



Medstead Parish Council

Minutes of the Full Council Meeting - Wednesday 18th August 2021. Held at Medstead Village Hall

Present: Cllrs. Charles Clark (Chair), Graham Bennell, Georgy Fuzzard, Ken Kercher, Phil Quinlan, Mike (Ja) Smith, & Mike (Jo) Smith.

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

21.096 OPEN SESSION

ACTION

- i. Cllr. Clark welcomed Cllrs. Bennell and Quinlan to their first full meeting.
- ii. Cllr. Mike (Jo) Smith mentioned that he is attending a Speedwatch meeting next week and will seek to get information about how to recalibrate the speed guns used by the Group.
- iii. Cllr. Mike (Ja) Smith mentioned that the details on the Parish Council notice boards is out of date and the Clerk was asked to arrange for updated councillor information to be displayed on all the boards.

Clerk

21.097 APOLOGIES FOR ABSENCE

Councillors Deborah Jackson & Andrew Jackson, and District Councillor, Diana Tennyson. All approved.

21.098 DECLARATION OF INTERESTS

Cllr Mike (Ja) Smith declared an interest in agenda item 13a & 13b.

21.099 COUNCIL MINUTES

- i. The minutes of the Annual Meeting held on **14th July 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	Completed	
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
20.151(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 and have confirmed they have a backlog to clear.
21.032(iii) d	Mar-21	Cllr Fuzzard to arrange for the MVH lease plan to be drawn up professionally.	Cllr Fuzzard	Outstanding	
21.067	May-21	Terms of Reference Review	All committees	Outstanding	On agenda for Full Council. Planning Committee ToF R still to be reviewed.
21.077		Flashing 20mph speed sign. Cllr Smith to contact HCC	Cllr Mike (Ja) Smith	Outstanding	
21.080		New Councillor Dec if interest forms to be signed and submitted to EHDC	Cllrs. Quinlan and Bennell / Clerk	Completed	
21.082(ii)		Clerk to liaise with contractor for wildflower meadow	Clerk	Completed	
		Clerk to contact company regarding annual playground safety inspection	Clerk	Completed	
		Clerk asked to ascertain whether CIL funds can be used for play area repairs	Clerk	Completed	
		Playground repairs	Full Council	Outstanding	On agenda for Full Council
		Clerk to obtain quotes for tree felling	Clerk	Completed	
		Maintenance Committee to consider replacement trees following above felling	Maintenance Committee	Outstanding	To be considered at next Mtce Committee meeting
21.082(iii) a		Cllr Deborah Jackson to provide new church arden details to the Clerk	Cllr D Jackson	Completed	
21.082(iii) b		Clerk to seek quotes for insurance revaluation of allotment shed and pavilion	Clerk	Completed	
21.082(iii) c		Clerk to set up a Facebook account as an information tool	Clerk	Outstanding	
21.090	Jul-21	Clerk to source quotes for shed plan extension	Clerk	On Hold	
21.090(i)		Cllr Mike (Ja) Smith to source local lumber to address water supply issues to allotment tap	Cllr Mike (Ja) Smith	On Hold	Waiting for Allotment Association to hold a meeting to discuss the issue
21.090(ii)		Cllr Kercher to confirm that the original Biorens quote would still be valid for the planned work in Autumn	Cllr Kercher	Completed	
21.090(iii)		Cllr Kercher to ask SGC to carry out repair work to damaged grass on football pitch	Cllr Kercher	Completed	
21.090(iv)		Clerk to contact Pavilion architect with Working Group comments	Clerk	Completed	
21.091(i)		Clerk to contact HRRG regarding legal entity enquiry	Clerk	Completed	
21.091(ii)		Clerk to contact Medstead Rainbows regarding Pond project	Clerk	Completed	
21.091(iii)		Cllr Clark to attend graduation ceremony at St. Lucy's Convent	Cllr Clark	Completed	
21.092		Clerk to contact enquirer regarding Platinum Jubilee celebrations	Clerk	Completed	
21.093		Clerk to source festive lighting quotes	Clerk	Completed	
21.094		Cllr Clark to review Five Ash Pond reinstated boundary	Cllr Clark	Completed	

21.100 COMMITTEE MINUTES AND REPORTS

i. Planning Committee

No further meeting of the Planning Committee had taken place.

Chairman's Report

A quiet month since our last meeting on the 1st July, but perhaps two things to note.

The proposed development behind Lymington Barn and the pig farm has once again surfaced following an email from Ben Read of Blackbox Planning to EHDC Cllr. Ingrid Thomas outlining their position. Ingrid has responded suggesting that when the proposals are more plan compliant, then discussions could more likely take place. Can I suggest that Councillors look at the following for more detail:

www.blackboxplanning.co.uk/south_medstead

This Tuesday (17th) there was a meeting between representatives from both Medstead Parish Council and Four Marks Parish Council held at the Medstead Village Hall. This meeting was to explore issues of mutual concern to both PC's in connection with the plans in respect of Chawton Park Farm and also FM016 and MED004. The idea is perhaps a joint approach to these items as they affect both PC's and to present to both Councils thoughts on how the Clerk's should respond. Members of the Neighbourhood Plan Steering Group (NPSC) will also be in attendance. A report on this meeting will follow in due course.

ii. Maintenance Committee

Chairman's Report

Maintenance Committee met on 28th July and the minutes of that meeting have been circulated.

Minute 21.44: It was not considered that any changes were needed to the Committee's **Terms of Reference** and these are recommended to Council for approval (Item 10 on Council agenda).

Minute 21.48: Members inspected the six **trees** on the Green identified as suffering from ash die-back and agreed that these should be felled. The Clerk has invited quotations from contractors for this work, with a return date of 3rd September.

Minute 21.49.ii: The Clerk had invited quotations for **scrub clearance** around the perimeter of the Green. Four companies were asked to submit a quotation with two companies doing so. These were reviewed by Council and the quotation from Joe Noades was accepted and the Clerk was asked to take this forward with the contractor.

Separately the Clerk has approached the mowing contractor to quote for the scrub clearance footway beside South Town Road on the Village Green, which is required to be undertaken as a matter of urgency. A

Clerk

quotation of £350 had been received and under delegated powers, The Clerk has given the go ahead to have the work carried out.

Minute 21.49.iii: **Play Area Maintenance.** The Maintenance Committee recommend that Council should accept Option 2 submitted by Sawscapes Play Ltd as set out in the summary of quotations received, in the total sum of £7,895.00. EHDC have confirmed that CIL funds held by the Parish Council can be used to finance this work and that neighbouring Parishes have to be informed of our intention to spend the funds for this purpose. This was considered by Council and Option 2 approved and the Clerk was asked to take this forward.

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The **Parish Plan Committee** had contacted the Clerk to say that the Committee will be wound up and formally close the bank account. The majority of that Committee were in favour of transferring the balance of funds held to the PC to fund a commemorative bench for HM's Platinum Jubilee in 2022. As a result, a cheque for £625.88 had been received and will be used for this purpose which the Parish Council will take forward. This will be discussed further at the next Finance & General Purposes Committee meeting.

**F&GP
Committee**

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

a) **Chairman's report.**

Village Hall Lease: Following recent feedback from the Village Hall Committee, F&GP will be meeting to discuss and make recommendations for the September meeting of Full Council.

Land Registry: Despite follow-up from the Clerk, we are still awaiting a response from Land Registry regarding registration of parish owned land.

"Parish Online": Following the free trial, agreed to take out a one-year subscription to fully evaluate the benefit to the Parish Council.

School Footway (VH car park to school): Steps in place to get this project underway once key people are available after the start of the autumn term.

Green Hire Fees: Reviewed to consider hiring for the purpose of making a profit (either with or without trade stands). Full Council reviewed the revised fees and approved the Fee structure and this was adopted.

Policy Reviews: Death of senior public figure, expenses, grants and vexatious communications. See below.

Parish Clerk Salary: Agreed recommendation for annual one-point increase in the salary of the Clerk (to NALC spine point SCP18, effective from 1st April 2021) together with an increase in homeworking allowance from £13 per month to £20 per month also effective from 1st April 2021. This was approved by Council.

Clerk's Role and Responsibilities. Reviewed in line with the current NALC guidelines and when compared against other local councils of similar size, responsibility and precept/budget, it was felt that a revision to the NALC scale be made. Recommendation is that the position of Clerk/RFO should now sit on the NALC scale LC2 (currently LC1) and subject to satisfactory performance and effective from 1st April 2022, the Clerk moves onto NALC scale LC2, spine point SCP27. The Chair apologised that this review had been overlooked in recent years and asked for this to now be reviewed annually at each January F&GP meeting.

**F&GP
Committee**

- b) **Internal Audit Quotations.** In line with Financial Regulations where a change in internal audit is recommended, two estimates had been received and it was agreed that the quotation from "Lightatouch" at £500 be accepted for the current financial year and would be reviewed annually thereon. The Clerk was asked to contact "Lightatouch" accordingly.

Clerk

21.101 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT

Prior to their recent meeting, I joined the Maintenance Committee for the "Green Inspection". This was a valuable opportunity to take stock of the work needed, particularly in relation to ash dieback and the amount of undergrowth resulting from the recent mild/ wet weather. I would certainly encourage other councillors to join in on these inspection walks and hope that it will be possible to cover other areas within the Parish.

Covered for the Clerk during his recent periods of leave. This has involved taping off a damaged bench and responding to residents' queries relating to a vehicle parked adjacent to the Green and the Council's proposed tree works. I am particularly grateful to the Clerk for maintaining contact during his period of leave.

21.102 MEDSTEAD PARISH CLERK REPORT

- Drafted specification for tree felling and invited companies to submit a quotation – deadline 3/9/2021.
- Drafted specification for Village Green scrub clearance and invited companies to submit a quotation – deadline 13/8/2021.
- Drafted specification for extension to allotment shed plinth.
- Arranged to meet with valuer on 18th August for allotment shed and pavilion revaluation.
- Submitted revisions to architect for pavilion extension.
- Liaised with Green working Group for festive lighting repairs.
- Sought quotations for new internal auditor.
- Met with mowing contractor to agree on a quotation for the South Town Rd footpath scrub clearance and car park extension tidy up.

- Contacted HCC regarding the proposed path from the Village Hall car park to Medstead School.
- New notice boards received from supplier and given to day work contractor to install.
- Updated four policies and laid before F&GP Committee.
- Met with FMPC for a catch up on mutual issues.
- Commenced work on Parish Online.
- One weeks leave!

Cemetery Activity

One new grant of burial rights.

Village Green Booking(s)

Various dates to 12th Sept. 2021 - Medstead CC fixtures

Wednesday evenings 1st to 29th Sept. 2021 - Under 12 Green football club training.

21.103 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT

EHDC Councillor Thomas reported the following:

- i. The sites as detailed in the Consultation which Black Box Planning are undertaking regarding potential sites for development, are all outside of the Settlement Policy Boundary (SPB), are not an allocated site nor are they in the current Local Plan. Both Medstead PC and Four Marks PC are not engaging with this Consultation, as no formal planning application has been submitted and at present, there is sufficient land supply in East Hampshire and this is seen as speculative by the developer.
- ii. With regard to Chawton Park Farm large site, the Chawton Working Group would welcome support from neighbouring parishes and Cllr Thomas would provide the contact details to Cllr Clark who would make contact with the Chawton Group.
- iii. Confirmed that she has had two meeting with Hampshire Highways regarding the "Alton Western Bypass".
- iv. Mentioned that the traffic right of way under the railway bridge on Lymington Bottom Road had changed that day.
- v. It is anticipated that the long awaited traffic lights ate the junction with Lymington Bottom Rd and the A31 would be installed in September 2021.
- vi. With regard to the construction of four dwellings with parking and landscaping at the land to the rear of 2-4 Willowfield, Cllr Thomas said that she has met with the Planning Officer, following correspondence which she has received.
- vii. Mentioned that ash tree felling is being undertaken all across East Hampshire as a result of ash die back and a video is available on the EHDC web site detailing this issue.
- viii. Highlighted that no claims had been made on the EHDC councillor grant allocation held and encouraged the Parish Council to apply for a grant towards the ash tree felling and also the playground maintenance project detailed in 21.100 (ii) above. The Clerk would submit bids in this respect.

Cllr Clark

Clerk

Cllr Mike (Jo) Smith asked if a grant could be available for a flashing speed sign but it was better felt that HCC Councillor should be approached to see if grant funding is available for this purpose. The Clerk would liaise with Cllr Smith to take this forward.

Clerk

21.104 APPOINTMENT OF COMMITTEES

Finance & General Purposes Committee. This was confirmed as Cllr. Deborah Jackson as Chair of the Parish Council, Cllr Clark as Vice Chair (and Chair of Planning), Cllr. Kercher as Chair of the Maintenance Committee and Cllr. Andrew Jackson as the fourth member.

21.105 COMMITTEE TERMS OF REFERENCE.

The Terms of Reference for F&GP and Maintenance Committees were agreed with the Terms of Reference for Planning Committee being reviewed at the next Planning Committee meeting.

Planning
Committee

21.106 MEDSTEAD PARISH COUNCIL POLICY

The Following Policies having been reviewed by Committee were approved and re-adopted by Council:

- i. Death of Monarch or Other Senior Figure
- ii. Expenses Policy
- iii. Grants Policy
- iv. Vexatious Complaints Policy

21.107 FINANCIAL MATTERS

The Income and Expenditure report for July 2021 and the bank reconciliation(s) as at 31st July 2021 were reviewed and approved by Council.

21.108 MEDSTEAD ALLOTMENTS MAINTENANCE

- i. **Shed Plinth Extension.** As the representative of the Medstead Allotments Association, Cllr Mike (Ja) Smith is waiting to speak with the Association members before this is progressed.
- ii. **Water Tap Maintenance.** Cllr Mike (Ja) Smith mentioned that this is still an issue but has had difficulty in getting a plumber to look at the problem.

Cllr Mike (Ja)
Smith

21.109 S106/CIL FUNDED PROJECTS

- i. **Medstead Village Green.** Nothing further to report but further nematode implanting will take place in the Autumn
- ii. **Medstead Parish Office / Pavilion expansion.** Cllr Clark presented the further views of the Pavilion Working Group on the revised set of draft plans for the reconfiguration / extension of the Pavilion incorporating a Parish Office. The proposed revisions were agreed by Council along with the forward plan for the progression of the project. The Clerk was asked to contact the architect and request that a further revised set of plans be

Clerk

drawn up to incorporate the points raised by the Working Group within the ceiling of £500 for the architect's fees for the total work.

21.110 MEDSTEAD VILLAGE PONDS

- i. **Medstead Village Pond.** The Clerk reported that a local volunteer had unbeknown to the Clerk treated the gravel path with weed killer. This area would be considered in more detail further at the September Full Council meeting.
- ii. **Five Ash Pond.** No further update.

21.111 COUNCIL REPRESENTATIVES

- i. Cllr Kercher reported for **Medstead Sports Club** that with the relaxation of restrictions, the Sports Club Committee have held their first meeting since March 2020. Sport is generally returning to normal in the village. It was decided to renew the contract to supply electricity to the Pavilion with Scottish Power until September 2024.
- ii. Cllr Georgy Fuzzard reported for **Medstead Village Hall** required confirmation that the existing Scope clothing bin be removed and be replaced with a new bin for the Hampshire Air Ambulance. Cllr Fuzzard was asked to contact the Village Hall Committee accordingly.
- iii. Cllr Bennell reported for the **East Hampshire Association of Parish and Town Councils (EHAPTC)**
 - a. **“Dark Skies”** were discussed and efforts were requested to improve the current light pollution. In light pollution terms Medstead, Four Marks and Alton are affecting the national park which has achieved the much desired dark sky status. A pdf document is available which describes how increasing awareness and encouraging selection of the correct outdoor lighting design and temperatures will all help. Velux windows are a problem and blinds are helpful in this respect but should be automatic if a new installation is fitted. Alton has also turned the street lights off during the crucial early hours. Wildlife is thriving in the dark. Infra-red cameras are effective at catching less desirable visitors.
 - b. **Byways Open to All Traffic (Boats).** A serious frustration reported in all areas where noise and damage are being inflicted from large numbers of touring weekend and evening motorbike visitors enjoying the boats in bad weather. They are in general behaving without the required consideration to horses, cyclists and walkers.

Cllr Fuzzard

There were no further matters to discuss and the meeting was closed at 09.10pm.

Signed Chairman

Date.....