



Medstead Parish Council

Minutes of the Full Council Meeting – Thursday 1st June 2023.

Present: Cllrs. Deborah Jackson, Charles Clark, Gordon Mitchell & Phil Quinlan.

Also in attendance: EHDC District Councillors Ilena Allsop and Neal Day, four members of the public & Peter Baston (Parish Clerk).

ACTION

23.063 OPEN SESSION

- i. Cllr Clark requested that a vote of thanks be passed to the organising committee of the recent Medstead Coronation celebrations. He further requested that the bunting and flag be removed from the Medstead Sports Pavilion by the Committee. Clerk to action.

Clerk

23.064 APOLOGIES FOR ABSENCE

Cllr. Mike Smith - Approved.

23.065 DECLARATION OF INTERESTS

None

23.066 CO-OPTION OF COUNCILLORS

With four councillor vacancies following the recent local elections, four applications had been received from Mr Graham Bennell, Mr Mark Brayford, Mr Ken Kercher and Mr Frank Maloney. A short presentation by each candidate was heard by Council.

The meeting was closed to the public and the four candidates and the EHDC councillors left the meeting.

Council considered the applications further and then the meeting was re-opened and the four candidates and the EHDC councillors re-joined the meeting.

It was agreed by Council that all four candidates be appointed as co-opted councillors and were asked to sign the Declaration of Acceptance and the Disclosure of Pecuniary Interest Forms and then took their place at the Council table.

23.067 COUNCIL MINUTES

- i. The minutes of the meeting held on 17th May 2023 were proposed as a true record by Councillor Clark seconded by Councillor Quinlan and were signed by the Chairman.

ii. Matters Arising:

| Minute # | Full Council Meeting Date | Action | Assigned to | Status | Comments |
|------------------|--|--|-----------------------|----------------|----------------------------------|
| 23.030 (iv) | Apr-23 | Pond working group to provide cost profile for work | Pond Working Group | Outstanding | On agenda |
| 23.034(ii) a(ii) | | Maintenance Committee to consider further treatment to Green | Maintenance Committee | Outstanding | To be placed on next Mtce agenda |
| 23.034(ii) a(ii) | | Maintenance Committee to take forward consideration for new Church gate | Maintenance Committee | Outstanding | To be placed on next Mtce agenda |
| 23.045 (ii) | May-23 | F&GP Committee to consider ad hoc claim costs for printing etc | F&GP Committee | Outstanding | |
| 23.048 | | Clerk to contact all prospective co-opted councillors regarding meeting. Full Council to consider applications | Clerk / Full Council | Part Completed | On agenda |
| 23.049 (ii) | | Clerk to contact contractor regarding water pipe quote | Clerk | Completed | |
| 23.050 b (ii) | | Clerk to contact charity bin requester regarding a three month trial. Existing rubbish bin to be moved to new location. Clerk to contact MVH accordingly | Clerk | Completed | |
| 23.050 b (iii) | | Clerk to contact Lengthsman regarding May tasks | Clerk | Completed | |
| 23.050 c (ii) | | F&GP Committee to consider ICO GDPR template | F&GP Committee | Outstanding | |
| 23.055 | | Appointment of committee membership | Full Council | Outstanding | on agenda |
| 23.056 | | All Committees to review Terms of Ref. | All committees | Outstanding | |
| 23.057 | | Appointment of Council Reps. | Full Council | Outstanding | on agenda |
| 23.058 | | Clerk to contact Nat West to open a new current account for the Wake Trust | Clerk | Outstanding | |
| 23.059 (i) | | Mtce Committee to consider on going treatment for Medstead Village Green | Maintenance Committee | Outstanding | |
| 23.059 (ii) | Clerk to contact architect regarding building regulations for Pavilion | Clerk | Completed | | |

23.068 COMMITTEE MINUTES AND REPORTS

a. Planning Committee

i. Chairman's Report

No report available as Committee has not as yet been established.

ii. Planning Applications. The following applications were considered by Council.

- a. **58646/001.** Lawful Development Certificate for an Existing Use - Use as Commercial, Business and Service (Class E). Workshop, Holly Cottage, Redwood Lane, Medstead, Alton, GU34 5PE. **Medstead Parish Council reviewed the application and have no objection.**
- b. **54280/002.** Orangery to rear. Redhill Farm House, Red Hill, Medstead, Alton, GU34 5EE. **Medstead Parish Council reviewed the application and have no objection.**
- c. **55371/001.** T3 Oak - Crown Reduction of 30% is carried out to the south and east sides of the tree to reduce the risk of damage occurring to property etc. Carry out crown maintenance on the tree removing major deadwood, rubbing or diseased branches. Land to South of Brackenbury Gardens, Boyneswood Road, Medstead. **Medstead Parish Council will leave the decision to the arboreal officer.**
- d. **60090.** Retrospective application for the use of land as a doggy day care business with storage container used as office with associated fencing. Kate's Doggy Day Care, Soldridge Business Park, Soldridge Road, Medstead, Alton, GU34 5JF. **Medstead Parish Council reviewed the application and whilst no objection is raised, were disappointed that this is a retrospective application, whereas perhaps the applicant should have applied for approval before the event. We would request that should the planning officer be minded to approve, that a condition is included to restrict activity to exclude any overnight kennelling of dogs.**
- e. **27752/015.** Conversion of garage/workshop to a dwelling house. Keri, 21 Abbey Road, Medstead, Alton, GU34 5PB. **Medstead Parish Council reviewed the application and object to the application. There is a discrepancy in the documentation which shows that there are three 3-bed houses proposed and whilst this may be a typo, requires addressing by the Planning Officer. Additionally, Medstead Parish Council have concerns over car parking in the proposed spaces and also to the drainage of the site. It**

should also be noted that this appears to be in contravention of Policy1, as this appears to be a front garden development.

- f. **60096.** Single storey extension following demolition of existing conservatory. Loft conversion with insertion 4 no. roof lights to front elevation and 4 no. rear elevations. The Hollies, Roe Downs Road, Medstead, Alton, GU34 5LG. . **Medstead Parish Council reviewed the application and have no objection.**
- g. **20253/028.** Variation of condition 14 of 20253/026 to allow for parking layout amendment Mansfield Business Park, Station Approach, Medstead, Alton. **Medstead Parish Council reviewed the application and have no objection.**

- b. **Maintenance Committee** (no meeting held).

No report available as Committee membership has not been established

- c. **Finance and General Purposes Committee** (No meeting held)

No report available as Committee membership has not been established.

23.069 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT

- i. Main area of work has been liaising with the Clerk related to the co-option of the new councillors for Medstead parish Council.
- ii. Cllr Jackson reported that as a private individual she had attended the recent briefing by Damian Hinds MP for his MP briefing.
- iii. Cllr Jackson reported that she had received a communication from the Chair of Medstead Village Hall about possible future developments being planned by the Hall Committee which may affect Medstead parish Council land and the Village Hall Committee would like to meet with the Parish Council to discuss further. It was agreed that the Village Hall Committee be invited to the F&GP Committee meeting on 28th June. Cllr Jackson would send an invitation in the Clerk's absence on leave.

Cllr Jackson

23.070 MEDSTEAD PARISH CLERK REPORT

1. Majority of time spent with more detailed work on the 2022/23 audit and end year reconciliations. Response from external auditor regarding treatment of Wake Trust finances following a change to the guidelines has meant that a re-cast of the AGAR figures have been required for both financial years requiring a great deal of extra work.
2. Still waiting for building surveyors report from the pavilion architect to allow the final details to be submitted to EHDC the building regulations.
3. Liaison with prospective co-opted councillors.
4. FOI request to Lasham airfield regarding their flight path. Reply still awaited.
5. No response as yet from HCC regarding a possible weight limit through Medstead
6. Received a phone call from a developer regarding a forthcoming planning application for 9 dwellings at Beverly Farm (off Five Ash Rd). He requested to come to a future Planning Committee meeting.
7. Assisting the Four Marks Deputy Parish Clerk in some issues she is experiencing at FMPC, following the resignation of the FM Parish Clerk / RFO.

Cemetery Activity

None

Village Green Booking(s)

Manor Colts U13 football training 29th March – 24th June 2023. (Saturday mornings).

Medstead Summer Ball 17th June 2023

Medstead Village Fete 8th July 2023
Medstead School Y6 leavers 21st July 2023.

23.071 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT

Cllr Neal Day provided a verbal update.

- i. He reported that with the Whitehill & Bordon Community Party, a coalition with the Conservatives would be formed at EHDC following the recent elections.
- ii. He reported that there had been limited contact with the third local councillor which was being addressed.
- iii. He stated that all the new councillors had a steep learning curve but were undertaking the necessary training and were passionate about the community.
- iv. Whilst planning issues are a major issue for the area, he mentioned that the EHDC councillors would also be focussing on other local issues (e.g. speeding, etc.).
- v. He confirmed that the EHDC councillors would provide regular update on activity reports to Medstead Parish Council.

Cllr Maloney asked if, in the light of the Mill Chase Academy application for 147 homes coming before the EHDC Planning committee on 7th June and if passed, noting the recently added 60 dwellings added in Medstead, could the District Councillors approach the relevant Council Officers to determine the EHDC Land supply figure, should the Mill Chase development be passed by the Committee. Cllr Jackson would write to Cllr Day in this respect.

Cllr Jackson

It was further confirmed that the EHDC Councillor Grants are now open for applications. Where groups can apply for up to £1,000 per Councillor where the grants can be used contribute towards specific projects.

23.072 APPOINTMENT OF COMMITTEES

- i. **Planning Committee.** Cllrs. Charles Clark, Phil Quinlan, Gordon Mitchell, Mark Brayford and Frank Maloney were appointed. No reserves were appointed. It was further agreed that Cllr Clark be elected Chair of the Planning Committee
- ii. **Maintenance Committee.** Cllrs. Mike Smith, Ken Kercher and Graham Bennell were appointed. Reserves are Cllrs Mark Brayford and Phil Quinlan. It was further agreed that Cllr Mike Smith be elected Chair of the Maintenance Committee.
- iii. **Finance & General Purposes Committee.** These would be the Cllrs. Deborah Jackson and Charles Clark being Chair and Vice Chair of the Parish Council, Cllr Mike Smith and Gordon Mitchell.

23.073 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

All Terms of Reference would be reviewed by the new Committees once the Committees meet.

**All
Committees**

23.074 APPOINTMENT OF COUNCIL REPRESENTATIVES

Medstead Village Hall. Cllr Phil Quinlan.

Neighbourhood Plan Steering Group. Cllr Charles Clark

East Hampshire Association of Parish & Town Councils (EHAPTC). Cllr Graham Bennell

Medstead Sports Club. Cllr Ken Kercher

Speedwatch. Cllr Mike Smith

23.075 2024 MEDSTEAD PARISH COUNCIL MEETING DATES

These were agreed by Council and the Clerk was asked to circulate and place on the Council notice boards and web site.

Clerk

23.076 FINANCIAL MATTERS

- i. **To receive and approve the income and expenditure report for May 2023.**

Due to the timing of the meeting, the information was not available and would be held over to the July Full Council meeting.

Full Council

- ii. **To receive and approve the bank reconciliation as at 31st May 2023.** Due to the timing of the meeting, the information was not available and would be held over to the July Full Council meeting. It was agreed that the non-signatory councillors work in rotation to sign off the monthly bank reconciliations. The current councillor signatories would remain the same as before.

Full Council

- iii. **To receive and approve the 2022/23 Accounting Statements (Section 2 of the Annual Governance and Accountability Return (AGAR) Audit Report).**

The details were reviewed by Council, proposed by Cllr Deborah Jackson and seconded by Cllr Clark and approved. Section 2 was then signed by the Chair with the detail being submitted by the Clerk to the external auditor (BDO LLP) for their review.

Clerk

23.077 S106 / CIL FUNDED PROJECTS

- i. **Medstead Village Green.** Maintenance Committee will consider this at their next meeting.
- ii. **Medstead Parish Office.** No further update although the structural report had been sent to the architect and a response is awaited.

Maintenance Committee

23.078 MEDSTEAD PONDS

- i. **Medstead Village Pond.** No further update at present
- ii. **Five Ash Pond.** No further update at present.
- iii. **Soldridge Pond.** Nothing to report.

23.079 COUNCIL REPRESENTATIVES

Cllr Clark reported that there was a meeting of the **Medstead & Four Marks Neighbourhood Plan Steering Group** on 7th June.

There were no further matters to discuss and the meeting was closed at 9.25pm

Signed Chairman

Date.....