



Medstead Parish Council

Clerk to the Council – Mrs Julie Russell

Tel: 07711 107378, e-mail: clerk@medsteadpc.org,

www.medsteadpc.org

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

Minutes of the Full Council Meeting – 8th April 2026, 7.30pm Held at Medstead Parish Office, Roe Downs Road, GU34 5LG

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

Also in attendance: Julie Russell (Parish Clerk), EHDC Cllrs Neal Day and Roland Richardson, seven members of the public.

		ACTION
26.062 OPEN SESSION		
<p>a. Members of the public from Wivelrod spoke about the planning application for a traveller site in Wivelrod, and asked Medstead Parish Council to consider commenting on it. They raised concerns including that is outside the settlement boundary, remote, has poor access to services, it is on an elevated site and will affect views, the access road is narrow with blind bends and no passing places, it will cause light and noise pollution, it will impact on protected species, and there is no reference to mains water, drainage or foul waste.</p> <p>b. EHDC Cllr Richardson noted that such applications are difficult for EHDC to defend as they do not have sufficient traveller sites in their local plan, and a revised plan is unlikely to be in place until 2027.</p> <p>c. Cllr Mitchell noted fences adjacent to kissing gates on Convent land are damaged.</p>		
26.063 APOLOGIES FOR ABSENCE		
An apology was approved for Cllr Smith.		
26.064 DECLARATION OF INTEREST		
Cllr Maloney declared an interest in the agenda item on the Neighbourhood Plan.		
26.065 FULL COUNCIL MINUTES		
Councillors resolved to confirm the minutes of the ordinary Full Council meeting on 11 th March and the extraordinary meeting on 25 th March and they were signed.		
26.066 COMMITTEES AND REPORTS		
a. Planning Committee		
i. Chair's Report (Last meeting in Full Council 11th March)		
The Chair's report was circulated in advance and is attached in the Appendix.		
ii. Planning applications		
Ref	Address / description	MPC comment
a) EHDC-26-0285-HSE	Summerlea, Hussell Lane, Medstead, GU34 5PF Erection of a detached garage	Medstead Parish Council defers this to the planning officer.
b) EHDC-26-0278-TPO	Windham Hill, Wield Road, Medstead, GU34 5NJ Lime tree in rear garden - carry out a crown lift leaving 7-8 meters clearance from ground level, to also	Medstead Parish Council defers this to the planning officer.

	carry out a 1-2 meter crown reduction leaving an overall height of approx 20 meters and a 1-2 meter reduction on the North, East, South & West sectors leaving an overall branch length of each sector to 7-9 meters on each sector	
c) EHDC-26-0249-LDCP	The Holly, Goatacre Road, Medstead, GU34 5PU Use of land to station a mobile home (Granny Annexe)	Medstead Parish Council defers this to the planning officer.
d) EHDC-26-0223-HSE	Clevedon, Windsor Road, Medstead, GU34 5EF Alterations to the existing roof and external walls to create habitable roof space.	Medstead Parish Council defers this to the planning officer.
e) EHDC-26-0216-HSE	Kitehill, Goatacre Road, Medstead, GU34 5PU Removal of existing flat roofed front dormer and replacement with larger pitched roof dormer. Addition of front porch. Erection of a detached garage following partial removal of existing stables. Amending obscure glazing of 3 new first floor side windows (Permitted Development extension) to clear glass and removing their opening size restriction.	Medstead Parish Council defers this to the planning officer.
f) EHDC-26-0129-FUL	Land South Of Warren Lane Land South Of Warem Farm, Wivelrod Road, Bentworth, GU34 4AR Change of use of land to a Gypsy/Traveller site with 1 pitch, comprising the siting of 1 mobile home, 1 dayroom and 1 touring caravan	Councillors agreed to object to this application. The detailed response is in the Appendix.
<p>a. Planning Committee (continued)</p> <p>iii. There were no late-arising planning applications</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. The Council has not received any updates on ENF-26-0054, United Reform Church, but notes that the building is now up for sale.</p> <p>vi. Any other planning matters arising Nothing was raised.</p> <p>b. Maintenance Committee (Last meeting 28th January)</p> <p>i. Chair's report The Committee Chair has written an annual report, which is in the Appendix</p> <p>ii. Garage doors The Maintenance Committee proposed that the Council pay for the paint for Medstead Sports Club to paint the garage doors, but the club will provide volunteer labour. The Council resolve to accept this.</p>		

<ul style="list-style-type: none"> iii. Council was asked to note that the Committee agreed to apply wood treatment to the notice boards, with volunteer labour by Cllr Quinlan. iv. The Council was asked to note that the Committee agreed that the Clerk will write a memorandum of understanding, to be agreed with Medstead Village Trust, on the use of the fete shed. v. The Council resolved to agree to the A31 Alliance using the Village Green on 18th April, but noted that the event seemed to have now moved to Four Marks. <p>c. F&GP Committee (No meeting 28th January)</p> <ul style="list-style-type: none"> i. Chair's Report The was no chair's report. 	Clerk
<p>26.067 MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT The report from Vice Chair Cllr Brayford is in the Appendix.</p>	
<p>26.068 CLERK /RFO'S REPORT The report from Clerk is in the Appendix.</p>	
<p>26.069 EAST HAMPSHIRE DISTRICT COUNCILLORS' REPORT</p> <p>EHDC will be combined with Winchester, Test Valley and New Forest district councils to form a new Unitary Authority.</p> <p>The District Councillors believe that this is not as good an outcome financially as the one that EHDC proposed, as Winchester is the only major hub of employment in the area. They are also disappointed that there are boundary changes to the districts, when the original premise was that there would be none.</p> <p>The County Council elections will be in May 2026. The Unitary elections will be in 2027, at the same time as Parish Council elections. There will be one year where it operates as a shadow Council before Hampshire County Council is dissolved in May 2028. There will a reduction in Councillor numbers from 110 to 40.</p>	
<p>26.070 FINANCIAL MATTERS</p> <ul style="list-style-type: none"> a. The Council resolved to approve the payments list for March 2026. b. The Council deferred approving the income and expenditure report and bank reconciliation for February 2026 to the April meeting as it had not been possible to get it checked by a Councillor before the meeting. c. The Council reviewed the full year expenditure against the budget and resolved to accept the report. d. The Council resolved to approve reimbursement of printing and refreshment costs incurred by Councillors for the Annual Parish Assembly. e. The Council resolved to approve the asset register as at the end of March 2026. f. The Council resolved to approve a grant of £250 for Citizen's Advice East Hants. This is not S137 as it is covered by the Local Government Act 1972 s142. 	
<p>26.071 ANNUAL PARISH MEETING The Council confirmed arrangements, with Cllr King to buy refreshments and Cllr Hood to buy gifts for the Council awards. The Council agreed to meet to set up the hall at 6.30pm.</p>	
<p>26.072 LOCAL GOVERNMENT REORGANISATON</p> <ul style="list-style-type: none"> a. The Council noted the Governments decision on LGR (already discussed above with the District Councillors). b. The decision was deferred as to who will attend the HALC briefing event on this subject on 11th June. 	
<p>26.073 NEIGHBOURHOOD PLAN</p> <ul style="list-style-type: none"> a. The Council approved the Vision Statement. b. Further input on infrastructure requirements was deferred to a future meeting. c. Councillors noted the NSPG briefing meeting with Councils on 7th April. It was agreed that the Council needed to formally approve proposals in the plan, but it would take 	

<p>too long to go through the material at this meeting. They agreed to have an informal meeting to review the material in the next couple of weeks, date to be agreed, and then to hold an extraordinary meeting on 30th April prior to the Annual Parish Meeting to formally review proposals and to resolve to accept them.</p> <p>d. Any further matters will be dealt with at the two meetings above.</p>	
<p>26.074 EMAIL AND WEBSITE</p> <p>a. The Council had made no further progress in defining what it wanted to do about changing email and website provider. The immediate problems have been solved and this will be deferred until after the Annual Parish Meeting is concluded.</p> <p>b. Individual Councillors had experienced some issues with the email migration, and the platform has some disadvantages in ease of use compared to the previous version, but on the whole, everything is now working fine for the time-being. Although immediate problems are solved, the Council reiterated its intention to seek a better provider in future. There are concerns that we have insufficient information about where and how it is hosted, and how security is managed by the supplier.</p>	
<p>26.075 ASSET BASED COMMUNITY DEVELOPMENT</p> <p>Cllr Dore gave a presentation to update Councillors on the ABCD pilot. She is working on a separate presentation to give to residents at the Annual Parish Meeting and will circulate it to Councillors in advance for comment. She has got charts printed for the event to go on the wall.</p> <p>It was agreed that the Stewardship Group will include Cllrs Maloney, Hood, Dore and Quinlan and the Clerk. Further work is needed to define processes etc.</p>	
<p>26.076 POLICIES</p> <p>The Council resolved to adopt the following policy:</p> <p>a. Equality and Diversity Policy (rewritten)</p>	
<p>26.077 HALC RESILIENCE EVENT</p> <p>Cllr Maloney attended the event and found it very useful. He shared a booklet he received with Councillors and will also share slides and other material. He proposed that the Council devote future time to look in detail at what it should be doing with regard to resilience.</p>	
<p>26.078 PUBLIC MEETING</p> <p>There has been no progress on the Bewley Homes / Cala housing proposal. There needs to be a planning application before the Council can plan anything further.</p>	
<p>26.079 FLOODING</p> <p>The Council has received an acknowledgement of its letter to HCC regarding flooding at Grosvenor Road, but as not yet had a substantive response.</p>	
<p>26.080 CORRESPONDENCE</p> <p>a. Speeding on the High Street – it was agreed that the Clerk will notify HCC that the 20mph markings on the road need redoing, and will ask the resident concerned if she wishes to volunteer for Speedwatch.</p> <p>b. Four Marks News – the Council agreed to aim to write a monthly newsletter in Four Marks News.</p> <p>c. The Clerk will reply to a request by a member of the public wishing to use a metal detector on Council land, allowing access for that purpose.</p>	<p>Clerk</p>
<p>26.081 REPORTS FROM COUNCIL REPRESENTATIVES</p> <p>a. Speedwatch There was nothing to report as Cllr Smith is away.</p> <p>b. EHAPTC There was nothing to report.</p> <p>c. Village Hall Cllr King was concerned that MVH Committee members were being asked to join a cleaning rota for the Village Hall as she does not have time for that and the Council supported her view.</p>	

<p>d. Medstead Sports Club The Sports Club has held its AGM with the same officers re-elected.</p>	
<p>e. Neighbourhood Plan Steering Group This has already been covered.</p>	
<p>26.082 DATE OF NEXT MEETING</p>	
<p>The next ordinary meeting was confirmed as 13th May at 7.30pm.</p>	

There were no further matters to discuss and the meeting was closed at 9.30pm.

Signed Chairman

Date.....

Appendix April 2026

0426.1 Planning Chairman's Report March 2026

Planning Chairman's Report, April 2026

Planning Issues

Again, a quiet month, with 5 applications:

- an application for a detached garage
- a TPO
- a LDCP for a 'mobile home'.
- an application to raise the roof to create habitable space, and
- an application for more extensive alterations, to a LDCP before the Committee last month

We have also been asked to review a G&T Application on the Wivelrod Road to the NE of the Parish Boundary.

EHDC

I notice that the URC site is up for sale.

Neighbourhood Plan

The NPSG is working to finalise the M&FMNP Document and Policies. It proposes to advise the Council of its proposed short list of suitable sites at the meeting with MPC and FMPC on 7th April at 7.00 at Four Marks VH.

0426.2 EHDC Planning Decision List

Ref	Description / Location	Date	Decision
EHDC-25-0462-CONVR	Land To The Rear Of Brackenbury Gardens & Boyneswood Close, Medstead Variation of condition 23 (Approved Plans and Particulars) of decision 25256/050 to allow substitution of approved plans, and request for a Section 106 Deed of Variation, to remove obligations in relation to on-site delivery of dwellings for Affordable Rent and replace this with financial contributions in lieu for off-site delivery. The proposed changes to the approved development entail the following: Changes to the tenure plan, to show plots 7, 8, 9, 10, 11, 12, 13, 14, 17, 18, 43, 44, 45, 46 & 47 as open market housing (previously been identified as affordable housing, with change to accord with the changes being progressed to the S106 Agreement) Changes to the house types for plots 7, 8, 9, 10, 11, 12, 13, 14, 43, 44 & 45 • Provision of garages to plots 7 & 8 Changes to plots 43-45, from a terrace of three houses to a pair of semi-detached houses and a detached house Changes to	13/03/2026	Permission

	the external materials of plots 25, 26, 28, 34 & 42 from painted brick to render (amended description)		
EHDC-25-1383-EIA	Chawton Park Farm Chawton Park Road, Alton, Hampshire, GU34 1SW EIA scoping request for the proposed development comprising: Up to 1,100 dwellings, a local centre, and associated education provision at Land at Southwest Alton (the Site)	30/03/2026	Yes – EIA required

0426.3 Planning Response - EHDC-26-0129-FUL, Warem Farm, Wivelrod Road, Bentworth

EHDC-26-0129-FUL Change of use of land to a Gypsy/Traveller site with 1 pitch, comprising the siting of 1 mobile home, 1 dayroom and 1 touring caravan. Land South Of Warren Lane Land South of Warem Farm, Wivelrod Road, Bentworth, GU34 4AR

Medstead Parish Council object to this application in the neighbouring Parish of Bentworth for single plot Gypsy and Traveller Site.

The *WS Planning & Architecture Drawing No J005492-CD-03 Land South Warem Farm, Wiverlod Road, Bentworth, date 08.01.26*, identifies at the least a w.c. in the dayroom, and the Council believes that there would normally also be sanitary arrangements within the Mobile home. The Council notes that this application makes no mention of foul water services and this application should be refused.

The Council note that no information has been given on the personal circumstances of the applicant nor of their heritage and this application should be refused. Thus, until any information is provided, it cannot take any special circumstances into account, including any schooling requirement.

With regards to Article 8 of the European Convention on Human Rights, there is no information given to the Council to confirm that the applicant or the proposed residents of this site are of heritage. The Council is aware of a Hart District Council Planning Application, in South Warnborough CP (off Pickaxe Lane) that was rejected as the applicant was not of gypsy heritage.

The Council believes that the Application does not comply with LP JCS policies CP15 (b), CP19 as the site is not located conveniently for access to services, schools and community facilities making it an unsustainable location under criterion d) of the Planning policy for traveller sites.

EHDC recently gave permission for a site on Jenny Green Lane in Bentworth, Application *EHDC-25-0502-FUL, Retrospective application for the change of use of the land to one Gypsy/Traveller pitch and for the retention of one static home, one touring caravan, boundary fences, access gates and installation of a septic tank. Land West Of Redwood Farm, Jennie Green Lane, Medstead, GU34 5PA, 18th December 2025*, and referred to the recent Planning Appeal adjudication, *APP/M1710/W/24/3356693 Change of use of land to a 3 pitch travellers caravan site, each pitch consisting of 1No. Mobile home, 1No. Dayroom, 1No. Touring caravan, car parking, foul drainage, landscaping and associated works, Land opposite Hillside, Willis Lane, Four Marks, 1st August 2025*.

EHDC does not have a 5 Year Land Supply, as noted in its *East Hampshire Five Year Supply of deliverable land for Gypsy, Traveller and Travelling Showpeople Accommodation (As at 31 March 2025*, which identified a shortage of 28 sites to 2028, at total of 5.6 pa. Although the Council believes that the current need has been reduced, with 5 sites being recently provided in the EHDC Four Marks & Medstead, Binsted, Bentley & Selborne, and Bentworth & Froyle wards, this part of the District has taken more than its quota, and any

more would be disproportionate bringing an imbalance to the District. The Council believes that this application should be rejected on the grounds of massing of sites in the local area of the District.

The Council notes that the APP/M1710/W/24/3356693 site is adjacent to some 12 other pitches along Willis Lane and will become part of an established Traveller community, especially, from the papers associated with the appeal, there were children involved.

The Inspector at the Oak Tree Farm Appeal, refused the appeal against the original planning application, but the allowed appeal against the enforcement notice, enabling the development to proceed. In dismissing the planning appeal, the inspector noted that opportunities for the site occupants to use sustainable modes of transport would be limited and it is likely therefore they would largely be reliant on the use of private car to access shops healthcare education and other facilities.

In EHDC-25-0502-FUL, the Officer's report noted under Location to access schools/medical services etc.

'The school and local shop are 2.48km and 2.33km respectively from the site. Access to these services would be along a rural road which serves a number of dwellings, the roads do not have continuous pavements and are unlit. This makes it unlikely that occupiers of the site would walk to these facilities due to a combination of the unlit nature of the roads and the lack of pavements meaning that access to these local services would be achieved using a private vehicle to make journeys.

It is considered that the site would not be sustainable due to the distance to local facilities (shops, school etc) and therefore reliance on the need for a private vehicle.'

This site is some 800m further east of the Jenny Green Lane site, a greater distance than the earlier Kings Hill Appeal site, in its appeal report noted the unsuitability of Abbey Road / Hussell lane walking/cycling route.

The Council has concerns over the vehicle access to the sit, particularly when approaching from the south, causing the vehicle to turn through 180°, in a width of some 4.5 m, the radius being described by a vehicle of 2.25m maximum width, which the Council believe would be impossible for any vehicle with caravan to describe such an arc.

When examining the Block Plan, the Council does not believe that the site is large enough to accommodate the proposed caravan/mobile homes and provide areas for play and recreation.

With regard to LPJCS Policy CP31, the Council is concerns as to onsite parking, shown as two vehicles, and would force any visiting vehicles to park on the narrow highway.

For the above reasons, the Council ask the EHDC Planning Committee to reject this application.

Should EHDC Planning Committee be minded to approve this Application, the Council asks that EHDC add the following conditions:

- limiting the site to be for one pitch,
- requiring a foul drainage scheme to be presented to the Council and agreed , with a Grampian condition on occupation
- requiring an on-site potable water service connection with a Grampian condition on occupation
- requiring an external lighting scheme to be produced for Officers' acceptance to minimise light pollution
- requiring any site electricity generator noise level to be limited to 50dbA at the curtilage, particularly during the silent hours, to minimise noise pollution

0426.4 Maintenance Committee Report March 2026

Medstead Parish Council Maintenance Committee Annual Report 2025 - 26

Meetings

The maintenance committee this year has comprised 4 permanent members and 2 reserve members and has held 6 scheduled meetings.

Areas of Responsibility

The principle annual activity has focused on:

- The public open spaces including the Council owned Village Green and its facilities, with the children's play area and adult outdoor gym equipment,
- The two ponds,
- The Knapp on South Town Road,
- The wildflower meadow off Trinity Hill,
- The War memorial and St Andrew's churchyard,
- The Medstead Cemetery,
- The allotments where individual allotments are administered through the association,
- The new Medstead Council Parish office.

Other activity

The replacement of boundary features e.g. dragon's teeth, response to fallen trees and branches, and notice board repairs.

Maintenance Costs

By far the greatest expenditure £x'000s is spent on maintaining the public open spaces and facilities where appearance, and health and safety take priority.

Of lesser cost £10's are spent on minor general repairs and sundries.

Future Activity

With the ever-increasing costs involved in maintenance, it is even more important to ensure that that we, on behalf of all parishioners, achieve value for money in all our activities and to regularly review the costs and quotes obtained for maintenance activities.

Finally, the committee would like to thank the Parish Clerk for all the hard work put in to supporting the maintenance activities.

Phil Quinlan

Medstead Parish Council

Chair – Maintenance Committee

0426.5 Council Chair's Report March 2026

Medstead Parish Council Chair's Report – April 2026

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

Overview.

As with my report last month, it continues to be a busy time for the council, the Clerk and councillors.

Our Annual Parish Meeting is now confirmed for 30th April. At this meeting, our agreed primary focus will be to raise local awareness of the CIL funding available.

Councillors are invited to attend a meeting tonight (Tuesday 7th April) for an update on the work being undertaken by the M&FM NPSG, a topic we will also discuss at Full Council on Wednesday 8th.

Our Clerk continues to work diligently to conclude year-end matters, update policies and, of course, manage the normal day-to-day work.

Sincere thanks are extended to all councillors and the Clerk for their dedication.

Since our last scheduled Full Council meeting on 11th March, the F&GP committee met on 25th March. Draft minutes of the meeting have been provided to you, and there are no major concerns to report.

Following the Extraordinary Full Council Meeting on 25th March, our email provider migrated to an alternative (possibly newer) platform over the long Easter weekend.

Financial Update

As we start the new 26/27 financial year, our precept for a Band D property is £64.96.

Our budget this year anticipates that we will continue to increase our reserves to provide greater strategic resilience, while maintaining services and amenities. Within EHDC eight parish or town councils' precepts are between £60 and £70. These are: Beech £65.22, Buriton £65.04, East Tisted £63.53, Farringdon £69.89, Froxfield & Privett £62.70, Medstead £64.96, Hawkley £64.15, and Headley £66.52. Twenty-two parish or town councils are set above £80.

Kind regards,
Cllr Mark Brayford
Vice Chair
7th April 2026

Parish/Town Council	Budget £	Council Tax Band D (£)	Budget £	Council Tax Band D (£)	Council Tax Decrease
Alton	£890,180.00	116.99	£946,920.00	121.44	3.80%
Beech	£20,262.00	61.04	£21,568.00	65.22	6.85%
Bentley	£64,349.00	114.66	£66,000.00	115.60	0.82%
Bentworth	£14,560.00	49.97	£15,113.00	51.64	3.34%
Binsted	£94,000.00	93.26	£100,000.00	98.35	5.46%
Bramshott & Liphook	£449,576.00	102.06	£473,145.00	106.82	4.66%
Buriton	£24,500.00	65.04	£26,500.00	69.85	7.40%
Chawton	£19,690.00	73.71	£34,205.00	127.65	73.18%
Clanfield	£230,000.00	99.89	£245,000.00	106.58	6.70%
Colemore & Priors Dean	£0.00	0.00	£0.00	0.00	0.00%
East Meon	£34,526.00	59.90	£35,216.52	60.91	1.69%
East Tisted	£6,107.11	62.16	£6,406.36	63.35	1.91%
Farringdon	£15,000.00	41.07	£25,000.00	69.89	70.17%
Four Marks	£192,200.00	89.99	£233,450.00	109.57	21.76%
Froxfield & Privett	£35,591.00	74.34	£30,592.00	62.70	-15.66%
Froyle	£34,400.00	85.49	£35,400.00	90.36	5.70%
Grayshott	£127,358.00	95.71	£132,837.00	98.62	3.04%
Greatham	£25,000.00	74.22	£25,000.00	73.49	-0.98%
Hawkey	£17,500.00	64.15	£17,500.00	64.96	1.26%
Headley	£176,500.00	65.62	£223,000.00	83.21	26.81%
Horndean	£510,903.00	99.14	£538,095.00	102.68	3.57%
Kingsley	£29,240.00	98.90	£30,409.00	102.83	3.97%
Langrish	£6,426.00	44.48	£6,683.04	44.77	0.65%
Lasham	£2,000.00	20.67	£2,000.00	20.85	0.87%
Lindford	£56,000.00	52.56	£62,000.00	58.07	10.48%
Liss	£270,623.00	100.38	£280,000.00	103.90	3.51%
Medstead	£87,300.00	57.74	£99,074.00	64.96	12.50%
Newton Valence	£850.00	6.92	£850.00	6.86	-0.87%
Petersfield	£1,214,956.00	208.33	£1,310,380.00	222.87	6.98%
Ropley	£62,000.00	72.42	£65,100.00	76.14	5.14%
Rowlands Castle	£158,945.00	104.50	£164,092.00	106.74	2.14%
Selborne	£68,615.00	105.20	£70,761.00	108.21	2.86%
Shalden	£13,500.00	57.28	£26,000.00	109.57	91.29%
Sheet	£47,250.00	100.00	£47,250.00	99.83	-0.17%
Steep	£46,000.00	88.35	£47,840.00	92.14	4.29%
Stroud	£19,278.00	105.48	£19,278.00	104.65	-0.79%
West Tisted	£0.00	0.00	£0.00	0.00	0.00%
Whitehill	£543,874.00	105.70	£592,041.00	109.26	3.37%
Wield	£3,500.00	28.13	£3,675.00	29.39	4.48%
Worldham	£18,004.00	90.82	£18,904.00	93.77	3.25%
TOTAL/AVERAGE	5,630,563.11	106.59	6,077,284.92	113.59	6.57%

0426.6 Clerk's Report April 2026

Admin

There has been an increase in admin and finance-related tasks this month due to year end. It will continue to be busy in the next few weeks getting everything prepared for submission to the internal and external auditors. The issues over the email outage were a frustrating and unwelcome drain on time.

I have done a lot of work on policies in recent weeks, particularly focused on gaps in what the Council should have had. I have identified several others that need improvement but they will have to be dealt with gradually to fit around other work.

I have also spent significant time on cemetery records, including producing an excel version of the cemetery map which still needs further work to add the oldest section of graves. This was important as the parchment map is getting very flaky and difficult to read in places and is the only record identifying where each burial is physically located. I have needed to use it several times in the last two weeks to find graves and am finding it difficult to handle now. I need to look into the options for getting a replacement parchment as well as now holding an electronic map and will be contacting the ICCM for advice on this.

The email outage has been a timely trigger to prompt thinking about resilience of records. There are some flaws with the way cemetery-related information beyond the legal basics has been kept for a long time which makes it difficult to find and correlate certain information when needed. Some bits of information have been buried only in emails, which I have spent time addressing. There is a lot more to do overall relating to the cemetery and it will continue to be a background task for a while.

Open spaces

The tree contractor claims to have finished the work and submitted his final invoice but has not finished everything. I am still in the process of following this up.

There have been snagging issues with the new dragon's teeth in the layby as the mowing contractor was not happy with the level of stones and raise ground around them. The fencing contractor returned to remove some of the material, but the mowing contractor still ended up having to remove some further material himself, but the matter is resolved now.

Another issue arose this week, where the mowing contractor was not happy that someone had mowed patches of the flower meadow, at odds with the normal regime at this time of year for treating weeds, and letting new seeds grow. It is not a major issue, but I still need to follow it up and find who did and it and why to prevent a recurrence.

We are now into the second week of the new mowing season and the village green is looking very good, as well as the pond.

The Lengthsman visited last week and used their newly acquired new pavement cleaning machine to clean the extensive amounts of mud off the pavement along Roe Downs Road near the school and in the village hall car park.

0426.7 Payments for approval

Date	Description	Supplier	Amount
28.02.2026	Bank service charge	Unity Trust Bank	£6.00
27.02.2026	Skip hire for pond	Basingstoke Skip Hire and Southern Waste Management	£324.40
24.02.2026	Dragons Teeth Replacement	RS Fencing & Agriculture Ltd	£3,866.40
24.02.2026	Allotments fencing repair	RS Fencing & Agriculture Ltd	£734.40
24.02.2026	Cord for Xmas tree	WKL Building Supplies Ltd	£4.50
24.02.2026	Tree work on village green	P. J. Grace	£408.00
24.02.2026	Oak branch removal in Knapp	Tree of Life Arboriculture Ltd	£450.00
24.02.2026	HALC Training Cllr Dore	Hampshire Assoc. of Local Councils	£128.40
24.02.2026	HALC Training Cllr King	Hampshire Assoc. of Local Councils	£128.40
24.02.2026	Cemetery water supply	Castle Water	£7.86
24.02.2026	BT Broadband	BT	72.10
02.02.2026	Starboard Systems Ltd	Accounting software	£58.50
12.02.2026	Vodafone	Mobile phone charges	£19.69
20.02.2026	Castle Water	Cemetery water	£7.90
27.02.2026	Nat West	Bank Charges	£1.65