



Medstead Parish Council

Minutes of the Full Council Meeting – 15th January 2025, 7.30pm

Present: Cllrs. Mark Brayford (Vicechair), Ken Kercher, Frank Maloney, Phil Quinlan, Graham Bennell.

Also in attendance: Julie Russell (Parish Clerk), EHDC Cllr Neal Day

	ACTION
24.244 OPEN SESSION Cllr Maloney discussed display board requirements for the Neighbourhood Plan drop-in session on 26 th January	
24.245 APOLOGIES FOR ABSENCE Councillors resolved to accept apologies of absence from Cllr Smith, Cllr Hughes and Cllr Mitchell.	
24.246 DECLARATION OF INTEREST None	
24.247 MEDSTEAD PARISH COUNCIL MINUTES a. Councillors resolved to approve the minutes of the meeting of Full Council held on 11th December 2024 . b. There were no matters arising. Actions from the last meeting are summarised below.	

Minute #	Full Council Meeting Date	Action	Assigned to	Status
24.111a	Oct-24	Clerk to get three quotes to fix the showers	Clerk	In progress
24.216b	Nov-24	Clerk to re-establish rota for checking bank reconciliations	Clerk	Completed
24.216c	Nov-24	Cllr Hughes to draft a pay policy	Cllr Hughes	Completed
24.220c	Nov-24	Clerk to contact Turnquay about heating instructions	Clerk	Completed
24.220c	Nov-24	To get further quotes for landscaping and drainage around shed	Clerk	In progress
24.220c	Nov-24	To get quotes for carpet tiles	Clerk	In progress
24.222c	Nov-24	To renew neighbourhood plan insurance	Clerk	Completed
24.223	Nov-24	To draft licence for the Sports Pavilion	Clerk	Completed
24.224a	Nov-24	To follow up on village hall footpath white lines	Clerk	Completed
24.224b	Nov-24	To write to HH about plans for Lymington Bottom	Cllr Maloney	In progress
24.224d	Nov-24	To write to HH about Roe Downs Road	Cllr Darch	Completed
24.225a	Nov-24	To ask about a DC grant for the solar powered unit.	Clerk / Cllr Smith	Completed
24.225b	Nov-24	To circulate village hall report	Clerk	Completed

24.248 COMMITTEE MINUTES AND REPORTS a. PLANNING i. Chairman's report There was no report from the Planning Committee Chairman as it had been a very quiet month with just one planning application. ii. Planning applications a. 494325/004 Highmead, 40 Abbey Road, Medstead, Hampshire, GU34 5PB East Hants East Hampshire District Council Application 179953 This is a loft conversion with insertion of roof lights, and the application seeks a determination as to whether it would constitute 'Permitted development' under Schedule 2, Part 1, Class C of the Town and Country Planning (General Permitted Development) (England) Order 2015. The council defers this decision to the planning officer as he/she is best placed to consider the technical factors involved.	
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<p>iii. Planning decisions The two planning decisions of the last month were reviewed and noted.</p> <p>iv. Any other planning matters arising Cllr Quinlan recapped issues relating to Longbourn Way and Lymington Barns. At the EHDC Planning Committee meeting which considered planning application 58788/002 on 21st November, lengthy discussion between the Planning Committee and HCC Highways representatives led to changes in access with significant impact on the Lymington Barns planning application. Following the meeting, the implication of this became clear, making the car parking area potentially inoperable, and if a yellow box at the junction was also implemented, could cause a blockage on the road by the bridge. MPC has sent a letter to the EHDC Planning Committee and case officers, and Cllr Roland Richardson is going to highlight these concerns again at the January Planning Committee meeting.</p> <p>To update on the Neighbourhood Plan, many meetings of the steering group have now happened, a grant for the first phase to April has been successfully obtained and a consultant appointed from People4Places. He is undertaking familiarisation visits and meetings with EHDC on site allocations. Information on sites and housing numbers is expected from EHDC within two weeks. There will be a drop-in session in Four Marks on 26th January. This will help people understand the challenges faced in both villages: EHDC have a target of 11,000 houses over 5 years and the impact on Medstead and Four Marks is not yet quantified but will be significant.</p> <p>b. MAINTENANCE</p> <p>i. Chairman’s Report There has been no committee meeting since the last full council meeting. The hedge in the village car park has been cut and the storm-struck tree by the enclosed playground has now been removed.</p> <p>c. FINANCE & GENERAL PURPOSES</p> <p>i. Chairman’s report There has been no committee meeting since the last full council meeting, and there was no chairman’s report.</p>	
<p>24.249 CHAIRMAN’S REPORT There was no chairman’s report.</p>	
<p>24.250 CLERK’S REPORT The clerk’s report was circulated in advance. Key points were:</p> <ul style="list-style-type: none"> - the internal audit has taken place (covered later) - the tender specifications for the mowing contracts have been sent to six potential contractors and advertised on the website - pay and pension calculations and adjustments have been completed - picnic tables have been delivered and a quote obtained for replacing the roundabout bearings - further work liaising with the structural engineer, Turnquay, building control and the architect has brought us to the verge of completion on the parish office - The legacy spreadsheets continue to be difficult to use and more time has been spent improving them. We will move to Scribe in March 	
<p>24.251 DISTRICT COUNCILLORS’ REPORT The monthly report was circulated to councillors in advance. There was a discussion around devolution, which will probably have a significant effect on parish councils but implications are not yet known. There were further discussions on the Longbourn Way</p>	

<p>planning application and speculation about other large planning applications in Medstead and transition issues with the new planning IT systems.</p>	
<p>24.252 FINANCIAL MATTERS</p> <ul style="list-style-type: none"> a. Councillors resolved to accept the income and expenditure reports for October, November, and December. The £25k that needs to be returned to the CIL account was transferred to the current account so that a cheque can be written to the CIL account and councillors approved this. b. Councillors resolved to approve the bank reconciliations for October, November and December. Although the standing orders allow councillors to approve the bank reconciliations at least quarterly, the internal auditor recommended that this be done monthly, so in future if bank statements have not arrived in time the clerk will go to the bank to get print-outs to ensure reconciliations are always done monthly. c. The council resolved to approve the payments for December / January to date since the last meeting. In particular, councillors resolved to retrospectively accept two invoices relating to Christmas lights which were for urgent items bought by one of the volunteers putting up the lights: these had not been pre-approved or bought in the council's name, but were for a genuine purpose and the council was grateful for the volunteer's efforts. d. The clerk presented spend against budget to the end of December and reported that it is on track. Councillors agreed to review the budget in more detail at the next full council meeting. e. Councillors agreed to defer discussion on moving energy suppliers until a later council meeting when we have more information on tariffs, usage and the performance of the solar panels. f. The internal audit report was circulated in advance. The findings were very positive, but with recommendations to put more information on the website in line with the Transparency Code 2015, and in particular to put more supporting documentation for council meetings on the website together with the agendas and minutes. Councillors raised concerns that if the clerk were to put retrospective documents on the website for the year's meetings, it would take too much time and interfere with current workload and were keen to defer the matter to the March F&GP meeting as well as decisions on what they felt appropriate (given that the Transparency Code is partially optional for councils of our size). However, the clerk did not want to be left with a large end-of-year task to get the website up to date in March and preferred gradual updates, starting right away. The council resolved to defer further discussion to the January F&GP meeting. g. Councillors resolved that the signatories on the Unity Trust should be the same as on the Nat West current account (Cllrs Mike Smith, Mark Brayford, Phil Quinlan, Ken Kercher and clerk Julie Russell). 	
<p>24.253 MOWING CONTRACTS</p> <p>Councillors resolved to defer decision on the mowing contracts to the next Maintenance Committee meeting on 29th January, with a recommendation bought back to full council on 12th February for full council approval.</p>	
<p>24.254 CO-OPTION OF A NEW COUNCILLOR</p> <p>No residents wrote to EHDC requesting an election, so we are now able to go forward with co-option. Councillors resolved that the co-option of a new councillor would happen at the February full council meeting, providing that we had nominees by that point.</p>	
<p>24.255 COMMITTEE MEMBERSHIP</p> <p>Committee membership was reviewed following Cllr Darch's resignation. He was on F&GP as a discretionary fifth member, plus on the Maintenance Committee and a reserve on</p>	

<p>the Planning Committee. No changes are needed to the Planning Committee as we already have four members and a reserve. Councillors resolved that Cllr Brayford will re-join the Maintenance Committee in the absence of other nominees, but should Cllr Hughes (absent) later wish to join the Maintenance Committee this can be revisited. The ToR of the F&GP committee had previously been changed to allow a fifth member ‘from time to time’ when council sees fit. Councillors agreed to leave the wording of the ToR as it stands, and resolved that at the present time it does not require a fifth member of F&GP.</p>	
<p>24.256 SPORTS PAVILION LICENCE</p> <p>Cllr Kercher reported that the Sports Club had reviewed the proposed Sports Pavillion Licence and made some amendments which should have been sent by the club chairman back to the clerk. As no updated version had been received, the matter is deferred to the next F&GP meeting.</p>	
<p>24.257 REVIEW OF POLICIES</p> <ul style="list-style-type: none"> a. Councillors resolved to adopt the new Reserves Policy b. Councillors resolved to re-adopt the Councillor Code of Conduct c. At the last full council meeting it was agreed for the clerk and a working group of councillors to meet to discuss the clerk’s contract in relation to the drafting of a pay policy. This was deferred due to councillor absence and poor weather, and will take place before the February Full Council meeting. 	<p>Clerk</p>
<p>24.258 MEDSTEAD PONDS</p> <ul style="list-style-type: none"> a. There is nothing to report at the Village Pond. Recent flooding there cannot be linked to the functioning of the pond b. Discussion was held over flooding at Five Ash Pond. It was agreed to further engage HCC in this matter and there are no easy fixes for the problems. The Lengthsman is due to visit the pond next week. 	
<p>24.259 SPORTS PAVILION AND PARISH OFFICE</p> <p>There are still five outstanding building control issues. The most concerning one is approval of the rafter splice detail. Turnquay assures the clerk that the structural engineer has previously approved this, but no submitted evidence has yet been found or disclosed by Turnquay. It was agreed that there are risks in trying to occupy the building ahead of building control sign-off, and building control are unlikely to give us permission to do so anyway, as it is contradictory to their position on requiring assurance of its structural integrity.</p> <p>The other four issues are resolvable, and the clerk has agreed to provide photos needed as evidence for two of them. We should continue applying pressure to Turnquay, and it was agreed for Cllr Bennell to approach them to help drive this.</p> <p>Councillors agreed to have an extraordinary council meeting on 28th or 29th to agree handover and financial matters on final payments. At this meeting they will decide who attends the handover meeting with Turnquay.</p>	<p>Clerk Bennell</p>
<p>24.260 CORRESPONDENCE</p> <p>Councillors discussed at length correspondence from Triple FFF brewery regarding planning matters for their Tap Room, with additional input from Cllr Neal Day. No actions arose for the council.</p>	
<p>24.261 COUNCIL REPRESENTATIVES</p> <ul style="list-style-type: none"> a. Speedwatch No report. 	

<p>b. Village Hall They have offered us some tables for loan, including a round table for the handover meeting.</p> <p>c. East Hampshire Association of Parish and Town Councils (EHAPTC) The next meeting is a Teams meeting on 22nd January.</p> <p>d. Medstead Sports Club The club's proposed amendments to the licence will be sent to the clerk soon.</p> <p>e. Medstead & Four Marks Neighbourhood Plan Steering Group An update has already been given. In addition, the Steering Group has decided that it does not want its own website, given the costs that would be incurred, but would like a page on both Medstead and Four Marks Parish Council websites and will be in touch with both clerks in due course.</p>	<p>Maloney</p>
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There were no further matters to discuss and the meeting was closed at 9.30pm.

Signed Chairman

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