



## MEDSTEAD PARISH COUNCIL

### MINUTES OF THE MAINTENANCE COMMITTEE MEETING

28<sup>th</sup> April 2021 (Zoom platform)

**Present:**

Cllr's Ken Kercher, Andrew Jackson, Georgy Fuzzard & Mike (Jo) Smith.

**Also present:**

Mr Peter Baston (Clerk).

**ACTION**

**21.27 OPEN SESSION**

- i. Cllr Mike (Jo) Smith asked if the Clerk could contact the day work contractor to repair the stile on Footpath 12 which is in poor condition and also to remove the overgrown ivy on a finger post.

**Clerk**

**21.28 APOLOGIES FOR ABSENCE**

None.

**21.29 MINUTES**

- i. The minutes of the meeting held on 31<sup>st</sup> March 2021 having been previously circulated, were agreed as a true record and will be signed by the Chairman.
- ii. Matters arising.

**Cllr Kercher**

| Minute # | Maintenance Meeting Date  | Action   | Assigned to | Status   | Comments  |
|----------|---|--|-------------|--|---|
| 20.33    | 28 October 2020   | Dragons tooth near to Pavilion.  | Clerk       | Outstanding                                      | This will now be installed by the Day Work Contractor when the lockable post is also installed. Clerk to meet Chair of Committee to agree exact location. |
| 21.18    | 31 March 2021   | Clerk to seek an update on Day work tasks  | Clerk       | Completed  |   |
| 21.19    |   | Tree Policy to Full Council  | Clerk       | Completed  |   |
| 21.21    |   | Clerk to get confirmation from FMPC that they will contribute 50% of cost for Lymington Barn board | Clerk       | Completed  |   |
| 21.22    |   | Clerk to contact successful bidder for contract  | Clerk       | Completed  |   |
| 21.22    |   | F&GP to let a separate contract in 2022 for wildflower meadow & cemetery extension                 | F&GP        | Outstanding                                      |   |
| 21.24    |   | Clerk to source additional quotes for play area matting repairs                                    | Clerk       | Outstanding                                      | Further quotes to be sourced  |
| 21.25    |   | Reflector bollards to be ordered & placed at Foul Lane   | Clerk       | Outstanding                                      | Reflector posts on order  |
| 21.26    | Working Group for Cemetery Maintenance to be considered further at next meeting | Maintenance Committee  | Pending     | To be taken forward once Covid restrictions ease |   |

**21.30 DECLARATIONS OF INTEREST**

None.

**21.31 CONTRACT(S) UPDATE**

- i. **Cemetery / Churchyard Maintenance (incl. wildflower meadow/Cemetery extension).** Contractor performing in accordance with contract. Mention was made of some graves still being sunken and the Clerk was asked to inspect and if required, to contact the contractor.
- ii. **Village Green Mowing.** Contractor performing in accordance with contract.
- iii. **Day Work Contract.** The Day Work Contractor has carried out a number of tasks as requested. Future tasks will include the installation of reflector bollards off Foul Lane and the installation of two new notice boards.

**Clerk**

**21.32 MEDSTEAD PARISH COUNCIL POLICY.**

**Medstead Cemetery Regulations.** This was reviewed and would now include a section regarding the prevention of the laying of scalping / gravel / bark chippings or any other artificial covering or articles such as solar lights on graves and would be taken to Full Council for approval.

**Full Council**

**21.33 CORRESPONDENCE**

- i. **Pavilion Fire Risk Assessment.** The guidance was noted by Committee with a further assessment agreed as being undertaken in 2022. The Clerk was asked to contact the company accordingly.
- ii. **Wildflower Verges.** This was noted by the Committee

**Clerk**

**21.34 MEDSTEAD PARISH COUNCIL NOTICE BOARDS**

The Clerk has ordered two new boards from Greenbarnes (one for Greenstile - floor mounted and one for Lymington Barns - wall mounted). The Lymington Barns board is shared with Four Marks PC, who have agreed to contribute 50% of the cost of that board.

**21.35 WILDFLOWER MEADOW**

**Ground renovation.** Council have approved the tender to be awarded to P J Grace to undertake the renovation of the wildflower meadow. However, following a conversation with the contractor, he has suggested that the planned work would do more harm than good and an alternative strategy could be an option and the Clerk was asked to set up an on-site meeting with the contractor to discuss further and to put the previously agreed contract on hold.

**Clerk**

**21.36 MEDSTEAD VILLAGE GREEN**

- i. **Grass Renovation.** Cllr Kercher confirmed that Southern Ground Care have undertaken the aeration and fertilisation. In May, further nematodes will be implanted.
- ii. **Play Area Matting.** One quotation has been received from Sawscares for the matting and the Clerk is sourcing a further two quotes which would then be considered by Council.

**21.37 CEMETERY / CHURCHYARD ISSUES**

- i. **Working Group for Cemetery Maintenance.** Once Covid restrictions are eased further in June, the working group would meet in the Cemetery with a view to undertaking a further memorial topple test and also to assess what graves are flouting the regulations, after which the Clerk would contact the owners of the graves concerned and remind them of the regulations.

**Cemetery Working Group**

**21.38 CURRENT AND FUTURE PROJECTS.**

These were reviewed and noted by the Committee.

On the budget line for footpath maintenance, the Clerk was asked to contact the Footpath Officer to see if he would be willing to undertake an assessment of any work on the Medstead footpath network which requires the attention of the Parish Council, which would then be considered at a future meeting of the Maintenance Committee.

**Clerk**

Further, for the budget line for Pavilion maintenance, the Sports Club are to provide a list of works required in the Pavilion. Once received, this will be considered further by the Committee.

The Chairman closed the meeting at 7.15pm.

Chairman ..... Date.....