



MEDSTEAD PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING

31st March 2021 (Held virtually on the Zoom platform)

Present:

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

Also present:

Mr Peter Baston (Clerk).

ACTION

21.15 OPEN SESSION

- i. Cllr Kercher mentioned that Manor Colts U14 football club would like to use the football pitch on the Green for their matches for the remainder of the season. However, badger activity has meant that the ground is rutted and Manor Colts should be advised when the Clerk responds. Medstead Sports Club is content for Manor Colts to use their corner flags and the disabled toilet in the Pavilion but were concerned that given the age and condition of the lining machine, it would be preferred that this was not used. The Clerk would respond to the Manor Colts accordingly.
- ii. The Clerk mentioned that he has received a communication from Mr Hans Taylor regarding his offer of the upkeep of the festive lights on the Green. It was agreed that the Clerk would check with HALC and the insurance company regarding possible H&S implications and the need to undertake a risk assessment before responding.

Clerk

Clerk

21.16 APOLOGIES FOR ABSENCE

None.

21.17 DECLARATIONS OF INTEREST

None.

21.18 MINUTES

- i. The minutes of the meeting held on 27th January 2021 and the Extraordinary meeting held on 24th February 2021 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
20.54	25 November 2020	Clerk to contact NatWest regarding new signatory for MPC	Clerk	Completed	
20.55		F&GP to consider further the two parish councillor vacancies	F&GP	Outstanding	Depending on Covid restrictions, to be reviewed at next Committee meeting.
20.58		Clerk to contact contractor(s) for Five Ash Pond dredging estimate	Clerk	Completed	
		F&GP to consider improvements to Five Ash Pond area	F&GP	Outstanding	To be considered further during 2021
		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.
20.64 & 21.08		Cllr Kercher and Deborah Jackson to review and re draft the MVH lease agreement	Cllr Kercher / Deborah Jackson	Completed	
21.05	27 January 2021	Cllr D Jackson to see amount of funds in Parish Plan bank account	Cllr Deborah Jackson	Completed	
21.06		Parish Office tenders evaluation	F&GP	Completed	
21.07		Five Ash Pond dredging. To agree contractor	Full council	Completed	
21.09		Full council to confirm four policies	Full Council	Completed	
21.09		GDPR Policy to be further reviewed in Jan 2022 after Brexit legislation is clearer	F&GP	Pending	
21.11 (i)		Clerk to respond to EHDC regarding projects planned	Clerk	Completed	
21.11 (ii)		Clerk to seek clarification on CIL query	Clerk	Completed	
21.11 (iv)		F&GP to review code of conduct at next meeting	F&GP	Completed	
21.12 (i)		Cllr Smith & Kercher to obtain further details on design	Cllr Smith Cllr Kercher	Completed	
21.12 (iii)		F&GP to consider reconfiguration of pavilion	F&GP	Pending	
21.14	24 February 2021	Cllr AJackson to re word one section of MVH Lease	Cllr AJackson	Completed	
21.14		Clerk to get HALC legal team to review the draft lease	Clerk	Completed	
21.14		Clerk to contact Cllr Fuzzard to see if the attached plan could be re drawn professionally	Clerk	Completed	

21.19 PARISH COUNCIL FINANCE

- i. **2020/21 EXPENDITURE REVIEW.** The provisional outturn position was reviewed and agreed by Committee
- ii. **2021/22 EXPENDITURE PROFILE.** The format of the future year's expenditure reports was agreed and would remain as for the current year
- iii. **MEDSTEAD PARISH COUNCIL FUTURE PROJECTS.** This would be considered further at the next meeting.
- iv. **CIL FUNDS (Four Marks Community Building).** The Committee reviewed the request from Four Marks PC for Medstead PC held CIL funds and agreed that whilst Medstead PC fully support the initiative for the new Community building in Four Marks, it was felt that the projects being considered in Medstead during 2021/22 and beyond, would utilise all of the funds held. Whilst Four Marks PC have access to the remaining £7067.01 held by EHDC in S106 funds identified as being *"towards a new youth sports centre with ancillary office and meeting rooms at Uplands Lane, Four Marks"*, Four Marks PC should request a draw down of funds from EHDC from the remaining 75% element of CIL funding held by EHDC. Clerk to respond accordingly to Four Marks PC.
- v. **MEDSTEAD PARISH COUNCIL GRANT APPLICATION - CAB.** A grant application for £300 from CAB was approved under delegated powers, Clerk will arrange for a payment to be raised.
- vi. **2020/21 FINAL AUDIT.** The Committee noted that an Impact Statement has been requested by the Internal Auditor and the Clerk will draft a version for clearance by the Chair.

**F&GP
Committee**

Clerk

Clerk

Clerk

21.20 MEDSTEAD PARISH OFFICE.

Cllr Kercher reported that three companies had been approached to provide an indicative quotation. Cllr Kercher stated that he will be submitting a written report for the next Full Council meeting on 14th April.

Cllr Kercher

21.21 MEDSTEAD VILLAGE HALL

- i. **Lease** - The Clerk had received legal advice from the Hampshire Association of Local Councils (HALC) regarding the accuracy of the draft lease and with Cllr Kercher, will update the existing lease with the comments received into a new template received from HALC. This will then go back to Full Council for approval.

**Clerk / Cllr
Kercher**

Full Council

- ii. **Car Park Lighting.** No further response has been received from Medstead Village Hall committee

21.22 CORRESPONDENCE.

- i. **Hampshire & Isle of Wight Wildlife Trust.** This was noted by the Committee but not directly relevant to Medstead.
- ii. **EHDC Councillor Code of Conduct.** The Clerk was asked to respond to EHDC after the next Full Council meeting, stating that Medstead PC would be using the National Association of Local Councils (NALC) version of the Code of Conduct and would not be adopting the EHDC version. **Clerk**
- iii. **Community Projects Funding.** Noted by Committee.
- iv. **HALC Grant funding opportunities** The EHDC Grant information was reviewed and Cllr Andrew Jackson suggested that the funding stream from the Football Foundation be considered further for any future pavilion refurbishment or restoration of the Green. Clerk to look into further details on this funding stream. **Clerk**
- v. **Blended Trails Event - Bar Request.** This would be referred to the next Full Council meeting. Clerk to send a holding reply to Blended Trails **Full Council / Clerk**
- vi. **HALC Purdah guidance.** Noted by Committee

21.23 ST ANDREW'S CHURCHYARD.

The recent communication from St Andrew's PCC regarding the closed churchyard of St Andrew's being maintained by Medstead PC was reviewed and it was felt that a draft Agreement, drawn up by the Chair prior to the meeting, between the PCC and Medstead PC based on the originally drafted policy would be the best way forward. A covering letter would be drafted by Cllr Kercher and the Agreement updated by the Clerk and taken to Full Council. **Cllr Kercher / Clerk**

Full Council

Cllr Deborah Jackson also updated the Committee regarding the recent developments regarding the reconfiguration of the Diocese and would bring a further update to the next Full Council meeting. **Cllr Deborah Jackson**

21.24 BRIDLEWAY 701 REFURBISHMENT FUNDING

The recent work undertaken by the Medstead footpath officer in submitting a S106 funding application for the reinstatement of bridleway 701 was considered. It was felt that this should not fall to the Footpath Officer nor should it be the responsibility of Medstead Parish Council and HCC who oversee such rights of way, should be taking responsibility and expenditure for the work. The Clerk was asked to write to HCC requesting that they address the problem and if not, the reasons for their refusal. The Clerk was also asked to contact the footpath officer suggesting that he withdraws the submission for S106 funding. **Clerk**

21.25 MEDSTEAD PARISH COUNCIL AGM

The timetable for future 2021 Medstead Parish Council meetings was reviewed in light of the refusal by the Government to extend the allowance to hold meetings virtually due to Coronavirus after 7th May 2021. A revised list of meeting dates will be circulated to all councillors and posted on the notice boards and the Parish Council web site. **Clerk**

21.26 INSURANCE ASSET RE-VALUATION of SPORTS PAVILION and ALLOTMENT SHED

The Clerk highlighted that there is a need to carry out a revaluation of the Sports Pavilion and the Allotment Shed and was asked to take this forward.

Clerk

21.27 MEDSTEAD PARISH COUNCIL POLICY REVIEW

All of the following polices were reviewed and, with a few amendments agreed, would be passed to Full Council for approval.

Full Council

- i. Cemetery Fees
- ii. Councillor Code of Conduct (NALC template version)
- iii. Business Continuity Plan
- iv. Financial Regulations
- v. Standing Orders
- vi. Disciplinary Policy
- vii. Grievance Policy & Procedure
- viii. Risk Register

21.28 MEDSTEAD PARISH COUNCIL COUNCILLOR VACANCIES

With the relaxation of Covid restrictions, it was felt that the two co-opted councillor vacancies could now be advertised and the Clerk was asked to take this forward having already received confirmation from EHDC Democratic Services that an election is not required. Closing date for expressions of interest would be 30th June 2021 for consideration by Full Council at the July full council meeting.

Clerk

Full Council

The Chairman closed the meeting at 9.40pm.

ChairmanDate.....