary issues and provided recommendations to the Council

I am still working on getting quotes for fencing at the allotments

We are waiting on hearing about the grant application before scheduling the dragon's teeth work. The tree work is scheduled for early-mid December but again we are waiting on the grant application.

A dangerous cherry tree on the village green has already been removed as it was dangerous.

#### **Cemetery**

I have started writing better guidance on the cemetery and have already written the document on transfers of burial rights and am working through other forms and policies. I have continued to have tasks relating to burial transfers and memorial applications this month, and a burial is planned next week.

Someone visited from Canada with her father and wanted to visit her great-grandparents' graves (dating from 1905) who are buried in Medstead. It took a bit of effort to track them down as they are in the oldest part of cemetery with no memorials. They were delighted and wanted to buy memorial stones, but changed their mind when they realized they would legally have to pay for the burial rights first.

## 1125.3 Income and Expenditure and Bank Reconciliations

|             |   |                        |                            |           |                   |
|-------------|---|------------------------|----------------------------|-----------|-------------------|
|             | <b>MEDSTEAD PARISH COUNCIL</b>                      |                        |                            |           |                   |
|             | <b>2025/26 FINANCIAL REPORT</b>                     |                        |                            |           |                   |
|             | <b>September 2025</b>                               |                        |                            |           |                   |
|             | <b>NAT WEST BUSINESS CURRENT ACCOUNT (xxxxx867)</b> |                        |                            | <b>£</b>  | <b>£</b>          |
|             | <b>Balance b/fwd</b>                                |                        |                            |           | <b>15,069.39</b>  |
| <b>Date</b> | <b>Income / credit received:</b>                    | <b>Credit Slip No.</b> | <b>Comments</b>            |           |                   |
| 04-Sep      | Hampshire Memorial                                  | AC                     | Memorial permit            |           | 50.00             |
| 08-Sep      | EHDC  | AC                     | S106 Grant reimbursements  |           | 3,886.00          |
| 10-Sep      | GM Luff and Parners Ford Mears Group                | AC                     | Cemetery fees              |           | 150.00            |
| 20-Sep      | EHDC  | AC                     | 2nd half precept           |           | 43,650.00         |
|             | <b>Total income</b>                                 |                        |                            |           | <b>47,736.00</b>  |
|             | <b>Outgoings:</b>                                   | <b>Chq. No</b>         |                            |           |                   |
| 03-Sep      | Mike Smith  | 3759                   | Expenses                   | -74.89    |                   |
| 10-Sep      | P. J. Grace   | 3760                   | Mowing contract            | -5,581.50 |                   |
| 10-Sep      | Medstead Village Hall                               | 3761                   | Room hire                  | -52.50    |                   |
| 10-Sep      | Trent Furniture Ltd                                 | 3762                   | Meeting room chairs        | -282.00   |                   |
| 10-Sep      | Julie Russell                                       | 3763                   | July and August salary     | -3,259.60 |                   |
| 10-Sep      | P. J. Grace   | 3764                   | Wild flower meadow         | -1,644.00 |                   |
| 10-Sep      | Vision ICT Ltd                                      | 3765                   | Hosted email               | -22.00    |                   |
| 10-Sep      | K Pitman-Irwin                                      | 3766                   | Pavilion roof repair       | -120.00   |                   |
| 10-Sep      | Hampshire Association of Local Councils Ltd         | 3767                   | Clerks and Officers update | -18.00    |                   |
| 10-Sep      | BDO LLP   | 3768                   | External audit fees        | -756.00   |                   |
| 10-Sep      | Hampshire Pension Fund                              | 3769                   | Pension contribution       | -539.64   |                   |
| 10-Sep      | Scottish Power                                      | 3770                   | Electricity charges        | -101.17   |                   |
| 10-Sep      | Bespoke Garden Projects                             | 3771                   | Playground inspection      | -120.00   |                   |
| 10-Sep      | Idverde Ltd   | 3772                   | Q2 litter bin emptying     | -499.56   |                   |
| 10-Sep      | SLCC Ltd  | 3773                   | Annual subscription        | -188.00   |                   |
| 01-Sep      | Scribe (Go Cardless)                                | DD                     | Accounting software        | -58.80    |                   |
| 12-Sep      | Vodafone  | DD                     | Mobile phone charges       | -19.69    |                   |
| 19-Sep      | Castle Water  | DD                     | Cemetery water             | -7.90     |                   |
|             | <b>Total outgoings:</b>                             |                        |                            |           | <b>-13,345.25</b> |
|             | <b>Balance at month end</b>                         |                        |                            |           | <b>49,460.14</b>  |

|             |  |               |  |       |                  |
|-------------|--|---------------|--|-------|------------------|
|             | <b>MEDSTEAD PARISH COUNCIL</b>                                 |               |  |       |                  |
|             | <b>2025/26 FINANCIAL REPORT</b>                                |               |  |       |                  |
|             | <b>September 2025</b>  |               |  |       |                  |
|             | <b>NAT WEST BUSINESS RESERVE ACCOUNT (xxxxx575)</b>            |               |  |       |                  |
|             | <b>Balance b/fwd</b>   |               |  |       | <b>14,939.41</b> |
| <b>Date</b> | <b>Income received:</b>  |               |  |       |                  |
| 30-Sep      |  | Bank interest |  | 13.75 |                  |
|             |  |               |  |       | <b>13.75</b>     |
|             | <b>Outgoings</b>   |               |  |       |                  |
|             |  |               |  |       |                  |
|             | <b>Balance at month end</b>                                    |               |  |       | <b>14,953.16</b> |
|             | <b>NAT WEST <b>CIL</b> BUSINESS RESERVE ACCOUNT (xxxxx004)</b> |               |  |       |                  |
|             | <b>Balance b/fwd</b>   |               |  |       | <b>8,756.77</b>  |
| <b>Date</b> | <b>Income received:</b>  |               |  |       |                  |
| 30-Sep      |  | Bank Interest |  | 8.06  |                  |
|             |  |               |  |       | <b>8.06</b>      |
|             | <b>Outgoings</b>   |               |  |       |                  |
|             |  |               |  |       |                  |
|             | <b>Balance at month end</b>                                    |               |  |       | <b>8,764.83</b>  |
|             | <b>NATIONWIDE <b>CIL</b> ACCOUNT (xxxxx857)</b>                |               |  |       |                  |
|             | <b>Balance b/fwd</b>   |               |  |       | <b>41,592.50</b> |
| <b>Date</b> | <b>Income received:</b>  |               |  |       |                  |
|             |  |               |  |       |                  |
|             | <b>Outgoings</b>   |               |  |       |                  |
|             |  |               |  |       |                  |
|             | <b>Balance at month end</b>                                    |               |  |       | <b>41,592.50</b> |
|             | <b>WAKE TRUST</b>  |               |  |       |                  |
|             | <b>2025/26 FINANCIAL REPORT</b>                                |               |  |       |                  |
|             | <b>September 2025</b>  |               |  |       |                  |
|             | <b>WAKE TRUST NAT WEST BUSINESS RESERVE ACCOUNT (xxxxx616)</b> |               |  |       |                  |
|             | <b>Balance at start of month</b>                               |               |  |       | <b>1,156.05</b>  |
| <b>Date</b> | <b>Income received:</b>  |               |  |       |                  |
| 30-Sep      |  | Bank Interest |  | 1.06  |                  |
|             |  |               |  |       | <b>1.06</b>      |
|             | <b>Outgoings</b>   |               |  |       |                  |
|             |  |               |  |       |                  |
|             | <b>Balance at month end</b>                                    |               |  |       | <b>1,157.11</b>  |
|             | <b>WAKE TRUST NATIONWIDE SAVINGS ACCOUNT (xxxxx644)</b>        |               |  |       |                  |
|             | <b>Balance at start of month</b>                               |               |  |       | <b>31,494.76</b> |
| <b>Date</b> | <b>Income received:</b>  |               |  |       |                  |
|             |  |               |  |       |                  |
|             | <b>Outgoings</b>   |               |  |       |                  |
|             |  |               |  |       |                  |
|             | <b>Balance at month end</b>                                    |               |  |       | <b>31,494.76</b> |

| <b>Bank Reconciliation</b><br><b>Medstead Parish Council</b><br><b>Financial year 2025/26</b><br><b>Nat West Current Account xxxxx867</b><br><b>as at 30th September 2025</b>                     |                   |                   |
|---|-------------------|-------------------|
| Prepared by Julie Russell / RFO   |                   |                   |
|   | £                 | £                 |
| <b>Current Account xxxxx867</b>   |                   | <b>62,247.86</b>  |
| <b>Less non cleared cheques</b>   |                   |                   |
| 3691 Homestart Hampshire  | -150.00           |                   |
| 3704 Julie Russell  | -26.00            |                   |
| 3708 Julie Russell  | -1,334.62         |                   |
| 3741 Julie Russell  | -1630.00          |                   |
| 3742 Julie Russell  | -1629.80          |                   |
| 3743 Julie Russell  | -1630.00          |                   |
| 3747 Unity Trust  | -500.00           |                   |
| 3734 Paul Grace (partially uncleared - bank error)  | -30.00            |                   |
| 3761 Medstead Village Hall  | -52.50            |                   |
| 3762 Trent Furniture Ltd  | -282.00           |                   |
| 3763 Julie Russell  | -3259.60          |                   |
| 3765 Vision ICT Ltd   | -22.00            |                   |
| 3766 KL Pitman-Irwin  | -120.00           |                   |
| 3767 HALC   | -18.00            |                   |
| 3768 BDO LLP  | -756.00           |                   |
| 3769 Hampshire Pension Fund   | -539.64           |                   |
| 3771 Bespoke Garden Projects Ltd  | -120.00           |                   |
| 3772 Idverde Ltd  | -499.56           |                   |
| 3773 SLCC   | -188.00           |                   |
|   |                   |                   |
|   |                   | <b>-12,787.72</b> |
|   |                   |                   |
| <b>Add unpresented Cheques</b>  |                   |                   |
|   |                   |                   |
|   |                   |                   |
| <b>Net bank balance</b>   |                   | <b>49,460.14</b>  |
|   |                   |                   |
| <b>The net balances reconcile to the Cash book, as follows:</b>   |                   |                   |
| <b>CASH BOOK</b>  |                   |                   |
| <b>Opening Balance</b>  |                   | <b>15,069.39</b>  |
| <b>Add: Receipts</b>  | <b>47,736.00</b>  |                   |
| <b>Less: Payments</b>   | <b>-13,345.25</b> |                   |
| <b>Closing balance</b>  |                   | <b>49,460.14</b>  |
|   |                   |                   |
| I confirm the bank reconciliation for<br><b>Nat West Current Account xxxxx867</b><br>and have checked that the bank statement balances with the cash book record<br><b>As at 29th August 2025</b> |                   |                   |
| Signed  |                   |                   |
| Councillor name:  |                   |                   |

|   |          |                  |
|---|----------|------------------|
| <b>Bank Reconciliation</b>  |          |                  |
| <b>Medstead Parish Council</b>  |          |                  |
| <b>Financial year 2025/26</b>   |          |                  |
| <b>Nat West Business Reserve Bank Account xxxxx575</b>  |          |                  |
| <b>as at 30th September 2025</b>  |          |                  |
| Prepared by Julie Russell / RFO   |          |                  |
|   | <b>£</b> | <b>£</b>         |
| <b>Business Reserve Account xxxxxx575</b>   |          | <b>14,953.16</b> |
| <b>Less uncleared items</b>   |          |                  |
|   |          |                  |
| <b>Net bank balance</b>   |          | <b>14,953.16</b> |
| <b>The net balances reconcile to the Cash book, as follows</b>  |          |                  |
| <b>CASH BOOK</b>  |          |                  |
| <b>Opening Balance</b>  |          | <b>14,939.41</b> |
| <b>Add: Receipts</b>  |          |                  |
| Bank interest   |          | <b>13.75</b>     |
|   |          |                  |
|   |          |                  |
| <b>Less: Payments / Transfers</b>   |          |                  |
|   |          |                  |
|   |          |                  |
| <b>Closing balance</b>  |          | <b>14,953.16</b> |
| <p>I can confirm that I have verified that the bank reconciliation for Nat West account<br/> <b>Business Reserve Account xxxxx575</b><br/> balances with the<br/> <b>Nat West Reserve Account Bank Statement</b><br/> As at 30th September 2025</p> |          |                  |
| <b>Signed</b>   |          |                  |
| <b>Councillor name:</b>   |          |                  |



|   |          |                 |
|---|----------|-----------------|
| <b>Bank Reconciliation</b>  |          |                 |
| <b>Medstead Parish Council</b>  |          |                 |
| <b>Financial year 2025/26</b>   |          |                 |
| <b>Nat West Business Reserve CIL Bank Account xxxx004</b>   |          |                 |
| <b>as at 30th September 2025</b>  |          |                 |
| Prepared by Julie Russell / RFO   |          |                 |
|   | <b>£</b> | <b>£</b>        |
| <b>Community Infrastructure Levy (CIL) Business Reserve Account xxxxxx004</b>   |          | <b>8,764.83</b> |
| <b>Less unrepresented Income</b>  |          |                 |
|   |          |                 |
|   |          |                 |
|   |          |                 |
|   |          |                 |
|   |          |                 |
|   |          |                 |
|   |          |                 |
| <b>Net bank balance</b>   |          | <b>8,764.83</b> |
| <b>The net balances reconcile to the Cash book, as follows</b>  |          |                 |
| <b>CASH BOOK</b>  |          |                 |
| <b>Opening Balance</b>  |          | <b>8,756.77</b> |
| Add: Receipts   | 8.06     |                 |
| Less: Payments / Transfers  |          |                 |
| <b>Closing balance</b>  |          | <b>8,764.83</b> |
| <p>I confirm the bank reconciliation for Nat West<br/> <b>CIL Business Reserve Account xxxxxx004</b><br/> and have checked that the bank statement balances with the cash book record<br/> <b>As at 30th September 2025</b></p> |          |                 |
| <p><b>Signed</b></p>  |          |                 |
| <p><b>Councillor name:</b></p>  |          |                 |

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

| Bank Reconciliation   |   |          |
|---|---|----------|
| Medstead Parish Council   |   |          |
| Financial year 2025/26  |   |          |
| Nat West Business Reserve Account (Wake)  |   |          |
| as at 30th September 2025   |   |          |
| Prepared by Julie Russell / RFO   |   |          |
|   | £ | £        |
| Business Reserve Account xxxxx616 (Wake Trust)  |   | 1,157.11 |
| Less unrepresented items  |   |          |
|   |   |          |
|   |   |          |
|   |   |          |
|   |   |          |
| Net bank balance  |   | 1,157.11 |
| The net balances reconcile to the Cash book, as follows:  |   |          |
| CASH BOOK   |   |          |
| Opening Balance   |   | 1,156.05 |
|   |   |          |
| Add: Receipts   |   |          |
| Interest  |   | 1.06     |
|   |   |          |
|   |   |          |
| Less: Payments / Transfers  |   |          |
|   |   |          |
| Closing balance   |   | 1,157.11 |
| <p>I confirm the bank reconciliation for Nat West<br/> Business Reserve Account (Wake) xxxxx616<br/> and have checked that the bank statement balances with the cash book record<br/> As at 30th September 2025</p> |   |          |
| Signed  |   |          |
| Councillor name:  |   |          |

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

## 1125.4 Payments for Approval

| Date  | Supplier                         | Description   | Amount £ |
|-------|----------------------------------|---|----------|
| 1-Oct | Scribe Systems Ltd (Go Cardless) | Accounting software   | 58.80    |
| 9-Oct | Tree of Life Arboriculture       | Tree work on village green  | 276.00   |
| 9-Oct | Julie Russell                    | Home working allowance  | 156.00   |
| 9-Oct | Medstead Village Hall            | Expenses (printer cartridge, wood treatment, brushes, postbox, parish office items) | 388.25   |
| 9-Oct | Gallagher Insurance              | Hiscox insurance policy   | 2,581.50 |
| 9-Oct | Julie Russell                    | Salary (Sept)   | 1,630.00 |

|        |                        |                               |          |
|--------|------------------------|-------------------------------|----------|
| 9-Oct  | HMRC                   | Q2 Payment                    | 1,422.16 |
| 9-Oct  | Hampshire Pension Fund | Pension contribution          | 539.64   |
| 9-Oct  | HALC                   | Councillor training           | 128.40   |
| 9-Oct  | J. Parker              | Bulbs                         | 73.14    |
| 9-Oct  | A.C.Treloar            | Lock repair                   | 40.00    |
| 12-Oct | Vodafone               | Monthly phone charges         | 19.69    |
| 22-Oct | Vision ICT Ltd         | Web hosting                   | 327.00   |
| 22-Oct | Castle Water           | Pavilion water charges        | 71.91    |
| 22-Oct | Mike Smith             | Expenses (allotment lighting) | 30.60    |

## 1125.5 Neighbourhood CIL Summary

|           |           |           |   |   |                                |                  |   |
|-----------|-----------|-----------|---|---|--------------------------------|------------------|---|
| 27579/003 | 24-Nov-20 | 5,273.49  | → | <b>Project 453</b>  | 14-Feb-24                      | <b>£4,991.58</b> | Donation to Medstead School for Play Equipment  |
| 27579/003 | 22-Feb-21 | 5,273.49  | → | Transferred 28th April 2021   | To spend by 28th April 2026    | £5,555.40        | Allocated to replacement of the bearings on the Village Green Roundabout                                    |
|           |           |           | → | <b>£10,546.98</b>   |                                |                  |   |
| 27579/003 | 04-Jun-21 | 5,273.49  | → | <b>Project 488</b>  | To spend by 1st Nov 2026       |                  | Some provisionally allocated to the Neighbourhood Plan revision, dependent on success of grant applications |
| 27579/003 | 07-Jun-21 | 5,273.49  | → | Transferred 1st November 2021   |                                |                  |   |
| 56936     | 29-Jun-21 | 3,741.22  | → | <b>£14,288.18</b>   |                                |                  |   |
| 23643/005 | 25-Oct-21 | 147.57    | → | <b>Project 565</b>  | To be spent by 29th April 2027 |                  |   |
| 56936     | 29-Oct-21 | 3,741.22  | → | Transferred 29th April 2022   |                                |                  |   |
| 56936     | 08-Feb-22 | 7,482.45  | → | <b>£11,371.24</b>   |                                |                  |   |
| 20253/026 | 06-Jan-23 | 6,367.42  | → | <b>Project 619</b>  | To be spent by 12th May 2028   |                  |   |
|           |           |           | → | Transferred 12th May 2023   |                                |                  |   |
|           |           |           | → | <b>£6,367.42</b>  |                                |                  |   |
| 20253/026 | 28-Apr-23 | 6,367.42  | → | <b>Project 676</b>  | To be spent by 9th Nov 2028    |                  |   |
|           |           |           | → | Transferred 9th November 2023   |                                |                  |   |
|           |           |           | → | <b>£6,367.42</b>  |                                |                  |   |
| 20253/026 | 31-Oct-23 | 12,734.83 | → | <b>Available but not yet transferred</b>                                  | <b>Due £78,062.88</b>          |                  |   |
| 59143/001 | 30-Jul-24 | 48,996.04 | → | MPC can request it in April or Oct  |                                |                  |   |
| 59143/001 | 09-Oct-24 | 16,332.01 | → | or leave it with EHDC. 5 yr claw-back period only starts when transferred |                                |                  |   |