



MEDSTEAD PARISH COUNCIL

MINUTES OF THE MAINTENANCE COMMITTEE MEETING

24th January 2024

Present:

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

Also present: Mr Peter Baston (Clerk).

ACTION

24.01 OPEN SESSION

- i. Cllr Kercher mentioned that a recent grave in the Cemetery had sunken badly and the Clerk was asked to contact the grave digger to get it filled.
- ii. Cllr Kercher further mentioned that in recent weeks, the PTA from Medstead School had cleared the footpath of detritus near to the School and had asked if the Parish Council could assist in the future. Given that the Parish Council, has no Powers regarding such footpaths, being the responsibility of HCC, then any future clearance should be directed to HCC.
- iii. Cllr Smith mentioned that the Clerk had received a request from a funeral director about the positioning of a future ashes plot. After discussion it was agreed that the requested site could not be accommodated and that a second option would be offered. Clerk to contact the funeral director.

Clerk

Clerk

24.02 APOLOGIES FOR ABSENCE

None

24.03 COMMITTEE MINUTES

- i. The minutes of the meeting held on 11th October 2023 having been previously circulated, were agreed as a true record and were signed by the Chairman.
- ii. **Matters arising.**

None.

24.04 DECLARATION OF INTERESTS

None.

24.05 CONTRACT PERFORMANCE UPDATE

- i. **Cemetery / Churchyard Maintenance.** The Clerk updated the meeting on the contract with no issues being identified. The third year of the contract was reviewed and updated and would be taken to Full Council for approval.
- ii. **Village Green Mowing.** The Clerk updated the meeting on the contract with no issues identified. The third year of the contract was reviewed and updated and would be taken to Full Council for approval.
- iii. **Wildflower Meadow.** The Clerk updated the meeting on the contract. The third year of the contract was reviewed and updated and would be taken to Full Council for approval. The future maintenance and status of the Wildflower Area was discussed and would be scheduled for review later in 2024 by Full Council.

Full Council

Full Council

Full Council

- iv. **Day Work.** The new day work contractor had been appointed and been had been tasked with a number of jobs. **Full Council**

24.06 MEDSTEAD VILLAGE GREEN

- i. **Future Renovation.** Cllr Kercher reported that the contractor would be aerating and fertilising the Green in Spring 2024. It was also agreed that on-going maintenance thereafter should be factored in and the Clerk was asked to source applications from suitably qualified contractors. **Clerk**
- ii. **Tree Pruning.** The mowing contractor has pruned the low hanging branches on the Green.
- iii. **Tree Planting.** The Clerk updated the meeting on the contract highlighting that the tree planting had been carried out on the Green and the Cemetery extension.

24.07 PLAY AREA EQUIPMENT & NOTICE BOARD FINANCE

- i. The recent quarterly inspection reports by Sawscapes were reviewed and the Clerk outlined several issues which required attention. The Clerk confirmed that he had asked the day work contractor to carry out several. For equipment maintenance items, the Clerk would contact Sawscapes for a quote to carry out the repairs. **Clerk**
- ii. The Clerk confirmed that the new notice board on the Green would be installed very shortly by the day work contractor.

24.08 MEDSTEAD PARISH COUNCIL POLICY.

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

- i. **Rules & regulations for Funeral Directors and Grave Diggers – Medstead Cemetery**
- ii. **Maintenance of St Andrew’s Closed Churchyard.**
- iii. **Drone**
- iv. **Illegal & Unauthorised Encampments**

24.09 MEDSTEAD MENS SHED

Full Council had requested that the Committee consider a viable position for the men’s shed and it was agreed that once the Pavilion project was completed , a site behind the Pavilion could be suitable. This would be considered further by Full Council in due course. **Full Council**

The Chairman closed the meeting at 7.00pm

Chairman Date.....