



# Medstead Parish Council

## Minutes of the Full Council Meeting – 14<sup>th</sup> February 2024.

**Present:** Cllrs. Deborah Jackson (Chair), Graham Bennell, Mark Brayford, Charles Clark, Ken Kercher, Frank Maloney, Phil Quinlan & Mike Smith

**Also in attendance:** One member of the public, four Medstead Fete representatives, one member of the Medstead Pond Working Group, EHDC Cllr Neal Day & Peter Baston (Parish Clerk). **ACTION**

### 24.018 OPEN SESSION

- i. A member of the Medstead Fete Committee asked whether the size of the proposed shed for the Fete Committee which is to be constructed as part of the Pavilion upgrade could be made larger. Cllr Clark stated that a suitable shed had been identified by Medstead Parish Council, and would have dimensions of 5x3 metres and would have a concrete plinth to accommodate that size. Cllr Clark offered to forward the specification to the fete committee. The contractor would erect the shed in due course. **Cllr Clark**
- ii. Cllr Jackson mentioned that the PCC had approached her about the maintenance of the kissing gate in the churchyard. This would be considered further by the Maintenance Committee. **Maintenance Committee**

### 24.019 APOLOGIES FOR ABSENCE

None.

### 24.020 DECLARATION OF INTEREST

None

### 24.021 MEDSTEAD PARISH COUNCIL MINUTES

- i. The minutes of the meetings held on **10<sup>th</sup> January 2024** and the extraordinary meeting held on **24<sup>th</sup> January 2024** were proposed as true records 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
23.058	May-23	Clerk to contact Nat West to open a new current account for the Wake Trust	Clerk	Pending	This would be taken forward by the new Clerk in due course.
23.146 (v)	Nov-23	Full Council to consider 2024 bulb planting in August 24	Full Council	Pending	To be considered in August 2024
23.160 (ii)	Dec-23	Maintenance Committee to consider a suitable site for a mens shed	Mtce. Committee	Outstanding	
23.169 (ii) b		Clerk to apply for generic S106 funds for the Pavilion solar panels etc.	Clerk	Pending	Waiting for the quotations to allow an application to proceed.
24.005(iii)c	Jan-24	F&GP Committee to consider Medstead SC Agreement revisions	F&GP Committee	Outstanding	

### 24.022 COMMITTEE MINUTES AND REPORTS

- i. **Planning Committee.**
  - a. **Chairmans Report.**
  - b. **Planning Applications**
    - i. **59578/001 Oak (T1) - Fell - reason, diseased. Replacement Tree Oak (Quercus Robur). Site of Oak Tree (TPO 1), Holland Drive, Medstead, Alton.** Medstead Parish Council (Planning Committee) have reviewed the application and will leave it to the EHDC arboriculture officer to decide.

- ii. **57149/003 Beech Tree - In order to protect a young silver birch tree we would like to cut back 5 or 6, 3cm diameter branches about 2 metres to their growth point. 3 Woodfield Drive, Windsor Road, Medstead, Alton, GU34 5EF.** Medstead Parish Council (Planning Committee) have reviewed the application and will leave it to the EHDC arboriculture officer to decide.
- iii. **23986/018 Section 73 application for the removal of condition 5 of permission 23986/005 (roof area shall be confined to incidental domestic storage purposes only) to allow for habitable accommodation and insertion of rooflights. Hunters Place, Bighton Road, Medstead, Alton, GU34 5NE.** Medstead Parish Council (Planning Committee) have reviewed the application and subject to the accommodation not being used for commercial gain, i.e. for the use of family and friends only, have no objection.

ii. **Maintenance Committee.**

- a. Cllr Smith mentioned that there had ben an enquiry to locate some ashes at an area not currently used for ashes but it had been agreed with the applicant that an ashes plot near the boundary hedge would be used.
- b. He reported that he had carried out a minor repair with the play area gate but that the closing mechanism is still not allowing the gate to shut correctly due to the spring tension. It was agreed that the Clerk would contact Sawscapes to make the necessary adjustment. **Clerk**
- c. Following the successful application for S106 funding for new replacement play area equipment, it was suggested that the location be slightly changed to the other side of the footpath to move from under the overhanging trees . This was agreed by Council and the Clerk would contact the supplier accordingly to get the new equipment installed. **Clerk**
- d. Five fruit trees had been purchased through the EHDC scheme and the day work contractor had been asked to plant them after they have been collected by Cllr Maloney..
- e. **Contract Renewals.** The following third year contract extensions, having been reviewed by Maintenance Committee, were approved and the Clerk would contact the Contractor accordingly. **Clerk**
  - i. Cemetery & Churchyard
  - ii. Wildflower Meadow
  - iii. Village Green Maintenance.

iii. **Finance & General Purposes Committee.**

- a. **Chairmans Report.** Cllr Jackson mentioned that several policies had been reviewed at the latest meeting and that the pavilion lease was being considered further with legal advice being sought from Hampshire Legal Services. It was also agreed to obtain fruit trees through an EHDC supported scheme to plant in the wildflower meadow. **Clerk**

A further extraordinary meeting was held on 2nd of February to compose a bid for additional CIL funding for the pavilion project. Preferred options for a replacement storage building for the Fete Committee were also discussed.

- b. **Medstead School PTA.** A CIL Neighbourhood payment of £10k previously agreed is to be raised towards the play equipment at Medstead School. Clerk to take forward.
- c. **Additional CIL Funding Bid.** A bid has been made to EHDC for additional CIL funding for the shortfall caused by unexpected foundation issues. Council agreed retrospectively to this action.

#### **24.023 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT.**

As part of a working party, met to review the CVs of potential replacement Clerk candidates and the Vice-Chair, together with the Clerk and myself held an interview on 9<sup>th</sup> February with the preferred candidate. Unfortunately, this candidate did not meet all the previously agreed upon criteria, so no appointment was made at this time.

Met with members of Saint Andrews PCC to discuss current concerns about the churchyard (low branches adjacent to path).

#### **24.024 MEDSTEAD PARISH COUNCIL CLERK / RFO REPORT**

1. Generic S106 Funding application for Play Equipment has been approved by EHDC. This will now be taken forward with Playdale as agreed.
2. 18 Trees were planted on 15th January.
3. Advert and job specification for the new Parish Clerk and RFO with Medstead Parish Council, resulted in 80 applications. These have been sifted by a working group and an interview to be undertaken on 9th February. An update will be provided at the Full Council meeting on the outcome.
4. Liaised with Medstead PTA regarding release of CIL funds for their play equipment project.
5. Approval received for additional Pond S106 funds from EHDC.
6. Met with Pavilion contractor / Architect to discuss progress on the project.
7. Purchased 5 fruit trees for planting in the Wildflower Meadow. Thanks to Cllr. Maloney for collecting them and Cllr Clark for "laying them in", prior to planting.
8. Liaised with EHDC Electoral Services regarding Councillor resignations.
9. Sourced quotes for moss removal on Pavilion
10. Sought legal advice from Hampshire Legal Services regarding the revised Sports Pavilion lease with Medstead Sports Club.

#### **Cemetery Activity**

Transfer of Grant of Burial Rights x 1

Memorial Application x 1

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

None.

#### **24.025 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT**

Cllr Day summarised the report which had been circulated as follows:

- He outlined the EHDC Local Plan Drop In session to be held in Four Marks.
- Mentioned that EHDC are holding "roving" Council meetings to encourage residents to attend neat their own locality.

- To report any unemptied waste bins within 24 hours of their normal date, on the EHDC web site
- Outlined the grants which had been made to the local areas by Councillor grants but mentioned that there would be a reduction in the grant funds available in 2024/25 when it would be reduced to £3k per councillor.
- Mentioned that fly tipping is becoming more frequent and should be reported on the EHDC web site

Cllr Clark asked if parish councillors are able to contact EHDC officials directly given the new stance being taken by HCC where this was not now possible.

#### **24.026 ANNUAL PARISH ASSEMBLY**

It was agreed that the Assembly would be limited to a series of reports provided beforehand by the usual participants and that before the start of the April 2024 Full Council meeting, there would at 7pm, be an opportunity to allow anyone to digest them. Clerk to source reports.

#### **24.027 MEDSTEAD PARISH COUNCIL FINANCIAL / PERSONNEL MATTERS**

- Income and expenditure report for January 2024.** This was agreed by Council.
- Bank reconciliation as at 31<sup>st</sup> January 2024.** These were agreed by Council.
- Councillor Resignations.** A resignation later had been received by the Clerk from Cllr. Deborah Jackson and a further letter of resignation had been received by the Chair from Cllr Charles Clark. The Clerk had notified EHDC Electoral Services who would determine whether a by election would be required to fill these two positions or whether they can be filled by co-option.
- Appointment of Parish Clerk / RFO.** Eighty applications had been received for the position and following a review of the CV's, Cllrs Jackson and Clark and the current Parish Clerk shortlisted just one potential candidate for interview but unfortunately, was not then considered suitable for the position. It was agreed that the position would need to be advertised again using different media and the Clerk would take this forward.

**Clerk**

#### **24.028 S106 / CIL FUNDED PROJECTS**

- Medstead Village Green.** No further update until the Spring.
- Medstead Parish Office.** Cllr Clark outlined the current progress on the build and highlighted that a n issue with the external water pipe had been addressed and would be reconnected in due course.  
Three quotes had been received from moss removal companies and the quote from Mossmaster was considered to be the most favourable, but with the cleaning of the gutter element removed and the Clerk was asked to take this forward.  
Cllr Kercher mentioned that he had been contacted by the gas supply company to arrange for the meter to be removed and it was agreed that Medstead Parish Council would cover this cost but as Medstead Sports Club had the contract with the supplier, they would make the necessary arrangements and Cllr Kercher would take this forward.
- Medstead Pond.** The additional S106 funding had been approved by EHDC.
- Medstead Green Play Equipment.** Following approval of S106 funding for the replacement play equipment on the Green, it was agreed that this would now be taken forward by the Clerk with Playdale, the previously chosen supplier. As the funding approval was for more than the quoted price, it was agreed that

**Clerk**

**Cllr Kercher**

possible additional equipment be installed and the Maintenance Committee would consider this at their next meeting

**Maintenance  
Committee**

#### **24.029 MEDSTEAD POND(S) REPORT**

- i. **Medstead Village Pond.** The representative from the Pond Working Group outlined the current position and reported that clearance of scrub had been undertaken so far. S106 funding has been approved by EHDC and the project would now be taken forward further by the Pond Working Group.
- ii. **Five Ash Pond.** No further update.
- iii. **Soldridge Pond.** The Clerk confirmed that the perimeter fence and life belt and in place and no work is required.

**24.030 MEDSTEAD PARISH COUNCIL POLICY.** Following a review by Committee, the following polices were re-adopted by Council:

- Rules & Regulations for Funeral Directors & Grave Diggers.
- Maintenance of St Andrews Churchyard
- Drone
- Illegal & Unauthorised Encampments
- Code of Conduct
- Grants
- Investment
- Press & Social Media

#### **24.031 CORRESPONDENCE**

The following correspondence was noted by Council.

- a. **Hampshire County Council Future Services Consultation**
- b. **Hampshire Minerals and Waste Plan Consultation**
- c. **Medstead - 7.5 Tonne Weight Limit**
- d. **Public Consultation Survey on Welfare & Wellbeing Strategy**

#### **24.032 MEDSTEAD PARISH COUNCIL REPRESENTATIVE REPORTS**

- i. **Medstead & Four Marks Neighbourhood Plan Steering Group.**  
It was agreed that there would be a Working Group meeting to consider further the response to the EHDC Local Plan.
- ii. **Speedwatch.** Limited activity due to low volunteer numbers.
- iii. **Medstead Village Hall (MVH).** The Medstead Village Hall committee met on 23<sup>rd</sup> January 2024 with a good attendance.  
An update was given on the Grant Application process with an S106 submission for the Air Source Heat pump pending MPC approval and support (now provided on 24 January but with a query on operational noise to be addressed).  
Other projects are in hand for quotations - including solar panels, lighting, powered doors, and booking system enhancements.  
A query on the annual accounts was raised regarding high level of miscellaneous costs but thought to be typing errors.  
The maintenance programme is progressing well at a steady pace.  
The latest events being held have proved popular and successful – Warm Places, Coffee Club and Movie Nights - especially the Barbie movie night which was sold out. On line ticket sales for movies are now available.  
MVH Policy documents were discussed and are to be revised.

A lengthy AOB session was held with nothing controversial apart from Dog Training in the Hall - with the MVH T+Cs needing to be revised.

- iv. **Medstead Sports Club.** No further update
  
- v. **East Hampshire Association of Parish and Town Councils (EHAPTC).** Cllr Bennell circulated the latest set of minutes from the meeting held by (EHAPTC) held on 29<sup>th</sup> January 2024.

There were no further matters to discuss and the meeting was closed at 9.10pm.

**Signed Chairman .....**

**Date.....**