



Medstead Parish Council

Minutes of the Full Council Meeting Wednesday 16th February 2022.

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

Also in attendance: Three members of the public & Peter Baston (Parish Clerk).

	ACTION
22.001 OPEN SESSION	
i. One member of the public and Cllr Kercher mentioned the recent communication between the Clerk and Medstead Cricket Club which was seeking a signed agreement for use of the Village Green during 2022. Due to the wording of the Terms & Conditions of the Green hiring agreement, this did not fit well with the Cricket Club. It was agreed that F&GP would consider this further at a future meeting.	F&GP Committee
ii. Cllr Fuzzard reported that the Greenstile shelter had now been adorned with graffiti after it had been cleaned by the Parish Lengthsman.	
iii. Cllr Fuzzard reported that the gate to the Cemetery had dropped and was not latching correctly. The Clerk would contact the day work contractor to address the problem.	Clerk
iv. Cllr Fuzzard asked if she be allowed to remove the Christmas wreaths from the graves in the Cemetery and this was approved by Council.	
v. Cllr Quinlan passed the best wishes of the Council to Cllr Andrew Jackson for a speedy recovery.	
vi. Cllr Quinlan reported that the perpetrators of a recent fly tipping at Medstead Village Hall had been identified, reported to EHDC who would be seeking to prosecute.	
vii. Cllr Quinlan asked for Council approval for Medstead Village Hall to place two 5mph speed signs in the car park. This was agreed by Council.	
viii. Cllr Mike(Jo)Smith mentioned the recent flooding at Five Ash Pond and suggested that a bore hole might address the issue. The Clerk would contact the Environment Agency to get their advice.	Clerk
ix. Cllr Mike (Jo) Smith also mentioned that the water leak on Lymington Bottom Road had not been fixed and water was still flowing. Cllr Clark would contact the water board again.	Cllr Clark
x. Cllr Mike(Jo) Smith mentioned that he had been made aware that the Appeal for the travellers' site will now be heard on 12 & 13 th July 2022. The Clerk would contact the Village Hall to see if a booking has been made by EHDC.	Clerk
xi. Cllr Clark asked for Council approval to contact HCC Highways for a weight limit of 7.5tonnes to be signed on all approached to Medstead village. It was felt that this should involve all the neighbouring parishes as the signage would be displayed in their parishes. The Clerk would write to the Clerks at Beech PC, Bentworth PC, Four Marks PC and Ropley PC.	Clerk

22.002 APOLOGIES FOR ABSENCE

Cllrs. Andrew Jackson & Graham Bennell, EHDC District Councillor Thomas. Approved.

22.003 DECLARATION OF INTERESTS

None

22.004 COUNCIL MINUTES

- i. The minutes of the Full Council Meeting held on **8th December 2021** were proposed as a true record by Councillor Mike(Jo) Smith seconded by Councillor Mike (Ja) Smith and was signed by the Chairman.

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
21.082(iii) c		Clerk to set up a Facebook account as an information tool	Clerk	On Hold	
21.089(i)	Jul-21	Clerk to source quotes for shed plinth extension	Clerk	On Hold	Waiting for Allotment Association to provide further information
21.089(ii)		Cllr Mike (Ja) Smith to source local plumber to address water supply issues to allotment tap	Cllr Mike (Ja) Smith	On Hold	
21.100(iii)a	Aug-21	F&GP to review Clerk role & responsibilities	F&GP Committee	Outstanding	For March 2022 F&GP Committee meeting
21.142 (iii)		All councillors to consider being a Trustee for the Mulcock Charity	All councillors	On Hold	
21.151(f)	Nov-21	M'tce Committee to consider plinth options as detailed by Cllr Mike (Ja) Smith who would report back at next Council meeting	M'tce Committee / Cllr Mike (Ja) Smith	Outstanding	Allotment Association to provide MPC with details of materials required.
21.156(iii)		F&GP to consider budget allocation for dragons teeth	F&GP Committee	Outstanding	F&GP to consider at the March 23rd meeting
21.168(f)		M'tce Committee to consider future Green maintenance requirements	M'tce Committee	Outstanding	Mr N Cooper (Medstead CC) to be invited to the M'tce. meeting on 23rd March
21.168(iii)	Dec-21	Cllr Mike(Jo) Smith to contact HCC about flashing speed sign	Cllr Mike (Jo) Smith	Outstanding	Cllrs M (Jo) & (Ja) Smith to follow up with school pta for supporting statements of need to assist with justification to HCC.
21.169(ii)		Cllr Deborah Jackson to contact members of the pond working group to arrange a suitable date to meet	Cllr D Jackson	Outstanding	Cllr Deborah Jackson to meet wit Cllr Mike (Ja) Smith

22.005 COMMITTEE MINUTES AND REPORTS

a. Planning Committee

Planning Committee met on 8th December 2021 and 12th January 2022 and the minutes of those meetings have been circulated.

Chairman's Report

Several items of interest this month.

i. **Sports Pavilion / Parish Office**

Can I thank the Clerk and others of the Committee for the work they have put in to submit the planning application in respect of the Sports Pavilion/Parish Office. Rather oddly, EHDC wanted MPC to agree to them extending their own deadline. Having done so, EHDC then advised that due to Covid they were unable to carry out a site visit and could we submit photos. This was done, thanks to the "photographers"! It is noted that we have made it onto the EHDC list and it appears as Ref:58628 as Item 9 on the Agenda of the Planning Comm meeting 16th February.

i. **Neighbourhood Plan Steering Group**

There was some confusion over the response to the Supplementary Planning Document (SPD) published by EHDC for consultation purposes. Frank Maloney did a huge amount of work going through the document and produced an excellent response. However it was not until the last moment that I discovered that this response had not been put before either MPC or FMPC. Therefore a transcript of Frank's work was emailed to all MPC Planning Comm members for approval and I would like to thank them for their swift agreement. The response has been sent to EHDC and I assume it has been accepted. I am not aware if FMPC did respond. This was dealt with under delegated authority and is to be approved by Full Council.

ii. EHDC Large Sites

EHDC have published some details of the two large sites in south Medstead and two workshops were hosted by them on 7th and 14th February. In order to have a joint response with FMPC, the NPSG met at the MVH on 28th January to discuss the way forward. A lively discussion took place and myself and Mike Sanders agreed to meet and draw up a series of bullet points to take to the workshops. However, before either of the workshops were to take place, we were advised that these workshops were more to do with design than actual desirability of the sites themselves, and that they would not be interactive, rather a presentation by EHDC and the developers. Our joint response from both MPC and FMPC will be in the form of a questionnaire to be completed with 28 days following its issue after the 14th February. It has been suggested that the two PCs, working with the NPSG will work on this.

iii. Other Issues

I have had further contact from a Wield Road resident concerning the various planning breaches in that road which are subject to enforcement orders, and are now apparently out of date, due allegedly to the inaction of EHDC. More worryingly, it seems that some of the occupiers have been advised to apply for planning. EHDC Cllr Ingrid Thomas has been advised. Finally, a resident in Homestead Road has made me aware of a possible planning breach at "Greendrift". Without going into details, he has been in touch with EHDC and Ingrid Thomas. The Clerk has also advised EHDC and this has been acknowledged by them.

b. Maintenance Committee

i. Chairman's Report.

Maintenance Committee met on 26th January and the minutes of that meeting have been circulated.

Parish Council Contracts (Minute 22.05) and the Tree and Hedges Policy (Minute 22.07) appear as Items 5.b.ii and 11 on this evening's Council agenda. In accordance with Standing Orders, awarding of the contracts will be discussed as an "In Confidence" item.

The 12 sapling trees to replace the 6 ash trees that had to be felled because of ash dieback have been planted in the agreed locations around the Green.

The Cemetery Working Group met on 31st January and carried out "topple tests" on memorial stones in the cemetery. A number were found to be unstable and one large stone cross was laid flat because of the potential danger that it posed. The Clerk has contacted the last known owners of 13 of the more recent grave plots to ask that they should remedy the faults with those memorials. It is unlikely that the owners of the older plots can now be identified, so that the cost of those repairs will fall on the Council. It is recommended that the Clerk be authorised to obtain quotations for carrying out the necessary work. Quotations should also be sought for repairs to the more recent memorials because, should the plot owners take no action, the Council will have to carry out the work and subsequently seek reimbursement of the costs from the owners. Council agreed with this recommendation and the Clerk was asked to take this forward

Clerk

The following agenda item (22.005 b(ii)) was considered as an “In confidence” item.

ii. **Parish Council Contracts**

- a. **Wildflower Meadow.** Following a competitive tender, quotations had been received from four companies. Following a review by the Maintenance Committee on 26th January 2022 of those quotations, it was recommended by Maintenance Committee that P J Grace’s quote be accepted.
- b. **Village Green Mowing.** Following a competitive tender, quotations had been received from five companies. Following a review by the Maintenance Committee on 26th January 2022 of those quotations, it was recommended by Maintenance Committee that P J Grace’s quote be accepted.
- c. **Medstead Cemetery/St Andrew’s Churchyard.** Following a competitive tender, quotations had been received from three companies. Following a review by the Maintenance Committee on 26th January 2022 of those quotations, it was recommended by Maintenance Committee that P J Grace’s quote be accepted.

It was felt by Council that whilst the quotations for all three contracts from P J Grace were possibly the best option, the agreed budget for 2022/23 for this area of expenditure would be exceeded and offsetting savings would need to be found. The Clerk was asked to contact Mr Grace to ascertain whether there were any economies of scale could be achieved with offering all three contracts to his company and to see if the quotations can be reduced.

Clerk

Subject to Mr Grace’s response, it was proposed by Cllr. Clark seconded by Cllr Mike (Jo) Smith and approved by Full Council that all three contracts be awarded to P J Grace. The Clerk was asked to contact all companies who had tendered.

Clerk

c. **Finance and General Purposes (F&GP) Committee**
Chairman’s report.

No meeting has been held since the last meeting of Full Council, however members of F&GP have remained in touch and agreed to the purchase of a storage container (to be located within the Pavilion) for the relocation of some of the Parish Council owned equipment currently being stored in the Clerk’s garage. Clerk to arrange purchase thereof.

An extraordinary meeting is planned for early March to consider a possible CIL bid to EHDC for additional funding for the Pavilion improvements.

22.006 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT

Presentations by developers for the potential large sites in south Medstead (x2) were held online on the 7th and 14th February and attended by representatives of Medstead and Four Marks Parish Councils, the Neighbourhood Plan Steering Group and EHDC. This was mainly a listening exercise for us, with an opportunity to submit a formal written response. This is being looked at by our planning committee in liaison with FMPC and the NPSG.

The Parish Council Christmas tree has been moved to its summer location, where it will benefit from some additional earth and feed.

The planning application for the pavilion improvements has been registered by EHDC and additional photographs, as requested by the planning authority, supplied. The Parish Council have been invited to support a "20's Plenty for Hampshire" motion for submission to HCC. Whilst this is something MPC have had some limited success with in the past (the 20mph through the High Street area), the appropriateness, practicality and enforcement of such a limit throughout the whole of the Parish will no doubt lead to some interesting debate.

22.007 MEDSTEAD PARISH CLERK REPORT

- a. 12 new trees now planted around Village Green.
- b. Planning application submitted to EHDC for consideration. Deadline for consultee comments is mid-February.
- c. Tenders for Cemetery, Green Mowing & Wildflower Meadow have been considered by Maintenance Committee and approval is sought from Full Council
- d. Cleaning of wooden play equipment will be undertaken in Spring following approval by Council.
- e. With Working Group, carried out a "topple test" on the Cemetery memorials. 13 owners of "wobbly" memorials have been written to with several other older memorials needing approval by Council to fund the work required due to make them safe due to the age and no owner being identified.
- f. Dredging work at Five Ash Pond to commence imminently.
- g. Attended the Large Sites meeting with FMPC & M&FMNP Working Group to agree the approach to be made with EHDC and developers.
- h. Day Work contractor will be fitting the Platinum Jubilee bench on the Green. Wording was agreed by Council and the Clerk will arrange for the plaque to be purchased.
- i. Attended the Parish Lengthsman meeting at Itchen Abbas. Scheme will continue in to 2022/23 but probably not beyond due to lack of HCC funding.
- j. Submitted application for a CWGC sign for Cemetery.

Clerk

Cemetery Activity

None.

Village Green Booking(s)

None at present (although application expected from Village fete committee and Summer Ball)

22.008 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT

None received

22.009 ANNUAL PARISH ASSEMBLY

Following discussion, it was agreed that there would not be a guest speaker but instead, the Platinum Jubilee Committee would be asked to attend to give an update on the plans for the celebrations in June 2022.

Also to be invited are the HCC & EHDC Councillors along with police representation including a Speedwatch representative. The Clerk would send invitations to all the above.

Clerk

22.010 CORRESPONDENCE

- i. **Farnborough Airport/CAA Post Implementation Review.** This was noted by Council.
 - ii. **Council tax contributions to policing.** This was noted by Council.
 - iii. **Defibrillator Grants.** Following a request from Medstead Village Hall Committee for funding for a new defibrillator, it was agreed that one would be purchased by Medstead Parish Council but for Medstead Village Hall to retain responsibility for its operation. A possible grant funding stream from www.londonhearts.org had been identified and would be partly offset the overall cost. Further funding would be sought from the EHDC Councillor grant stream. Two further quotes would be required and the Clerk was also asked to speak with Four Marks PC who had recently purchased a defibrillator. **Clerk**
 - iv. **Four Marks and Medstead Infrastructure Delivery Plan.** This was noted by Council with the comments provided prior to the meeting by Cllr Kercher being agreed and would be forwarded on to EHDC by the Clerk. **Clerk**
 - v. **EHDC Training for Parish Councillors and Officers.** This was noted by Council with Code of Conduct training and an overview of Planning being considered as important training requirements. The Clerk was asked to respond accordingly to EHDC. **Clerk**
 - vi. **“20’s Plenty for Us” mph - HCC / Parish Council Motion.** Whilst this concept was supported by Council, it was felt that it would almost impossible to enforce and that it would be more suitable to be targeted to certain areas such as outside of Medstead School and in Medstead High Street. The Clerk would draft a response for the Chair to send to the resident **Clerk / Chair**
 - vii. **Self-Build and Custom Housebuilding Register.** This was noted by Council.
 - viii. **HCC Parish and Town Council Event.** This was noted by Council.
 - ix. **Land by Plot 1, 90 Lymington Bottom Road.** A request had been received from the neighbour of the land at Five Ash Pond regrading moving the boundary fence to provide a straighter boundary. Council agreed that this would not be supported and felt that with the danger of the pond area, any items which the resident had placed on the land should be removed and for her to be reminded that no access is allowed to the area whatsoever. The Clerk would reply the resident concerned **Clerk**
- It was also felt that a lifebelt should be placed at the site along with possible additional fencing / hedging the later which will be considered further by Maintenance Committee. The Clerk would source a lifebelt and improved signage and arrange for it to be installed on site behind the newly installed chestnut fencing. **Clerk**

22.011 MEDSTEAD POLICY

The following policy which has been reviewed by Maintenance Committee was agreed and re adopted by Council.

- a. Trees & Hedges Policy.

22.012 FINANCIAL MATTERS

- i. The **income and expenditure account** for December 2021 and January 2022 (along with the review of the payments in November 2021 were reviewed by Council and were approved by Council.
- ii. The **bank reconciliation(s)** as at 31st December 2021 and 31st January 2022 having been signed off by Cllr Georgy Fuzzard and Mike (Jo) Smith respectively were

reviewed by Council, proposed by Cllr Deborah Jackson and seconded by Cllr Quinlan and approved.

iii. **Parish Council Grant Application(s)**

a. **Homestart.** This was considered by Council and a Grant of £250 was approved and the Clerk was asked to raise the payment.

Clerk

b. **Medstead Platinum Jubilee Committee.** This was considered by Council and a Grant of £250 was approved and the Clerk was asked to raise the payment.

Clerk

22.013 MEDSTEAD ALLOTMENTS MAINTENANCE

i. **Shed Plinth Protection.** Cllr Mike(Ja) Smith updated Council where the Medst5ead Allotment Association will be undertaking work to prevent rodent infestation at the building. It was agreed that Medstead Parish Council would purchase any materials required form the project.

ii. **Water Tap Maintenance.** No further update as the tap is shut down for the winter.

22.014 S106/CIL FUNDED PROJECTS

i. **Medstead Village Green.** Mr Nick Cooper (Medstead Cricket Club), would be invited to the next Maintenance Committee meeting.

Clerk

ii. **Medstead Parish Office / Pavilion Expansion.** The planning application has been submitted to EHDC and is now being considered by EHDC as part of the due process.

iii. **Footpath Link to Medstead School.** A feasibility study is being undertaken by HCC.

22.015 MEDSTEAD VILLAGE PONDS

i. **Five Ash Pond.** The planned dredging work has now been completed. Flooding has occurred following the recent heavy rain partly due to the ditches on the opposite side of Lymington Bottom Rd being blocked.

ii. **Medstead Village Pond.** No further update. Working Group to convene and Cllr Deborah Jackson would be speaking with Cllr Mike (Ja) Smith regarding the work required.

Cllr Deborah Jackson

22.016 PLATINUM JUBILEE

A request had been received to have a Jubilee beacon for the Platinum Jubilee. It was agreed that this would not be taken forward. Also, the bench has now been installed and a plaque is now required and the wording of "*In commemoration of the Platinum Jubilee of HM Queen Elizabeth II 1952 – 2022*" was considered appropriate and the Clerk was asked to get a plaque made up.

Clerk

22.017 COUNCIL REPRESENTATIVES

Cllr. Deborah Jackson reported from **Developer Funded Highways Priorities** meeting 24-Jan-2022 (HCC/FMPC/MPC)

Boyneswood Road junction with A31: HCC have confirmed that changes, including widening of access splay are not possible. HCC have been asked to include this as part of a robust comment against further development off Boyneswood Road.

Boyneswood Bridge: It seems that discussions towards the provision of a foot bridge have met with further resistance from Mid Hants Railway, however HCC intend to persevere. I asked whether it would be possible to start steps for compulsory purchase. District

Councillor Thomas pointed out that whilst this has been in the process of being addressed for the last 15 years, pedestrian safety remains a comment in relation to planning applications.

Roe Downs Road: The proposed extension of the footway from the Village Hall to the school and from the bowls club is currently in “feasibility” – should be completed in the next few months. The link path to the village hall is a “minor work” and will be addressed first, hopefully this calendar year (I did express that MPC had hoped that, with no issues of land ownership or funding, this might be completed sooner).

Other projects of direct interest to Medstead: The new crossing at the Lymington Bottom Road/ A31 junction has been completed. Some concerns were expressed that there was no sound when the green light showed – further information indicates that sound is not used where there is a double crossing (as here) and a risk of confusion as to which is being sounded as safe to cross. Alternative indicators are present for the visually impaired. A scheme for improving the footway along the Shrave is nearing end of “feasibility”. I suggested that the 30mph section was extended further down the A31 to improve safety.

Medstead Sports Club Cllr Kercher reported that all of the member clubs of are now operating normally. Andy Tingey, a former captain of the Cricket Club, has been undertaking the maintenance of the cricket square for several years without making any charge to the club, but he has now moved away from Medstead. The club has been fortunate to enlist the services of the groundsman for Chawton Cricket Club, who has already started work on the square in preparation for the coming season.

Medstead Village Hall. Cllr Bennell on behalf of Cllr Quinlan provided the following report for this report. The Chairman reported that there had been a good fundraising effort at the Christmas Fair where nearly £1K had been raised. The new Lease is continuing to progress. The Treasurer reported that the current financial reserve assets were £46.0K. Concerns were raised about the gas consumption for January as the bill was much larger than expected at £900, whereas the previous bills were around £200. The large increase is to be investigated. The agreed payment for business interruption was received from the insurance company. The Chairman returned to the thorny issue of raising hiring rates for the third month. A proposal was made to not discuss this anymore until the AGM in September 2022. This was seconded and after a brief discussion the proposal was voted on and passed. The Treasurer entered a note into the record that she opposed the motion as the committee had not done what she recommended, which was to raise all hiring fees by at least 10%. There was a short discussion on kitchen keys to help understand on what basis cupboards are locked. The revised and updated Code of Conduct for Trustees was agreed unanimously.

Speedwatch. Cllr Mike (Jo) Smith reported that the number of volunteers is dropping with new volunteers required. A stand at the forthcoming Village Fete would be sought.

There were no further matters to discuss and the meeting was closed at 9.45pm.

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