



# Medstead Parish Council

## Minutes of the Full Council Meeting Wednesday 10<sup>th</sup> November 2021. Held at Medstead Village Hall

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

**Also in attendance:** EHDC District Councillor Diana Tennyson & Peter Baston (Parish Clerk).

### ACTION

#### 21.142 OPEN SESSION

- i. Cllr Graham Bennell mentioned that he has had initial communication with the organiser of the Medstead Platinum Jubilee celebrations and who would be invited to a future parish council meeting.
- ii. Cllr Mike (Jo) Smith mentioned that a complaint had been received to his personal phone regarding a Speedwatch notice being issued to a non-resident of Medstead. The issue was being dealt with by Hampshire Constabulary but Cllr Smith was concerned how his personal details were in the public domain and it had been established that this was on an old parish council web site. The Clerk was asked to ensure all details were removed.
- iii. Cllr Andrew Jackson updated Council on the position faced by the Mulcock Charity Trustees where there is currently no incumbent minister to fill the position and one other Trustee may soon resign his position. A member of the PCC has volunteered to become a Trustee to fill one Trustee position, who along with the other Trustees, will meet shortly to discuss the future of the Charity. Cllr Andrew Jackson asked Councillors to consider whether they would be willing to also volunteer to become a Trustee should the need arise.

**Clerk**

**All Councillors**

#### 21.143 APOLOGIES FOR ABSENCE

EHDC District Councillors May and Thomas.

#### 21.144 DECLARATION OF INTERESTS

Cllr Mike (Ja) Smith declared an interest in agenda item 10a & 10b.

#### 21.145 COUNCIL MINUTES

- i. The minutes of the Full Council Meeting held on **13<sup>th</sup> October 2021** were proposed as a true record by Councillor Kercher seconded by Councillor Mike (Jo) Smith and would be signed by the Chairman once the amendment had been made.

## ii. Matters Arising:

Minute #	Full Council Meeting Date	Action	Assigned to	Status	Comments
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	Outstanding	Clerk to submit the remaining LR Title requests
21.077		Flashing 20mph speed sign. Cllr Smith to contact HCC	Cllr Mike (Jo) Smith	Completed	
21.082(ii)		Maintenance Committee to consider replacement trees following above felling	Maintenance Committee	Completed	
21.082(iii) c	Jul-21	Clerk to set up a Facebook account as an information tool	Clerk	On Hold	
21.089(i)		Clerk to source quotes for shed plinth extension	Clerk	On Hold	Waiting for Allotment Association to hold a meeting to discuss the issue
21.089(ii)		Cllr Mike (Ja) Smith to source local lumber to address water supply issues to allotment tap	Cllr Mike (Ja) Smith	On Hold	
21.100(ii)	Aug-21	F&GP Committee to consider Platinum Jubilee bench	F&GP Committee	Outstanding	To be considered by F&GP at their next meeting
21.100(iii) a		F&GP to review Clerk role & responsibilities	F&GP Committee	On Hold	For January 2022 F&GP Committee meeting
21.112(ii)	Sep-21	Cllr Andrew Jackson to liaise with Mulcock Trustees regarding possible funding for local foodbank	Cllr A Jackson	Completed	
21.125 (i)		An extra pavilion key to be cut for the mowing contractor	Clerk	Completed	
21.128 i		Clerk to respond to Consulo (WLG) regarding their request for a meeting	Clerk	Completed	
21.128 ii		Clerk to request the parish lengthman to remove undergrowth from finger post at Soldridge Business Park	Clerk	Completed	
21.128 iii		F&GP Committee to consider budget provision for dragons teeth replacement	F&GP Committee	Completed	
21.128 v		Clerk to request the parish lengthman to remove undergrowth at Soldridge Pond	Clerk	Completed	
21.131 i		Clerk to amend minutes and Chair to sign	Clerk / Chair	Completed	
21.132 iii b		Clerk to contact MVH regarding Charity Commission interest in MVH Lease	Clerk	Completed	
21.132 iii c		Clerk to seek confirmation from St Andrews PCC that they are contact with Agreement	Clerk	Completed	
21.136 i	Oct-21	Clerk to respond to Cliddesden PC consortium re North Hampshire Downs Protection	Clerk	Completed	
21.136 iv		Clerk to contact correspondee regarding land sale at Five Ash	Clerk	Completed	
		Clerk to contact EHDC regarding removal of spoil at Five Ash Pond	Clerk	Completed	
21.138		Cllr Mike (Ja) Smith to provide ideas of what can be undertaken on the allotment shed plinth for Mtce Committee to consider further	Cllr Mike (Ja) Smith / Mtce Committee	Part Outstanding	
21.139 ii		Clerk to undertake first draft of planning application	Clerk	Completed	
21.139 iii		Mtce Committee to review latest Playground report	Mtce Committee	Completed	
21.139 iv		Cllr Kercher and Clerk to meet with HCC regarding plans for possible path on Roe Downs Rd	Clerk / Cllr Kercher	Completed	
21.140		Cllr Deborah Jackson to contact members of the pond working group to arrange a suitable date to meet	Cllr D Jackson	Outstanding	
21.141		Cllr Mike (Jo) Smith to provide costs for new Speedwatch tripod	Cllr Mike (Jo) Smith	Completed	

## 21.146 COMMITTEE MINUTES AND REPORTS

### a. Planning Committee

Planning Committee met on 13<sup>th</sup> October 2021 and the minutes of that meeting have been circulated.

#### Chairman's Report

This month has been very quiet other than items which will be covered in the Planning Comm meeting itself.

On the 24<sup>th</sup> October myself and Cllr Quinlan attended a Zoom presentation dealing with local planning procedures. Much of it did not apply to PCs but it was interesting and informative and I would recommend in future similar presentations be attended by members of the Planning Comm as it does give an insight to the difficulties experienced by local authorities when dictated to by central government, particularly when political decisions are involved.

### b. Maintenance Committee

#### i. **Chairman's Report.** Maintenance Committee met on 27th October, and the Minutes of the meeting have been circulated.

Prior to the meeting members of the Committee inspected the Churchyard. The possible need to treat the boundary fence was raised, but it has since been established that the oak used for the fence does not require any treatment.

Minute 21.56 - The invitations to tender for the three maintenance contracts are forwarded to Council for approval under Item 5.b.ii. of the agenda. Extension of the Day Work Contract into the second year required some amendments to satisfy Health and Safety legislation, and these were explained by the Clerk under Item 5.b.iii. of the agenda.

Minute 21.60.ii. - The diseased ash trees on the Green have been felled. Committee believed that 5 trees were involved, but in fact 6 have been felled. Under the Council's policy of replacing every tree removed with 2

re-planted, there will be a need for 12 saplings rather than 10. Under Item 5.b.iv. of the agenda Council approved the purchase of 4 beeches, 4 oaks and 4 hornbeams, for which the Clerk has obtained quotations.

Minute 21.58.ii.a. - The Clerk has been undertaking monthly inspections of the play equipment on the Green, but it was felt advisable that this should be put on a professional basis. A quote was accepted from Sawsclapes Play to carry out quarterly site visits, with any necessary minor repairs, at a cost of £100.00 + VAT per visit.

- ii. **Contracts.** The following invitations to tender (ITT) were approved by Council being the Cemetery / Churchyard Maintenance, Village Green Mowing and the Wildlife Meadow Maintenance contracts and the Clerk was asked to source interested companies and advertise the ITTs accordingly. **Clerk**
- iii. **Day Term Contract.** Council agreed for the second year extension to the day work contract to be taken forward and the Clerk would contact the day work contractor accordingly. It was agreed that a risk assessment be carried out on the work undertaken by the contractor. **Clerk**
- iv. **Tree Planting.** Council agreed to accept the quotation from Mill Farm Trees subject to the cost of the stakes and ties which had not been included in the quotation Clerk to seek the information from the company. **Clerk**

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

- i. **Chairman's report.** Committee met on 27th October, and the Minutes of the meeting have been circulated.

I am grateful for the preparatory work put in by the Clerk and Committee members. Many of the items discussed appear on the November Full Council agenda, specifically the setting of the 2022-23 budget/ precept and reviewing the Governance and Accountability return and the interim internal audit.

Grant applications from Broadlands RDA and Victim Support were considered and will be presented to Council for approval.

The F&GP Committee agreed that the recent playground repair costs should be split between the existing budget allocation, and EHDC Councillor grant and CIL reserves. It was also agreed, should the forthcoming Planning Appeal be held in Medstead, the Parish Council would recompense the Village Hall for lost income from any regular bookings that had to be cancelled to accommodate the hearing.

F&GP reviewed the quotations for installing solar lighting bollards in the Village Hall car park. It was felt that, due to both the high cost and requirement for good sunlight, a better option might be for the Village Hall Committee to install a motion sensitive light on the Hall.

- ii. **2022/23 Parish Council Budget.** The draft had been reviewed and agreed by F&GP Committee and Council unanimously approved

- (proposed by Cllr Mike (Jo) Smith and seconded by Cllr Clark) the 2022/23 **Budget of £69,131**, being a 4.4% increase over 2021/22.
- iii. **2022/23 Parish Council Precept.** The draft had been reviewed and agreed by F&GP Committee and Council unanimously approved the 2022/23 **Precept of £49,500**, being a 21.9% increase over 2021/22. The increase being due to additional maintenance contract, additional provision for tree maintenance, play equipment maintenance and increased Clerk salary costs.
  - iv. **2021/22 Interim Internal Audit report.** This was noted by Council
  - v. **2020/21 Annual Governance and Accountability Return (AGAR).** This was noted by Council
  - vi. **Parish Council Grant applications.**
    - a. **Broadlands RDA.** A Parish Council grant of £99.58 was approved by Council and the Clerk was asked to raise the payment.
    - b. **Victim Support.** A Parish Council grant of £100 was approved by Council and the Clerk was asked to raise the payment.

#### 21.147 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT

- i. **Chairman Report.** Formal complaint received from a non-resident member of the public who had received a speeding advisory letter. The member of the public was advised that the Medstead Community Speedwatch group, is separate from MPC and organised and managed by the Alton Neighbourhood policing team, to whom all questions should be directed. I would be grateful if Council could confirm that no further action is required by MPC.

Report of fly-tipping of garden waste into wooded area between Foul Lane and the Green. On closer inspection, it appears that this may have come from a nearby property, so with the agreement of the Clerk a short note has been drafted for delivery to close residents.

Commemorative wreath will be laid at War Memorial as part of the service of Remembrance at 10.45 on Sunday 14<sup>th</sup> November.

- ii. **Medstead Village Hall Lease.** The Clerk had written to the Village Hall Committee regarding any interest which the Charity Commission may have in a new lease and a response is awaited.
- iii. **St Andrew's Churchyard Agreement.** It was agreed that the Agreement be reverted back to a policy and a copy presented to the PCC for their information. Clerk to send.

Clerk

#### 21.148 MEDSTEAD PARISH CLERK REPORT

- i. Interim audit successfully completed by Lightatouch on 18<sup>th</sup> October. Report to be noted by Council.
- ii. Further preparation of the 2022/23 draft budget / precept. This was considered by F&GP Committee and is to be approved by Full Council.
- iii. Ash trees felled on Green. Replacement tree sources identified and quotes received.
- iv. Met with HCC and EHDC regarding footpath along Roe Downs Rd.
- v. With Chair, met neighbour of churchyard regarding tree lopping.
- vi. With Working Group, met at Churchyard prior to M'tce. Committee to agree forward work plan.

- vii. Contacted enquirer regarding wildflower meadow and provided an update on the forward work plan.
- viii. Finalised the contracts for Cemetery, Mowing & Wildflower Meadow for agreement by Full Council.
- ix. Updated Day Work contract to now include reference to H&S requirements.

#### **Cemetery Activity**

Two grant of burial rights.

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

None.

#### **21.149 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT**

A short verbal report was given by EHDC Cllr Diana Tennyson.

#### **21.150 FINANCIAL MATTERS**

- i. The income and expenditure account for October 2021 was reviewed by Council and approved, nominated by Cllr Kercher and seconded by Cllr Clark.
- ii. The bank reconciliation(s) as at 31<sup>st</sup> October 2021 having been signed off by Cllr Fuzzard was reviewed by Council, proposed by Cllr Deborah Jackson and seconded by Cllr Clark and approved.

#### **21.151 MEDSTEAD ALLOTMENTS MAINTENANCE**

- i. **Shed Plinth Extension.** Cllr Mike(Ja) Smith updated Council on discussions and had provided some ideas for Maintenance Committee to consider at their next meeting. He outlined that there is a resource issue on the Allotment Association with nobody able at present to source quotations for the proposed work. Cllr Smith would report back again at the next meeting.
- ii. **Water Tap Maintenance.** No further update.

**Maintenance  
Committee**

**Cllr Mike (Ja)  
Smith**

#### **21.152 S106/CIL FUNDED PROJECTS**

- i. **Medstead Village Green.** Implantation of nematodes over the whole area of the Green has been completed. Application for S106 funding will be made to EHDC for payment of the costs from the agreed allocation of Section 106 funds.
- ii. **Medstead Parish Office / Pavilion Expansion.** The Clerk had prepared a draft planning application but had requested some further detail from Council. Cllrs Kercher and Smith to review and report back to the Clerk
- iii. **Footpath Link to Medstead School.** A site meeting has been held with the HCC Highway engineer, HCC School Travel Planning team and the Community Team of EHDC and HCC Councillor Kemp-Gee. Cllr Kercher and the Clerk will attend on behalf of Medstead Parish Council. At that meeting it was agreed that the Clerk would summarise the requirement and submit to HCC via Cllr Kemp-Gee for consideration

**Cllr Kercher  
/ Cllr Mike  
(Jo) Smith**

**Clerk**

#### **21.153 MEDSTEAD VILLAGE PONDS**

- i. **Five Ash Pond.** No further update.
- ii. **Medstead Village Pond.** No further update.

**21.154 COMMUNITY ENGAGEMENT**

- i. **St Andrew’s Christmas Tree Festival.** Despite not having received an invitation, it was agreed that the Community Engagement budget should be used to purchase a tree and Cllr Clark agreed to take this forward.
- ii. **Speedwatch Equipment.** It was agreed that following advice received from HLC that funding for Speedwatch equipment could be purchased (and subsequently owned) by the Council and would be loaned to the Speedwatch Team.
- iii. **Speedwatch Tripod** – It was agreed that this equipment be purchased and the Clerk was asked to take this forward.

**Cllr Clark**

**Clerk**

**21.155 COUNCIL REPRESENTATIVES**

- i. Cllr Kercher reported for **Medstead Sports Club** that given the minimal use of the Pavilion during the winter months, the water supply has been turned off and the system drained down to prevent frost damage to the pipework.

Cllr Quinlan reported on the **Village Hall** that on 20 Oct he met with the Chairman and Treasurer of Medstead Village Hall to continue an overview of the village hall operations and finances.

Although the closure of the hall for some 18 months reduced the hire and fundraising revenues considerably, the operational costs have been well managed and kept as low as possible under the circumstances.

In addition, despite the hall being closed for such a lengthy period, the new committee members are determined to reinstate “normal” operations as quickly as possible with bookings already being taken for various events.

The new caretaker is making good progress with outstanding maintenance requirements and the repairs to the external rear fire exit are well in hand with a local contractor.

The village hall Christmas Fayre is scheduled for Saturday 4th December with any offers of help or contributions gratefully accepted.

The next village hall committee meeting will be on 23rd November 2021.

There were no further matters to discuss and the meeting was closed at 9.20pm.

**Signed Chairman .....** **Date.....**