



Medstead Parish Council

Clerk to the Council – Mrs Julie Russell
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 Medstead Parish Office, Roe Downs Road, Medstead, GU34 5LG

Minutes of the Full Council Meeting – 10th June 2026, 7.30pm

Held at Medstead Parish Office, Roe Downs Road, GU34 5LG

Present: Cllrs Mike Smith, Phil Quinlan, Frank Maloney, Ken Kercher, Gordon Mitchell, Janet King

Also in attendance: Julie Russell (Parish Clerk), EHDC Cllr Roland Richardson, 2 members of the public

	ACTION
<p>26.112 OPEN SESSION</p> <p>a. A member of Medstead Cricket Club presented a grant application for funds to buy cricket pitch covers.</p> <p>b. The Vice Chair of Medstead Village Hall Committee presented a grant application for work to landscape the village hall car park with new planters and seating. This will remove a trip hazard, improve the appearance of the car park and provide some defence in support of Martyn’s Law requirements.</p>	
<p>26.113 APOLOGIES AND APPROVAL OF ABSENCES</p> <p>The Council resolved to approve apologies of absence for Cllr Brayford (work commitments), Cllr Dore (holiday) and Cllr Hood (work commitments).</p>	
<p>26.114 DECLARATION OF INTERESTS</p> <p>Cllr Kercher declared an interest in agenda items 14 and 22 (cricket covers and pavilion licence fee) and it was agreed he will leave the room for these items.</p>	
<p>26.115 FULL COUNCIL MINUTES</p> <p>Councillors resolved to confirm the minutes of the Full Council meeting on 13th May and they were signed.</p>	
<p>26.116 COMMITTEES AND REPORTS</p> <p>a. Planning Committee</p> <p>i. Chair’s Report (Last meeting 10th June immediately before Full Council) The Committee Chair’s report was circulated in advance and is in the Appendix.</p> <p>b. Maintenance Committee (Last meeting 27th May)</p> <p>i. Chair’s report There was no Committee Chair’s report. All key points were circulated with the minutes.</p> <p>ii. The Council noted that the Committee had approved expenditure of £200 for work on the Pavilion roof, with agreement that this could be covered by Neighbourhood CIL. They also noted the Committee’s recommendation that the Clerk buy roof tiles in bulk in advance of future roof repairs.</p> <p>iii. The Council noted that the Committee had approved expenditure of £212 to install a new electrical socket in the Parish Office.</p> <p>c. F&GP Committee (Last meeting 27th May)</p> <p>i. There was no Chairs report.</p> <p>ii. The Council approved the Committee’s recommendation for an increase in allotment fees to £200 pa from 2027/28.</p>	

<p>iii. The Council noted approval by F&GP of £59 expenditure on Charing Skills training, in line with the Council's Training Policy</p>	
<p>26.117 MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT The Chairman's report was circulated in advance and is in the Appendix.</p>	
<p>26.118 CLERK /RFO'S REPORT There was no written Clerk's report this month. Main activities have included work on the internal audit and AGAR, obtaining quotations for various works and several cemetery cases. There are no actions to note that are not already covered on the agenda.</p>	
<p>26.119 DISTRICT COUNCILLOR'S REPORT A new working group has started work afresh on a new Local Plan, which will not be completed before the reorganisation into Unitary Authority. In the meantime, EHDC is working on new Supplementary Planning documents.</p>	
<p>26.120 NEIGHBOURHOOD PLAN a. The NSPG and the consultant are continuing to work on the policies, with around 30 in total. There will be a working party meeting or extraordinary meeting to consider these before they are put to EHDC. EHDC will then need to consider whether the NPSG needs to undertake a Strategic Environmental Assessment, which could add considerable cost and delay to the process.</p>	
<p>26.121 END OF YEAR AUDIT 2025/26 a. Councillors received and noted the internal auditor's report. There were no actions to note. b. Councillors approved the Annual Governance Statement with no issues raised. c. Councillors approved the Accounting Statement for 2025/26. d. Councillors approved the notice and dates for the Public Right of Inspection of accounts. e. Councillors confirmed that they were independent of BDO LLP.</p>	
<p>26.122 FINANCIAL MATTERS a. The Council approved the Income and Expenditure Report for May 2026. b. The Council approved the bank reconciliations for May 2026. c. The Council approved the payments list for June 2026.</p>	
<p>26.123 VILLAGE GREEN AND PLAYGROUND a. The Council resolved to approve the following matters recommended by the Maintenance Committee: i. Expenditure to clean the playground equipment and treat it with a biocide to preserve its life, aiming to complete work before the School holidays. This will be covered by Neighbourhood CIL. ii. Expenditure to replace worn-out roundabout bearings and to install a trap door in the platform to facilitate regular greasing in future, to be covered by Neighbourhood CIL. iii. Expenditure to purchase an additional picnic table to be located by the children's play equipment, to be covered by Neighbourhood CIL. The Council considered Equality Act 2010 s149 obligations to promote equality and diversity and considered whether the new table should include space for a wheelchair, which was unanimously agreed. iv. The Council agreed that it will only seek dragon's teeth quotations in oak, the same as the ones recently installed in the layby. b. The report from the annual playground inspection has not yet arrived. c. The Council agreed that it will not mow the verges in Foul Lane.</p>	
<p>26.124 SPEED INDICATION DEVICES The Council reviewed quotations from Messagemaker and Elancity to buy three new SID devices for Abbey Road, Wield Road, and Trinity Hill and two solar panel kits for existing</p>	

<p>devices at Five Ash Road and Lymington Bottom Road. It was resolved to buy the devices from Messagemaker to match the existing ones so that the same technology is used across all devices. It is intended that Neighbourhood CIL will be used to cover this. Cllr Smith and the Clerk will agree locations and the Clerk will contact HCC to request permission for new poles.</p>	<p>Cllr Smith/ Clerk</p>
<p>26.125 NEIGHBOURHOOD CIL APPLICATIONS</p> <ul style="list-style-type: none"> a. The Council resolved to approve use of Neighbourhood CIL for the following items: playground cleaning, roundabout repair, new picnic bench, SIDS, electrical and roof work at the Sports Pavilion / Parish Office. b. The Council resolved to approve a request for £2,250 Neighbourhood CIL by Medstead Village Hall Committee to part-pay for landscaping work in the Village Hall carpark to install new planters and benches. It has been agreed with MVH that this money will be spent before the end of October. c. The Council resolved to approve an application by Medstead Cricket Club for £5,075 of Neighbourhood CIL for new pitch covers. The Council checked that the club is open to people of all ages and caters for both male and female players. It would be stored at the side of the pitch during the summer season and behind the village hall out of season. The Club was advised that it should insure the pitch covers to ensure that the investment is not wasted in the event of damage to the covers. The Club agreed that this will use Neighbourhood CIL that is to be spent before the end of October. d. A list of other Neighbourhood CIL proposals had been previously circulated to Councillors and reviewed at an informal workshop, and the Clerk had recirculated a new list incorporating comments. It was agreed that this list will be kept up to date with proposals and kept under regular review. 	
<p>26.126 COMMITTEE TERMS OF REFERENCE</p> <ul style="list-style-type: none"> a. It was agreed to change the Planning Committee ToR to include two reserves. b. Councillors approved the Maintenance Committee ToR. c. Councillors agreed the F&GP ToR. It already allowed the use of a fifth member / reserve at times, which is currently the case whilst Cllr Brayford is frequently absent for work. d. The Staffing Committee ToR was agreed, with the caveat noted that the Committee feels it cannot be up to date with all planning law. The Clerk reminded them that if they need advice relating to the Clerk's employment on which the Clerk cannot advise, the Council is a member of HALC's LCPD service. There is a concern over whether the committee needs a reserve, but this will be discussed later in the year when one of the members will be away on extended holiday. There was also uncertainty over the appraisal process and that will be considered at the first Staffing Committee meeting. 	
<p>26.127 COMMUNITY ENGAGEMENT</p> <ul style="list-style-type: none"> a. Discussion of monthly drop-ins will be deferred to a working party group that will discuss this together with the fete. b. The Council agreed to have a stall at Medstead Village Fete on 11th July. Discussion on plans for the fete was deferred to a working party group, to be arranged by the Clerk c. The Clerk had received a quote for £120 to empty two x 1100 litre bins for the fete, to be provided by Biffa. It was agreed that the Council would pay half of this if Medstead Village Trust would pay the other half. d. The Council agreed that information on the ABCD pilot would be available at the Village Fete. 	<p>Clerk</p>
<p>26.128 The Council resolved to extend the meeting for a further 30 minutes</p> <p>26.129 REVIEW AND RE-ADOPTION OF POLICIES</p> <p>The Council resolved to re-adopt the following policies, already approved by F&GP:</p> <ul style="list-style-type: none"> a. Financial Reserves b. Safeguarding Policy 	

<ul style="list-style-type: none"> c. Complaints Policy d. Investment Strategy e. Social Media and Email Policy 	
<p>26.130 COUNCIL REPRESENTATIVES</p> <p>The Council received reports from representatives as follows:</p> <ul style="list-style-type: none"> a. Speedwatch – the Police have advised that activity should stop until further notice b. EHAPTC – there was nothing to report. c. Village Hall – the sound insulation has now been installed in the Wiltshire Room and a cleaning contractor has been appointed by MVH Committee. d. Medstead Sports Club – the Club is happy at the prospect of having football matches again on the pitch in the winter. All member clubs are doing well with no issues. 	
<p>26.130 PARISH OFFICE</p> <p>Due to time constraints, the Council deferred any discussion on an office sign or new noticeboard to a future meeting.</p>	
<p>26.131 PAVILION LICENCE FEE</p> <p>The Council resolved to increase the licence fee for Medstead Sports Club to £200 per year, with three month’s notice to be given.</p>	Clerk
<p>26.132 FUTURE AGENDA ITEMS</p> <p>No items were identified in addition to those already covered in the rest of the meeting.</p>	
<p>26.133 DATE OF NEXT MEETING AND CLOSE</p> <p>The date of the next meeting was confirmed as 8th July 2026.</p>	

There were no further matters to discuss and the meeting was closed at 9.54pm.

Signed Chairman

Date.....

Appendix June 2026

0626.1 Planning Chairman's Report June 2026

Planning Issues

Another quiet month, with one application, TEMESCAL Castle Street, in the Parish plus an application in Bentworth. The Bentworth application site had been previously rejected at appeal, but was for two additional sites. EHDC currently has about 1.8 years G&T Land Supply.

Additional permissions passed by EHDC

EHDC-26-0314-HSE MELBURY Hussell Lane, Medstead, Removal of existing garage. Proposed side and rear extensions.

EHDC

The EHDC Cabinet has approved the move to terminate the EHDC Reg 19 process and restart under the new NPPF.

Neighbourhood Plan

The NPSG met with EHDC Planning Policy Team to discuss the impact of the withdrawal of the current Draft Local Plan. The NP must now be based on the EHDC LP JCS, 2013 to 2028. The new NPPF is expected to be published in July, and it is proposed that that the new NP will be compliant.

The Planning Consultant has been instructed to write to the site promoters regarding the sites on the proposed short list and those that had been rejected. He is also reviewing the proposed Policies to ensure that they are competent in planning terms

The NPSG is expecting the Screening for the Strategic Environmental Assessment to require a full report

0626.2 Council Chair's Report June 2026

As this is my first report I must begin with thanking Cllr Mike Smith for his stalwart chairmanship for the last 2 years together with my thanks to Council members for taking the risk and electing me to be Chairman for this year.

Coupled with this is the hope for the continued excellent support from the Parish Clerk.

I had mistakenly thought that the initial period would be spent easing me into the role but alas it's been anything but that.

Apart from my "just in time" attendance at the usual committees and F&GP, plus the NP Steering Group, there was, and following on from the Annual Parish meeting, an initial ABCD meeting hosted by Cllr Dore with attendees armed with their lengthy wish lists for funding. Later that week the Annual Parish Council meeting was held on 13 May, the Neighbourhood CIL review on 21 May, followed by an out of this world meeting with the Rev Howard on 27 May. And then an unexpected incursion by others into Bentworth parish on 22 May which provoked many emails, and then an extraordinary revealing meeting of the NPSG on 2 June, and finally a very positive NPSG meeting with the new HCC Cllr Antonia Fox.

And after barely 2 weeks into my new role, my wife already thinks I'm a stranger.

And so to the future.

I have to fulfil my commitment to paint the Notice Boards.

I have to audit the nematodes.

There's the recent idea of Parish Council surgeries to explore, a closer relationship with the village hall to develop, and the prospect of new members to entice through the ABCD initiative, and last but not least – a revamped web site, better email, and potentially a new hosting environment.

And finally – I'm really looking forward to the next 'brief' Council meeting.

Role on Christmas when I can have a rest.

Phil Quinlan

0626.3 Receipts and Payments and Bank Reconciliations April 2026

MEDSTEAD PARISH COUNCIL					
2026/27 FINANCIAL REPORT					
April 2026					
NAT WEST BUSINESS CURRENT ACCOUNT (xxxxx867)				£	£
Balance b/fwd					16,857.16
Date	Income / credit received:	Credit Slip No.	Comments		
12-Mar					
05-Mar					
Total income					
		Chg. No			
01-Apr	Starboard Systems Ltd (Go Cardless)	FPO	Accounting software (Apr)	-58.80	
14-Apr	Vodafone	FPO	Mobile phone charges	-22.19	
23-Apr	Castle Water	FPO	Cemetery water	-10.27	
30-Apr	Nat West	FPO	Bank charges	-3.05	
Total outgoings:					-94.31
Balance at month end					16,762.85
UNITY TRUST CURRENT ACCOUNT (xxxxx840)					
Balance b/fwd					14,513.33
Date	Income received:				
01-Apr	Funeral Partners	FPI	Cemetery fees	315.00	
01-Apr	Funeral Partners	FPI	Cemetery fees	105.00	
08-Apr	EHDC	FPI	Small Sparks fund	500.00	
27-Apr	EHDC	FPI	1st half precept	49,537.00	
					50,457.00
Outgoings					
08-Apr	HMRC	FPO	Q4 Tax & NI	-1,501.79	
08-Apr	Clerk	FPO	Salary (March)	-1672.56	
08-Apr	BT	FPO	Broadband	-28.74	
08-Apr	M&FM Neighbourhood Plan	FPO	For NP revision	-5000.00	
08-Apr	Hampshire Pension Fund	FPO	Pension contribution (March)	-556.91	
27-Apr	Scottish Power	FPO	Pavilion electricity charges	-83.17	
27-Apr	BT	FPO	Broadband	-72.34	
02-Mar	Unity Trust	FPO	Bank service charge	-7.00	
					-8,922.51
Balance at month end					56,047.82

MEDSTEAD PARISH COUNCIL			
2026/27 FINANCIAL REPORT			
April 2026			
NAT WEST BUSINESS RESERVE ACCOUNT (xxxxx575)			
	Balance b/fwd		18,019.07
Date	Income received:		
30-Apr	Bank Interest	12.59	
			12.59
	Outgoings		
	Balance at month end		18,031.66
NAT WEST CIL BUSINESS RESERVE ACCOUNT (xxxxx004)			
	Balance b/fwd		6,575.21
Date	Income received:		
30-Apr	Bank interest	4.59	
			4.59
	Outgoings		
	Balance at month end		6,579.80
NATIONWIDE CIL ACCOUNT (xxxxx857)			
	Balance b/fwd		42,718.12
Date	Income received:		
	Outgoings		
	Balance at month end		42,718.12

WAKE TRUST				
2026/27 FINANCIAL REPORT				
April 2026				
WAKE TRUST NAT WEST BUSINESS RESERVE ACCOUNT (xxxxx616)				
	Balance at start of month			1,162.61
Date	Income received:			
30-Apr	Bank interest		0.81	
				0.81
	Outgoings			
	Balance at month end			1,163.42
WAKE TRUST NATIONWIDE SAVINGS ACCOUNT (xxxxx644)				
	Balance at start of month			32,011.92
Date	Income received:			
	Outgoings			
	Balance at month end			32,011.92

Bank Reconciliation
Medstead Parish Council
Financial year 2026/27
Nat West Current Account xxxxx867
as at 30th April 2026

Prepared by Julie Russell / RFO		
	£	£
Current Account xxxxx867		16,762.85
Less non cleared cheques		
		0.00
Add unrepresented Cheques		
Net bank balance		16,762.85
The net balances reconcile to the Cash book, as follows:		
CASH BOOK		
Opening Balance		16,857.16
Add: Receipts	0.00	
Less: Payments	-94.31	
Closing balance		16,762.85

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 20th April 2026

Signed

Councillor name:

Bank Reconciliation
Medstead Parish Council
Financial year 2026/27
Unity Trust Current Account xxxxx840
as at 30th April 2026

Prepared by Julie Russell / RFO		
	£	£
Current Account xxxxx840		56,047.82
Less uncleared items		
		0.00
Add unresented Cheques		
Net bank balance		56,047.82
The net balances reconcile to the Cash book, as follows:		
CASH BOOK		
Opening Balance		14,513.33
Add: Receipts	50,457.00	
Less: Payments	-8,922.51	
Closing balance		56,047.82

I confirm the bank reconciliation for
Unity Trust Current Account xxxxx840
and have checked that the bank statement balances with the cash book record
As at 30th April 2026

Signed

Councillor name:

Bank Reconciliation
Medstead Parish Council
Financial year 2026/27
Nat West Business Reserve Bank Account xxxxx575
as at 30th April 2026

Prepared by Julie Russell / RFO		
	£	£
Business Reserve Account xxxxxx575		18,031.66
Less uncleared items		
Net bank balance		18,031.66
The net balances reconcile to the Cash book, as follows		
CASH BOOK		
Opening Balance		18,019.07
Add: Receipts		
Bank interest	12.59	
		12.59
Less: Payments / Transfers		
Closing balance		18,031.66

I can confirm that I have verified that the bank reconciliation for Nat West account
Business Reserve Account xxxxx575
balances with the
Nat West Reserve Account Bank Statement
As at 30th April 2026

Signed

Councillor name:

Bank Reconciliation		
Medstead Parish Council		
Financial year 2026/27		
Nat West Business Reserve CIL Bank Account xxxx004		
as at 30th April 2026		
Prepared by Julie Russell / RFO		
	£	£
Community Infrastructure Levy (CIL) Business Reserve Account xxxxxx004		6579.80
Less unrepresented Income		
Net bank balance		6579.80
The net balances reconcile to the Cash book, as follows		
CASH BOOK		
Opening Balance		6675.21
Add: Receipts	4.59	
Less: Payments / Transfers		
Closing balance		6679.80

**I confirm the bank reconciliation for Nat West
CIL Business Reserve Account xxxxxx004
and have checked that the bank statement balances with the cash book record
As at 30th April 2026**

Signed

Councillor name:

Bank Reconciliation		
Medstead Parish Council		
Financial year 2026/27		
Nationwide CIL Bank Account xxxxx857		
as at 30th April 2026		
Prepared by Julie Russell / RFO		
	£	£
Community Infrastructure Levy (CIL) Business 35 Saver Issue 1 xxxxxx857		42,718.12
Less unrepresented Income		
Net bank balance		42,718.12
The net balances reconcile to the Cash book, as follows		
CASH BOOK		
Opening Balance		42,718.12
Add: Receipts		
Bank interest		
Less: Payments / Transfers		
Closing balance		42,718.12
<p>I confirm the bank reconciliation for Nat West</p> <p>CIL Buinesss 35 Saver Issue 1 Account xxxxx857</p> <p>and have checked that the bank statement balances with the cash book record</p> <p>As at 30th April 2026</p>		
Signed		
Councillor name:		

Bank Reconciliation		
Medstead Parish Council		
Financial year 2026/27		
Nationwide Account (Wake) xxxxx644		
as at 30th April 2026		
Prepared by Julie Russell / RFO		
	£	£
Nationwide Account xxxxx644 (Wake Trust Account)		32,011.92
Less unrepresented items		
Net bank balance		32,011.92
The net balances reconcile to the Cash book, as follows:		
CASH BOOK		
Opening Balance		32,011.92
Add: Receipts		
Less: Payments		
Closing balance		32,011.92
I confirm the bank reconciliation for Nationwide Wake Account xxxxx644 and have checked that the bank statement balances with the cash book record As at 30th April 2026		
Signed		
Councillor name:		