



# Medstead Parish Council

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

**Present:** Cllrs. Phil Quinlan (Chair), Ken Kercher, Mike Smith

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

	ACTION
<p><b>26.01 OPEN SESSION</b> Nothing raised.</p>	
<p><b>26.02 APOLOGIES FOR ABSENCE</b> An apology was approved for Cllr Hood (work commitments).</p>	
<p><b>26.03 DECLARATION OF INTEREST</b> None declared.</p>	
<p><b>26.04 CONFIRMATION OF MINUTES</b> Councillors <b>resolved</b> to confirm the minutes of the Maintenance Committee meeting on <b>26<sup>th</sup> November</b>, which were signed by the chairman.</p>	
<p><b>26.05 BUS SHELTER</b> Cllr Smith visited the bus shelter in Green Stiles to help the Committee determine whether to make a grant application under a current HCC grant scheme. He reported that the wood was basically fine and as the sides were raised up off the ground, decay at the bottom was limited to a small amount. It was agreed that the Council should get quotes for wood treatment before there are further signs of deterioration, but no action is required at this stage.</p>	
<p><b>26.06 ALLOTMENTS</b></p> <ol style="list-style-type: none"> <li>The work on fencing at the allotments has been completed. An issue with changes to the code on the gate has been resolved. Going forward, it has been agreed with the Allotment Society that the Council will inform them of planned dates for work, where possible, and they would inform the Council of any changes in access arrangements.</li> <li>The Committee agreed to ask the Council to confirm that the costs of the fencing work would be covered by Neighbourhood CIL, as previously proposed.</li> <li>Two quotes for remedial work on the bank have already been shared with the Committee and a further quote was planned. The Committee agreed to continue to put any work on the bank on hold for the time-being, as the situation is not urgent.</li> </ol>	
<p><b>26.07 TREE WORK</b></p> <ol style="list-style-type: none"> <li>The contractor has returned to do further work on trees but has still not yet finished the whole task, and the Clerk is tracking progress. For a tree in the car park, there was a query about whether there was a temporary TPO still in place, which the Clerk will resolve before any work is done on it. As the task for that tree was to remove dead work, it is better deferred to late spring / summer. A Councillor suggested that Clerk should check the status of trees in the Churchyard, and whether the Council has responsibility for them as part of its agreement with St. Andrew's Church.</li> </ol>	<p>Clerk</p> <p>Clerk</p>
<p><b>26.08 FLOODING</b> Flooding was discussed at (a) the Church, (b) Five Ash crossroads and (c) the Village Pond. It was agreed that the Council will write to HCC for an update on measures in the spring.</p>	
<p><b>26.09 VILLAGE POND</b> The quote received from P.J. Grace to remove all rubbish from beside the pond is £720</p>	

(ex VAT) and £400 to just remove the soil. Other quotes have not yet been formally received, but conversations with suppliers indicate a similar level. The cost of a skip is around £300, depending on size, but that would require volunteer labour to move the material. The Committee agreed that if sufficient volunteers could be arranged, the Council will order a skip, otherwise it will pay for soil removal and aim to dispose of the rest through multiple trips to the local recycling centre.	Clerk
<p><b>26.10 VILLAGE GREEN</b></p> <p>a. The Committee agreed a quote of £340 to remove a fallen tree and some fallen branches on the Village Green (to use Neighbourhood CIL).</p> <p>b. There were no other matters on the Green.</p>	
<p><b>26.11 PARISH OFFICE</b></p> <p>The Council did not agree to buy the following items at this time:</p> <p>a. Smart thermostat</p> <p>b. Vacuum cleaner</p> <p>c. Mop</p> <p>d. Additional electrical socket</p> <p>A concern was also raised about the outside lights the Pavilion, which appear to be frequently on during the night and need further investigation.</p>	
<p><b>26.12 CEMETERY</b></p> <p>Consideration of the following maintenance tasks was deferred to the next meeting: a) wood treatment for noticeboard, b) painting the gates, c) wood treatment for the tap cupboards.</p>	
<p><b>26.13 OTHER MAINTENANCE TASKS</b></p> <p>a. The Committee agreed to ask the mowing contractor if he could move the mud in the carpark front corner.</p> <p>b. The Committee agreed that the Clerk can buy grit for the path to the Parish Office when needed.</p> <p>c. The Committee agreed to defer the Boyneswood Road noticeboard to the March meeting.</p>	
<p><b>26.14 THE KNAPP</b></p> <p>The Clerk will write to a resident regarding the Knapp to prompt a response on previously raised issues.</p>	Clerk
<p><b>26.15 FETE SHED</b></p> <p>The Committee agreed to defer consideration of access and maintenance arrangements for the fete shed to the March meeting.</p>	
<p><b>26.16 POLICIES</b></p> <p>The Council agreed the following policies, to be approved by Full Council:</p> <p>a. Tree and Hedges Policy (to be approved with a change to the tree inspection interval from 3.5 years to 3 years).</p> <p>b. Playground and Recreation Areas Inspection Policy.</p> <p>c. Memorial Inspection Policy.</p>	
<p><b>26.17 TRAINING</b></p> <p>The Council approved £175 expenditure on ICCM Memorial Inspection training for the Clerk.</p>	
<p><b>26.18 CORRESPONDENCE</b></p> <p>Correspondence was received from Manor Colts U16 about hiring the football pitch. The Clerk will check out the cost of hiring pitches as Alton and Four Marks so that the Council can make a decision on pricing. The Clerk will also find out whether they want to use the Sports Pavilion changing rooms.</p>	Clerk
<p><b>26.19. NEXT MEETING</b></p> <p>The next meeting is confirmed as 25<sup>th</sup> March 2026.</p>	

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

**Signed Chairman** .....

**Date**.....