



MEDSTEAD PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING 27th January 2021 (Held virtually on the Zoom platform)

Present:

Cllrs. Deborah Jackson, Ken Kercher, Charles Clark & Andrew Jackson.

Also present:

Mr Peter Baston (Clerk).

ACTION

21.01 OPEN SESSION

None.

21.02 APOLOGIES FOR ABSENCE

None.

21.03 DECLARATIONS OF INTEREST

None.

21.04 MINUTES

- i. The minutes of the meeting(s) held on 25th November 2020 were proposed by Cllr Andrew Jackson, seconded by Cllr Kercher and would be signed by the Chairman in due course as a correct record.

ii. Matters arising.

| Minute # | F&GP Meeting Date | Action | Assigned to | Status | Comments |
|------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------|---------------------------------------------------------------------------------------|
| 20.21 | 27 May 2020 | Web site / e mail addresses to be brought into line with WCAG Regulations | Clerk / Full Council | Completed | Waiting for "secure" web site to be installed by Visionist otherwise complete |
| 20.50 (i) | 25 November 2020 | Clerk to instruct day work contractor to fit bench | Clerk | Completed | |
| 20.50 (ii) | | Clerk to purchase Local Council Administration reference book | Clerk | Completed | |
| 20.54 | | Clerk to source quotes for notice board at Greenstile | Clerk | Completed | Maintenance Committee to consider and bring recommendation to Full Council |
| | | Clerk to contact FMPC to ascertain whether they would be willing to contribute 50% of the cost of replacement board at Lymington Barn | Clerk | Completed | |
| 20.55 | | Clerk to contact NatWest regarding new signatory for MPC | Clerk | Outstanding | Papers sent to Nat West. Waiting for their action |
| | | F&GP to consider further the two parish councillor vacancies | F&GP | Outstanding | Depending on Covid restrictions, to be reviewed at next Committee meeting. |
| 20.56 (i) | | Clerk to contact EHDC regarding release of generic \$106 funds for the parish office project | Clerk | Completed | |
| 20.57 | | Cllr Deborah Jackson to contact Mr Pullen regarding the previous pond survey | Cllr Deborah Jackson | Completed | |
| | | Full Council to establish a working Group for future pond maintenance | Full Council | Completed | |
| 20.58 | | Clerk to contact contractor(s) for Five Ash Pond dredging estimate | Clerk | Outstanding | Third quote still required. Two estimates have been received. |
| | | F&GP to consider improvements to Five Ash Pond area | F&GP | Outstanding | |
| 20.60 (i) | | Clerk to get unregistered PC land registered with Land Registry | Clerk | Outstanding | First submission waiting for cheque sign off. Others areas will follow in due course. |
| | | Clerk to arrange repairs to Soldridge Pond fencing and install slip rail gate | Clerk | Completed | |
| 20.60 (ii) | | Clerk to find out whether a periodic inspection is a legal requirement for lifebelt | Clerk | Completed | |
| 20.60 | | Cllr Clark to identify debris to be removed at pond | Cllr Clark | Completed | |
| 20.61 | | Cllr Deborah Jackson to attend meeting of HCC Highways Group | Cllr Deborah Jackson | Completed | |
| 20.62 | Clerk to contact Medstead PCC regarding the formal transfer of the maintenance of St Andrews Churchyard | Clerk | Completed | PCC written to. No response received as yet | |
| 20.63 | Clerk to switch on Christmas lights | Clerk | Completed | | |
| 20.64 | Cllr Kercher and Deborah Jackson to review and re draft the MVH lease agreement | Cllr Kercher / Deborah Jackson | Outstanding | Further work required | |

21.05 2020/21 EXPENDITURE REVIEW

The Committee reviewed and considered the latest expenditure and outturn report. Cllr Kercher reported that he had approached the scouts regarding a possible Parish Council grant application.

Cllr Deborah Jackson will contact the Parish Plan committee to ascertain what funds remain in the Parish Plan bank account in order to consider a further bid for funding a future project.

**Cllr Deborah
Jackson**

21.06 MEDSTEAD PARISH OFFICE.

Four companies had been shortlisted from nine companies who had expressed an interest to supply a tender for the parish office. The return date of the tenders is 22nd February at which point, F&GP would consider the tenders received. One short listed company had expressed a desire to have a virtual meeting with Medstead Parish Council and the Clerk was asked to arrange this with Cllrs. Kercher, Smith and the Clerk attending.

**F&GP
Committee
Clerk / Cllr
Kercher /
Cllr Smith**

21.07 FIVE ASH POND

Estimates had been received from two companies and a third is still outstanding and the Clerk was asked to chase this. This would be placed on the next Full Council agenda.

**Clerk
Full Council**

The Clerk was also asked to request from each company who had supplied a tender already about the inclusion of an additional step and sill into the pond on the Five Ash Rd. boundary.

Clerk

21.08 MEDSTEAD VILLAGE HALL LEASE

Further work is still required by Medstead Parish Council on the draft lease. This will be undertaken by Cllrs D Jackson and Kercher.

**Cllr D Jackson /
Cllr Kercher**

21.09 MEDSTEAD PARISH COUNCIL POLICY REVIEW

All of the following polices were reviewed and agreed and would be passed to Full Council for approval.

- i. Cemetery Fees**
- ii. GDPR (Data Protection)**
- iii. Investment Strategy**

**Full
Council**

It was agreed that due to changing legislation as a result of Brexit, the ii. GDPR (Data Protection) would be further reviewed in January 2022.

**F&GP
Committee**

The following new draft policy was agreed and would be passed on to Full Council for adoption

- i. Press & Media Policy**

**Full
Council**

21.10 MEDSTEAD PARISH COUNCIL COUNCILLOR VACANCIES

This would be kept under review as a standing agenda item pending the relaxation of Covid restrictions.

21.11 CORRESPONDENCE.

- i. **Infrastructure Planning and Delivery (Community Facilities Study).**
The Clerk was asked to respond to EHDC citing the planned projects which are being considered **Clerk**
- ii. **Infrastructure Planning and Delivery (Allocating CIL money).**
It was unclear to the Committee what the request for information on CIL related to and the Clerk was asked to seek clarification **Clerk**
- iii. **Rural Programme Parish Pages survey.**
This was noted by the Committee.
- iv. **HALC Bulletin. To consider the future review of the Code of Conduct.**
This was noted by the Committee with the need to review the new councillor code of conduct to be placed on the next F&GP agenda. **F&GP Committee**

The Chairman closed the meeting at 8.55pm.

ChairmanDate.....