



Medstead Parish Council

Minutes of the Full Council Meeting of Medstead Parish Council – Wednesday 10th February 2021. (Held virtually on Zoom platform)

Present: Cllrs. Deborah Jackson, Charles Clark, Georgy Fuzzard, Ken Kercher, Mike (Ja) Smith & Mike (Jo) Smith.

Also in attendance: District Councillor Ingrid Thomas and Peter Baston (Parish Clerk).

	ACTION
21.014 OPEN SESSION	
i. Cllr Deborah Jackson reported that the waste bin on green by junction of Foul Lane has come off its post, which has been reported to the Clerk who will ask the day work contractor to fix.	Clerk
ii. Cllr Deborah Jackson reported that the new “permissive bridleway” waymarkers attached by the Council on the posts at each end of FP19 (through the Knap) have been stolen (nails still in place). It was suggested that laminated notices are put up with MPC logo and stating the path is a permissive bridleway - this would provide a point of contact for potentially unhappy residents to contact.	
iii. Cllr Deborah Jackson reported that the Medstead Village guide (document originally published by the Medstead Parish Plan group in 2009) is now outdated. Reference to this should be removed from current MPC website.	Clerk
iv. Cllr Mike (Jo) Smith asked about the notice board at Lymington Barn where the Clerk had written to the owner of the butcher to see agreement to replacing the existing notice board with a new board. No response had been received as yet.	
v. Cllr Clark mentioned that the company he had contacted regarding the supply of bulbs had stopped trading with the UK at present and that this source of bulbs was no longer available. This will be discussed further at the July Full Council when autumn planting can be considered (but see 21.021 below).	Full Council
21.015 APOLOGIES FOR ABSENCE	
Cllr Andrew Jackson. Approved by Council.	
21.016 DECLARATION OF INTERESTS	
None.	
21.017 COUNCIL MINUTES	
i. The minutes of the meeting held on 13th January 2021 were proposed as a true record by Councillor Kercher seconded by Councillor Mike (Jo) Smith and will be signed by the Chairman in due course.	Cllr Deborah Jackson

ii. Matters Arising:

Minute #	Full Council Meeting Date	Action	Assigned to	Status	Comments
20.111 (v)	Oct-20	Cllr D Jackson to follow up possible extension of footway from Bowls Club to 30mph sign with HCC.	Cllr D Jackson	Outstanding.	Cllr Deborah Jackson raised at HCC Developer funded highway improvements meeting (15 Dec 2020) - Agreement in principle. Cllr Deborah Jackson agreed to follow up with HCC Councillor Kemp-Gee for an update on whether he had made any progress on making contact with the local landowner regarding the possibility of a parcel of land being made available for an extended path alongside Roe Downs Rd.
20.135 (v)	Nov-20	F&GP to review the Council Risk Register	F&GP	Outstanding.	To be reviewed at a future F&GP meeting
20.139(i)	Dec-20	Cllr Mike (Jo) Smith to source quotes for six signs (pedestrians on road)	Cllr Mike (Jo) Smith / Clerk	Completed	Signs ordered and awaited from supplier. Three further sites were identified by Cllr Mike (Jo) Smith. The Clerk has ordered an additional three signs in addition to the two signs already on order. The Clerk has contacted the Parish Plan Committee to see if funds could be made available from their residual funds and payment has now been received to cover the cost of all five signs.
20.139(iv)		Clerk to chase HCC Cllr Mark Kemp-Gee regarding the additional Speedwatch sign poles	Clerk	Completed	
20.142 (i)		Cllr Deborah Jackson to sign November FC minutes	Cllr Deborah Jackson	Completed	
20.143 (i)		Clerk to contact Parish On Line to take forward the one month free trial	Clerk	On Hold	On hold until the new year due to Clerk's competing priorities
20.143 (ii)		Clerk to contact Paul Grace to confirm hedging quote and to approach EHDC councillor for Grant	Clerk	Completed	
20.143 (ii)		Clerk to contact Day work contractor to ascertain whether he would be able to plant the seven new trees	Clerk	Completed	Day work contractor would not be doing this task. Instead agreement from Council was given retrospectively to approve the labour only quote of £390 plus vat (plus additional £90 for digger hire) from Paul Grace to plant the trees which has now been completed.
20.143 (ii)		Clerk to source quotes for new bench to replace the damaged bench on the Green. Maintenance Committee to decide	Clerk / Maintenance Committee	Completed	Clerk to order the agreed bench from Marmax. Day Work contractor to install.
20.151(i)		Clerk to ask day work contractor to take forward various action at the Village Pond and Soldridge Pond	Clerk	Completed	
20.151(iii)		Clerk to contact Ian Hampshire regarding a new quote for dredging the Five Ash Pond	Clerk	Completed	
20.151(iii)		Clerk to get all Council land not currently with a Land Registry Title to be registered.	Clerk	Outstanding.	First area has been sent to Land Registry. Once completed, the further areas (Soldridge Pond and the Knapp) will also be registered with Land Registry.
21.004	Jan-21	Cllr Deborah Jackson to sign December FC minutes	Cllr D Jackson	Completed	
21.005(ii)		Clerk to contact Alderwood Tree Consultants regarding recent reports	Clerk	Completed	Alderwood have now provided a written explanation as to why trees were missed from their recent reports and will revisit Medstead in the Spring to check on all trees on the Green and Cemetery and all ash trees in other areas as well. The Clerk will accompany the consultant upon his next visit.
21.007		Maintenance Committee to consider tree work in Cemetery	Maintenance Committee	Outstanding.	On March F&GP agenda
21.011(iii)		F&GP to review tenders received for Parish Office	F&GP	Outstanding.	On March Maintenance agenda
21.012		Full Council, to consider quotations received for dredging Five Ash Pond	Full Council	Outstanding.	To March full council meeting, when further quote received.

21.018 COMMITTEE MINUTES AND REPORTS

i. Planning Committee

The minutes of Planning Committee of 13th January 2021 had been circulated prior to the meeting.

Chairman's Report

Only two items of note for this report.

The first deals with a telephone call from a member of the public to the Clerk concerning the activity in Wield Road. This relates to the various plots sold without planning permission. My understanding is that the EHDC have written to all of the property owners in question serving notice that as there is no planning permission in force they are in breach of planning laws. As yet they have not to my knowledge inspected the site/s, nor have they issued an enforcement notice. I have advised the caller to contact the EHDC and ask for a progress report. I feel we should do the same.

The second item, which appears under Correspondence Item 7i in the agenda before you, refers to a letter forwarded to me from a firm, Taylor Bowie Ltd, giving notice of a WCHAR (walking, cycling, horse riding assessment and review), to be conducted in respect of land to the west of Lymington Barn. Mention is made that "This potential site as shown on the map is outside (but abuts) the Settlement Policy Boundary". I think another planning application should be expected.

ii. Maintenance Committee

The minutes of Maintenance Committee of 27th January 2021 had been circulated prior to the meeting.

Chairman's Report

There are four items that the Committee has referred to Council for approval:-

a. **Cemetery/Churchyard/Wildflower Meadow/Cemetery Extension**

maintenance - third year of the contract with P J Grace. No changes are recommended and the contract sum is **£5,632.74**. In addition, the agreed contract cost for the cemetery extension will be **£252.25 per cut** (including rake

up) and for the Wildflower Meadow it will be **£272.43 per cut** (including rake up). **Total third year contract cost is therefore £6,682.10.** This sum was agreed by Council and the Clerk would take this forward with the contractor.

Clerk

- b. **Village Green mowing** - third year of the contract with Joe Noades. Two changes are proposed to the contract. The basic sum for the contract is £3,727.85, and the Clerk has discussed an additional task of leaf blowing in the autumn period. This was agreed at £250.00 giving a **total third year contract costs will be £3,977.85.** This sum was agreed by Council and the Clerk would take this forward with the contractor.

Clerk

- c. **Tree Survey.** The Clerk has invited tenders from Tree Surgeons to carry out work identified in the survey - felling four trees in the Cemetery and removing dead wood from ash trees near the path to the School on the Green. The consultants who undertook the survey (Alderwood) have agreed to carry out a further inspection when trees come into leaf in the spring at no further cost to the Council.
- d. Since the meeting of Council on 13th January 2021 new trees have been planted (three on the Green and four on the Cemetery extension land), and maintenance work has been carried out at the Village Pond and Soldridge Pond.

iii. **Finance and General Purposes (F&GP) Committee**

The minutes of F&GP Committee of 27th January 2021 had been circulated prior to the meeting

a. **Chairman's report.**

F&GP were not able to make a decision regarding the dredging of Five Ash Pond as we are still in need of one further quotation.

Two communications received from East Hampshire District Council (EHDC), the first (Infrastructure Planning & Delivery) relating to projects that the council are currently considering. This highlights the need for the Council to be regularly looking at and prioritising our future projects list. The second, relating to the allocation of CIL monies was poorly worded and the Clerk has been asked to seek clarification as to what information EHDC are looking for.

As mentioned in previous meetings of Full Council, in the past, parish councils in East Hampshire have been trained in and signed up to the Code of Conduct adopted by EHDC. The District Council have now advised that this will no longer be the case – it is extremely disappointing that EHDC have taken almost 2 years to communicate this decision. Following information contained within the Hampshire Association of Local Councils (HALC) Bulletin, a new code of conduct will be discussed at the next meeting.

A call from EHDC for CIL fund application process is now open and it was agreed that an extraordinary meeting of F&GP be called to discuss possible projects (see 21.025 (iii) below). Clerk to set up a meeting after 22nd February.

Clerk

The Code of Conduct will be considered at the next F&GP meeting.

**F&GP
Committee**

- b. **Parish Council Meeting Notifications.** It was agreed that just two notice boards be used for displaying Medstead PC agendas in future,

those being at Greenstile and at Lymington Barn (If permission for the erection of a replacement board is not forthcoming, then Greenstile only). The other boards would have information showing the dates of future meeting and where such meeting information can be viewed. Clerk to place notices and update information thereon.

Clerk

21.019 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT

A fairly quiet month – usual routine activities including monthly (socially distanced meeting with the Clerk) and assisting with communications from/ to members of the public.

21.020 MEDSTEAD PARISH CLERK REPORT

- i. Continued to monitor any updates in respect of the new Coronavirus legislation.
- ii. Day Work Contractor completed the fencing work at Soldridge Pond and further work at Medstead Village Pond, plus the planting of shrubs at the Village Hall car park. Been further tasked with placing the circular bench on the Green and erecting “*no overnight parking*” signs at the Green.
- iii. Have met with Alderwood Consulting regarding their recent tree survey which failed to identify the diseased trees which recently fell in the Cemetery and on the Green. They are to undertake a further (no cost) review in the Spring once the trees are in leaf and have apologised for their shortcomings in their reports.
- iv. Seven new trees have been planted in the Cemetery extension and the Green by P Grace.
- v. The specification and tender papers for the Parish office construction have been sent to those companies shortlisted. The unsuccessful companies have been notified accordingly.
- vi. A request has been received for a possible exhumation of cremated remains in the Cemetery. And have been liaising with the ICCM regarding the requirements to accomplish this request and also the need for a Diocese faculty.
- vii. No further update from EHDC regarding availability of generic S106 funds due to an on-going audit of S106 funds.
- viii. Sourced quotes for dredging Five Ash Pond, meeting with contractors on site.
- ix. Drafted tree felling specification as identified in the tree surveys. Requests to tender from interested companies will be circulated.
- x. Funds received from the Parish Plan Committee for the signage for pedestrian awareness in the Parish.
- xi. Have again been pressing Visionict for a resolution to the completing of the work for a new secure Medstead PC web site. E mail addresses now functioning for all councillors.

Cemetery Activity

One memorial application

One request for an exhumation.

Village Green Booking(s)

One provisional booking in July from Trail Running Community & Events. (subject to Covid restrictions at that time).

21.021 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT

An issue which has plagued us for a very long time is that of dog behaviour and fouling. As the legal act on which the old regulations were based changed so a new order needed to be put in place. Officers have been working on this for a long time as many consultations were needed before it could proceed. Last week Cabinet agreed to support the Public Space Protection Order and hopefully at the next full council it will be supported and officers will be able to enforce it. Over 600 people responded to the consultation of which 70% were dog owners and in full support.

The full details are available on the website but the most important parts of the order are

- i. anyone in control of a dog that fouls in a public place must pick up dispose of properly that deposit.
- ii. if an officer asks the dog must be put on a lead
- iii. 3 no dogs allowed in fenced playgrounds
- iv. dogs must be on a lead in council cemeteries.

The penalty will be £100.

Obviously, it will be a busy time for officers as they have to be there to issue the penalty notice so it will be very helpful if there is any information of regular offenders so that officers can be in the right place.

Another issue that is causing significant problems is the huge additional number of walkers on our footpaths many of whom do not appear to be respectful of landowners or their property, breaking gates and fences or allowing dogs to run loose in fields of animals. Many sheep have been severely injured and animals have escaped through broken fences not to mention the huge costs of damage to crops. This is a problem that needs us all to act to educate those who are doing this whilst unaware of how to act in the countryside. Also, to support farmers and landowners where people know how to behave and have just 'forgotten' by reminding those people this is not acceptable.

Covid Marshalls are now regularly patrolling the district, they are collecting information for the environmental health team so that help and advice can be offered to businesses. The marshals have been well received and the advice offered to residents seems to be appreciated, they are working with the police as they do not have authority to issue penalties. They have also been in contact with all the local small supermarkets to help advise on covid measure.

Easthants have been amongst the quickest of councils to pay out grants to businesses to help them survive. Our councillors grant money has all been spent now on many varied projects in all three villages, plus some money to Alton food bank. The new councillors' grant funds should be available in April.

District Councillor Thomas mentioned that whilst most councillor grant funds have been used for 2020/21, there is a small amount left. And this could be used for future bulb planting. Councillor Clark agreed to look into sourcing such bulbs and a grant application would be submitted.

ClIr Clark

21.022 CORRESPONDENCE

- i. **HCC Local Transport Plan Engagement.** This communication was noted by Council and Cllr. Mike (Jo) Smith was asked to respond citing the loss of the bus service in the area and the need to reinstate such a service (preferably green or carbon neutral) given the growing population of Medstead. **Cllr Mike (Jo) Smith**
- ii. **Veolia application for an AERF (Waste Incinerator).** This communication was noted by Council and the previous views of Medstead Parish Council had not changed. It was agreed that a comment to this effect would be entered on the appropriate planning portal. **Clerk**

21.023 MEDSTEAD PARISH COUNCIL POLICY

Council reviewed and approved the following five policies, which were re-adopted / adopted. It was also felt that a summary of the Drone policy should be displayed on the Green and the Clerk was asked to take this forward. **Clerk**

- i. Drone Policy
- ii. Memorial Policy
- iii. GDPR (Data Protection) Policy
- iv. Investment Strategy
- v. Press & Media Policy

Approval of the following policy was held over pending further consideration at the next F&GP Committee meeting. **F&GP Committee**

- i. Cemetery Fees

21.024 FINANCIAL MATTERS

- i. **To receive and approve the income and expenditure report for January 2021.** This were reviewed and proposed by Cllr Mike (Ja) Smith, seconded by Cllr Ken Kercher and agreed by Council.
- ii. **To receive and approve the bank reconciliation(s) as at 31st January 2021.** These had been reviewed prior to the meeting by Cllr Fuzzard and were proposed by Cllr Mike (Jo) Smith, seconded by Cllr Ken Kercher and agreed by Council
- iii. **Grant Application – Home Start Hampshire.** It was agreed that a Parish Council grant of £250 be given to Home Start Hampshire and the Clerk was asked to take this forward. **Clerk**

21.025 S106/CIL FUNDED PROJECTS

- i. **Medstead Village Green.** Cllr Kercher advised that the Cricket Club have been asked to contact Bionema and Southern Ground Care to ascertain what further work is required in 2021 to maintain the condition of the Village Green. Cllr Kercher to report back to Council at the next meeting **Cllr Kercher**
- ii. **Village Hall Car Park Extension.** The Clerk was asked to contact the Medstead Village Hall Committee regarding the planned light for the car park area. **Clerk**
- iii. **Medstead Parish Office.** As reported last month, four companies have been shortlisted from nine expressions of interest from companies. One Zoom meeting has been held at the request of one company and a revised specification has been sent to all the four shortlisted companies. Tender return date is 22nd February 2021 and will be evaluated thereafter by an extraordinary meeting of F&GP Committee and to also include Cllr Mike(Jo) Smith. **F&GP Committee**

21.026 MEDSTEAD VILLAGE PONDS

- i. **Medstead Village Pond.** Nothing further to report. This item can now be removed from future agendas.
- ii. **Soldridge Pond.** Work has been carried out by the day work contractor to repair the fencing, install slip rail gates, clear undergrowth and install a “*danger deep water*” sign.
- iii. **Five Ash Pond.** Of the three companies who have been approached to provide a quotation for the dredging and fencing at Five Ash Pond, two companies have responded. The third company chose not to submit a quotation and a new company has now been approached by the Clerk and will be submitting a quotation. Clerk to follow up with the company.

Clerk

21.027 COUNCIL REPRESENTATIVES

- i. Cllr Deborah Jackson reported that the Medstead Parish Plan Implementation Committee has agreed to the Council’s request for funding for the additional pedestrian safety signage. The Committee is holding approximately £700 of residual funds that could be available for projects within the parish that meet the objectives of the original Medstead Parish Plan.
- ii. Cllr Mike (Jo)Smith reported that there was not any Speedwatch activity due to Covid restrictions.
- iii. Cllr Mike (Ja) Smith reported that there was not any news from the Medstead Allotment Association.
- iv. Cllr Kercher reported that Nothing to report as there is currently no organised sporting activity permitted.

There were no further matters to discuss and the meeting was closed at 9.00pm.

Signed Chairman

Date.....