



# Medstead Parish Council

## Minutes of the Annual Meeting - Wednesday 17<sup>th</sup> May 2023.

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

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

### ACTION

#### 23.043 ELECTION OF CHAIRMAN

Councillor Clark nominated Councillor Jackson as Chairman which was seconded by Councillor Quinlan. There being no other nominations Councillor Jackson was duly elected as Chairman of Council for the forthcoming year. Acceptance of Office was signed.

#### 23.044 ELECTION OF VICE CHAIRMAN

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

#### 23.045 OPEN SESSION

- i. Cllr Quinlan mentioned that Medstead Village Hall had passed to him a request from an operator of a mobile hair salon requesting that it be allowed to be sited in the Medstead Village Hall car park from time to time. It was agreed that the owner be contacted to provide more detail on the request as there would be insurance implications. Clerk to make contact.
- ii. Cllr Jackson requested that at a future F&GP Committee meeting that the expenses policy be updated to include reference to claiming costs of printing (e.g. agendas for notice boards) using personal printers.
- iii. The Clerk mentioned that Medstead Parish Council had now lost its General Power of Competence (GPC). It had been confirmed by HALC that as the Council have already approved certain projects e.g. Pavilion conversion, Cemetery water pipe extension and the work associated with the Village Pond, whilst Medstead PC had GPC, then these projects can continue but Council cannot make any new resolutions using the GPC. This was noted by Council.

Clerk

F&GP  
Committee

#### 23.046 APOLOGIES FOR ABSENCE

Cllr. Mike Smith - Approved.

#### 23.047 DECLARATION OF INTERESTS

None

### 23.048 CO-OPTION OF COUNCILLORS

Following the recent local election, four co-option councillor positions are to be filled and an advert has been posted for applications with the deadline being 19<sup>th</sup> May 2023. Applications will then be considered at the 1<sup>st</sup> June Full Council meeting with applicants being asked to attend. Clerk to send invitations after 19<sup>th</sup> May deadline.

**Clerk /  
Full Council**

### 23.049 COUNCIL MINUTES

- i. The minutes of the meeting held on 12<sup>th</sup> April 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 (ii)	Apr-23	Clerk to contact EHDC regarding litter pick in Medstead	Clerk	Completed	
23.030 (iv)		Pond working group to provide cost profile for work	Pond Working Group	Outstanding	On Agenda
23.034(ii) a(i)		Clerk to contact Sawscapes regarding repairs to play equipment	Clerk	Completed	
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
23.034 (iii) b		Clerk to raise payment for Grant to CA East Hants	Clerk	Completed	
23.038 a		Clerk to contact Lasham Airfield regarding flight path	Clerk	Completed	
23.038 e		Clerk to seek further details regarding aluminium recycling bin	Clerk	Completed	
23.039 (iv) b		Clerk to contact external auditor regarding 2022/23 audit	Clerk	Completed	
23.040 (i)		Clerk to contact architect regarding building regulations for Pavilion	Clerk	Completed	

- 23.018 (ii) f (ii). Three quotes had been received and had been circulated to Council. It was agreed that one quote should be asked to undertake a site visit to firm up on the estimate supplied and the Clerk was asked to take this forward

**Clerk**

### 23.050 COMMITTEE MINUTES AND REPORTS

- a. **Planning Committee**

The minutes of Planning Committee of 3<sup>rd</sup> May 2023 had been circulated prior to the meeting and were approved by Council.

- i. **Chairman's Report**

The final meeting of the Planning Committee in respect of this election term took place on 3<sup>rd</sup> May 2023. During that meeting I said that I felt that the most important issue for the Parish, in respect of planning, was the loss by EHDC of the 5 Year Land Supply. This together with the "volte face" by HCC Highways over the junction of Boyneswood Road and the A31, has resulted in previously refused applications at Willowfield, Watercross Way and Friars Oak being approved by EHDC following new applications.

This makes life very difficult when local objections are overridden by the National Planning Policy Framework. Residents, Councillors and local action groups must be very alert to the possibility of developers and landowners taking advantage of this situation in the future. Together we must do what we can to preserve the rural nature of our village.

I would like to take this opportunity to publicly thank my fellow Councillors for their support over the last four years and wish good fortune to those

Councillors who are not seeking re-election. In addition, I would like to thank our Parish Clerk for his help and guidance.

Finally, can I draw your attention to 55358/001, a Request for Screening Opinion in respect of 120 new homes, etc., at land adjoining to 173, Winchester Road. Not in our Parish and at this time I don't think we have been asked to comment. The NPSG are responding.

ii. **Planning Applications**

- a. **59940.** Annexe, Burchfield, 66 Lymington Bottom Road, Medstead, Alton, GU34 5EP. Application to determine if prior approval is required for the change of use of physiotherapy practice area as part of dwellinghouse.

**Medstead Parish Council have reviewed the application and have no objection.**

- b. **20154/007.** Change of use of redundant stable building to a gym, home office and garden store with existing parking area retained as part of the incidental use of the outbuilding and the change of use of the adjacent paddock to an orchard. Southdown House, South Town Road, Medstead, Alton, GU34 5PP.

**Medstead Parish Council have reviewed the application and have no objection as long as the accommodation is restricted to just family use and not to become a separate stand-alone dwelling.**

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

i. **Chairman Report**

Only one item to bring forward to full council being the new water pipe in the Cemetery. We now have quotes but need to if agreed get a firm price by company doing a site visit.

ii. **Aluminium Recycling Bin at the Village Hall**

It was agreed that the siting of the bin be allowed on a three-month trial basis and if there are any issues, then it should be removed. The Clerk would contact the requester. It was also agreed that the existing general rubbish bin be moved to the same location and the Clerk would ask Medstead Village Hall to move it.

**Clerk**

**Clerk**

iii. **Parish Lengthsman**

The dates for the next 12 months were noted with suggested tasks agreed to be allocated on 25<sup>th</sup> May. The Clerk would take this forward.

**Clerk**

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

i. **Chairman Report**

No meeting of F&GP has been held since the last meeting of Full Council and over the next few weeks, the make-up of the new committee will be determined.

At the internal audit on 3<sup>rd</sup> May, I had the opportunity to meet our approved internal auditor. Some interesting discussion points were raised and I know that the clerk will be exploring these at a later date with the Council.

**ii. ICO Template (GDPR Policy)**

The model ICO template was agreed to be considered as the basis for the Medstead PC GDPR policy. This which would be considered further by F&GP Committee at their next meeting.

**F&GP  
Committee**

**23.051 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT**

Firstly, I would like to take this opportunity to thank all Medstead Parish Councillors past and present for their understanding and support through what has been a difficult year for my family and myself. Despite personal events, it has been a privilege to serve as Chair of Medstead Parish Council.

The Annual Parish Assembly was held on 12th April, immediately before the meeting of Full Council. This new format appeared to work well and may be something that Council decides to adopt for future occasions.

At the end of April, in a personal capacity I attended the AGM of St Andrew's Parochial Church Council (PCC), where an update on the proposed replacement of churchyard entrance gate was given. Since Medstead Parish Council has offered help with funding towards this project I have in suggested that the PCC might like to give MPC an update of the current proposals and costings.

So far May has been a busy month in the village, starting on 4<sup>th</sup> May with the elections for Parish and District Council elections and where we officially bade farewell to Councillors Kercher, Smith, Fuzzard and Bennell. The uncontested election saw Councillors Jackson, Clark, Smith, and Quinlan, being joined by our new Councillor Mitchell. The remaining seats will be filled by co-option, and this will form agenda items for the next few meetings.

The weekend of the 6<sup>th</sup> – 8<sup>th</sup> May saw the marking of the King's coronation, with large attendances at both the event on the green and the church flower festival, all no doubt aided by the dry and sunny weather. Once again, I would wish to extend thanks to all those involved in the organisation of this memorable celebration.

**23.052 MEDSTEAD PARISH CLERK REPORT**

Majority of time spent with more detailed work on the 2022/23 audit and end year reconciliations. Met with internal auditor on 3rd May to discuss all aspects of the audit prior to submission to the external auditor (BDO LLP). Successful sign off but waiting for a response from external auditor regarding treatment of Wake Trust finances following a change to the guidelines.

Attended year end presentation by HMRC regarding PAYE.

Met with pavilion architect to finalise the building regulations and discuss way forward.

Preparations for Annual Parish Assembly held on 12th April 2023.

Updated the new councillor induction pack.

Contacted the neighbour at Five Ash Pond regarding the removal of the boundary chestnut fencing. Medstead PC contractor asked to install a replacement fencing alongside the boundary.

Contacted HALC and EHDC regarding possible Code of Conduct training for Councillors with an offer to host a session at Medstead for local councils. EHDC replied that they are not planning any training.

Updated the Standing Orders, Financial Regulations and other policies for consideration by F&GP and Maintenance Committees in due course.

Submitted an FOI request to Lasham airfield regarding their flight path.

Reply awaited.

Agreed an RPIi inspection supplier for 2023. To be carried out in the coming weeks.

Instructed Sawscapes Play to carry out agreed repairs to wooden play equipment.

### **Cemetery Activity**

New memorial x 1

### **Village Green Booking(s)**

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

Medstead Summer Ball 17<sup>th</sup> June 2023

Medstead Village Fete 8<sup>th</sup> July 2023

Medstead School Y6 leavers 21<sup>st</sup> July 2023.

## **23.053 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT**

An invitation had been sent to the new EHDC Councillors who have confirmed that whilst they were unable to attend this meeting, they have said that they will regularly attend Parish Council meetings with reports received from District Councillors. They have said that they look forward to working with the Parish Council over the coming years.

## **23.054 CORRESPONDENCE**

- i. **Code of Conduct Training.** It was noted that EHDC would not be providing any training related to Code of Conduct and that any training in this respect would be part of a HALC training package.
- ii. **Giga clear - Medstead / Beech Network Build.** This was noted by Council.

## **23.055 APPOINTMENT OF COMMITTEES**

Whilst this agenda item would be held over to the next meeting, the Clerk suggested that the two Committee meetings scheduled for 26th July 2023 be brought forward to 28th June 2023. This was agreed and the Clerk would update the meeting dates accordingly. It was further agreed that there would be a short meeting of both newly elected Planning & Maintenance Committees after the next Full Council meeting, in order that a Chair of Maintenance & Planning Committees could be agreed.

**Full Council**

**Clerk**

**Maintenance  
& Planning  
Committees**

### 23.056 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

All Terms of Reference would be reviewed by the new Committees once membership is established.

All  
Committees

### 23.057 APPOINTMENT OF COUNCIL REPRESENTATIVES

Cllr Quinlan agreed to continue as the Representative for Medstead Village Hall. All other positions would be held over to the next meeting.

Full Council

### 23.058 FINANCIAL MATTERS

- i. **To receive and approve the income and expenditure report for April 2023.** The details were reviewed by Council, proposed by Cllr Clark and seconded by Cllr Mitchell and approved.
- ii. **To receive and approve the bank reconciliation as at April 2023.** The reconciliation had been signed off by Cllr Quinlan prior to the meeting. The details were reviewed by Council, proposed by Cllr Clark and seconded by Cllr Mitchell and approved.
- iii. **To receive and approve the 2022/23 Internal Audit Report.** The details of the Report were reviewed by Council, proposed by Cllr Deborah Jackson and seconded by Cllr Clark and approved.
- iv. **Wake Trust.** It was agreed that a separate current account be opened solely for Wake Trust transactions as there is now an audit requirement to keep Trust financial transactions separate from Council finances. The Clerk would take this forward.

Clerk

### 23.059 S106 / CIL FUNDED PROJECTS

- i. **Medstead Village Green.** Whilst the issue with badger damage has lessened on the Green, it was felt that further nematode treatment etc will be required in the months to come. Maintenance Committee will consider this at their next meeting.
- ii. **Medstead Parish Office.** The Working Group had met again with the architect to firm up the outstanding issues and a final set of plans was reviewed and agreed. The Clerk was asked to confirm this to the architect and once the building surveyors report had been received, the plans could be submitted to EHDC for building regulation approval.

Maintenance  
Committee

Clerk

### 23.060 MEDSTEAD PONDS

- i. **Medstead Village Pond.** Representatives from the volunteer working group were present to expand upon and answer questions relating to their recent report. The source of the water leakage from the existing pond is believed to be at the join between the puddled clay to the central soakaway.  
The working group is looking at feasibility of removing the central soakaway and replacing this with direct drainage pipes from each of the culverts, above which will be a successive layers of protective underlay and a EPDM liner, which will contain a freshwater pond (see detailed report from working party). No financial costs have been incurred by the

group.

Initial quotations for EPDM have been received and the merit of this product over butyl was explained. Technically the drainage culverts are the property of HCC flood management and there is to be a meeting with them to gain agreement to the principle of the plan. The working party will report back to full council in due course..

- ii. **Five Ash Pond.** Following the removal of the chestnut fencing by the neighbouring property, the Council’s contractor has been asked to reinstall the fencing along the boundary.
- iii. **Soldridge Pond.** Nothing to report.

**23.061 COMMUNITY ENGAGEMENT PROJECTS**

**Medstead Fete.** The communication from the Fete committee was noted and it was agreed that once the Committee had completed the booking form, then a fee for the Council’s stand could be paid to the Fete Committee.

**23.062 COUNCIL REPRESENTATIVES**

Cllr Quinlan reported the following:

The **Medstead Village Hall** committee met on 26 April with a good attendance.

The transfer of Bank Accounts to the new Chair and Treasurer is still ongoing with HSBC.

Currently a quote for solar panel installation is still being progressed.

A new dedicated Events Committee is still being considered.

The legal structure of MVH is potentially changing to become a Charitable Incorporated Organisation and is being progressed.

A proposal is still being considered to change the Dedicated Premises Supervisor to a Trustee group responsibility.

The new Caretaker is enthusiastic and working well but as the pay rate is too low this was agreed to be increased.

The mobile phone and slow broadband contracts are being reviewed.

A lengthy discussion on the use of existing ladders and H+S risk assessment meant £375 was agreed for two new aluminium ladders.

Future improvements to the hall are being reviewed and costs established.

The next village hall committee meeting will be on 24 May 2023.

Full Minutes of MVH committee meetings are available if required.

There were no further matters to discuss and the meeting was closed at 9.15pm.

**Signed Chairman .....**

**Date.....**