



# Medstead Parish Council

## Minutes of Maintenance Committee Meeting – 28<sup>th</sup> May 2025, 6.30pm

**Present:** Cllrs. Mark Brayford, Ken Kercher, Phil Quinlan, Jez Hood

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

	ACTION
<b>25.01 ELECTION OF CHAIRMAN</b> Councillors <b>resolved</b> to elect Cllr Quinlan as Chairman of the Committee (proposed Cllr Brayford, seconded Cllr Kercher).	
<b>25.02 OPEN SESSION</b> Councillors questioned what progress on flooding at the village pond. It was not clear who was going to write to HCC about it, so Cllr Hood volunteered.	
<b>25.03 APOLOGIES FOR ABSENCE</b> An apology was received and approved for Cllr Smith.	
<b>25.04 DECLARATION OF INTEREST</b> None	
<b>25.05 CONFIRMATION OF MINUTES</b> Councillors <b>resolved</b> to confirm the minutes of the Maintenance Committee meeting on <b>26<sup>th</sup> March</b> , which were signed by the chairman.	
<b>25.06 TO REVIEW COMMITTEE TERMS OF REFERENCE</b> Councillors agreed to the ToR with no changes.	
<b>25.07 DRAGON'S TEETH</b> Councillors considered whether to use chestnut with or without bark or UC4 treated timber that is highly resistant to rot, and whether to concrete in or drive in the posts. Councillors felt driving-in would slow rot compared to using concrete. There were concerns over the location of telephone cables so the Clerk contacted Openreach. However, they were very unhelpful, so driving in would need to be done carefully with a cable scanner. The councillors also opted for no bark, again to slow rot, and although in theory UC4 is a better option for this, councillors had reservations about its appearance, not having seen it. The Clerk has checked the number of loose dragon's teeth three times over the last three months, and the number seems very variable each time so asked that at least one councillor confirmed the number with her before placing an order. Cllr Smith had driven in wooden wedges to stabilise the loose dragon's teeth, and they now seemed very firm and so councillors questioned whether the replacement of dragon's teeth should be deferred for a while. The decision will be put to Full Council.	
<b>25.08 PLAYGROUND</b> a. Councillors reviewed and noted the Annual Inspection Report from RoSPA Play Safety. The worn roundabout bearings were noted but marked as low risk. Small amounts of decay are visible on the basket swing supports and a couple of posts for the wooden side barriers are slightly loose and the Clerk went to inspect them. The risk is small at this stage so the Clerk agreed to do more frequent visual inspections as well as the quarterly operational inspections that are commissioned. Likewise, the timber posts on the Aerial Zip Wire will be monitored. Following the Inspector's advice, the Clerk will contact the manufacturer of the basket swing about the possibility of additional	Clerk

<p>supports and will contact the Inspector for more information about his suggestion. Other findings in the report are minor and just need monitoring over time.</p> <p><b>b.</b> As the roundabout bearings were considered low risk, the Committee agreed to delay work on that until later in the year in case something else became more pressing.</p>	
<p><b>25.09 TREE INSPECTIONS</b></p> <p>In the autumn of 2024, the Council agreed to move to a 3.5-year tree inspection interval. However, there is a suspected case of Ash Dieback in the cemetery and this can only be readily diagnosed in the summer. As dieback is a prevalent disease at present, the committee agreed to a tree survey this summer. The Clerk already has a quote from the person who last did it and is waiting for a quote from HCC Arboriculture Services.</p>	Clerk
<p><b>25.10 MATTERS ARISING FROM THE REVIEW OF THE RISK ASSESSMENT</b></p> <p><b>a.</b> The Committee agreed to buy a first aid kit for the Parish Office</p> <p><b>b.</b> Councillors decided that no additional evacuation device is needed for disabled people if they have to evacuate by the Sports Club entrance. There would only be an issue in case of fire on the parish office staircase or chairlift breakdown, as it has battery power to make up to four journeys in a power cut.</p>	
<p><b>25.11 TO AGREE AD HOC PURCHASES</b></p> <p><b>a.</b> The Committee agreed servicing of the allotment shed fire extinguishers and replacement if necessary.</p> <p><b>b.</b> The Clerk identified a model of post box from Tool Station that met all the required criteria and was a good price, and was authorised to purchase it.</p>	
<p><b>25.12 CEMETERY</b></p> <p><b>a.</b> The person currently putting out the cemetery bins agreed to do it on a temporary basis when they mysteriously stopped being put out by an unknown helper. The Clerk is not keen to add it to the weekly workload and Councillors are not keen on a rota for them. Paul Grace does not visit on the right day for it, and Idverde is not an option as the job involves putting material into the bins. The Committee agreed the first step is the Clerk working out how frequently they fill up.</p> <p><b>b.</b> The person commissioning a memorial bench for her father did not provide the design prior to the meeting as she was away. The location will be decided once we have further details of the bench.</p> <p><b>c.</b> The Committee agreed that the Clerk will draft a policy for benches for the next Maintenance Committee meeting.</p>	Clerk
<p><b>25.13 TO AGREE NEXT STEPS WITH THE KNAPP / URC FOOTPATH</b></p> <p>The Committee suggested that the Clerk gets quotes for the removal of dumped wood and wire on the path next to the URC. The Clerk will also get advice from EHDC.</p>	Clerk
<p><b>25.14 TO CONSIDER REPAIRS TO THE ALLOTMENT GROUND</b></p> <p>The Clerk and Cllr Quinlan have made arrangements to go and look at the bank at the Allotment Ground.</p>	
<p><b>25.15 CORRESPONDENCE AND ANY NEW MAINTENANCE MATTERS ARISING</b></p> <p>A resident had written to the Council suggesting the purchase of an additional BBQ on the side of the green by the playground. The Clerk has tried to get quotes but so far only found one company that does that kind of BBQ, with costs ranging from £1800 to £2500. She was advised that ex-Cllr Taylor managed the purchase of the previous one so she will contact him. There is no obvious place to put BBQ near the playground, give concerns over the safety of playground users, the need to keep it away from the football pitch and to not be too close to trees and scrub as a fire hazard. Councillors agreed there would need to be a policy preventing people using it in times of very dry, hot weather. There is a lot to consider on this, so it will be put on the agenda for the next Maintenance Committee meeting.</p>	

<b>25.16 NEXT MEETING</b>	
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The next meeting is confirmed as 23rd July. Councillors suggested bulb planting should be on that agenda.	
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There were no further matters to discuss and the meeting was closed at 7.40pm.

**Signed Chairman .....**

**Date.....**