



Medstead Parish Council

Minutes of the Full Council Meeting – 12th June 2024, 7.30pm

Present: Cllrs. Mike Smith (Chair), Graham Bennell, Mark Brayford, Ken Kercher, Frank Maloney, Gordon Mitchell, Phil Quinlan

Also in attendance: Julie Russell (Parish Clerk).

ACTION

24.093 OPEN SESSION

Nothing raised.

24.094 APOLOGIES FOR ABSENCE

None.

24.095 DECLARATION OF INTEREST

None.

24.096 MEDSTEAD PARISH COUNCIL MINUTES

- The minutes of the meetings held on 8th May, 28th May and 6th June 2024 were confirmed as a true record, with note of two minor typos. Proposed Ken Kercher, seconded Phil Quinlan.
- Matters arising: The table below shows a summary of action points completed, ongoing or outstanding since the last meeting.

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 info from EHDC
24.005(iii)c	Jan-24	F&GP Committee to consider Medstead SC Agreement revisions	F&GP Committee	Outstanding	
24.018 (ii)	Feb-24	Maintenance Committee to consider Churchyard kissing gate	Maintenance Committee	Pending	
24.028 (ii)		Cllr Kercher to address gas disconnection at Pavilion	Cllr Kercher	Pending	In progress
24.028 (iv)		Maintenance Committee to consider additional play equipment purchase funded by S106	Maintenance Committee	Outstanding	Ongoing work in progress
24.048 (iii)	Apr-24	Planning Committee to write to Mark Kemp-Gee about flooding at Five Ash / Roe Downs	Planning Committee	Superseded	
24.052(bii)	Apr-24	Clerk to communicate with the Day Work contractor and complete follow up action	Clerk	Outstanding	
24.063	May-24	To give Turnquay instruction on the fete shed	Clerk	Superseded	Completed but then superseded
24.066	May-24	To notify councillor vacancies on noticeboards / website / FM News	Clerk	Completed	
24.067b(iii)	May-24	Cllr Maloney to write to Patrick Blogg about flooding at Five Ash / Roe Downs	Cllr Maloney	Outstanding	
24.068a(iv)a	May-24	To contact EHDC over the destruction of woodland and request protection measures.	Clerk	Completed	
24.072	May-24	Cllr Kercher to contact Manor Colts about further use of the green	Cllr Kercher	Outstanding	
24.075d	May-24	Clerk to arrange Cllr Mitchell as a bank signatory	Clerk	Superseded	Changed to Cllrs Brayford and Quinlan
24.078c	May-24	Cllr Mitchell to contact neighbouring residents to the wild flower meadow	Cllr Mitchell	Completed	
24.083	May-24	Clerk to provide councillors with a breakdown of Turnquay costs and funding	Clerk	Completed	
24.083	May-24	Clerk to inform Josh Wright of council's decision regarding S106 funding	Clerk	Completed	
24.087d(i)	Jun-24	Clerk to inform Josh Wright of council's decision to claim CILNP funds	Clerk	Completed	
24.087d(iii)	Jun-24	Clerk to explore S106 funding options for solar panels with EHDC	Clerk	Outstanding	Questions asked & waiting for response
24.087d(iii)	Jun-24	Clerk to find signed Turnkey contract	Clerk	Completed	
24.087d(iii)	Jun-24	To get three quotes for batteries for the solar panels	Cllr Smith	Outstanding	Needs clarification on who is doing this
24.087e	Jun-24	Clerk to get the banking mandate changed to add signatories	Clerk	Outstanding	
26.088	Jun-24	Clerk to follow up with day work applicants	Clerk	Completed	
24.090	Jun-24	Clerk to explore options for what mailbox to buy	Clerk	Outstanding	
24.090	Jun-24	Clerk to determine the lead times with Royal Mail to notify them that the new address is live.	Clerk	Outstanding	

The following matters were raised with regard to these minutes:

- 24.028 (ii) The gas tap will be disconnected on 14th June
- 24.018 (ii) Graham Bennell proposes raising up the Kissing Gate to avoid it hitting tree roots, being preferable to the other option of cutting it off at the bottom. The gate post moves so he proposed concreting a new vertical post, providing the ground and tree roots are stable and there is not an issue with tree roots in the way. He is happy to do the work himself.

**Cllr
Bennell**

iii. 24.048 (iii) Still ongoing.

Cllr
Maloney

24.097 COMMITTEE MINUTES AND REPORTS

a. PLANNING COMMITTEE

i. Chairman's Report.

The chairman reported that the planning meeting had just been held, and it would be followed up with a workshop to be arranged to deal with the Beechlands application. The Planning Committee had resolved to change the committee terms of reference from five on the committee to four with one reserve. Full council resolved to accept this, proposed by Cllr Brayford, seconded by Cllr Quinlan, with all in agreement.

ii. Neighbourhood Plan

Councillors resolved to co-fund the first stage of work on the revision of the Neighbourhood Plan with FMPC at a cost of £1.5k. Cllr Quinlan proposed, Cllr Bennell seconded and Cllr Maloney abstained. All other councillors agreed.

b. MAINTENANCE COMMITTEE.

i. Chairman's report

The last meeting was held on 17th May. Cllr Bennell highlighted a typo in the draft minutes, to be corrected by the clerk.

Councillors resolved to agree to the decision made by the Maintenance Committee to allow grave chippings in exceptional circumstances. Proposed by Cllr Smith, seconded by Cllr Bennell, with all in agreement

ii. Church kissing gate inspection and repair

This was already addressed under matters arising from the previous full council minutes.

c. FINANCE & GENERAL PURPOSES COMMITTEE

i. Chairman report No meeting since the last full council meeting.

24.098 MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT

The chairman's report was circulated in advance.

He noted that the play equipment was installed and we still have a bit of money for further equipment. The BBQ area is getting use and he recommended purchasing extra seating in that area. The pavilion is running late and giving us issues, which full council will address. He felt that the timing for a new clerk and council members retiring could not have come at a worse time as we have had a large number of planning applications on short lead times hence extra meetings, so he thanked all those involved.

24.099 CLERK / RFO REPORT

The clerk's report was circulated in advance. The following points were covered:

The new Playdale equipment has been installed, inspected and opened for use. Work is in progress to get further quotes for additional items of equipment, benches and repairs. The latest Sawscapes quarterly inspection report indicates that some of the money may need to be spent on the gate, fencing and surfacing in the fenced play area. An annual RoSPA inspection has been booked. The Lengthsman visited on 21st May and removed a badly rotted and dangerous bench from the village green and trimmed and tidied the footpaths around the village green.

The stump has gone, and Moss Master are coming this week to assess what needs still doing and to quote for additional cleaning of the balcony and railings. Considerable time

has been spent on the pavilion, including going through all the contract documents and old communications.

For the village green, there is just one booking this month for the Medstead Summer Ball on 22nd June. Paul Grace has said he would be willing to quote for aeration and fertilisation of the green next spring as he could hire an aerator. The red car abandoned in the layby has been reported to the police.

Until we resolve what we do long term regarding a day work contractor, the clerk will get quotes for ad hoc jobs on a needs-driven basis, starting with getting quotes to sand down and varnish the noticeboard on Boyneswood Road.

New councillor vacancy adverts will be placed on noticeboards once the agendas for this meeting are removed and there is space. Two more people have contacted the clerk expressing an interest.

There has been one burial of ashes query, but no firm booking made yet. A stone mason has made a request to remove, clean and re-install a memorial but as there is no change to the inscription it does not need a booking form or fee. The person requesting chippings on a shady grave has been notified that this is approved. Grave diggers have been contacted via the undertakers to fill the badly sunken grave. This work has been long overdue so has been flagged again with the undertakers, with assurances it will be done very soon.

24.100 CORRESPONDENCE

The following correspondence was noted

- a. **D-Day commemoration notice request**
- b. **EHDC - East Hampshire Playing Pitch and Sports Facility Strategy 2024 – 2040**
- c. **Hampshire Forest Partnership funding scheme**
- d. **GoCompare - guide to preparing for a flood and protecting your property**
Councillors agreed it was not appropriate to upload this onto the MPC website, as requested by GoCompare
- e. **Chairman of Governors at Medstead School**, invitation to opening of new play equipment. Cllr Smith has agreed to attend this event.

24.101 EAST HANTS DISTRICT COUNCILLORS' REPORT

No report was received.

The following agenda item was heard under closed session.

24.102 DAY WORK CONTRACT

The clerk updated councillors on further tender information received. It was resolved to not reappoint a day work contractor at this time and to get quotes for work on an ad hoc basis. Proposed Cllr Smith, seconded Cllr Brayford, all agreed.

At the conclusion of this agenda item the meeting was re-opened

24.103 REVIEW OF MEDSTEAD PARISH COUNCIL POLICIES

Councillors resolved to re-adopt all these policies with no changes (proposed Mark Brayford, seconded Mike Smith, all in favour):

- a. Standing orders
- b. Financial regulations
 - i. For the financial regulations it was resolved that the current financial regulations are still adequate for a few months
 - ii. It was agreed that the clerk would compare them with the NACL new model financial regulations later in the summer and amend them as appropriate for further review when the issues with the pavilion have ended and councillors and the clerk have more time.
- c. Complaints policy
- d. Freedom of Information policy
- e. GDPR Policy
- f. Press and media policy
- g. Medstead Cemetery Fees

24.104 REVIEW OF INVENTORY OF LAND AND ASSETS

This was last carried out in March and councillors resolved to defer the next full review until March 2025 (proposed Mike Smith, seconded Mark Brayford, with all in favour). However minor amendments are needed to add the new play equipment, the new noticeboard, to subtract the removed picnic bench and also to increase the value of the pavilion once it is completed. The clerk is to log these changes. **Clerk**

The clerk will contact Peter Baston to understand how depreciation in the value of assets is taken into account. **Clerk**

It was noted that bench no. 17 is a private bench.

24.105 REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES

Current delegation arrangements were reviewed and councillors resolved to approve them with no changes except the change to the terms of reference of the Planning Committee, as noted earlier. Proposed Cllr Maloney, seconded Cllr Smith, with all in agreement.

24.106 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

Current insurance details were circulated to councillors and they noted and resolved to accept this. Proposed Cllr Smith, seconded Cllr Maloney, with all in agreement. However, the following points were raised. The clerk is to check with Hiscox regarding the insurance for the pavilion following completion since its size and value will have increased, and to check we are covered during the building work for all risks not related to the construction activities. She should also check regarding risks associated with the ponds. **Clerk**

24.107 REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

A table showing all subscriptions to other bodies was circulated in advance to councillors by the clerk showing names and costs. The council subscribes to the following bodies: HALC, SLCC, ICCM, CPRE, ICO. Councillors resolved to approve this. Proposed Cllr Brayford, seconded Cllr Smith, with all in favour.

24.108 REVIEW OF ARRANGEMENTS WITH LOCAL AUTHORITIES

The following arrangements were identified: relationship with Four Marks Parish Council regarding the Neighbourhood Plan, and the relationship with HCC regarding the Lengthsman scheme. This is over and above the normal working relationship with EHDC. The council resolved to continue current arrangements. Proposed Cllr Malony, seconded Cllr Smith, with all in agreement.

24.109 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

MPC works with the following bodies: Neighbourhood Plan Steering Group, Medstead Village Hall, Medstead Sports Club, Speedwatch and HALPTC. Representatives were agreed at the meeting on 8th May, and reporting back is on every full council meeting agenda. Councillors resolved to re-accept these arrangements. Proposed Cllr Brayford, seconded Cllr Smith, with all in agreement.

24.110 FINANCIAL MATTERS

a. To receive and approve the Income and Expenditure reports for April and May 2024

Council resolved to approve and expenditure report for April, and deferred the May report for the next full council meeting as not all bank statements were available.

b. To receive and approve the Bank Reconciliations as at 30th April 2023 and as at 31st May 2024

Council resolved to defer both to the next council meeting. The April reconciliation had not been completed far enough in advance of the meeting to allow councillors to check it, and the May reconciliation could not be completed because of incomplete bank statements.

c. To receive and approve the Accounting Statements for 2023/24 (Section 2 of the Annual Governance and Accountability Return (AGAR) 2023/24)

Councillors resolved to accept section 2 of the AGAR. Proposed Cllr Smith, seconded Cllr Maloney, with all in agreement.

d. To agree start and end dates on the notice for the Public Inspection of Accounts

e. Councillors resolved that start date for Public Inspection would be 28th June, with the end date being 8th August. Proposed Cllr Smith, seconded Cllr Maloney, with all in agreement.

f. To agree to move to online digital banking

Councillors resolved to move to online digital banking. Proposed Cllr Smith, seconded Cllr Bennell, with all in agreement.

The clerk is to research the steps to do this when workload relating to the pavilion has eased.

Clerk

The following agenda item was heard under closed session.

(The minutes of the next agenda item will be partially redacted on the website)

24.111 S106 / CIL FUNDED PROJECTS

a. Medstead Parish Office / Pavilion / Community Room

Cllr Smith raised the following points:

- Soakaway: There is no evidence of a soakaway being dug. The cost is £2.5k and it should be subject to a building inspector checking whether what we have is suitable.
- Flooring: There is no mention of upstairs flooring in the Turnquay CSA document, although it is shown on the plans and this should be part of the contract. Downstairs flooring has an allowance of £60psqm for material with an area of 37m². This should give a surplus in our favour.

- The shed quote increase seems high given that one wall is abutted to the pavilion.
- Roof lights should have integral blinds, Velux provide smart electronically operated integral blinds which cannot be retro-fitted. Solar kits are available at c. £400 each.
- The windows should be not more than 1.3m above floor level as they claim to be fire escapes, so has a building inspector agreed that they are not fire escapes? Does the issue lie with the architect or the contractor? Was there a conversation about the two stairways providing dual fire escapes, because we would need a key box or push bar on the sports club entrance as it will nearly always be locked.
- The stairlift seems to have been removed so there are issues with access to upstairs for disabled people.
- The electric charging points have wiring only, but should have been included.
- What is the situation with external doors on the garage and security lighting?

Other queries raised by councillors:

- Is there written documentation that the architect is project manager? We need to check the RIBA definition of the role.
- Do we have building construction insurance?
- We need to get the architect to tell us how far behind Turnquay are.

A further workshop will be arranged to progress these issues.

It is 10pm, and in line with standing orders councillors voted to agree to allow the meeting to continue, with all in agreement.

b. Wild flower Meadow

Nothing to report

c. Green renovation

Nothing to report

24.112 MEDSTEAD PONDS

For the village pond, the pond liner has been ordered and a digger driver is lined up, but the weather has been an issue. It is hoped to start digging the weekend of 22nd/ 23rd June, with completion by the Medstead fete. Once the digging starts it will be fenced off with orange mesh fencing and the gate will stay closed for safety. It will take a period of time for the pond to fill up and to settle.

With regards to drainage in Five Ash and the pond there, Cllr Maloney still needs to write to Patrick Blogg, with Cllr Bennell also providing information.

24.113 COMMUNITY ENGAGEMENT PROJECTS

a. Medstead fete

- i. Cllr Smith is going to be away for the fete on 13th July, but is keen that the stand recruits for Speedwatch as well as attracting new councillors. He suggested getting a banner made up
- ii. No specific plans were discussed with regard to contingency plans. The fete committee will have to put everything back in the container.

24.114 COUNCIL REPRESENTATIVES

To receive reports from Council Representatives, as appropriate.

- a. Medstead Village Hall Management Committee** Nothing to report
- b. Neighbourhood Plan Steering Group** Cllr Maloney invited Cllr Quinlan to the NPSG

- c. **East Hampshire Association of Parish and Town Councils** Nothing to report
- d. **Medstead Sports Club Committee** The Sports club want to agree a licence to use the pavilion building.
- e. **Speedwatch** Problems continue with recruitment

There were no further matters to discuss and the meeting was closed at 10.25pm.

Signed Chairman

Date.....