



MEDSTEAD PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING

28th April 2021 (Held virtually on the Zoom platform)

Present:

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

Also present:

Mr Peter Baston (Clerk).

ACTION

21.29 OPEN SESSION

- i. Cllr Deborah Jackson asked about the discussion relating to the Wildflower Meadow at the previous Maintenance meeting and Cllr Kercher confirmed that a meeting is planned with the contractor on site to discuss the position further.
- ii. Cllr Deborah Jackson asked about bridle way 701 and confirmed that Medstead Parish Council would not be accepting any insurance liability for the planned works which are being arranged by Alton Ramblers Club with S106 funding and agreed that HCC should be ensuring that they take responsibility for any insurance liability but was pleased to note that HCC would be responsible for any future maintenance which may be required. The Clerk was asked to communicate this to the Alton Ramblers via the footpath officer.

Clerk

21.30 APOLOGIES FOR ABSENCE

None.

21.31 DECLARATIONS OF INTEREST

None.

21.32 MINUTES

- i. The minutes of the meeting held on 31st March 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.

Chair

ii. Matters arising.

Minute #	F&GP Meeting Date	Action	Assigned to	Status	Comments
	25 November 2020	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	Pending	First submission sent to Land Registry. Others areas will follow in due course.
21.09	27 January 2021	GDPR Policy to be further reviewed in Jan 2022 after Brexit legislation is clearer	F&GP	Pending	
21.12(iii)	24 February 2021	F&GP to consider reconfiguration of pavilion	F&GP	Pending	
21.15 (i)		Clerk to respond to Manor Colts	Clerk	Completed	
21.15 (ii)		Clerk to check with HALC legal about volunteer H&S implications	Clerk	Completed	
21.19(iii)		F&GP to consider future projects	F&GP	Completed	On Agenda
21.19(iv)		Clerk to contact FMPC regarding use of Medstead CIL funds	Clerk	Completed	
21.19(v)		Clerk to notify CAB regarding Grant application	Clerk	Completed	
21.19(vi)		Clerk to draft an COVID impact statement for auditor for Chair to clear.	Clerk / Chair	Completed	
21.20		Cllr Kercher to supply a written report to Full Council regarding Parish Office companies	Cllr Kercher	Completed	
21.21(i)		Clerk & Cllr Kercher to update lease for clearance by Full Council	Cllr Kercher / Clerk / Full Council	Completed	
21.22(ii)	31 March 2021	Clerk to respond to EHDC stating that MPC would be using NALC Code of Conduct	Clerk	Completed	
21.22(iv)		HALC Grant funding opportunities. Clerk to investigate further	Clerk	Outstanding	
21.22(v)		Clerk to respond to Blended Trails event regarding bar	Clerk	Completed	
21.23		Cllr Kercher to draft a covering letter to be sent with draft "Agreement" to PCC after clearance by Full Council	Cllr Kercher / Clerk / Full Council	Completed	
21.23		Cllr Deborah Jackson to update Full Council on the future of the Diocese.	Cllr D Jackson	Completed	
21.24		Clerk to contact HCC regarding B/W 701	Clerk	Completed	
21.25		Clerk to update notice boards / web site with revised meeting dates	Clerk	Completed	
21.26		Clerk to source quotations for revaluation of allotments shed and sports pavilion	Clerk	Completed	
21.27		Draft policies to be taken to Full Council for approval	Full Council	Completed	
21.28		Clerk to take forward the process for co-opting the two new councillors	Clerk	Completed	

21.33 PARISH COUNCIL FINANCE

a) Annual Governance and Accountability Return (AGAR) 2020/21.

- i. **AGAR Timetable.** This was noted by the Committee.
- ii. **AGAR Section 1.** Section 1 of the AGAR was approved by the Committee and would be taken to Full Council for approval.
- iii. **AGAR Section 2.** Section 2 of the AGAR was approved by the Committee and would be taken to Full Council for approval.

Full Council

Full Council

b) 2021/22 EXPENDITURE PROFILE.

The outturn position was reviewed and agreed by the Committee.

- c) **MEDSTEAD PARISH COUNCIL FUTURE PROJECTS.** The projects were reviewed and prioritised. It was agreed that the modernisation of the Pavilion and the Parish Office should be considered together and an on-site meeting on 19th May was agreed to consider options. The Sports Club are providing a list of maintenance issues which will need to be considered by the Council.

Maintenance Committee

21.34 MEDSTEAD PARISH OFFICE.

Cllr Kercher reported that he is planning to draft a response to "Company B" indicating that whilst the Parish Council are interested in their proposal, there would be a slight delay in taking this forward.

21.35 MEDSTEAD VILLAGE HALL

- i. **Village Hall Lease.** This was reviewed and the legal requirements would be incorporated by the Clerk and a clean copy would be submitted to Full Council for their approval prior to being sent on to Medstead Village Hall.
- ii. **Car Park Lighting.** No further response has been received from Medstead Village Hall committee but it is understood that this will be considered further by the Medstead Village Hall Committee in May.

Clerk/Full Council

21.36 CORRESPONDENCE.

- i. **Medstead and Four Marks Neighbourhood Plan (M&FMNP).** The amendments made by the Group along with the comments made by Four Marks Parish Council were agreed by the Committee and the Clerk was asked to confirm to the Medstead & Four Marks Neighbourhood Plan steering group **Clerk**
- ii. **Hattingley Half Marathon.** This was noted by the Committee with the Village Green Fee structure being reviewed at the next F&GP meeting **F&GP Committee**
- iii. **HALC advice on volunteering.** This was noted by Committee with the requirement to undertake a risk assessment for any such activity. The Clerk was asked to complete the assessment for agreement at the next F&GP meeting in July 2021 prior to being sent to the volunteer group for the festive lighting . **Clerk**

21.37 HALC TRAINING OPPORTUNITIES.

This was noted by Committee. The Clerk would attend the virtual course on Health & Safety issues. **Clerk**

21.38 MEDSTEAD PARISH COUNCIL POLICY REVIEW

The following policies were reviewed and, with a few amendments agreed, would be passed to Full Council for approval. **Full Council**

- i. Standing Orders
- ii. Complaints Policy

21.39 MEDSTEAD PARISH COUNCIL COUNCILLOR VACANCIES

The Clerk had drafted a notice to be displayed on the parish notice boards and the web site for the two parish councillor vacancies.

The Chairman closed the meeting at 8.45pm.

ChairmanDate.....