



Medstead Parish Council

Minutes of the Full Council Meeting - Wednesday 14th July 2021. Held at Medstead Village Hall

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

Also in attendance: Three prospective new parish councillor applicants and Peter Baston (Parish Clerk)

ACTION

21.077 OPEN SESSION

- i. Cllr Mike (Jo) Smith asked if it would be possible to have a flashing 20mph speed limit sign along Roe Downs Rd. by the School at the start and conclusion of the school day. This would be a matter for HCC and Cllr Smith was advised to contact HCC on this matter.
- ii. Cllr Andrew Jackson mentioned that work on the renovation of the surface on bridleway 701 had commenced this week.

**Cllr Mike (Jo)
Smith**

21.078 APOLOGIES FOR ABSENCE

District Councillors Ingrid Thomas, Diana Tennyson & Jonathan May

21.079 DECLARATION OF INTERESTS

Cllr Mike (Ja) Smith declared an interest in agenda item 16 (Medstead Allotment Maintenance).

21.080 CO-OPTION OF COUNCILLORS

With two councillor vacancies being in existence, three applications had been received from Mr Graham Bennell, Mr Gordon Mitchell and Mr Philip Quinlan. A short presentation by each candidate was heard by Council.

The meeting was closed to the public and the three candidates left the Meeting.

Council considered the applications further and then undertook a secret ballot with up to two selections being made by each councillor.

The meeting was re-opened and the three candidates re-joined the Meeting.

The Clerk was asked to read the result of the ballot and it was agreed that Messrs Quinlan & Bennell be appointed as co-opted councillors and would be asked to sign the Declaration of Acceptance and the Disclosure of Pecuniary Interest Forms which would be forwarded by the Clerk. They then took their place at the Council table.

**Clerk / Cllr
Quinlan /
Cllr Bennell**

21.081 COUNCIL MINUTES

- i. The minutes of the Annual Meeting held on 5th May 2021 were proposed as a true record by Councillor Kercher seconded by Councillor Mike (Jo) Smith and were signed by the Chairman.

ii. Matters Arising:

Minute #	Full Council Meeting Date	Action	Assigned to	Status	Comments
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)	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 July 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	Completed	The Clerk has undertaken an initial review and load of data on to Parish On Line and this will be discussed further at the F&GP meeting on 28th July
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. Land Registry have been chased by the Clerk given that it is six months since the application was submitted
21.032(iii) d	Mar-21	Cllr Fuzzard to arrange for the MVH lease plan to be drawn up professionally.	Cllr Fuzzard	Outstanding	Clerk to send Cllr Fuzzard a hard copy of the existing Plan
21.049 (iv)	Apr-21	Clerk to contact local volunteers regarding festive light and to complete a risk assessment	Clerk	Completed	Risk assessment completed.
21.058		Fallen bough MVH. Clerk to arrange removal and repairs	Clerk	Completed	
21.061		Chair to sign minutes	Chair	Completed	
21.065		Cllr Mike (Ja) Smith to pass details of required nesting boxes etc to DC Diana Tennyson	Cllr Mike (Ja) Smith	Completed	
21.066		Election of Committees	Full Council	Completed	On FC July agenda. Now completed
21.067		Terms of Reference Review	All committees	Outstanding	
21.068		Council Representative appointments	Full Council	Completed	On FC July agenda. Now completed
21.069(i)		April expenditure review	Full Council	Completed	On FC July agenda. Now completed
21.069(ii)		April bank reconciliations	Full Council	Completed	On FC July agenda. Now completed
21.069(iii)	May-21	AGAR S1 signing	Cllr Deborah Jackson	Completed	
21.069(iv)		AGAR S2 signing	Cllr Ken Kercher	Completed	
21.070 (iii)		Cllr Kercher to write (via Clerk) to Company B regarding parish office	Cllr Ken Kercher	Completed	
21.070 (iii)		F&GP to meet at Sports Pavilion to review the present layout to possibly accommodate a parish office	Pavilion Working Group	Completed	This had been delegated from F&GP to a Working Group.
21.071		Clerk to send lease of MVH to MVH Committee	Clerk	Completed	
21.072 (ii)		Clerk to contact Picnic on Green organiser to allow stalls	Clerk	Completed	Picnic on Green now cancelled
21.073		Clerk to circulate 2022 meeting dates	Clerk	Completed	

21.082 COMMITTEE MINUTES AND REPORTS

i. Planning Committee

The minutes of Planning Committee of **5th May, 2nd June & 1st July 2021** had been circulated prior to the meeting.

Chairman's Report

On Thursday 1st July, the Planning Committee met at their open air venue, namely the Sports Pavilion, hopefully for the last time as we resume indoor meetings.

Apart from the usual Planning Applications and Decision Notices received from the EHDC, the major topic of conversation was the announcement from EHDC of the next phase of the Local Plan in respect of the Large Site Consultation. EHDC will now consider the proposal that Chawton Park Farm is the most sustainable site, with its links to Alton's transport infrastructure, services and facilities. The proposal to allocate up to 1200 homes on the site, will be considered at the EHDC's next Planning Policy Committee, meeting on the 6th July.

I personally do not feel that this proposal takes the pressure off the Medstead Parish Council in respect of possible applications from the William Lacey Group (WLG) or at Lyminster Barn/ Five Ash.

ii. Maintenance Committee

Chairman's Report

Wildflower Meadow: Several Councillors met Paul Grace, the contractor, on site on 6th May. This was as a result of the suggestion from him that work he was being asked to quote for might not have the beneficial effects that had been intended. Following discussions, it was agreed that he would treat the docks growing on the field with selective weedkiller and would subsequently liaise with the Clerk on possible changes to the specification to enhance the quality of the meadow. Their discussion will take place shortly.

Clerk

Cemetery: Emergency work was needed to remove a tree which had become unsafe. This was undertaken by the contractor, Paul Grace, involving the use of a "cherry picker" at a cost of £880.00.

Play Area: Playsafety Ltd have quoted £300.50 + VAT to carry out the annual safety inspection. This is the same price as was charged for the 2020 inspection and Council accepted the quotation and the Clerk would contact the company. Further repairs are still outstanding from the 2020 inspection and attached are copies of the Work Specification and a schedule of quotations that the Clerk has obtained for this work. There are three different options for replacing the matting under four items of equipment. Given the cost involved, the Clerk was asked to ascertain whether CIL funding could be used for this purpose along with EHDC Councillor grants and this would be placed on the agenda for the August full council meeting for further consideration.

Clerk

Clerk

Full Council

Trees: In the light of concerns about Ash Dieback Disease, the Clerk met Jonathan Fulcher of Alderwood Consulting Ltd, who has undertaken previous inspections of trees on Parish Council land. At least four ash trees on the Green were identified as affected by this disease and it is recommended that they should be felled. Council authorised the Clerk to obtain quotations for carrying out this work. There were no ash trees identified as needing any action on the Council's other land holdings. In line with Council's policy, it would be desirable to plant eight replacement trees, and it is suggested that this should be referred to Maintenance Committee for consideration.

Clerk

**Maintenance
Committee**

Footpaths: The Council's Footpaths Officer has agreed with the landowner that two dilapidated stiles can be replaced with kissing gates on FP.10 where this drops down from Goatacre Lane towards Bighton Road. The Council has two gates in stock and the Ramblers Association have agreed to carry out the installation, so that there will be no cost to the Council. Stancomb Broad Lane is an unclassified highway in Medstead Parish and becomes a Bridleway when it crosses into Bighton Parish. Broadlands Riding for the Disabled would like to use the lane as part of a round route for pony and trap driving, and the Ramblers Association have offered to level part of it where the made-up surface changes to an unmade track. They will do this work on a voluntary basis, but the Parish Council may wish to consider paying for the materials that they use.

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

a) **Chairman's report.**

F&GP met informally as part of a working party to consider possible improvements and modifications of the Pavilion, potentially alongside the proposed new parish office (see later agenda item). The Clerk has since been made aware of further possible funding streams that might support this, which will be discussed at the next meeting.

F&GP are still awaiting responses from both the Village Hall Committee (revised lease) and St Andrew's PCC (Closed Churchyard agreement). Cllr Jackson to provide a new churchwarden contact to the Clerk

**Cllr Deborah
Jackson**

Next meeting (scheduled 28th July) has a growing agenda!

- b) **Revaluation of Sports Pavilion and Allotment Shed.** Three quotations had been received by the Clerk with the quotation from Jacobs Hunt of between £600 - £700 (plus vat) being accepted by Council and the Clerk was asked to take this forward. **Clerk**
- c) **Social Media – Facebook.** After discussion it was agreed that a Facebook page be established for Medstead Parish Council to be used solely as an “information tool” with if possible the Comments ability to be turned off, so as to avoid malicious comments being added. The Clerk was asked to take this forward. **Clerk**

21.083 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT

A quiet spell since our last online meeting, during which time I have continued to liaise with the Clerk regarding the Council’s Covid-19 Risk Assessment and the initial responses to communications from residents.

21.084 MEDSTEAD PARISH CLERK REPORT

1. Continued to monitor updates in respect of the new Coronavirus legislation.
2. Completed Covid Risk Assessment for Face to Face meetings.
3. 2020/21 internal audit successfully completed and signed off by Auditing Solutions. The AGAR documents have now been submitted to PKF Littlejohn (external auditor) for their review. Details of the public rights access are published on the Medstead PC web site.
4. Weedkiller applied to the docks in the wildflower meadow. A second application is planned shortly. A plan of action is required for regular treatment of the area.
5. Village Hall draft lease submitted to Medstead Village Hall Committee. Response awaited.
6. Tree works in the Cemetery now completed. Additional emergency tree works undertaken on Village Green due to several fallen boughs. Met with Alderwood Tree consultant to look at suspect ash trees on the Green. Report just received indicating that there are at least four ash trees that need to be felled. Quotes will be sourced shortly.
7. Foul Lane bollards now installed.
8. Quotes received for playground repairs and building insurance revaluation. Both on agenda to be considered by Council.
9. Advertisement for new parish councillor positions.
10. Attended Health & Safety course. Report will be given to next F&GP Committee.
11. With others, attended two Pavilion / Parish Office Working Group. Instructed architect (subject to £500 ceiling in his costs), to draw up initial rough plans for the conversion and extension of the Pavilion to accommodate the Parish Office.
12. Met with FMPC Clerk to discuss various issues affecting both councils.
13. Met with Allotment representative to discuss a couple of issues which require Parish Council comment, (both on Full Council agenda).
14. Met with Footpath Officer to consider a few issues which require addressing on certain footpaths; these will be reported to M'tce. Committee.

Cemetery Activity

Two new burials;
One transfer of burial rights;
Two new burial rights;
One memorial inscription.

Village Green Booking(s)

Various dates to 12th September - Medstead CC fixtures
July 23rd Medstead School Leavers party. 11am to 6pm
July 24th - Blended Trail Running Community & Events. (Hattingley Half Marathon).
August 7th - Animal Charity fund raising event.

21.085 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT

Once again we're back to planning being the major issue. The local plan working group put forward the recommendation that Chawton Park Farm should be an allocated site, this was then discussed by the planning policy panel who agreed.

There are multiple problems with the site at Chawton Park Farm including the access once again proposed through a single carriageway bridge. The substantial heritage, ancient woodland and wildlife issues would also need to be solved.

We absolutely need to bear in mind that additional houses will have to go somewhere and the local plan needs to allocate several sites, we do need a sound local plan as we all remember the awful chaos of a few years ago when the wrong houses were built in the wrong places. Chawton Park Farm seems to me to be another case of wrong place.

The environmental health and licensing teams are continuing to try to help businesses to cope with the covid rules and will be ready to help once restrictions are removed. Their work has included a presence as covid marshals and sorting out the ever changing rules for both licensed and unlicensed premises.

At the regular traffic meeting with Hampshire highways we discussed the ongoing projects to solve some of the local issues. This included the looking at the plans for the crossing at Lymington Bottom which now finally looks likely to be installed in September.

I attended a very interesting meeting with our new Police and Crime Commissioner last week we talked about the issues of fly tipping, anti social behaviour and traffic problems. I was very impressed with Donna Jones's appreciation of the issues and her willingness to tackle them.

21.086 APPOINTMENT OF COMMITTEES

- i. **Planning Committee.** Cllrs. Charles Clark, Mike (Jo) Smith, Mike (Ja) Smith and Phil Quinlan were appointed. Reserve is Cllr Georgy Fuzzard.
- ii. **Maintenance Committee.** Cllrs. Ken Kercher, Andrew Jackson, Georgy Fuzzard and Graham Bennell were appointed. Reserve is Cllr Mike (Jo) Smith.
- iii. **Finance & General Purposes Committee.** These would be the Cllrs Deborah Jackson and Charles Clark being Chair and Vice Chair of the Parish Council and the as yet to be appointed Chair of Planning and Maintenance.

21.087 APPOINTMENT OF COUNCIL REPRESENTATIVES.

The appointees, being representatives of Medstead Parish Council of the following groups were:

- i. **Medstead Village Hall Management Committee.** Cllr Phil Quinlan
- ii. **Parish Plan Committee** Cllr Deborah Jackson
- iii. **Neighbourhood Plan Steering Group.** Cllr Charles Clark
- iv. **East Hampshire Association of Parish and Town Councils (EHAPTC).** Cllr Graham Bennell
- v. **Medstead Sports Club Committee.** Cllr Ken Kercher
- vi. **Alton Community Partnership (CPM)** Cllr Mike (Ja) Smith
- vii. **Medstead Allotment Association.** Cllr Mike (Ja) Smith

21.088 FINANCIAL MATTERS

- i. **To receive and approve the income and expenditure report for April, May & June 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 30th April 2021, 31st May 2021 & 30th June 2021.** The details were reviewed by Council, proposed by Cllr Deborah Jackson and seconded by Cllr Mike (Jo. Smith) and approved.

21.089 MEDSTEAD ALLOTMENTS MAINTENANCE

- i. **Shed Plinth Extension.** As the representative of the Medstead Allotments Association, Cllr Mike (Ja) Smith outlined the issue with the plinth which is too small for the size of the allotment shed which sits upon it. To overcome the issue of possible rodent infestation in the shed walls, there is a need to extend the shed plinth by around 30 – 45cm for three and half sides of the shed. It was agreed that this is the responsibility of the parish council as owners of the shed and the Clerk was asked to source three quotes for the required work. In addition, due to recent flooding issues which have resulted in the shed becoming flooded, due to heavy rain, it was thought that a French drain be installed on one side to alleviate the problem which would form part of the specification for the shed plinth extension.
- ii. **Water Tap Maintenance.** Cllr Mike (Ja) Smith detailed an issue with lack of water from one allotment tap due to a persistent air lock. It was agreed that whilst Medstead PC are responsible for the infrastructure, Cllr. Smith was asked to source a reputable professional plumber to advise on what is required to address the issue.

Clerk

Cllr Mike (Ja)
Smith

21.090 S106/CIL FUNDED PROJECTS

- i. **Medstead Village Green.** Cllr. Kercher reported that because of weather conditions, the implantation of nematodes planned for late May did not take place. The advice received was that it was not vital but it will be important to ensure that there is an implantation carried out in September 2021. Cllr Kercher would check that the quotation received from Bionema would hold good for the planned work in September.
A junior football team had hoped to use the football pitch for matches during the spring of this year, but further damage to the surface by badgers rendered this impossible. Council agreed that Southern Ground Care Ltd should be asked to repair the damaged area as part of the ongoing restoration project, which

Cllr Kercher

can be funded from the agreed Section 106 grant from EHDC. Cllr Kercher would inform the project lead accordingly.

Cllr Kercher

- ii. **Medstead Parish Office / Pavilion expansion.** Cllr Clark presented the views of the Pavilion Working Group which had met to consider the set of draft plans for the reconfiguration / extension of the Pavilion to incorporate a Parish Office. The points raised were agreed by Council with the addition of a note to confirm that an electric charging point and solar panels should be incorporated, The Clerk was asked to contact the architect and request that a revised set of plans be drawn up to incorporate the points raised by the Working Group. A ceiling of £500 for the architect's fees for the total work is to be confirmed.

Clerk

21.091 CORRESPONDENCE

- i. **Homestead Road Residents Group.** It was agreed by Council that the request by HRRG would not be supported and that HRRG could become a Legal Entity in its own right and the Clerk was asked to responds accordingly
- ii. **Medstead Rainbows (Village Pond Enhancement).** It was agreed by Council that Medstead Rainbows be allowed to undertake their community exercise at the Village Pond and the Clerk was asked to confirm as such to Medstead Rainbows. Clerk to ensure that a risk assessment is undertaken by the Rainbows.
- iii. **Single Steps Nursery St Lucy's.** Cllr Clark is to attend the Graduation ceremony and present the awards on 23rd July on behalf of Medstead Parish Council.
- iv. **Parliamentary Boundary Commission Consultation.** This was noted by Council.

Clerk

Clerk

Cllr Clark

21.092 COMMUNITY ENGAGEMENT – PLATINUM JUBILEE 2022

The Clerk was asked to respond on the basis that this would be supported but as a joint committee approach with other sectors of the local community.

Clerk

21.093 FESTIVE LIGHTING – VILLAGE GREEN

Cllr Mike (Jo) Smith requested that a more professional approach be taken with the festive lights on the Green and the Clerk was asked to source quotes based on an individual tree basis. This would be presented to F&GP for their next meeting.

Clerk

21.094 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.
Cllr Clark would take a further look at the boundary between the new development and the Pond as it had been reported that a fence had been erected but was reportedly did not follow the previous boundary. Cllr Clark would provide some photographic evidence to the Clerk
- iii. **Soldridge Pond.** No further update.

Cllr Clark

21.095 COUNCIL REPRESENTATIVES

- i. Cllr Mike (Jo) Smith reported that **Speedwatch** activity is operating again.
- ii. Cllr Kercher reported for **Medstead Sports Club** that assuming that the Government's promise to relax restrictions on 19th July comes into effect, then the various sports in the Parish should be able to resume operating on more normal basis. The Tennis Club and Bowls Club buildings and the Pavilion should be able to be used without restrictions and the Badminton Clubs will be able to use the Village Hall without limiting their attendance to six members at a time. Junior Cricket coaching sessions and matches finish at the end of July

when the school holidays start, but senior cricket continues until mid-September.

- iii. Cllr Georgy Fuzzard reported for **Medstead Village Hall** that unfortunately due to COVID restrictions still in place, the Village Picnic was cancelled. The Events Organiser has had to stand down. Because of this there was a request that if any groups would like to hold fundraising in aid of the Village Hall, they would be supported.

The Editor of the Medstead Times has also had to stand down due to work commitments. The committee members were asked to spread the word to see if anyone else would be interested in taking over this job or it was feared that the Medstead Times would have to finish.

It was discussed that the floor in the Wiltshire room is in need of replacing as it is lifting and might become a trip hazard. The room also needs decorating and it was suggested that it all be carried out at the same time to avoid too much 'down time'. Pre COVID regular hirers are starting to return in addition to several new groups showing interest in using the hall.

There was disappointment at the Parish Council turning down the request for a recycling bin in support of the Hampshire Air Ambulance. The request had been to place the new bin next to the bottle bank. At the time of the meeting the existing bin was overflowing with additional bags (left in the rain) next to the bin. (NB After discussion , it was agreed by Medstead Parish Council that as long as the existing clothing bin was removed, the new bin for the Hampshire Air Ambulance could be accommodated and Cllr Fuzzard was asked to contact the Village Hall Committee to that affect).

Cllr Fuzzard

The new lease for the Village Hall was discussed. The car park seemed to be the main sticking point, with people concerned that hirers of the Village Hall would no longer have priority parking. The worry was that this might put people off hiring for big events such as weddings, if they could not guarantee sufficient parking. There were suggestions put forward to try and find a way to overcome this problem.

There were no further matters to discuss and the meeting was closed at 09.50pm.

Signed Chairman

Date.....