



# Medstead Parish Council

## Minutes of the Extraordinary Full Council Meeting – 6<sup>th</sup> June 2024, 7.30pm

**Present:** Cllrs. Mike Smith (chairman), Mark Brayford , Graham Bennell, Ken Kercher, Gordon Mitchell.

**Also in attendance:** Julie Russell (Parish Clerk)

**Action**

### 24.084 OPEN SESSION

Cllr Gordon Mitchell informed the council that he had spoken to the Residents' Association of the housing development neighbouring the wild flower meadow, and started dialogue with them about options for its future.

After conclusion of the Open Session, the formal meeting of the Parish Council was resumed.

### 24.085 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Maloney and Cllr Quinlan.

### 24.086 DECLARATION OF INTEREST

None

### 24.087 FINANCIAL MATTERS

#### a. Financial Audit

##### i. To approve Section 1 of the AGAR – Annual Governance Statement 2023/4

Councillors resolved to approve section 1 of the Annual Governance statement, which was signed by the chairman. Proposed by Cllr Smith, seconded by Cllr Bennell, with all councillors in agreement.

##### ii. To confirm no conflict of interest with the external auditor (BDO LLP)

All councillors confirmed they had no conflict of interest with BDO

##### iii. Notification of Internal Auditor's report

The clerk circulated the internal auditor's report to the councillors and they noted it with no matters arising and resolved to accept it.

#### b. To receive and approve the Income and Expenditure report for April 2024

This was deferred until the next full council meeting due to incomplete bank data

#### c. To receive and approve the Bank Reconciliation as at 30<sup>th</sup> April 2024

This was deferred until the next full council meeting due to incomplete bank data

#### d. CIL / S106 funding of the Pavilion / Parish Office

##### i. To approve the release of the latest CIL Neighbourhood Portion by EHDC for the Pavilion

The CIL Neighbourhood Portion currently held by EHDC for the period up to March 31<sup>st</sup> is £12,734.83. Council resolved to ask EHDC to release those funds to Medstead Parish Council for the pavilion. Proposed Cllr Smith, seconded Cllr Brayford, with all in agreement. The clerk will inform Josh Wright (EHDC) of this decision and action the process to get the payment.

**Clerk**

##### ii. To consider payments to date and future committed costs for the pavilion versus the unspent portion of agreed CIL funds and the S106 application in progress. Identify whether MPC needs to apply for any further S106 funds.

The clerk provided the breakdown of payments so far and the current projected costs based on initial contracted costs and agreed variances. Councillors agreed that there is no need to apply for extra funds at this stage, having agreed to release the CIL Neighbourhood Portion (above).

iii. **To consider grant options for solar panels and agree next steps**

Councillors asked the clerk to contact EHDC to explore grant options that are available to us, given that the solar panels are already installed. We have the three quotes from Turnkey, one quote obtained by Cllr Smith, and also there is probably cost information in the other competitive tenders. The batteries appear not to be included in the Turnquay contract, but the clerk will find the signed contract to confirm this.

Clerk

Council needs to get three quotes to supply batteries, noting that the size of the batteries needs to be agreed.

Clerk

iv. **To consider whether MPC wants to apply for additional S106 funds to cover work removed from the initial scope of the pavilion project.**

Cllr Smith

As the representative of the Medstead Sports Club, Cllr Kercher felt that there was much that could be done to improve the Sports Club facilities. However, given the level of disruption to the Sports Club and the fact they have not been able to use the facilities for quite a while, he felt they wanted to be able to use the pavilion again as soon as possible with no appetite for further work at present. This is something that can be reviewed again in the future.

e. **Banking Mandate - to agree new signatories following the reappointment of committees.**

It was agreed that we needed to have two councillors who are signatories at every meeting so cheques can be signed. The best choices are Cllr Brayford and Cllr Quinlan, given the committees they are on, and so council resolved to add both of these as signatories. The clerk will get the banking mandate changed.

Clerk

The meeting was closed to the public for the following agenda item.

**24.088 DAY WORK CONTRACT To appoint a Day Work Contractor**

Applicants for the Day Work Contract were considered. None was appointed and the clerk was asked to seek clarification about one of the applicants' tender. The matter will be raised again at the next full council meeting.

The meeting was opened again to the public.

Clerk

**24.089 MEDSTEAD FETE COMMITTEE SHED To report back what has been agreed with the fete committee and contractors**

At the last Wednesday progress meeting Andy Small (Turnquay) agreed to provide a shed to fill the 3.5m x 5m concrete slab with three timber sides lined with plyboard and a metal roof within the allowed costs. The fete committee has agreed to this specification.

**24.090 MAILBOX AT THE PAVILION To consider a revised proposal for the location of the mailbox on the entrance to the community room.**

Councillors have agreed that the mailbox must be big enough to accommodate A4 documents and will be located next to the door to the Parish Office. The clerk will explore options for what to buy and determine the lead times with Royal Mail to notify them that the new address is live.

Clerk

**24.091 PAVILION TREE STUMP To record agreement of expenditure on the tree stump removal.**

The clerk reported that she searched for independent contractors to remove the tree stump to determine if it could be done more cheaply and quickly than Turnkey. In the end, advantages of keeping it with one contractor outweighed other considerations. Therefore Cllr Smith asked the clerk to instruct Turnquay to go ahead and it will be removed in the next week.

Clerk

**24.092 UPDATE ON COUNCILLOR VACANCIES To report back whether EHDC require an election or co-option**

The period for parishioners to write to EHDC requesting an election has ended with no letters received. Therefore EHDC Electoral Services had advised the clerk that Medstead Parish Council can go ahead with co-opting. The clerk has already placed an advert in Four Marks News and will replace the notifications of vacancies on the noticeboards and the web site with adverts intended to attract people. The process will replicate that followed previously by Peter Baston the last time council co-opted members.

Clerk

The idea of having a stand at the Medstead Village fete to attract applicants was proposed and discussed, with councillors in agreement. Councillors agreed that the August full council meeting should be used to make decisions on co-option of new councillors.

There were no further matters to discuss and the meeting was closed at 8.55pm.

**Signed Chairman .....**

**Date.....**