



Medstead Parish Council

Minutes of the Annual Meeting - Wednesday 11th May 2022.

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

Also in attendance: Three members of the public, Peter Baston (Parish Clerk) and District Councillor Jonathan May.

ACTION

22.054 ELECTION OF CHAIRMAN

Councillor Kercher nominated **Councillor Deborah Jackson** as Chairman which was seconded by Councillor Mike (Jo) Smith. There being no other nominations **Councillor Jackson was duly elected as Chairman of Council** for the forthcoming year. Acceptance of Office to be signed.

Cllr Deborah Jackson

22.055 ELECTION OF VICE CHAIRMAN

Councillor Deborah Jackson nominated **Councillor Charles Clark** which was seconded by Councillor Kercher. There being no other nominations **Councillor Charles Clark was duly elected as Vice Chairman of Council** for the forthcoming year. Acceptance of Office to be signed.

Cllr Charles Clark

22.056 OPEN SESSION

- i. Cllr Fuzzard mentioned that following the departure of the travellers on the Green, members of the public had immediately bagged up the rubbish which had been left and asked if the Council could formally write and thank them.
- ii. Cllr Fuzzard asked for a Jubilee Celebration poster and Parish Council map for the Greenstile shelter.
- iii. Cllr Deborah Jackson asked if Councillors were in agreement to have a stand at the forthcoming Medstead Fete, which would need to be manned throughout the event. Cllrs Clark, Quinlan and Fuzzard agreed to undertake this task and the Clerk was asked to book a stand.

Clerk Clerk

Cllrs. Clark, Quinlan & Fuzzard. Clerk

22.057 APOLOGIES FOR ABSENCE

Cllrs Andrew Jackson and Mike (Ja) Smith - Approved.
District Councillor Ingrid Thomas.

22.058 DECLARATION OF INTERESTS

Cllr Bennell declared an interest in the grant application for the Platinum Jubilee

22.059 COUNCIL MINUTES

- i. The minutes of the meeting held on **13th April 2022** were proposed as a true record by Councillor Kercher seconded by Councillor Mike (Jo) Smith and were signed by the Chairman.

ii. **Matters Arising:**

Minute #	Full Council Meeting Date	Action	Assigned to	Status	Comments
21.082(iii) c	Jul-21	Clerk to set up a Facebook account as an information tool	Clerk	On Hold	
21.089(ii)		Clr Mike (Ja) Smith to source local plumber to address water supply issues to allotment tap	Clr Mike (Ja) Smith	Completed	
21.142 (iii)	Nov-21	All councillors to consider being a Trustee for the Mulcock Charity	All councillors	On Hold	
21.168(i)	Dec-21	M'tce Committee to consider future Green maintenance requirements	M'tce Committee	Completed	
21.168(iii)		Clr Mike(Jo) Smith to contact HCC about flashing speed sign	Clr Mike (Jo) Smith	On Hold	Waiting for feedback from School
22.001(i)	Feb-22	F&GP to further review the hiring regulations iro MCC use	F&GP Committee	Outstanding	Clr Kercher to review the existing lease and report back at next F&GP meeting
22.027 (v)	Mar-22	Clr Mike (Ja) Smith to seek views on speed reduction	Clr Mike (Ja) Smith	Outstanding	
22.031 (i)		Maintenance Committee to consider options for reducing the sediment at Five Ash Pond	Maintenance Committee	Outstanding	To be reviewed at 25th May meeting
22.038(iii)	Apr-22	Clr Mike (Jo) Smith to contact local foodbank regarding a possible grant application	Clr Mike (Jo) Smith	Completed	
22.042 b (i)		Clerk to get quotes for gate repairs to play area	Clerk	Completed	
22.042 c (iii)		Clerk to send a further cut of the MVH lease to MVH	Clerk	Completed	
22.049		Clerk to raise a Grant payment to CAB East Hampshire	Clerk	Completed	
22.050		Clr Mike (Ja) Smith to source new taps for allotment	Clr Mike (Ja) Smith	Completed	

22.060 COMMITTEE MINUTES AND REPORTS

i. **Planning Committee**

The minutes of Planning Committee of 13th April 2022 had been circulated prior to the meeting.

Chairman's Report

I'm pleased to report that other than one significant item, it has been a relatively quiet month. Following much emailing and some face to face meetings with colleagues from FMPC and the NPSG, I attended the EHDC Planning Committee meeting on the evening of 28th April at Penns Place got deliver my allotted 3 minutes objection to the proposed development at 1-4 Willowfield, on behalf of the MPC and FMPC. FMPC were not permitted to speak in support of Medstead as the application was not deemed large enough.

I am grateful to Nick Stenning for his support on the night and for his 3 minutes. Also EHDC Councillor Ingrid Thomas's objection was read by EHDC Councillor Jonathon May in Ingrid's absence. Some 2 and 1/2 hours later after much discussion the "Notice of Departure" was defeated by the narrowest of margins, 6-5. I think we all learned something which will be of use to us when this application goes to appeal in 6 month time. But for now we can at least know that we can prevail if we get our facts and presentations right.

On another topic, I have received emails SMASH, the Medstead action group offering their support in respect of future planning applications and although I don't think we can engage with them officially, it might be interesting to hear their views. More of that later.

ii. **Maintenance Committee**

Damage to the Green

A party of "travellers" invaded the football side of the Green on 19th April and remained until 24th April. After their departure the Clerk had to arrange for the removal of the rubbish that they had left, much of which was bagged up by a group of local volunteers. The trespassers lit a bonfire on the football pitch which has damaged the ground surface, and they dumped a heap of wood chippings in bushes below the bottom goal. A quote has been received from P J Grace to make good the surface damage with topsoil and turf, and to spread out the chippings, in the sum of £580.00 + VAT, which Council accepted. Clerk to take forward.

Clerk

Playground Repairs

Sawscapes Play Ltd have quoted £195.00 + VAT to replace the faulty spring on the gate to the enclosed children's play area, which Council accepted. Clerk to take forward.

Clerk

Their quote also included a further price for replacing shackles and bushes on one of the sets of swings. The recent inspection report indicated that these should be monitored, so in those circumstances it is recommended that no action be taken, but that the condition of the items be kept under review.

Village Green Aeration/Fertilisation

The Clerk invited four contractors to tender for this ongoing phase of the Green restoration. One declined to tender. Of the other three Southern Ground Care quote was recommended to Council and was accepted. Clerk to take forward with contractor.

Clerk

Tree Survey The Clerk invited four arboricultural consultants to tender for undertaking a tree survey on five sites in the Council's ownership. Two declined to tender because of pressure of other work. Of the remaining two, the tender received from Mark Welby was recommended and accepted by Council. Clerk to take forward with contractor.

Clerk

iii. **Finance and General Purposes (F&GP) Committee**

Chairman's report.

No formal meeting of F&GP this month, although members were in regular communication during the recent incursion onto the Village Green to confirm essential financial spend in relation to solicitor's fees, court order for eviction (not required) and clean up.

Following the recent legal costs due to the traveller incursion, it was felt that a reserve ought to be incorporated into the next budget and F&GP Committee would consider this at their next meeting.

**F&GP
Committee**

22.061 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT

As Council are aware, we were once again visited by travellers/ caravans who broke onto the football pitch (it appears that this was the same group as a couple of years ago). Following their arrival on 19th April the Council's Policy was implemented, with notice being served by the Clerk and myself (in the company of the Police) the following afternoon. The final caravan departed in the evening of 24th April. On this occasion no physical damage was done to the gate, but (despite visitations from the Police and Fire Service) their nightly bonfire on the football pitch has caused damage.

My sincere thanks go to those public-spirited residents who helped clean up the area, bagging up rubbish so that it could be quickly removed from the site.

At the Parish Assembly on 20th April, in addition to the Council reports, we received updates from the local policing team (including Speed Watch) and heard about the plans for the Platinum Jubilee celebrations. Our ex-officio footpath officer described the works that had been carried out in the last year, whilst County Councillor Mark Kemp-Gee outlined some of his recent work and offered to help follow up concerns relating to road surface issues.

22.062 MEDSTEAD PARISH CLERK REPORT

Eviction notice served on travellers. In accordance with Policy, commenced eviction action through solicitors. Travellers departed so legal action cancelled but at a legal cost.

Fencing still to be completed at Five Ash Pond. Fencing on order.

Defibrillator now received and passed on to Medstead VH to fit and maintain.

Secured HCC S106 funding for Five Ash Pond dredging

Cleaning of wooden play equipment now completed

Further work on Annual Parish Assembly agenda.

Further work undertaken on the 2021/22 audit, including half day meeting with internal auditor. Audit now completed.

Cemetery Activity

None

Village Green Booking(s)

Under 12 Football - Wednesday evenings 6 pm to 8 pm (March 30, April 6, 13, 20 & 27).

Medstead Cricket Club. Between 23rd April and 11th September inclusive.

Under 12 Football - Saturday Morning (May 7, 14, 21, 28 & June 4, 11, 18 & 25)

Medstead Gardeners Club – 7th May

Medstead Summer Ball 18th June.

Medstead Village Fete 9th July.

22.063 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT

Cllr May reported the following:

- i. Attended the EHDC Planning Committee meeting when the proposed development at 1-4 Willowfield was discussed.
- ii. Speed limits. Advised caution in pushing too hard for 20mph speed areas in the area which could have the benefit to prospective developers who could use that to their advantage.
- iii. With Cllr Clark, will attend the design-focused workshop for the large development site known as Four Marks South on 6th June.
- iv. Mentioned the road repairs to South Town Rd in Medstead which is in urgent need of a complete resurface and he will seek support from HCC Councillor Kemp-Gee. Also suggested that Medstead PC contact Cllr Kemp-Gee as well and Cllr Clark agreed to take this on.
- v. Reported that his allocation of EHDC Councillor grant are quickly being used up and suggested that if any funds are required for a particular project a quick application would be required.
- vi. Passed on apologies for the issues which EHDC are encountering with glass collection in the area and also reported that no green waste (brown) bins would be issued at the current time
- vii. Cllr May will also be attending the forthcoming Platinum Jubilee celebrations.

Cllr Clark

22.064 APPOINTMENT OF COMMITTEES

- i. **Planning Committee.** Cllrs. Charles Clark, Mike (Ja) Smith and Phil Quinlan were appointed. Reserve is Mike (Jo) Smith and Cllr Georgy Fuzzard.
- ii. **Maintenance Committee.** Cllrs. Ken Kercher, Andrew Jackson, Mike (Jo) Smith Georgy Fuzzard and Graham Bennell were appointed. Reserve is Cllr. Phil Quinlan.
- iii. **Finance & General Purposes Committee.** These would be the Cllrs Deborah Jackson and Charles Clark being Chair and Vice Chair of the Parish Council and the as yet to be appointed Chair of Planning and Maintenance.

22.065 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

All Terms of Reference would be reviewed by the new Committees once appointed at their first meeting.

**All
Committees**

22.066 APPOINTMENT OF COUNCIL REPRESENTATIVES

The appointees, being representatives of Medstead Parish Council of the following groups were:

- i. **Medstead Village Hall Management Committee.** Cllr Phil Quinlan
- ii. **Neighbourhood Plan Steering Group.** Chair of Planning Committee
- iii. **East Hampshire Association of Parish and Town Councils (EHAPTC).** Cllr Graham Bennell
- iv. **Medstead Sports Club Committee.** Cllr Ken Kercher
- v. **Alton Community Partnership (CPM)** Cllr Mike (Ja) Smith
- vi. **Medstead Allotment Association.** Cllr Mike (Ja) Smith

22.067 FINANCIAL MATTERS

- i. **To receive and approve the income and expenditure report for April 2022.** The details were reviewed by Council, proposed by Cllr Deborah Jackson and seconded by Cllr Mike (Jo. Smith) and approved.
- ii. **To receive and approve the bank reconciliation as at April 2022.** The reconciliation had been signed off by Cllr Mike (Ja) Smith prior to the meeting. The details were reviewed by Council, proposed by Cllr Deborah Jackson and seconded by Cllr Mike (Jo. Smith) and approved.
- iii. **To receive and approve the Accounting Statements for 2021/22 (Section 2).** It was resolved to approve the Annual Governance and Accountability Return (AGAR) for 2021/22 (Section 2) and proposed as a true record by Councillor Kercher, seconded by Councillor Mike (Jo) Smith and was signed by the Chairman and Clerk. The Clerk would arrange for the AGAR and supporting documents would now be sent to the external auditor (PKF Littlejohn) for their review and also posted on to the Medstead Parish Council web site for public scrutiny for a statutory period
- iv. **To receive and approve the Annual Internal Audit Report.** The details of the Report were reviewed by Council, proposed by Cllr Deborah Jackson and seconded by Cllr Mike (Jo. Smith) and approved.
- v. **To receive and approve the Medstead Parish Council Asset Register.** The details of the Asset Register were reviewed by Council, proposed by Cllr Deborah Jackson and seconded by Cllr Ken Kercher and approved.
- vi. **To receive and consider a Grant application from the Medstead Platinum Jubilee Committee.** It was agreed that £400 of the 2022/23 Community Engagement budget would be vired to the 2022/23 Parish Council Grant budget thereby adjusting the budget allocation for grants to £1,400 in 2021/22 and the Clerk would adjust the financial reports for future months. It was further agreed that a grant of £750 be made to the Medstead Platinum Jubilee Committee for the forthcoming celebrations. Both actions were proposed by Cllr Kercher and seconded by Cllr Mike (Jo) Smith and approved. The Clerk was asked to arrange the payment.

Clerk

Clerk

Cllr. Deborah Jackson left the meeting and Cllr Clark took over the role of Chair.

22.068 MEDSTEAD PARISH COUNCIL 2023 MEETING DATES

With one amendment, the dates as circulated by the Clerk was agreed and meeting dates would now be booked with Medstead Village Hall and posted on the Council web site.

Clerk

22.069 CORRESPONDENCE

- i. **Hampshire & IOW Village of the Year Competition 2022.** This was noted by Council and agreed that an application would not be forthcoming.
- ii. **EHDC Climate Change & Sustainable Construction Supp. Planning Document.** This was noted by Council.

22.070 S106 / CIL FUNDED PROJECTS

- i. **Medstead Village Green.** See 22.060(ii) above
- ii. **Medstead Parish Office.** Following a chasing reminder by the Clerk to EHDC, EHDC have now asked for details of the car parking arrangements to support the application and this would be sent by the Clerk to EHDC. **Clerk**
- iii. **Footpath Link to School.** No further update as a feasibility study outcome being undertaken by HCC is still awaited. The Clerk would chase Cllr Kemp-Gee to see if there is any update. **Clerk**

22.071 MEDSTEAD PONDS

- i. **Medstead Village Pond.** No further update to report.
- ii. **Five Ash Pond.** Fencing still awaited to complete the project. It was not clear as to whether the neighbouring property had received the solicitor letter asking that any equipment left on the Pond area be removed. The Clerk would chase the HCC legal team. **Clerk**

22.072 COUNCIL REPRESENTATIVES

- i. Cllr Mike (Jo) Smith reported that **Speedwatch** activity was reduced due to a lack of volunteers.
- ii. Cllr Kercher reported for **Medstead Sports** Club the postponed Annual General Meeting of the club was held on 4th May, and all committee members were re-elected for a further year.
The cricket season has begun, with both senior and junior teams in action.
The gas boiler in the Pavilion had not been in use since the autumn of 2019 because covid restrictions prevented the use of showers. The gas engineer who was called in to fire it up for the cricket season was unable to do so. He has reported that it is an obsolete model and he is uncertain of being able to obtain the parts needed to make it functional. In due course this is something that the club will wish to discuss with the Council, particularly in the light of the proposed alterations to the Pavilion.
- iii. Cllr Clark reported on the **Medstead & Four Marks Neighbourhood Plan Steering Group (M&FMNP)** that Nick Stenning and Simon Thomas were extremely helpful in assisting with the final draft of the objection to the application in respect of 1-4 Willowfield. A face to face meeting is scheduled for the afternoon of 12th May to discuss the Design Codes issue and if indeed a consultant might be considered, cost dependent.
- iv. Cllr Quinlan reported for the **Medstead Village Hall (MVH)** that there has been no further meeting since my report of 13 April, the next being on 31 May, but MVH have now advertised the committee opportunities.

There were no further matters to discuss and the meeting was closed at 9.05pm.

Signed Chairman

Date.....