



# Medstead Parish Council

## Minutes of the Full Council Meeting - Wednesday 10<sup>th</sup> March 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:** Peter Baston (Parish Clerk).

**ACTION**

### 21.028 OPEN SESSION

- i. Cllr Mike (Jo) Smith mentioned that he had met with the owner of Reads Butcher Shop at Lymington Barns where the existing parish council notice board is located and he has agreed to allow a new replacement board to be placed on the wall. Clerk to confirm to the owner in writing that this will be progressed in due course and will also notify Four Marks PC (as this is a joint facility).

**Clerk**

### 21.029 APOLOGIES FOR ABSENCE

Cllr Andrew Jackson. Approved by Council.

### 21.030 DECLARATION OF INTERESTS

None.

### 21.031 COUNCIL MINUTES

- i. The minutes of the meeting held on **10<sup>th</sup> February 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
20.032	Feb-20	Festive Lighting		On Hold	Electrician and Clerk have undertaken a complete check of all the electrics and the issue appears to lie with the electrical resistance of the lights themselves, which are shorting on the damp trees. Three trees can still be illuminated, the others have been disconnected at present. Due to cost of replacing/upgrading lighting no further action to be taken in 2020.
20.045 iv	Apr-20	Set up a meeting with EHDC/HCC / School for possible safe path from car park		On Hold	Future project requiring other actions to be completed first. This will be taken forward once Covid restrictions are eased.
20.055 (i)	May-20	New PC Councillor(s)	F&GP Committee	On Hold	Two new councillors required to fill vacancies. On hold due to COVID. Status being reviewed at each F&GP meeting.
20.098(iii)	Sep-20	Signage at wildflower meadow.	Maintenance Committee	On Hold	To be considered further once Wildflower Meadow restoration work has been undertaken
20.111 (v)		Cllr D Jackson to follow up possible extension of footway from Bowls Club to 30mph sign with HCC.	Cllr D Jackson	Completed	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
20.143 (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
20.151(iii)	Dec-20	Clerk to get all Council land not currently with a Land Registry Title to be registered.	Clerk	Outstanding.	First application area has been sent to Land Registry. Once returned, the further areas (Soldridge Pond and the Knapp) will also be registered with Land Registry.
21.007	Jan-21	Maintenance Committee to consider tree work in Cemetery	Full Council	Outstanding.	
21.011(iii)		F&GP to review tenders received for Parish Office	F&GP	Completed	
21.012		Full Council, to consider quotations received for dredging Five Ash Pond	Full Council	Completed	
21.014 (i)		Clerk to contact Day Work contractor to fix bin at Foul Lane	Clerk	Completed	
21.014 (ii)		Clerk to remove reference to the Medstead Parish Plan from the Parish Council web site	Clerk	Completed	
21.017		Cllr Deborah Jackson to sign January 2021 FC minutes	Cllr D Jackson	Completed	
21.018(i)a		Clerk to prepare 2021/22 contract for Cemetery / Churchyard contractor	Clerk	Completed	
21.018(i)b		Clerk to prepare 2021/22 contract for Green mowing contractor	Clerk	Completed	
21.018(ii)a		Clerk to set up an extraordinary meeting of F&GP in w/e 22nd February	Clerk	Completed	
21.018(ii)b		F&GP to discuss the new code of conduct at next F&GP meeting on 24th March	F&GP Committee	Outstanding.	On March F&GP agenda
21.018(iii)a		Clerk to update notice board with information	Clerk	Completed	
21.021		Cllr Clark to source bulbs for planting. Small amount of DC Councillor funds left which could cover this cost. Clerk to apply to DC Thomas	Cllr Clark / Clerk	Completed	To be placed on July Full Council agenda
21.022		Cllr Mike(Jo) Smith to provide a few words for the HCC Local Transport Plan consultation	Cllr Mike(Jo) Smith	Completed	
21.023		Clerk to display the Medstead PC Drone Policy on the Green notice board	Clerk	Outstanding.	
21.023	F&GP to review the Cemetery fees regarding the possible inclusion of exhumation fees	F&GP Committee	Outstanding.	On March F&GP agenda	
21.024(iii)	Clerk to raise payment for Home Start Hampshire Grant	Clerk	Completed		
21.025(i)	Cllr Kercher to report back to Council on the 2021 maintenance for the Green	Cllr Kercher	Completed		
21.025(ii)	Clerk to contact Medstead VH Committee for an update on the car park lighting	Clerk	Completed		
21.025(iii)	Parish Office tenders to be reviewed by F&GP Committee once received	F&GP Committee	Completed		
21.026	Clerk to chase third company for a dredging quote for Five Ash Pond	Clerk	Completed		

## 21.032 COMMITTEE MINUTES AND REPORTS

### i. Planning Committee

The minutes of Planning Committee of 10<sup>th</sup> February 2021 had been circulated prior to the meeting.

#### **Chairman's Report**

A busier month than of late with a few ongoing matters and some new ones, which may become increasingly important as this year progresses.

Wield Road continues to be a worry as yet more work seems to have been undertaken by those occupying the sites. My understanding is that the EHDC have or are about to issue Enforcement Notices which will require the sites to be returned to the state they were in originally. Regrettably that department of the EHDC is under considerable strain (possibly under manned and underfunded?) and it may be a while before we see any tangible result. Local residents are keeping both EHDC and myself up to date with any further developments.

On Friday 26<sup>th</sup> February a Neighbourhood Plan Steering Group Zoom meeting took place where the FMMP plan was discussed. It was agreed that only minor alterations were required and that be monitoring the plan and submitting the alterations to the EHDC for approval, no further action was required by either of the PCs at this time. Approval by EHDC will reinforce the legal standing of the plan.

You will have seen the Planning Agenda for 10<sup>th</sup> March meeting and I would draw your attention to agenda Items 8i and 8ii in particular. I have been in discussions with my counterpart, Cllr. Simon Thomas of FMPC and they have already sent in their objections to 8i and supplied Medstead PC with a copy.

### ii. Maintenance Committee

#### a. **Chairman's Report** No meeting has been held.

Robert Porter was appointed as the Council's day work contractor on 15<sup>th</sup> November 2020. His three month probationary period has now elapsed, the Clerk reports that he is doing a satisfactory job and it is recommended that Council should confirm his appointment.

The replacement picnic bench near the barbecue on the Green has been installed.

Signs advising motorists that "You share this road with pedestrians" have been installed.

A County Councillor grant of £1,000 to assist in funding a replacement notice board at Green Stile has been received from Councillor Mark Kemp-Gee. The Clerk has obtained three quotations for supplying this board, which will be considered at the next meeting of Maintenance Committee.

The Clerk has invited contractors to tender for works to improve the Wildflower Meadow off Trinity Hill. Quotations are due to be returned by 19<sup>th</sup> March.

The new bench had now been placed on the Green by the day work contractor.

**Maintenance  
Committee**

Cllr Deborah Jackson was asked to let Cllr Mike (Jo) Smith know the exact location for the additional “pedestrian” sign.

**Cllr Deborah Jackson**

- b. **Cemetery Tree Maintenance.** The Clerk had contacted five companies inviting them to submit an estimate. Two had responded being Box Landscaping and Hampshire Woodlands. Council considered both estimates and agreed that based on price, Box Landscaping should be awarded the contract and the Clerk was asked to contact both companies accordingly.
- c. **Greenstile Notice Board.** The Clerk had sourced three quotations for a new oak notice board at Greenstile. However, Council now felt that a recycled material version would be longer lasting and the Clerk was asked to secure a further three quotes. In addition and noting minute ref 21.028 above, the Clerk would also obtain a quotation for the new board at Lymington Barn. Both would be taken to Maintenance Committee for further consideration.
- d. **Hussell Lane / Foul Lane Dragons Teeth.** After discussion, it was agreed that eight reflector posts be purchased to protect the edges of Foul Lane and the Clerk was asked to source quotations and take to Maintenance Committee for consideration. The Day Work Contractor would be asked to install in due course
- e. **Day Work Contractor.** It was agreed that the position of the day work contract be confirmed following the successful 3 month trial period. The Clerk would notify the day work contractor accordingly. It was also noted that some work at the pond is still outstanding and the Clerk will contact the contractor to get this work completed.

**Clerk**

**Clerk /  
Maintenance  
Committee**

**Clerk**

**Clerk**

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

The minutes of F&GP Committee of 25<sup>th</sup> February 2021 had been circulated prior to the meeting

- a. **Chairman’s report.** Report as per the Extraordinary meeting minutes of 25<sup>th</sup> February.
- b. **Medstead Parish Office.** F&GP had reviewed the one tender received but due to the high quoted cost, agreed to consider alternatives options. Cllr Mike (Jo) Smith had been in contact with a log cabin style company who have provided an indicative estimate for a building of 4.5m x 10m but excludes any ground work and drainage etc. Cllr Kercher has been in contact with a further two companies who supply “garden office” style accommodation but was asked to obtain a further quotation based on the size of the above “log cabin” style. This would be taken to the next F&GP Committee for consideration.
- c. **Medstead Village Green Hire Agreement.** It was agreed to adopt the draft lease as circulated.

A recent application to hire the Green for a Trail Running event in July 2021 was discussed, where the applicant has asked if the number of stalls which was previously agreed at six, could be increased to ten. This was agreed by Council.

The applicant has also asked about the possibility of having a licenced bar at the event. Whilst this would require a TENS licence from EHDC, Medstead PC consider that given the nature of the event, this should not be allowed and this request would be refused.

The applicant had further asked if car parking on the football pitch side could be considered for the event, given the number of likely participants. After discussion, this was approved but in accordance with the hire agreement, this could be subject to a last minute refusal should the weather and ground conditions dictate.

It was noted by Council that Medstead Sports Club were making the Pavilion available for toilet facilities and water for the event.

Council asked the Clerk to confirm with the organiser that all the necessary insurance and confirmation that the Hire Agreement clauses would be adhered to.

**Clerk**

- d. **Medstead Village Hall Lease.** Cllr Fuzzard confirmed that she would be able to arrange for the Plan to be drawn up more accurately to accompany the Agreement. The latest draft was agreed by Council and the Clerk was asked to contact HALC Legal to see if they could cast a “legal eye” over the detail.

**Cllr Fuzzard**

**Clerk**

- e. **Approval of revised Medstead PC future projects list.** This list was reviewed and approved by Council and would be taken forward by F&GP for further consideration.

**F&GP  
Committee**

#### **21.033 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT**

- i. One communication had been received by the Chair regarding a planning application which had been passed on to the Chair of the Planning Committee.
- ii. A further resident had contacted the Chair regarding the accessibility of footpaths in the parish and Cllr Deborah Jackson would be responding.

**Cllr Deborah  
Jackson**

#### **21.034 MEDSTEAD PARISH CLERK REPORT**

- i. Continued to monitor any updates in respect of the new Coronavirus legislation.
- ii. Day Work Contractor installed circular bench on the Green.
- iii. Parish Office. With only one tender received for the project, which was considered too high by Council, now written to company notifying them accordingly.
- iv. Further quote sourced for dredging Five Ash Pond. To be considered by Council.
- v. Cemetery Tree felling. Two tenders received from interested companies to be considered further by Council.
- vi. HCC Councillor grant (£1k) applied for and received for the new notice board at Greenstile.
- vii. Sought quotations for the enhancement to the wildflower meadow.
- viii. Wrote to EHDC regarding the boundary reinstatement with development at 90 LBR. Response awaited.
- ix. Ordered the new bench for village green to replace the broken bench. Instructed the day work contractor to install once delivered.
- x. Liaised with Homestead Rd resident / footpath officer regarding the issues with a footpath (FP12) crossing their land.
- xi. Finalised the two contracts for the Village Green mowing and the Cemetery / Churchyard maintenance.

#### **Cemetery Activity**

None.

### **Village Green Booking(s)**

Medstead CC fixtures – various dates.

One provisional (subject to Covid restrictions at that time) booking on 24<sup>th</sup> July from Blended Trails being a Trail Running Community Events.

Manor Colts U11 – (football pitch) - Wednesday evenings from 6 to 8 pm from Wednesday 31st March to 30th June 2021.

### **21.035 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT (Cllr Diana Tennyson)**

- Public Space Protection Order (Dogs) Under Anti-Social Behaviour and Police Act 2014 (PSPO): District Councillor Ingrid Thomas, Portfolio Holder for Neighbourhood Quality, submitted a paper to Council for approval on 25 February.
- Problems with dogs being let off the lead on footpaths and in fields around Chawton where sheep are grazing have been helpfully addressed by Chawton PC.
- Dog training: During the pandemic many more people have become owners of dogs, but unfortunately dog training classes have not been permitted. Suggestions provided and links to dog and puppy training
- EHDC ishare maps: provides information on bin collection days, planning applications, councillors and MPs.
- Climate Change Liaison Panel: Update from January meeting. EHDC are planting 250 thousand trees, one for each resident in East Hampshire. The first tree was an Oak tree planted by Cllr. Richard Millard at Gilbert White's House Museum, close to a mature Oak planted by Gilbert White, aged ten. Our role is to work with tree wardens in Easthants to a) protect mature and ancient trees and b) protect newly planted trees which are more vulnerable to Climate Change and need monitoring and watering during droughts in order to survive.
- Tree Warden Hub: We have nine tree wardens in Four Marks, Medstead and Chawton, and recently formed a tree warden 'hub' to include two new tree wardens from the nearby village of Newton Valence.
- District Councillors' Community grant scheme: Applications for the present tax year closed on 26 February and a form for new applications for 2021/22 will shortly be available on the EHDC website. One thousand pounds from councillors' grants must be for environmental projects. My grant for 2020/21 provided funds for the following: Alton Foodbank, Alton Home Start, Jane Austen's House Museum writing competition, Tree planting for Four Marks Parish Council and for Chawton Parish Council, Native hedge planting for Medstead Parish Council and outdoor play equipment for Chawton Preschool.

### **21.036 CORRESPONDENCE**

- Alton Neighbourhood Plan Consultation.** This was noted by Council
- CPRE Hampshire - Parish Litter Picking.** This was noted by Council.

### **21.037 FINANCIAL MATTERS**

- To receive and approve the income and expenditure report for February 2021.** Due to the unavailability of some bank statements from Nat West, this will be reviewed at the next meeting. **Full Council**
- To receive and approve the bank reconciliation(s) as at 28<sup>th</sup> February 2021.** Due to the unavailability of some bank statements from Nat West, this will be reviewed at the next meeting. **Full Council**

- iii. **Grant Application – Friends of Medstead School.** The application was discussed but it was felt that the items being requested should be sourced from the national curriculum budget rather than from fund-raising and the request was refused. The Clerk was asked to respond accordingly.

Clerk

**21.038 S106/CIL FUNDED PROJECTS**

- i. **Medstead Village Green.** Cllr. Kercher reported that it is recommended that a further aeration of the Green should be undertaken during March, with application of a fertiliser mix. This will be arranged with Southern Ground Care Ltd. Bionema have confirmed that a further implantation of nematodes should be carried out in March and also in late summer and whilst funded by Medstead Parish Council and reimbursed from S106 funds, this will be taken forward with the contractor by Medstead Cricket Club.
- ii. **Village Hall Car Park Extension.** No further update to report.
- iii. **Medstead Parish Office.** This was discussed under 21.032 (iii) b above.

**21.039 MEDSTEAD VILLAGE PONDS**

- i. **Medstead Village Pond.** Apart from some outstanding day work contractor tasks to complete, no further update to report.
- ii. **Five Ash Pond.** Three estimates had been received for the dredging of Five Ash Pond. These were reviewed by Council and the quotation from Ian Hampshire was approved. Due to the nesting season, it was agreed that the work be delayed until September 2021. and the Clerk was asked to take this forward with the contractor.

Clerk

**21.040 COUNCIL REPRESENTATIVES**

- i. Cllr Mike (Jo) Smith reported that there was not any Speedwatch activity due to Covid restrictions but that an additional site on Abbey Road had now been approved. He also reported that the SLR sign is being moved in accordance with the agreed schedule.
- ii. Cllr Mike (Ja) Smith reported that the Medstead Allotment Association AGM would take place (virtually) on 16<sup>th</sup> March 2021.
- iii. Cllr Kercher reported that if the dates in the Government's "road map" hold good, it is anticipated that tennis and bowls will be able to restart later this month and cricket should be able to be played from the planned start of the season on the last weekend in April. The Badminton Clubs and the Table Tennis Club are awaiting information on when the Village Hall will open for use.
- iv. Cllr Deborah Jackson reported that the Medstead Parish Plan Committee is looking to wind up its presence at the next Annual Parish Meeting but with around £700 left in its bank balance, would like the Parish Council to take on responsibility for the remaining allocation of funds as and when a suitable cause arises. The Clerk was asked to ascertain how this should be handled and would seek guidance.

Clerk

There were no further matters to discuss and the meeting was closed at 9.55pm.

Signed Chairman .....

Date.....