



Medstead Parish Council

Minutes of the Full Council Meeting – 11th March 2026, 7.30pm

Present: Mark Brayford (Vice chair), Phil Quinlan, Frank Maloney, Jez Hood, Anthea Dore, Ken Kercher, Janet King

Also in attendance: Julie Russell (Parish Clerk), Cllr Neal Day, two members of the public.

		ACTION
26.035 OPEN SESSION		
<p>a. The Medstead Cricket Club Treasurer presented a proposal to the Council to establish a members' club at the Pavilion. This initiative, which will include an application for an alcohol licence, aims to enhance social engagement and support the club's fundraising effort. The club is specifically seeking funds for upgraded pitch covers, a key infrastructure improvement that will support its aspirations for promotion to a higher cricket league. The club also plans to re-open its junior section.</p> <p>The club is currently seeking the Council's support for its licence application, with the intention of submitting a separate request for approval of the pitch covers later in the year.</p>		
<p>b. The chair of the former Medstead Fete Committee informed Council that the organisation has transitioned into a charitable trust named the Medstead Village Trust, managed by three trustees. A Winding-Up Committee will manage the transfer of funds to the new entity. The annual fete will continue as the main fund-raising activity, with the next event scheduled for 11th July. The Trust requested a meeting at a future date with the Council to formally transfer permission for use of the fete shed to the Trust and to explore improvements in their ongoing relationship.</p>		
26.036 APOLOGIES FOR ABSENCE		
Apologies were approved for Cllrs Mitchell and Smith (holidays).		
26.037 DECLARATION OF INTEREST		
Cllr Kercher declared an interest in agenda item 13. It was agreed to move the item to the end of the meeting and he would leave.		
Cllr Maloney declared an interest item 10. He will not participate in discussion.		
26.038 FULL COUNCIL MINUTES		
Councillors resolved to confirm the minutes of the ordinary Full Council meeting on 11 th February and the extraordinary meeting on 19 th February and they were signed.		
26.039 COMMITTEES AND REPORTS		
a. Planning Committee		
i. Chair's Report (Last meeting in full Council 11th February)		
The Chair's report was circulated in advance and is attached in the Appendix.		
The Clerk agreed to write to EDHC regarding EHDC-26-0021-EIA to inform them it is in Medstead Parish.		Clerk
ii. Planning applications		
Ref	Address / description	MPC comment
a) EHDC-26-0133-CONVR	Dinas Boyneswood Lane, Medstead, GU34 5DZ Variation of condition 2 of EHDC-25-0554-HSE to allow substitution of proposed floor & elevations plan	Medstead Parish Council has no objections and defers this to the planning officer.

b) EHDC-26-0165-HSE	East Barrow Wield Road, Medstead, GU34 5NJ Two storey front, single storey & two-storey rear extensions, pergola to rear, detached carport with annexe accommodation above, pool, external works	Medstead Parish Council notes concerns over the proportion of the development and the positioning of the garage in connection with the building line, but it defers the decision to the officer. It asks that a condition is imposed that the annexe is not used for commercial use.
c) EHDC-26-0169-LDCP	Kitehill ,Goatacre Road, Medstead, GU34 5PU Erection of two storey rear extension and a single storey rear extension. Erection of a single storey side/rear flat roofed extension. Revised fenestration to existing areas of the house and garage.	Medstead Parish Council defers this to the planning officer.
d) EHDC-26-0163-TPO	3 The Oaks, Medstead, GU34 5PS T1 oak, T2 silver birch, T3, T4, T5, T6, T7 oaks	Medstead Parish Council defers this to the arboricultural officer.
e) EHDC-26-0164-TPO	4 The Oaks, Medstead, GU34 5PS T1 oak, T2 oak	Medstead Parish Council defers this to the arboricultural officer.
f) EHDC-26-0107-FUL	Casalinda Bighton Road, Medstead, GU34 5ND Conversion building from ancillary storage to self-contained dwelling.	Medstead Parish Council has no objections and defers this to the planning officer.

<p>a. Planning Committee (continued)</p> <p>iv. Planning Decision Notices The EHDC decisions since the last meeting were noted and are in the Appendix.</p> <p>v. Planning Enforcement and Appeals. There is a new appeal, ref. 6005204, Hattingley Farm Hattingley Rd, Medstead, GU34 5NQ. The Council agreed not to make a submission as it did not object to the original case.</p> <p>vi. Neighbourhood Plan The NPSG is finalising sections for review by both Councils.</p> <p>vii. Any other planning matters arising Nothing was raised.</p> <p>b. Maintenance Committee (Last meeting 28th January)</p> <p>i. Chair's Report There was no chair's report.</p> <p>c. F&GP Committee (No meeting 28th January)</p> <p>i. Chair's Report The was no chair's report.</p>	
<p>26.040 MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT The report from Vice Chair Cllr Brayford is in the Appendix.</p>	
<p>26.041 CLERK /RFO'S REPORT The report from Clerk is in the Appendix.</p>	
<p>26.042 EAST HAMPSHIRE DISTRICT COUNCILLORS' REPORT Cllr Neil Day informed the Council of a planning application for a traveller site (EHDC 26-0129-FUL) at Wiveldrod, which is in Bentworth Parish.</p> <p>The Government is expected to give its decision on Local Government Reorganisation by the end of March.</p> <p>New District Councillor grant funds of £7,000 will be available in the new financial year.</p>	

<p>Councillors asked if Cllr Day could find out more about EHDC's decision criteria for Environment Impact Assessments, as Councillors were surprised by the decision for that one was not required for EHDC-26-0021-EIA.</p> <p>EHDC has commissioned an external consultant to review its planning function.</p>	
<p>26.043 FINANCIAL MATTERS</p> <ol style="list-style-type: none"> a. The Council resolved to approve the payments list for February 2026. b. The Clerk gave the Council details on per transaction bank charges for Nat West and Unity Trust current accounts. Fees for Unity Trust change from a flat rate monthly charge to additional per transaction fees if total income or expenditure exceeds £100k per annum. The Clerk informed Council that if they want to avoid the higher level of fees with Unity Trust, they will need the precept paid into Nat West, with transfers made to Unity Trust, and they will need to use a combination of cheques with Nat West and BACS payments with Unity Trust to keep transactions below £100k with Unity Trust. The Council agreed that the amount of work time in juggling accounts and trips to Nat West and inconvenience to the Clerk and payees involved did not merit the maximum potential savings of £30-£40. Therefore, it was agreed that the precept will be paid into Unity Trust and all payments where possible will use BACS. c. In line with previous years, it was agreed that the asset register will be reviewed by F&GP first, prior to approval by Full Council. d. Councillors reviewed the internal auditor's report, noting the following actions: <i>Consent for email summons:</i> The Clerk has created a permission form for Councillors to receive agendas by email and has sought their signed consent. e. <i>Supporting documentation with agendas on the website:</i> The Clerk has checked with HALC what supporting documents must be legally provided with agendas and will ensure compliance. <i>Standing orders:</i> When updating standing orders to include new purchasing regulations, the Clerk had missed a paragraph. This has now been remedied and is on the agenda for approval at this meeting. f. The Council has previously approved payment of £6k to the NSPG, using Neighbourhood CIL funds as agreed. The Council was asked to note that £1k has now been transferred to the NPSG and a further £5k will be transferred in April to pay further invoices. 	
<p>26.044 M&FM NEIGHBOURHOOD PLAN</p> <ol style="list-style-type: none"> a. Cllr Maloney requested that councillors email him their suggestions for neighbourhood plan infrastructure requirements. b. Review of the Vision Statement in the Neighbourhood Plan was deferred to a later meeting as the statement was not circulated in advance. 	<p>Cllr Maloney</p>
<p>26.045 PUBLIC MEETINGS</p> <p>The Council agreed that it will just hold a public meeting on the Bewley Homes / Cala planning application when the time arises, and not hold a separate meeting with the A31 Alliance at this point in time.</p>	
<p>Councillors voted at 9.30pm to extend the meeting by an additional 30 minutes</p> <p>26.046 ANNUAL PARISH MEETING</p> <p>The clerk had circulated the notes of an informal meeting to discuss the Annual Parish Meeting, held on 9th April, so that suggestions made could be approved or discussed further (in the Appendix). Council agreed to schedule the Annual Parish Meeting for late April or May. To secure a date, the Clerk will share the Wiltshire Room availability, allowing Councillors to indicate their preferences and select the best option.</p>	<p>Clerk</p>

<p>Cllr Dore will draft a presentation on ABCD, while Cllr Hood will manage advertising and create a flyer. Cllr Brayford and Cllr King volunteered to assist with invitations and refreshments, respectively.</p>	Cllrs
<p>By agreement, agenda item 13 was deferred to the end of the meeting.</p>	
<p>26.047 MOWING CONTRACT The Council approved a 3.6% price increase for year 2 of the mowing contract. The yearly increase specified in the contract is based on the Consumer Price Index for the preceding October.</p>	
<p>26.048 POLICIES The Council resolved to adopt the following policies:</p> <ol style="list-style-type: none"> a. IT and Email policy (new) b. Risk management policy (new) c. Standing Orders (amended) d. Protocol on meetings with landowners, developers and their agents (amended) 	
<p>26.049 ASSET BASED COMMUNITY DEVELOPMENT AND COMMUNITY INFRASTRUCTURE The Clerk reminded Councillors of the ABCD Asset Mapping session on Thursday 12th March and agreed to resend the 'EH ABCD Monitoring Framework' document, which had not forwarded correctly with the original invite.</p>	
<p>26.050 CORRESPONDENCE</p> <ol style="list-style-type: none"> a. Medstead Sports Club has asked the Council to give permission for it to paint the pavilion garage doors white, in order to protect the wood and to improve the appearance. Councillors approved this and proposed an agenda item for the Maintenance Committee to agree who does the work and pays for the paint. b. The Council received a request from a resident to consider setting up a volunteer group for litter picking. They agreed to defer this to the Maintenance Committee. c. There was no other correspondence 	
<p>26.051 TRAINING The Clerk informed Councillors that the Council's new IT and email policy contained details of free cyber security courses. She will check dates and canvass interest and availability.</p>	Clerk
<p>26.052 REPORTS FROM COUNCIL REPRESENTATIVES</p> <ol style="list-style-type: none"> a. Speedwatch There was nothing to report as Cllr Smith is away. b. EHAPTC There was nothing to report. c. Village Hall Cllr King gave feedback from the recent MVH Committee meeting. The Committee has a vacancy for a caretaker. It plans to spend some of its funds improving its booking system and dealing a small mould issue. The air conditioning work will commence soon. d. Medstead Sports Club The moles have returned to the village green. The Clerk will arranged treatment. e. Neighbourhood Plan Steering Group This has already been covered. 	

<p>26.053 CRICKET CLUB REQUEST FOR ALCOHOL LICENCE</p> <p>The Cricket Club wishes to apply for an alcohol licence for a proposed members club, and has approached the Council for its permission as the building owner. The Council agreed in principle, but further information is required before giving final approval. The Cricket Club needs to supply further information on the logistics and operational matters, e.g. how to they propose to store the alcohol, how and when they will they sell it. The Clerk was asked to follow this up with the club and to check for any issues with the insurance company and to consider any legal issues.</p>	<p>Clerk</p>
<p>26.054 DATE OF NEXT MEETING</p> <p>The next ordinary meeting was confirmed as 8th April at 7.30pm.</p>	

There were no further matters to discuss and the meeting was closed at 9.50pm.

Signed Chairman

Date.....

Appendix March 2026

0326.1 Planning Chairman's Report March 2026

Planning Issues

Again, it's been a quiet month. We have five applications before us - one variation in conditions, two extensions and two arboricultural. There is also one appeal, which when it previously came before us, we deferred to the Officer's judgement.

I was disappointed to see that the application for an EIA for the Bewley Homes/ Cala application had been refused. I was also annoyed that the application had been identified as in the Four Marks CP.

EHDC

It has been confirmed that Adam Havey has been promoted to Head of Planning from Planning Policy Manager. We are unaware of the name of his replacement, particularly needed for this stage of the NP.

Neighbourhood Plan

The NPSG is working to finalise the M&FMNP document and policies. It intends to send sections of the Plan to the Council and FM PC, as joint sponsors, for their approval before submitting it for review by EHDC. With an eye on the expected Bewley Homes/ Cala application, I ask that extraordinary Parish Council Meetings are Called to ensure that there are no delays in publishing the final Reg 14 Plan.

0326.2 EHDC Planning Decision List

Ref	Description / Location	Date	Decision
EHDC-25-1351-HSE	Ash House Wield Road, Medstead, Alton, Hampshire, GU34 5LY Single-story rear extension to enlarge principle bedroom.	09/02/2026	Permission
EHDC-25-1423-DCON	Rampore Paice Lane, Medstead, Alton, Hampshire, GU34 5PT Part Discharge Discharge Condition 2 (Indication of Materials) of approved application EHDC-25-0300-FUL	17/02/2026	Condition Discharged
EHDC-25-1224-HSE	1, Manor Cottages Hussell Lane, Medstead, Hampshire, GU34 5PF Demolish existing conservatory and erect new single storey rear extension in the same location	17/02/2026	Permission
EHDC-26-0021-EIA	Land At Lymlington Bottom Road, Four Marks , GU34 5EP Request for Screening Opinion - Residential development for up to around 900 dwellings in total, plus a new 2-form entry primary school, supporting infrastructure, access, drainage, public open space and landscaping. The total site area is approximately 45.48ha	25/02/2026	Environmental impact assessment not required

EHDC-25-0929-HSE	9 Bluebell Gardens, Medstead, Alton, Hampshire, GU34 5FQ Single storey side & rear extension with glazed veranda	05/03/2026	Permission
EHDC-25-1195-TPO	High Beeches Boyneswood Road, Medstead, Alton, Hampshire, GU34 5DY 1) Spruce - Fell	06/03/2026	Consent
EHDC-25-0614-DCON	Land To The Rear Of Brackenbury Gardens & Boyneswood Close, Medstead Discharge Condition 9 (Drainage) of approved application 25256/050	04/03/2026	Condition determined
EHDC-25-0613-DCON	Land To The Rear Of Brackenbury Gardens & Boyneswood Close, Medstead Discharge Condition 12 - CEMP of approved application 25256/050	04/03/2026	Condition determined

0326.3 Council Chair's Report March 2026

This Chair's Report for March 2026 has been prepared by the Vice Chair, Cllr Mark Brayford.

Overview

The most recent Full Council meetings, held in February, have underscored a particularly busy period for both councillors and the council. Multiple workflows are currently underway, including preparations for the Annual Parish Meeting and arrangements for a public meeting should a formal planning application be submitted for the substantial Bewley/Cala development. In addition, tonight's agenda includes discussion of the request made by Nick Stenning at the meeting on 19th February.

Alongside the council's regular workload, some councillors are devoting significant time and effort to the development of the joint Neighbourhood Plan with Four Marks. This is advancing well, reflecting the commitment of all involved.

Sincere thanks are extended to all councillors and the Clerk for their hard work and dedication during this demanding period.

Bewley/Cala Development and EIA Decision

It is disappointing that East Hampshire District Council (EHDC) has determined that an Environmental Impact Assessment (EIA) is not required for the Bewley/Cala development. This decision contradicts the opinion of Hampshire County Council Highways, who believed an EIA should be conducted. The EHDC Officer's rationale was that traffic mitigation measures made an EIA unnecessary. From the perspective of a layperson, considering the scale of the proposal, the threshold for requiring an EIA appears to be exceedingly high.

Financial Update

As the financial year draws to a close, barring any unforeseen expenditures, the council's finances are sound. There is potential to carry forward some surplus reserves into the next year, which will help further strengthen the council's reserves and enhance its resilience and sustainability.

0326.4 Clerk's Report March 2026

The Council had its internal audit on 24th February, which was held by Zoom. It went well but took longer than expected beforehand in collating documents, scanning various signed documents, and checking minute references for various things and generally checking everything was in order. On balance, a remote audit worked well and saved the Council the auditor's travel costs, but next year I will be forewarned of the longer time to collate things for a remote audit and documents will be collated, scanned and referenced throughout the year in a checklist ready for the audit.

There has been a lot of work in the last few months updating policies and writing new policies, and this has continued this month with two new policies to fill some gaps in legally required policies. There appears to be nothing now outstanding, but the I will continue to check policies against those required by law.

The rubbish has now been removed by the pond, as a skip was ordered and volunteers came together to fill it. Unfortunately, an unhelpful member of the public also fly-tipped a very heavy metal framed recliner chair into the skip which has cost the council additional money to dispose of, along with the previously dumped lorry tyre. I am grateful to two passers-by walking on the green who helped me move some of the heavier objects so that I could get the chair flat in the skip.

The work on trees is still not complete but nearly done. The contractors have gone very quiet but I have kept flagging things with them. I have not yet completed a thorough survey of every tree done due to health reasons, but aim to do that in the next few days, so then can take further steps to get the work done one way or the other.

The dragon's teeth have been completed and look good. The contractor stopped short by two posts, installing 46 instead of the agreed 48. This is because the last two they did were taking a long time to dig by hand because of a BT cabling running very close by. I have confirmed the higher costs to do the last two as £170, and with £178 still left in the grant fund, have given instruction to proceed.

An incident was reporting relating to the gate in the playground. I have checked with the person who does quarterly playground inspections and he confirmed finding no issues. He has been asked to pay particular attention to the gates in his next inspection due in the next week or so.

As year-end approaches, I have been making sure all monies to be reclaimed are in progress. I have claimed reimbursement for the tree and dragon's teeth done work so far and submitted a VAT reclaim to the end of February.

The website will be checked against WCAG2.2AA in the next few days by Vision OCT. I have spent time looking into requirements, and think there could be quite a bit to do, particularly to reformat all the uploaded PDF documents. This could be a substantial amount of work, so our Website Accessibility statement may need a lot of disclaimers before this can be sorted properly. I will discuss any issues find and a strategy for sorting them at the next F&GP meeting.

0326.5 Payments for approval

Date	Supplier	Description	Amount
24/02/2026	Hampshire Assoc. of Local Councils	HALC Training Cllr Dore	128.40
24/02/2026	Hampshire Assoc. of Local Councils	HALC Training Cllr King	128.40
24/02/2026	BT	BT Broadband	72.10
24/02/2026	Castle Water	Cemetery water supply	7.86
24/02/2026	WKL Building Supplies Ltd	Cord for Xmas tree	4.50
24/02/2026	P. J. Grace	Tree work on village green	408.00
24/02/2026	Tree of Life Arboriculture Ltd	Oak branch removal in Knapp	450.00
24/02/2026	RS Fencing & Agriculture Ltd	Dragons Teeth Replacement	3,866.40
24/02/2026	RS Fencing & Agriculture Ltd	Allotments fencing repair	734.40
27/02/2026	Basingstoke Skip Hire and Southern Waste Management	Skip hire for pond	324.40
28/02/2026	Unity Trust Bank	Bank service charge	6.00

0326.6 Notes of the meeting to discuss the Annual Parish Meeting



Informal Meeting to Discuss the Annual Parish Meeting

Monday 9th March, 6.30pm

Attendees: Mark Brayford
Ken Kercher
Anthea Dore
Jez Hood
Phil Quinlan

Apologies: Mike Smith
Frank Maloney
Janet King
Gordon Mitchell

The following decisions were made:

1. It will be held in the Wiltshire Room
2. The date will be late April to early May, to be agreed by Full Council, as a standalone meeting.
3. There will be reports from the Council Chairman and each Committee Chair. These will be brief, around 3 minutes long.
4. The District Councillors and our HCC Councillor will be invited to attend and speak briefly (*if required*). For the HCC Councillor, this will depend on whether it is after the 7th May election due to purdah rules.
5. Local organisations will not be requested this year to write reports as for the effort involved, people pay little regard and it does not draw people to attend.
6. We propose giving awards to the main two pond volunteers, but it is too late to do wider awards because of the time needed to advertise it and get nominations. This will be considered next year.
7. The agenda is proposed as follows:
 - a. Chairman's report
 - b. Committee reports
 - c. District Councillors / HCC
 - d. ABCD – talk about the pilot, present results to date, request suggestions for things needing funding, e.g. for individual groups or council infrastructure. We can use the TV screen or projector to present ABCD.
 - e. CIL – talk about how to request CIL and encouragement ideas. Maybe get a someone like James Bowling (Tennis Club) to talk about their experience of applying for CIL
 - f. Awards (pond)
 - g. Close and refreshments
8. Refreshments – scope still to be agreed: tea and cakes or wine and nibbles? We can use some of the ABCD money to go towards the costs (*planning for numbers will be challenging*)
9. Advertising – we need to publicise it well and get the date out there. Jez had proposed a poster. We should use Medstead and Four Mark's Facebook News Page, add it to Tricia's monthly dates, and use local shops, the chip shop etc as well a noticeboards (maybe A3 on noticeboards)