

Medstead Parish Council

Minutes of Maintenance Committee Meeting – 24th Sept 2025, 6.30pm

Present: Cllrs. Phil Quinlan (chair), Ken Kercher, Jez Hood

Also in attendance: Julie Russell (Parish Clerk)

	ACTION
25.42 OPEN SESSION	
The Village Hall car park lighting is not working and was possibly damaged when the new footpath was installed in the car park entrance by HCC. The problem has not yet been diagnosed and the junction box may now be under the tarmac. The Clerk will contact the VH Committee chairman and the member who is dealing with this to determine what needs to be done and whether Highways needs to be involved.	Clerk
25.43 APOLOGIES FOR ABSENCE	
An apology was received and approved for Cllr Smith (holiday).	
25.44 DECLARATION OF INTEREST	
None	
25.45 CONFIRMATION OF MINUTES	
Councillors resolved to confirm the minutes of the Maintenance Committee meeting on	
23 rd July, which were signed by the chairman.	
25.46 DRAGON'S TEETH	
The Committee reviewed the dragon's teeth quotes.	
Galvanised steel will give a very long low hassle- lifetime but was ruled out on the basis of	
the much higher up front cost and aesthetics. Of the other wooden quotes, the	
Committee voted to recommend oak posts with a pyramid top with a chosen supplier to	
Full Council, based on a combination of cost, longevity and aesthetic considerations.	
25.47 ALLOTMENTS	
a. Timber edging The cost of timber edging for the plots has been costed by Cllr Quinlan	
at around £300 based on DIY store prices. The Clerk offered to get additional quotes	Clerk
from builder's yards. It is anticipated that the work will not be done until next year.	
b. Fencing on bank Cllr Quinlan will be meeting representative(s) of the Allotment	
Committee on 30 th September to discuss the fencing and the bank. Cllr Hood will also	
join if available.	
c. Power supply and lighting This matter was deferred as Cllr Smith was absent. Cllr	
Hood raised the Government's plans to make all electricity companies offer a tariff	
with a lower standing charge and higher usage unit costs. The Clerk will look into	
whether this will obviate the need for alternative power supply options. Medstead	
Allotment Association is not believed to be a registered charity, but the Clerk was	Clerk
asked to double check.	
25.48 TREES	
The Clerk had so far had two quotation visits from tree surgeons, but was still waiting on	
the quotes from one of them. A third company had not responded to emails and phone	
calls requesting a quote, so the Clerk had arranged a further visit that was yet to happen.	
Three quotes will be presented by the time of the Full Council meeting. The scale of	
expenditure needs Full Council approval anyway. The Clerk will check whether any of The	Clark
Knapp trees in question are very close to the verge and therefore may be owned by HCC	Clerk
and the Clerk will report the trees that are touching the powerlines to SSEN.	

25.49 MEMORIAL BENCHES	
a. Policy for donated benches	
The Committee approved the policy to be put forward to Full Council for adoption,	Cllr
subject to some tweaks in wording to be provided by Cllr Quinlan.	Quinlan
b. Bench designs	
The Clerk had researched recycled plastic benches available on the market that would	
be suitable for memorial benches and circulated a short list with prices to the	
Committee. Councillors agreed to offer a portfolio of three bench options, which will	
be recommended to Full Council. These are Marmax Traditional Seat, Marmax Witton	
Seat and TDP Werksworth Seat. The Maintenance Committee will finalise costs to be	
charged to cover installation, maintenance and removal at a future meeting.	
25.50 PLAYGROUND INSPECTION	
a. Q2 Inspection report	
The Clerk had received and circulated the Q2 playground inspection report. There	
were some minor points including rust, paint flaking, wood splits and algae, but	Clerk
nothing major or urgent. As it was only received from the inspector the day before the	
meeting, the Clerk has not yet had a chance to look at the areas raised, but will do so	
and report back at the next meeting if anything needs action.	
b. Roundabout repair	
The Council had previously put on temporary hold the work to replace the	
roundabout bearings as it was considered not urgent; the level of play in the circular	
motion is still acceptable. This was in order to wait in case anything more pressing	
arose. The Clerk asked the Committee to revisit this decision as we are now half way	
through the year, and it was agreed to continue to wait until later in the financial year.	
25.51 PONDS	
For the Village Pond, it has still not been possible to meet the pond maintenance rep. to	
consider whether there is any action the Council can take to reduce flooding on the	
road.	
For Five Ash Pond, HCC has now allocated work, but it is subject to other priorities.	
21.52 CEMETERY	
a. The Clerk circulated a quote for repair / replacement of the fencing around the	
cemetery extension field. She was advised by the supplier that there was no economic	
sense in partially replacing ad hoc posts or panels, and it should be DIY fixed as best	
possible until a whole side is replaced at a time (or other options such as removing it	
or hedging are considered). Any work should be deferred for the time-being, and at	
the time when it is needed should be incorporated into a longer term plan for how the	
cemetery extension will be landscaped and enclosed when it is brought into use.	Clerk
The Clerk will get clarification on who owns the two sides of fencing that border the	
neighbouring property.	
b. The Clerk advised the Committee that there was an issue with charges levied by the	
Lengthsman for clearance of the footpath behind the cemetery. The Council had been	
invoiced for removal of material, when in fact the Lengthsman was instructed to leave	
it in the usual place where hedge cuttings are stored. The Committee agreed that the	
Clerk should continue to dispute this bill.	
25.53 LITTER BIN CONTRACT	
The Clerk had previously informed the Committee that Idverde had increased its fees for	
litter bin emptying by a rate above inflation for the second consecutive year and she had	
been given permission to dispute the invoice charged for Q1. After considerable delay in	Cl- I
responding, Idverde has said it now empties 8 bins and not 7 so fees should be higher. It	Clerk
was agreed that the Clerk would look into this claim.	

25.54 PARISH OFFICE The Committee needed to consider for budgeting purpose whether it would take out a service contract on the stair lift next May at the end of the one-year guarantee period. The options are i) no contract (paying £125 for a service, £225 for an ad hoc call out plus parts), ii) £495 for an inclusive extended annual warranty or iii) £1595 for a 4-year warranty. The Committee agreed to pay for an annual service at £125 but not an extended warranty. 25.55 CORRESPONDENCE AND ANY NEW MAINTENANCE MATTERS ARISING a. The Clerk forwarded information on a Tree and Hedge Planting grant scheme to Councillors. It was agreed that the timescales of it will not fit in with out tree removal work this year, but the Clerk will check again for the opportunity next year. The Clerk reminded the Committee that there was still around £500 of S106 project money available for new tree planning. b. The Clerk shared issues in the Knapp which have been resolved for now. c. The Committee agreed that there is no allowed option for residents to dig their own plot for burial of ashes. The Clerk will ensure that this is clear in the cemetery regulations when they are reviewed in the near future. 25.56 NEXT MEETING The next meeting is confirmed as 26th November.

There were no further matters to discuss and the meeting was closed at 7.50pm.

Signed Chairman	•••••
Date	