



Medstead Parish Council

Minutes of the Full Council Meeting – 12th February 2025, 7.30pm

Present: Cllrs. Mike Smith (Chairman), Mark Brayford, Ken Kercher, Frank Maloney, Phil Quinlan, Gordon Mitchell, Patricia Hughes, Graham Bennell, Jez Hood (post co-option).

Also in attendance: Julie Russell (Parish Clerk), EHDC Cllr Roland Richardson, five members of the public.

	ACTION
<p>24.267 OPEN SESSION</p> <p>a. Cllr Kercher informed councillors that someone had deliberately driven a car onto the village green in a manner to cause damage, after removing some dragon’s teeth to gain access. He will assess the damage to determine whether it needs professional attention or will likely recover with just the disturbed earth being flattened and councillors will determine whether dragon’s teeth need replacing.</p> <p>b. A councillor noted that the drains are blocked on Hussell Lane</p> <p>c. Cllr Hughes informed Council that the S106 funding application for sound insulation at the village hall had not been approved by EHDC and alternative sources of funding were being sought.</p> <p>d. Cllr Smith now has the solar power unit for the speed limit reminder sign by the school and will fit it the day after this meeting.</p> <p>e. Two residents shared their views on an anticipated planning application at The Dell, Homestead Road, with particular concerns over the impact on the upkeep of the bridleway due to construction vehicles and extra traffic volumes post-development.</p> <p>f. A representative from Alton Ramblers informed councillors that part of a tree had collapsed onto footpath 16 behind the cemetery, causing a partial blockage. Cllr Bennell has agreed to investigate it and take appropriate action.</p>	
<p>24.268 APOLOGIES FOR ABSENCE</p> <p>None</p>	
<p>24.269 DECLARATION OF INTERESTS</p> <p>Cllr Maloney noted an interest in agenda item 14c due to his role in the Church.</p>	
<p>24.270 MEDSTEAD PARISH COUNCIL MINUTES</p> <p>Councillors resolved to approve the minutes of the meeting of Full Council held on 12th January 2025 and the minutes of the Extraordinary Full Council meeting held on 28th January 2025.</p>	
<p>24.271 CO-OPTION OF COUNCILLORS</p> <p>The Council voted on the two nominees and agreed to co-opt Jez Hood as a councillor.</p>	
<p>24.272 COMMITTEE MINUTES AND REPORTS</p> <p>a. PLANNING</p> <p>i. Chairman’s report</p> <p>As it had a been a quiet month again for planning applications, the chairman had nothing to report.</p> <p>ii. Planning applications</p> <p>a. EHDC-24-0037-DCON Northfield Stables, Medstead, GU34 5JF Discharge of Conditions 4-Energy, 7-Construction Management Plan, 8-</p>	

<p>Foul & Surface Water of approved application 39646/022 - Replacement Dwelling. The council objects to this planning application and has produced a document to be sent to the EHDC planning department.</p> <p>b. EHDC-24-0022-PIP West End Lodge Goatacre Road, Medstead, GU34 5PU Application for Permission in Principle- Replacement dwelling with detached garage following demolition of existing dwelling. The council objects to this planning application and has produced a document to be sent to the EHDC planning department.</p> <p>iii. Transport for the South East Draft Transport Strategy Consultation The Planning Committee agreed to formulate a response to this through collaboration outside of the meeting.</p> <p>iv. Any other planning matters arising</p> <p>a. Cllr Quinlan reported that due to the Fast Track devolution process for Hampshire, EHDC needed to produce a draft local plan by the end of March. He recapped the issues relating to Longbourn Way and Lymington Barns and highlighted a new issue: there are proposals for five parking spaces and a layby on top of a raised walled area, but with no restraints to stop someone falling over the edge and this will be raised with EHDC Planning.</p> <p>b. The NPSG drop-in event on 26th January was well-attended by around 150 people, with more from Medstead than Four Marks. There is an online survey, which will close on 28th February. Fastrack devolution plans may affect the revision of the neighbourhood plan, but the NSPG will proceed with the work as normal until there is any steer otherwise and the consultants we have employed believe that the NP will still stand post-reorganisation.</p> <p>b. MAINTENANCE</p> <p>i. Chairman’s Report The chairman’s report was circulated in advance. Key points are: - Five Ash Pond has been inspected: there is no obvious solution and we need to work with HCC to mitigate the problems - Improvements to footpaths were discussed, in particular routes into the village centre. - Mowing contract tender responses were reviewed with a recommendation made for full council. - Ongoing issues on the pavilion are progressing. The heating system has now been handed over. - A new roundabout bearing was agreed. - The car park tarmac needs repairing.</p> <p>ii. Roundabout Councillors resolved to approve expenditure of £4,398.13 ex VAT for replacement of the roundabout bearings, with work to be done early next financial year (we have been advised that quote might vary slightly with inflation by then). The company has advised that although the bearings are affecting performance, which will degrade further over time, there is no safety issue and no problem with continued use in the meantime. To prolong the life of the replacement bearings, the maintenance committee recommends these are inspected and greased annually during one of the safety inspection visits, and to facilitate doing this, the quote includes replacement of one panel on the platform with a new one which has an integral trap door.</p>	<p>Planning Comm.</p> <p>Planning Comm.</p> <p>Planning Comm.</p>
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<p>c. FINANCE & GENERAL PURPOSES</p> <p>i. Chairman’s report The chairman’s report was circulated in advance. Key points are that the committee recommends the policies it reviewed and the amended pavilion licence agreement to full council.</p> <p>ii. Annual Parish Assembly The chairman fed back discussion from F&GP, and it was agreed that Cllr Hughes would provide input to other councillors outside of the meeting to drive forward the ideas and planning, drawing on her experience of successful events that she has held at the village hall. We need to consider how to boost resident interest, and it does not have to be the same night as a council meeting.</p>	<p>Cllr Hughes</p>
<p>24.273 CHAIRMAN’S REPORT The chairman’s report was circulated in advance and in summary reported the following: - Councillors have had a handover meeting with Turnquay and taken back control of the pavilion building, but are still in discussion over the final bill and awaiting the architects sign-off of documents. We have had a second meeting on handover of the central heating and hot water system. Councillors have agreed what quotes are needed for the remaining items – carpet, showers and electrical work - and distributed the workload - A working party is looking at the clerk’s contract terms and will report back to F&CP.</p>	
<p>24.274 CLERK’S REPORT The clerk’s report was not covered in any detail at the meeting but was circulated in advance and is attached with the minutes.</p>	
<p>24.275 DISTRICT COUNCILLORS’ REPORT The monthly report was circulated to councillors in advance and is attached with the minutes. Discussion in the meeting focused on the NPPF, with targets for the EHDC now 1,000 per year compared to an average current build of 300 per year, so there are major challenges ahead. Hampshire Highways and Waterways now have greater ability to affect planning applications. The EHDC local plan is rapidly going ahead.</p>	
<p>24.276 FINANCIAL MATTERS</p> <p>a. Council resolved to approve the Income and Expenditure report for January 2025</p> <p>b. Council resolved to approve the Bank Reconciliations for January 2025</p> <p>c. Council resolved to approve the council’s payments for January / February since the last full council meeting.</p> <p>d. Council reviewed and noted the spend against the budget to the end of January 2025.</p> <p>e. Council resolved to approve expenditure on CILCA training for the clerk, with two parts – one for the HALC mentoring programme (£350 and one for the SLCC fees (£450).</p> <p>f. Council resolved to approve a grant application from Home Start, awarding £150. This is approved using powers under section 137, using HALC advice that it is justified by social welfare considerations.</p>	
<p><u>Councillors to vote to close the meeting to the public for the next agenda item</u></p>	

24.277 MOWING CONTRACTS

Council reviewed all quotations received and **resolved** to accept the Maintenance Committee’s recommendation to reappoint our existing contractor for the cemetery/ churchyard, village green and wildflower meadow contracts, based on both cost and quality considerations.

The Chairman re-opened the meeting to the public

24.278 SPORTS PAVILION AND PARISH OFFICE

- a. Councillors noted the handover meeting.
- b. The calculations of completion and retention payments were shared by the clerk. The contractor does not yet agree with this, but has an obvious calculation error in his version. We await his agreement before releasing any payments, but councillors **approved** payment according to the clerk’s calculations.
- c. The architects’ completion certificate (which was expected by this date) has not been received.
- d. Councillors **resolved** to approve the licence for Medstead Sports Club to use the pavilion.
- e. Updates were received on the following items and next actions decided
 - i. Showers: the clerk is waiting for further information on one of the quotes plus one contractor has not yet produced anything despite visiting a while ago and with prompting. Council **resolved** to give the clerk authority to accept a quote up to £3000k including replacement of shower heads if possible so that the work can be scheduled, but it is anticipated that the quote will not be this high.
 - ii. Electrical work: Councillors **resolved** to approve the recommendation on this and we are waiting for a date proposal.
 - iii. Carpet: Cllr Smith presented three quotes, and Council **resolved** to approve the cheapest option.
 - iv. Solar panels and batteries / connection to the grid / tariffs and supplier: Council **resolved** to not buy a battery at this stage, as the performance of the panels does not appear justify the cost. Over time councillors will gain a better understanding of performance.
 - v. Decorating: The woodwork on the stairs has been repainted, with thanks to Cllr Smith and his wife. They used leftover paint but needed to purchase new brushes. The decorating on the Sports Club side will be sorted by the Club
 - vi. Drainage and landscaping: The clerk will get further quotes on this.
 - vii. Transfer from Sports Club container: This is waiting for the picnic tables to be removed from the garage. The concrete bases are scheduled for 17th February, subject to the weather being warm enough, with the fixture of the tables around a week later. The clerk advised that the tables could be moved into the shed or pavilion if the Sports Club needed them out of the way sooner.
 - viii. Key holder requirements: This was not discussed in detail due to pressures on time, so the clerk will purchase any additional keys needed on an ad hoc basis, with the expectation that the clerk and three councillors will hold keys.
 - ix. Purchase of misc. items required: This was deferred to a later date.
 - x. To agree the position of office furniture and equipment; This was deferred to a later date

Clerk

Clerk

<p><u>Councillors voted to extend the meeting by 30 minutes.</u></p> <p>24.279 PAY POLICY F&GP had previously proposed to full council that a working group consisting of Cllrs Smith, Kercher and Brayford look at the clerk’s current contract and compare it to the HALC / NALC contracts to determine if any changes are merited. The working party has met since the last full council meeting and proposes that the council adopts the NALC contract. This will be discussed at F&GP to determine what variables within the contract framework to choose and then it will put it forward to Full Council for approval.</p>	Cllrs Smith/ Kercher/ Brayford
<p>24.280 READOPTION OF POLICIES Councillors resolved to adopt all of the following policies with no changes, with the exception of the Closed Churchyard Policy, where they resolved to accept the changes proposed by Cllr Maloney and circulated to all councillors in advance.</p> <ol style="list-style-type: none"> a. Illegal and Unauthorised Encampments Policy b. Drone Policy c. Closed Churchyard (St Andrews) Policy d. Playground & Recreation Area Inspection Policy e. Gifts and Hospitality Policy f. Health and Safety Policy g. Grievance Policy h. Sickness and Absence Policy i. Vexatious Policy 	
<p>24.281 MEDSTEAD PONDS</p> <ol style="list-style-type: none"> a. The clerk reported that there was around £33k of EHDC S106 Environmental Improvement Fund available should the Council have planned works in mind. However, it was agreed that dredging the pond or expanding the pond or digging deeper grips are not likely to solve the problems as the road is lower than the pond at the point where it floods and the water spills from the pond onto the road. The pond rapidly fills during bouts of very wet weather with water flowing in from Five Ash Road, the neighbouring fields and South Town Road, and on occasion coming up from the drains. Solutions need to be agreed in conjunction with HCC Cllr Maloney agreed to write another letter to HCC about the issue. b. There was no update on the Village Pond 	Cllr Maloney
<p>24.282 CORRESPONDENCE The following correspondence was noted:</p> <ol style="list-style-type: none"> a. Lucy Whittle, EHDC: The clerk has arranged a meeting with her b. The Dell, Homestead Road: This was discussed in the open session and will be discussed again when the planning application is submitted. c. Cemetery bins: It is still not clear who has been putting the bins out and the clerk will ask ex-Cllr Jackson. 	Clerk
<p>24.283 COUNCIL REPRESENTATIVES</p> <ol style="list-style-type: none"> a. Speedwatch: Cllr Smith is planning to fit the solar sign. b. Village Hall: The proposed sound insulation is not eligible for Strategic CIL, as raised already by Cllr Hughes in the open session c. East Hampshire Association of Parish and Town Councils (EHAPTC): The next meeting is 25th February. d. Medstead Sports Club: The contents of the container will be moved to the garages after the picnic benches have been removed. 	

<p>e. Medstead & Four Marks Neighbourhood Plan Steering Group: This has already been covered in the Planning part of the meeting.</p>	
<p>24.284 NEXT MEETING The next meeting is on 12th March at 7.30pm. Cllr Hughes suggested VE Day for the agenda.</p>	

There were no further matters to discuss and the meeting was closed at 9.45pm.

Signed Chairman

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