



# Medstead Parish Council

## Minutes of the Full Council Meeting - Wednesday 14<sup>th</sup> April 2021. (Held virtually on Zoom platform)

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

**Also in attendance:** Peter Baston (Parish Clerk).

**Before the meeting started, a two minute silence was held to commemorate the death of HRH Prince Phillip, Duke of Edinburgh.**

**ACTION**

### 21.041 OPEN SESSION

- i. Cllr Deborah Jackson detailed the proposal for the merger of the two ecclesiastical parishes of Medstead and Four Marks as far as they are known at present. Cllr Kercher asked if St Andrew's at Medstead would still be able to undertake burials, weddings and baptisms should the planned merger proceed. Cllr Jackson advised that this was currently the intention.

### 21.042 APOLOGIES FOR ABSENCE

None.

### 21.043 DECLARATION OF INTERESTS

None.

### 21.044 COUNCIL MINUTES

- i. The minutes of the meeting held on **10<sup>th</sup> March 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 Councilor(s)	F&GP Committee	Outstanding.	Two new councillors required to fill vacancies. F&GP meeting have now agreed that this can be taken forward.
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
20.135 (v)	Nov-20	F&GP to review the Council Risk Register	F&GP	Completed	Now reviewed by F&GP
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	Completed	
21.018(m)a		F&GP to discuss the new code of conduct at next F&GP meeting on 24th March	F&GP Committee	Completed	Now reviewed by F&GP
21.023	Feb-21	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	Completed	Now reviewed by F&GP
21.028		Clerk to notify FMPC regarding new notice board at Lymington Bams	Clerk	Completed	
21.031		Chair to sign February minutes	Chair	Completed	
21.032(ii) a		Maintenance Committee to consider new LBR notice board	Maintenance Committee	Completed	
21.032(ii) a		Cllr D Jackson to inform of the new position for the pedestrian sign	Cllr D Jackson	Completed	
21.032(ii) b		Clerk to inform Box Landscaping regarding award of contract	Clerk	Completed	
21.032(ii) c		Maintenance Committee to consider new Greenstile notice board	Maintenance Committee	Completed	
21.032(ii) d		Clerk to source estimates for reflector posts for Maintenance Committee to consider	Maintenance Committee	Completed	
21.032(ii) e	Mar-21	Clerk to let the day work contractor about contract	Clerk	Completed	
21.032(iii) c		Clerk to seek confirmation about insurance etc for the planned event on the Green	Clerk	Completed	
21.032(iii) d		Cllr Fuzzard to arrange for the MVH lease plan to be drawn up professionally. Clerk to seek legal guidance on the draft lease	Cllr Fuzzard / Clerk	Outstanding.	
21.032(m) e		F&GP to review future projects list	F&GP Committee	Completed	
21.033 (ii)		Cllr D Jackson to respond to resident regarding footpaths	Cllr D Jackson	Completed	
21.037 (ii)		February Bank Rec. Approval	Full Council	Outstanding.	On Agenda
21.037 (ii)		February Bank Rec. Approval	Full Council	Outstanding.	On Agenda
21.037		Clerk to inform FOMS regarding the Grant application	Clerk	Completed	
21.039		Clerk to contact Five Ash Pond dredging contractor	Clerk	Completed	
21.040 (iv)		Clerk to seek guidance on remaining Parish Plan funds	Clerk	Completed	DI to respond to PP Committee

## 21.045 COMMITTEE MINUTES AND REPORTS

### i. Planning Committee

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

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

Some notable news during this last month. A very good result concerning the application by the William Lacey Group (WLG) to build 45 houses to their east of Boyneswood Road. Many letters from residents of both Medstead and Four Marks were received by the EHDC, objecting to the proposed development and these were backed up with strong objections by both MPC and FMPC. In fact, it seems that although extremely valid, these objections were not the overriding factor in the application being dismissed. Where a proposed development is refused on appeal as was the case in respect of a previous application on this site on 5 September 2019, a period of two years must elapse before a new application is submitted for what is substantially the same development. So, it seems that the WLG got their dates badly wrong. We can expect a further application sometime this September. Hopefully another delegated refusal and appeal will follow some time in 2022, by which time the new "Local Plan" will have emerged further.

An email has been received by the NPSG from Ben Read of Black Box Planning, outlining the proposed development to the west of Lymington Barn and also the pig farm at Five Ash crossroads. This email suggests "consultation" with the Medstead & Four Marks neighbourhood plan steering group (NPSG).

"Consultation" might suggest that MPC and FMPC have tacitly agreed with the plans? The NPSG Team and EHDC Cllr. Ingrid Thomas is on the case and if desirable, a face to face meeting might be arranged as and when COVID regulations permit, with an officer present.

The NPSG have conducted a review and monitoring process in respect of the current Neighbourhood Plan. The latest draft has I understand been sent to the Clerks of both PCs for comments before submission to the EHDC for ratification

and adoption. I have already had some small input in this, namely the changes relating to the impending demolition and change of use of Medstead Hardware and the transfer of the Post Office to the Handy Stores.

Finally, thanks to Michael James Smith for spotting the Facebook item relating to a “pop up” campsite somewhere in Medstead. The Clerk is in touch with the EHDC to establish planning issues and also the location of this site. I would be grateful for any further information on this.

The Chairman informed council that the EHDC Compliance Officer had advised that the erection of a wooden building on the plots to the north of Wield Road was being investigated.

ii. **Maintenance Committee**

- i. The minutes of Maintenance Committee of **31st March 2021** had been circulated prior to the meeting..

**Chairman’s Report**

Minute 21.21: Committee agreed that two man-made notice boards should be purchased from Greenbarnes at a cost of £1,277.92 for the site at Green Stile (post-mounted) and £1,073.57 for Lymington Barns (wall-mounted), plus delivery charges. A grant of £1,000 has been received from County Councillor Mark Kemp-Gee towards the cost of the Green Stile board and the Clerk has asked Four Marks Parish Council to confirm that they will reimburse half the cost of the shared board at Lymington Barns.

Minute 21.22: Committee agreed to accept the quotation from P J Grace for reinstating the Wildflower Meadow in the sum of £2,410 + VAT. The Clerk is to apply to EHDC for the release of S.106 funds to meet this cost.

Minute 21.24: Having been advised that there is no other satisfactory long-term method for resolving this problem, Committee considered a quote from Sawscales, and asked the Clerk to obtain two further quotes before making a decision.

Minute 21.25: Committee decided that eight bollards should be purchased at a total cost of £280 + VAT, with additional expense for installation by the Day Work Contractor.

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

The minutes of F&GP Committee of **31<sup>st</sup> March 2021** had been circulated prior to the meeting

i. **Chairman’s report.**

- a. Regular meeting/ communication with Clerk
- b. Activating “Death of a Senior Public Figure” policy:
- c. Prepared statement for MPC website in relation to the passing of the Duke of Edinburgh.
- d. Contacted Church Wardens offering support of MPC if and required.
- e. Informal discussion with Chair of 4MPC regarding potential merger of the ecclesiastical parishes. Agreed consistent approach for responding to queries and concerns of residents

(distinguishing between ecclesiastical and secular activities, boundaries and councils)

- f. Responding to questions from potential MPC councillor candidate
- ii. **Medstead Village Hall Lease.** A further revision will be considered at the next F&GP meeting following legal advice received and would then be submitted to the next Full Council meeting for approval. **F&GP / Full Council**
  - iii. **St Andrew's Churchyard Agreement.** The Agreement as agreed by F&GP, was agreed by Council and the Clerk would submit to St Andrew's PCC for their consideration. **Clerk**
  - iv. **Medstead Parish Council revised meeting dates.** Council noted the revised dates for future 2021 Medstead Parish Council meetings.
  - v. **Medstead PC Grant Application.** Council noted the approval given by F&GP Committee of the grant to the Citizens Advice Bureau.
  - vi. **Funds Transfer.** Council approved the one off transfer of £50k of funds from Medstead PC Nat West CIL account to the Medstead PC Nat West Current account, to allow a cheque to then be raised to transfer funds to the new Medstead PC Nationwide CIL account. Clerk to facilitate the transfer. **Clerk**
  - vii. **Blended Trails (Hattingley Half Marathon) Bar.** A request had been received from the organiser to allow a bar on the Village Green for the event on 24<sup>th</sup> July. This was approved by a majority decision by councillors and the Clerk was asked to notify the organiser accordingly. **Clerk**

#### **21.046 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT**

- i. One meeting held on 31st March with a busy agenda and lively and constructive discussion.
- ii. Reviewed 2020/21 expenditure and agreed provisional outturn.
- iii. Considered request from Four Marks PC (4MPC) to access MPC held CIL funds for their community building – whilst we support the initiative, F&GP believe that the identified Medstead projects for 2021/22 and beyond will utilise all the funds held. We have suggested that 4MPC request additional funding from the 75% CIL element held by EHDC.
- iv. Grant to CAB agreed under delegated powers – requires ratification by Full Council.
- v. Legal advice from HALC relating to the latest draft of the revised lease of land to the Village Hall Committee was discussed and this is being incorporated into the document for presentation to Full Council.
- vi. Following further communications with St Andrews PCC, the policy for maintaining the closed churchyard has been reworded to include some additional areas and to reflect that responsibility is being transferred from the PCC to MPC.
- vii. BW701 – F&GP agreed that responsibility for obtaining finance and overseeing these essential repairs should not fall to the ex officio footpath officer or the Parish Council – rather that responsibility remains that of HCC. HCC are again being asked to address their responsibilities or explain why they believe they should not.
- viii. EHDC have now shared their new Code of Conduct. As this does not offer any benefit over the NALC template already reviewed by Council (and in fact has sections that are not relevant to MPC), it was agreed that the NALC Code of Conduct would be recommended for adoption by Full Council.

- ix. Additional Council policies were also reviewed (Business Continuity, Financial Regs, Standing Orders, Risk Register, Disciplinary & Grievance), together with an amendment to the Cemetery Fees.
- x. Agreed to commence process for advertising Parish Councillor vacancies (expressions of interest by 30th June for consideration at July meeting)
- xi. HM Government has decided not to extend provision for virtual meetings beyond 7th May – potential implications discussed (including Covid restrictions and availability of meeting locations) and a revised schedule agreed to reduce the need for face-to-face meetings before 21st June (Government target date for end of Covid restrictions).

#### **21.047 MEDSTEAD PARISH CLERK REPORT**

- i. Continued to monitor any updates in respect of the new Coronavirus legislation.
- ii. Detailed preparatory work for the end of year audit, including drafting a Covid impact statement, all of which will be undertaken remotely meaning all documents have to be sent electronically to the auditor.
- iii. Sought quotes for the revaluation of the sports pavilion and allotments shed.
- iv. Met with Cemetery tree contractor regarding the planned works.
- v. With the Chair, undertook work associated with the Death of a Senior person policy.
- vi. Contacted EHDC S106 team regarding the lumping together of the Four Marks and Medstead funds for Generic Spend Community Facility contributions held at EHDC in relation to the Four Marks Community building project.
- vii. Advice received from HCC Legal team regarding volunteers who undertake work on behalf of or on land owned by Medstead PC.
- viii. Issued signed third (and final) year contracts to both the Mowing contractor and the Cemetery contractor for 2021/22. New contracts will be required for both in 2022.
- ix. On leave over Easter period.

#### **Cemetery Activity**

One memorial application  
One transfer of burial rights

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

Medstead CC fixtures – various dates.

July 24th - Blended Trail Running Community & Events. (Hattingley Half Marathon - subject to any Covid restrictions at that time).

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

August 7th - Animal Charity fund raising event.

#### **21.048 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT (Cllr Jonathan May)**

Cllr. May highlighted the following:

- i. With the new financial year, funds for District Councillor grants were once again available including a separate funding pot for environmental projects. It was felt that the new SLR indicator sign could be part financed with such a grant and the Clerk was asked to arrange for an application to be submitted.
- ii. The developer application for phase 3 of Friars Oak had been rejected by EHDC.

**Clerk**

- iii. He had been working with the management associations of the Thorney Bush and Friars Oak development off Boyneswood Rd to address the sewage plant issues.
- iv. Had been approached to hold a meeting with Black Box Planning Consultants in respect of a proposal to develop land off Lymington Bottom Rd.

#### 21.049 CORRESPONDENCE

- i. **Ultra-broadband.** Cllr Mike (Ja) Smith outlined the recent detail surrounding the flyer he had received for Grayshott Gigabit this morning. This company is seeking to use new government funding to install FTTP (fibre to the premises) connections in rural areas where they already have plans for Phase 1 to roll out installations to areas of East Hampshire in Summer 2021 and are looking for potential areas to include in Phases 2 and 3. Given the relatively poor broadband speeds in Medstead and Four Marks, Cllr Smith wondered if this could be highlighted. The Clerk was asked to contact Openreach to see what plans exist for improving the service in Medstead parish. Clerk
- ii. **Habitat loss.** This was noted by Council.
- iii. **Four Marks Community Building consultation.** This was noted by Council.
- iv. **Medstead Green Festive Lights.** An offer had been received from a group of local residents to ensure that the festive lights operate effectively during the 2021 Christmas period. It was agreed that as long as a risk assessment is carried out and that the insurance company are informed, then this could go ahead and the Clerk was asked to make the necessary arrangements. Clerk

#### 21.050 FINANCIAL MATTERS

- i. **To receive and approve the income and expenditure report for February 2021 and March 2021.** The details were reviewed by Council, proposed by Cllr Deborah Jackson and seconded by Cllr Mike (Jo. Smith) and approved.
- ii. **To receive and approve the bank reconciliation(s) as at 28<sup>th</sup> February 2021 and 31<sup>st</sup> March 2021.** The February reconciliation had been undertaken by Cllr Clark and the March reconciliation by Cllr Andrew Jackson. Both months were reviewed by Council, proposed by Cllr Deborah Jackson and seconded by Cllr Mike (Jo. Smith) and approved.

#### 21.051 S106/CIL FUNDED PROJECTS

- i. **Medstead Village Green.** Cllr. Kercher reported that the further aeration and fertilisation had been slightly delayed but should now be undertaken during April. Bionema have confirmed that a further implantation of nematodes should be carried out in May and also in late summer.
- ii. **Medstead Parish Office.** Cllr Kercher and Mike (Jo) Smith outlined the details of three estimates received for the new parish office. One company (identified as Company B) was preferred and Cllr Smith was asked to get further details on the specification and report back to Full Council. The Clerk highlighted that there would be a need to go through the Contracts Finder given the potential value of the contract.
- iii. **Village Hall Car Park Extension.** No further update.

#### 21.052 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.** Ian Hampshire would be undertaking the dredging work in September 2021.
- iii. **Soldridge Pond.** No further update.

**21.053 MEDSTEAD PARISH COUNCIL POLICY**

The following Policies having been reviewed by F&GP were approved by Council and re adopted:

- Cemetery Fees;**
- Councillor Code of Conduct;**
- Business Continuity Plan;**
- Financial Regulations;**
- Disciplinary Policy;**
- Grievance Policy & Procedure;**
- Risk Register.**

The following policy would be reconsidered by F&GP following a further amendment due to EU changes in legislation following Brexit. Clerk to contact HALC to see if there is standard wording available.

**Clerk /  
F&GP  
Committee**

**Standing Orders.**

The following Policy having been reviewed by Maintenance Committee was approved by Council and re adopted:

**Tree & Hedges Policy.**

**21.054 SPEED INDICATOR REMINDER (SLR)**

Cllr Mike (Jo) Smith requested that a new SLR be purchased for use by the Speedwatch Team. This could possibly be part funded through an EHDC Grant with a further application being made to HCC for a S106 transport related payment and the Clerk was asked to take this forward.

**Clerk**

**21.055 COUNCIL REPRESENTATIVES**

- i. Cllr Mike (Jo) Smith reported that **Speedwatch** activity could now resume but the Team had chosen to delay until all volunteers had had their second Covid vaccination.
- ii. Cllr Mike (Ja) Smith reported that the **Medstead Allotment Association AGM** had taken place on 16<sup>th</sup> March 2021 with the committee members remaining as before.
- iii. Cllr Kercher reported for **Medstead Sports Club** that the tennis courts and the bowling green can now legally be used for outdoor recreation. Senior cricket net practice has begun, and Junior coaching sessions start on 23rd April. Manor Colts Junior Football Club had hoped to play matches on the football pitch, given the extreme pressure on football pitches elsewhere in the area. However, a few days before they were due to start, serious badger damage occurred on the pitch between the top goal and the zip slide, and sadly the decision was taken that it would be unsafe to try to play matches.

There were no further matters to discuss and the meeting was closed at 9.05pm.

**Signed Chairman .....**

**Date.....**