



# Medstead Parish Council

## Minutes of the Full Council Meeting - Wednesday 5<sup>th</sup> May 2021. (Held virtually on Zoom platform)

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

**Also in attendance:** Peter Baston (Parish Clerk), District Councillors Jonathan May and Diana Tennyson.

**ACTION**

### 21.056 ELECTION OF CHAIRMAN

Councillor Kercher nominated **Councillor Deborah Jackson** as Chairman which was seconded by Councillor Mike (Jo) Smith. There being no other nominations **Councillor Jackson was duly elected as Chairman of Council** for the forthcoming year. Acceptance of Office to be signed.

### 21.057 ELECTION OF VICE CHAIRMAN

Councillor Deborah Jackson nominated **Councillor Charles Clark** which was seconded by Councillor Kercher. There being no other nominations **Councillor Charles Clark was duly elected as Vice Chairman of Council** for the forthcoming year. Acceptance of Office to be signed.

### 21.058 OPEN SESSION

- i. Cllr Deborah Jackson reported that a large bough had fallen from a tree next to Medstead Village Hall, damaging the fence of the neighbouring property. It was agreed that the remainder of this tree should be felled along with the other two trees on the boundary. Clerk to arrange for the work to be undertaken.

**Clerk**

### 21.059 APOLOGIES FOR ABSENCE

Cllr Georgy Fuzzard - Approved.  
District Councillor Ingrid Thomas.

### 21.060 DECLARATION OF INTERESTS

None.

### 21.061 COUNCIL MINUTES

- i. The minutes of the meeting held on **14<sup>th</sup> April 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		Completed	See 21.049(iv)
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)	Full Council	Outstanding.	Two new councillors required to fill vacancies. F&GP meeting have now agreed that this can be taken forward and adverts are displayed on notice boards and web site. Full Council to consider applicants at June Full Council 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
20.143 (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	On Hold	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.
21.023	Feb-21	Clerk to display the Medstead PC Drone Policy on the Green notice board	Clerk	Completed	
21.032(iii) d	Mar-21	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	Outstanding.	
21.044 (i)		Cllr Deborah Jackson to sign March FC minutes	Cllr Deborah Jackson	Completed	
21.045 (ii) ii		F&GP to further review lease and then to Full Council	F&GP Committee	Completed	
21.045 (iii) vi		Maintenance agreement to St Andrew's PCC for their agreement	Clerk	Completed	
21.045 (iii) vii		Clerk to inform Blended Trails regarding bar for event	Clerk	Completed	
21.048 (i)	Apr-21	Clerk to contact HCC to seek funding for additional SLR sign	Clerk	Completed	
21.049 (i)		Clerk to contact Openreach regarding broadband coverage in Medstead parish	Clerk	Outstanding.	
21.049 (iv)		Clerk to contact local volunteers regarding festive light and to complete a risk assessment	Clerk	Outstanding.	
21.053		Clerk to seek clarification from HALC regarding wording of contracts in Standing Orders following Brexit and get F&GP approval	Clerk / F&GP	Completed	
21.054		Clerk to order SLR and seek S106 funding for the project	Clerk	Completed	

## 21.062 COMMITTEE MINUTES AND REPORTS

### i. Planning Committee

The minutes of Planning Committee of **14<sup>th</sup> April 2021** had been circulated prior to the meeting.

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

Nothing of any note in the last month, apart from the following.

With regard to the Wield Road site/s, following a site visit by Sean Baldock of the EHDC, Section 330 notices have been served on the owners of the 6 plots in question, effectively giving them 21 days to restore the land to its original use.

The next stage will be the issue of Section 215, advising of court action. No action on site to date.

There is a track between Friars Oak and Benwhyles which is up for sale by auction on 5th May at a guide price of £5,000.00. Local residents are considering purchase of same, presumably to prevent access to the east of Boyneswood Road.

Finally, the revised/monitored Neighbourhood Plan as put forward by the NPSG has been agreed by F & GP under delegated authority and also by FMPC. This document will now be presented to EHDC for ratification..

### ii. Maintenance Committee

The minutes of Maintenance Committee of **28<sup>th</sup> April 2021** had been circulated prior to the meeting..

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

Minute 21.32 - Cemetery Regulations: Committee are recommending that Council should reserve the right to remove certain items which may be planted or placed on graves and which could represent a safety risk or interfere with maintenance. Please see Item 20c of the Council agenda, paragraphs 3c, 3e and 4b.

Minute 21.35 - Wildflower Meadow: Following approval of his tender for this reinstatement, Paul Grace expressed some doubts as to whether the work specified represented the best option. A site meeting has been arranged with him for 4.00pm on Thursday 6th May to discuss the situation.

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

The minutes of F&GP Committee of **28<sup>th</sup> April 2021** had been circulated prior to the meeting.

### **Chairman's report.**

The annual governance and accountability return (AGAR) for 2020/21 was reviewed and approved for recommendation to Full Council.

Parish Council Future Projects list looked at in detail with a view to prioritising projects, a number of which (e.g. Green restoration and Five Ash Pond improvements) are ongoing or underway. The Committee have agreed to look at the potential modernisation/ upgrade of the Sports Pavilion alongside the Parish Office project to see if these could be linked. An on-site meeting is scheduled to start taking this forward.

Final version of revised Village Hall land lease (incorporating recommendations from HCC legal team) agreed.

Authorised Clerk's attendance on Introduction to Health and Safety training course.

Reviewed Standing Orders and Complaints Policy.

Parish Councillor vacancies (for filling by co-option) advertised.

### **21.063 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT**

A quiet month since the last meeting of Full Council, with routine Chairman's activities and nothing significant to report.

### **21.064 MEDSTEAD PARISH CLERK REPORT**

Continued to monitor any updates in respect of the new Coronavirus legislation.

Additional detailed preparatory work for the end of year audit.

Meeting with PCC regarding churchyard boundary.

Accident reported on the Green zip wire over bank holiday. Equipment to be checked by RPII inspector

Meeting Paul Grace regarding the possible change to the wildflower meadow work.

Applied for S106 funding for the work. Outcome awaited.

Sought further legal clarification on the LR clauses for the Village Hall lease. Re-cast draft lease.

Work associated with the repair to B/W 701 .

Pest Contract call out (again) for moles on the Green

Delay to June for the tree works in the Cemetery due to contractor availability issues.

Contacted Medstead Village Hall Committee regarding the outstanding issues regarding the car park.

Ordered two notice boards, SLR sign and the Foul Lane bollards.

### **Cemetery Activity**

One transfer of burial rights

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

Medstead CC fixtures – various dates.

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

July 10<sup>th</sup> – Picnic on the Green

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

August 7<sup>th</sup> - Animal Charity fund raising event.

## **21.065 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT**

Cllr May reported the following:

*“What a year it’s been glad to see all here and healthy, even though still via remote zoom meetings. The pandemic has taught us a few lessons. We have seen that the way we were living turned upside down and what was once taken for granted lockdowns have put mental health to the test. The true community spirit of our three great villages has shone through with residents stepping up to help and assist fellow residents whether by getting some shopping or running a vital medical errand. Our villages strive to maintain a community spirit despite what’s thrown at it!*

*Our local shops have followed the covid guidelines and kept us safe and high levels of stock held so our vulnerable residents don’t lose out. Our parishes have strived to deliver the excellent role within the parish ensuring they assist and help also where possible. I would like to personally thank each parish councillor and fellow councillor for their input.*

*The district council have also reacted and responded extremely well ensuring access to officers from home, the vital services have continued to support our residents when they need it most with very little disruption. Businesses have seen unprecedented support while trading has ceased or been restricted. I am pleased to have supported projects around the villages with my District Councillors grant monies too. Hopefully with the government roadmap we can start to return to a new normal.”*

Cllr. Tennyson highlighted that developers are not ensuring that the ecology requirements and conditions are adhered to on the new developments in Medstead including the Azalea site and she is pursuing this issue through EHDC. Cllr Mike (Ja) Smith also reported that other local developments including the Cala site at Ivatt Way also do not have the required nesting boxes etc and he agreed to let DC Tennyson have the detail from the agreed plans.

**Cllr Mike (Ja)  
Smith**

## **21.066 ELECTION OF COMMITTEES**

Given that there are two parish councillor vacancies currently being filled through co-option, the appointment of all the committees would be deferred to the next Full Council meeting in June and the current membership of the Committees would remain in place until that time.

**Full Council**

## **21.067 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES**

All Terms of Reference would be reviewed by the new Committees once appointed at their first meeting.

**All  
Committees**

## **21.068 APPOINTMENT OF COUNCIL REPRESENTATIVES**

Given that there are two parish councillor vacancies currently being filled through co-option, the appointment of all the council representatives would be deferred to the next Full Council meeting in June and the current representatives would remain in place until that time.

**Full Council**

## **21.069 FINANCIAL MATTERS**

- i. **To receive and approve the income and expenditure report for April 2021.**  
Due to the timing of the meeting, the financial information is not finalised and would be considered at the June meeting of Full Council.

**Full Council**

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| ii.  | <b>To receive and approve the bank reconciliation(s) as at April 2021.</b> Due to the timing of the meeting, the financial information is not finalised and would be considered at the June meeting of Full Council.  | <b>Full Council</b>                 |
| iii. | <b>To receive and approve the Annual Governance Statement for 2020/21 (Section 1).</b> It was resolved to approve the Annual Governance and Accountability Return (AGAR) for 2020/21 (Section 1) and proposed as a true record by Councillor Kercher, seconded by Councillor Mike (Jo) Smith and would be signed by the Chairman and Clerk. | <b>Cllr Deborah Jackson / Clerk</b> |
| iv.  | <b>To receive and approve the Accounting Statements for 2020/21 (Section 2).</b> It was resolved to approve the Annual Governance and Accountability Return (AGAR) for 2020/21 (Section 2) and proposed as a true record by Councillor Kercher, seconded by Councillor Mike (Jo) Smith and would be signed by the Chairman and Clerk.       | <b>Cllr Deborah Jackson / Clerk</b> |

#### **21.070 S106/CIL FUNDED PROJECTS**

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| i.   | <b>Village Hall Car Park Extension.</b> Medstead Village Hall Committee have a meeting shortly to discuss the outstanding issues over lighting and will report back to the Parish Council  |  |
| ii.  | <b>Medstead Village Green.</b> Cllr. Kercher reported that the further aeration and fertilisation had taken place. Bionema have confirmed that a further implantation of nematodes should be carried out in May and also in late summer.   |  |
| iii. | <b>Medstead Parish Office.</b> Cllr Kercher suggested that a letter be written to one company (identified as Company B) whose design was preferred and will draft a letter for the Clerk to send. As part of the projects to be considered a meeting of F&GP is being held to look at the possibility of reconfiguring / extending the Pavilion to accommodate a parish office. Cllr Mike (Jo) Smith to also attend. | <b>Cllr Kercher<br/>F&amp;GP<br/>Committee</b> |

#### **21.071 MEDSTEAD VILLAGE HALL LEASE**

The latest draft of the Village Hall Lease was reviewed and with one slight amendment to the planned retained area, would as recommended by F&GP Committee, now be sent by the Clerk to the Medstead Village Hall Committee for their consideration.	<b>Clerk</b>
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#### **21.072 CORRESPONDENCE**

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| i.  | <b>CAB East Hampshire</b> – Letter of thanks for the Parish Council Grant. This was noted by Council.   |              |
| ii. | <b>Picnic on the Green</b> – Request by Medstead Village Hall to allow stalls to be located on the Village Green. This was agreed by Council and the Clerk would respond accordingly. | <b>Clerk</b> |

#### **21.073 MEDSTEAD PARISH COUNCIL 2022 MEETING DATES**

The dates as circulated by the Clerk was agreed and meeting dates would now be booked with Medstead Village Hall and posted on the Council web site.	<b>Clerk</b>
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#### **21.074 MEDSTEAD PARISH COUNCIL POLICY**

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

Medstead Parish Council Complaints Policy  
 Medstead Parish Council Standing Orders  
 Medstead Cemetery Regulations

**21.075 MEDSTEAD VILLAGE PONDS**

- i. **Medstead Village Pond.** 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.

**21.076 COUNCIL REPRESENTATIVES**

- i. Cllr Mike (Jo) Smith reported that **Speedwatch** activity could now resume and all volunteers had been contacted to agree a start date which is still to be confirmed.
- ii. Cllr Kercher reported for **Medstead Sports Club** that junior cricket coaching has started on Friday evenings and the senior team have played their first weekend match, albeit without the use of the changing rooms or the provision of teas. The Badminton Clubs are hopeful of being able to start playing after 17th May, and the Tennis and Bowls Clubs should be able to use their clubhouses after that date. The Sports Club have produced a list of external repairs and remedial works needed to the Pavilion, and suggestions for upgrading the area around the Pavilion. These will be for consideration when Councillors carry out the inspection on 19th May.

There were no further matters to discuss and the meeting was closed at 8.50pm.

**Signed Chairman .....**

**Date.....**