



## MEDSTEAD PARISH COUNCIL

### MINUTES OF THE MAINTENANCE COMMITTEE MEETING

11<sup>th</sup> October 2023

**Present:**

Cllr's Mike Smith (Chair), Ken Kercher & Phil Quinlan

**Also present:** Mr Peter Baston (Clerk).

**ACTION**

**23.33 OPEN SESSION**

- i. Cllr Kercher mentioned the pot hole in the Medst5ead village Hall car park and the Clerk was asked to get a quote for repair. (Footnote: This has now been repaired by the Parish Lengthsman).
- ii. Cllr Smith mentioned that the two “*No Overnight Parking*” signs had disappeared from the Roe Downs Rd. lay by and asked the Clerk to source two new signs.

**Clerk**

**23.34 APOLOGIES FOR ABSENCE**

Graham Bennell - Absent

**23.35 COMMITTEE MINUTES**

- i. The minutes of the meeting held on 28<sup>th</sup> June 2023 having been previously circulated, were agreed as a true record and were signed by the Chairman.

ii. **Matters arising.**

| Minute #    | Maintenance Meeting Date | Action   | Assigned to    | Status  | Comments  |
|-------------|--------------------------|--|----------------|---------|---|
| 22.14       | 23 March 2022            | Clerk to source a further four trees (in Autumn 2022)  | Clerk          | Pending | To await agreement from Council about new trees to be planted |
| 22.29       | 25 May 2022              | Clerk to obtain quotations for memorial repairs  | Clerk          | Pending | Clerk to revisit the memorials in the Cemetery                |
| 22.54       | 26 October 2022          | Clerk to contact grave owners who have laid scalping / chippings etc on graves                         | Clerk          | Pending | Clerk to revisit the memorials in the Cemetery                |
| 23.09 (iii) | 25 January 2023          | F&GP to consider the possibility of including wooden play area equipment in 2024/25 reserve allocation | F&GP Committee | Pending | To be considered at Oct F&GP budget meeting                   |

**23.36 DECLARATION OF INTERESTS**

None.

**23.37 CONTRACT PERFORMANCE UPDATE**

- i. **Cemetery / Churchyard Maintenance.** The Clerk updated the meeting on the contract with no issues identified but the Clerk had authorised a further cut of the grass in the Cemetery extension due to the prolific growth at an additional cost of £260.00 which was agreed by the Committee.
- ii. **Village Green Mowing.** The Clerk updated the meeting on the contract with no issues identified.
- iii. **Wildflower Meadow.** The Clerk updated the meeting on the contract. As per the contract, the Clerk had authorised a further cut of the grass due to the prolific growth at the agreed contract cost.

- iv. **Day Work.** The Clerk updated the Committee on the outstanding tasks allocated to the day worker. The Clerk was to meet with the contractor and would stress that all tasks need completing asap. **Clerk**

**23.38 PLAY AREA INSPECTION REPORT / EQUIPMENT REPLACEMENT**

The latest Sawscapes inspection report was noted. The Clerk reported that quotes had been received to replace some of the play equipment which was becoming "tired". Due to the available funding from S106, the Clerk was asked to review the tenders received and to prioritise the equipment accordingly. **Clerk**

**23.39 TREE REPLACEMENT**

A planting plan had been circulated by the Chair following a costing breakdown from the Clerk. This plan was reviewed and adopted and would be taken to Full Council for approval with the Clerk obtaining three quotes. The Clerk also mentioned that there was a gap in the Cemetery hedge which required a few beech whips to be planted and would be part of the same scheme. **Clerk**

**23.40 MEDSTEAD VILLAGE GREEN**

- i. **Renovation.** Cllr Kercher reported that due to the lack of availability of nematodes, that the contractor would now just be aerating and fertilising the Green in Spring 2024. The Clerk would however, still try and source a nematode supply and if successful, the contractor would implant them in the Autumn **Clerk**
- ii. **Tree Pruning.** The mowing contractor had asked for the low hanging branches on the Green to be cut back to allow the mowing machinery better access and this was agreed by the Committee. Clerk to contact the contractor. **Clerk**

**23.41 MEDSTEAD PARISH COUNCIL POLICY.**

The following policies were approved by the Committee and would be taken to Full Council for approval. **Full Council**

- i. **Cemetery Regulations**
- ii. **Playground & recreation Area Policy**

**23.42 ST ANDREWS CHURCH GATE**

It was reported that St Andrews PCC were taking forward the gate replacement without any further involvement of Medstead Parish Council.

**23.43 MEDSTEAD CEMETERY**

**Cemetery Water Supply.** Cllr Smith reported that he is waiting for the appointed contractor to contact him regarding the work to install a water pipe extension

The Chairman closed the meeting at 7.15pm

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