

Medstead Parish Council

Minutes of the **Annual Meeting** of Medstead Parish Council held in the Village Hall on **Tuesday 10th May 2017** at 7.30pm.

Present:

Councillors Deborah Jackson, Peter Buckland, Peter Fenwick, Ken Kercher, Jean Penny and Mike Smith

Also in attendance: 1 member of public and Mr Peter Baston, Clerk.

17.66 ELECTION OF CHAIRMAN

Councillor Pete Fenwick nominated **Councillor Deborah Jackson** as Chairman which was seconded by Councillor Mike Smith. There being no other nominations **Councillor Jackson was duly elected as Chairman of Council** for the forthcoming year and the Acceptance of Office was signed.

17.67 ELECTION OF VICE CHAIRMAN

Prior to the meeting, Councillor Roy Pullen had indicated that he was prepared to stand for Vice Chairman of the Council. Councillor Ken Kercher nominated **Councillor Roy Pullen** which was seconded by Councillor Jean Penny. There being no other nominations **Councillor Roy Pullen was duly elected as Vice Chairman of Council** for the forthcoming year.

17.68 OPEN SESSION

Action

- a) Cllr Kercher mentioned that there was to be drop in sessions at Medstead village Hall on 17th May between 16.15 – 18.45 for the SE Water programme of work for water main installation.
- b) Cllr Kercher raised the issue of the proposed EHDC car park charges increase and it was agreed that Medstead Parish Council would write to EHDC to raise opposition to the proposal.
- c) Cllr Buckland mentioned that there would be a power supply interruption in parts of Medstead on 25th May for work to the Summer Lane sub-station.
- d) Cllr Buckland highlighted that Abbey Road will be closed on 16th – 17th May for resurfacing.
- e) Cllr Buckland raised the issue of the consultation of Alton Sports centre. It was agreed that Medstead parish Council would write to EHDC to give support to Alton Town Council regarding the lack of the consultation which has occurred.
- f) Cllr Buckland outlined a communication received regarding parking in Roe Down Road. Cllr Jackson would respond.
- g) Cllr Fenwick passed his congratulations to Medstead Cricket Club over their junior coaching strategy.
- h) Cllr Fenwick mentioned that the Handy Stores had received their Grant to allow them to fully complete their conversion to become the post office.
- i) Cllr Fenwick mentioned that the “20mph” road signs required re-painting and he would raise this on to the HCC portal.
- j) Cllr Jackson stated that footpath access near to Trinity Farm and Jennie Green Lane had disappeared / been blocked and that finger post sign had also disappeared at the same location and at Wield Road.

Clerk

Clerk

Cllr Jackson

Cllr Fenwick

17.69 APOLOGIES

District Councillor Ingrid Thomas.
Councillor Stan Whitcher – Mayoral engagement
Cllr Roy Pullen & Cllr Han Taylor – Holiday

All above approved by Council.

17.70 DECLARATIONS OF INTEREST

Cllr Jackson stated that as she was on the EHDC Joint Environmental Services Committee, she had an interest in item 20 (Options Appraisal – Environmental Services)

17.71 COUNCIL MINUTES

- a. There was one amendment to the minutes of the Council meeting held on 12th April 2017 having been previously circulated. The minutes were then proposed as a **true record** by Councillor Kercher, seconded by Councillor Penny, **and signed by the Chairman.**
- b. On 17.46a, a reply had just been received from SE Water and this would be forwarded on to the member of the public who had raised the question.
- c. In 17.56, the Clerk had been in contact with HCC regarding the possible installation of new horse awareness signs.

Clerk

17.72 COMMITTEE MINUTES AND REPORTS

- a) The minutes of the **Maintenance Committee** held on 26th April 2017 having been previously circulated, **were ratified.** Cllr Pullen had circulated a separate planning report prior to the meeting.

b) Chairman Report:

- i. It was agreed that a finger post sign will be installed near the Pond and the Clerk is sourcing quotations from possible suppliers.
- ii. The Maintenance Committee hoped to be able to walk the route on 17th May from the Village centre as part of the Green Infrastructure initiative.
- iii. The Clerk had sourced a quotation from Paul Grace to undertake the removal of the detritus at the Churchyard and also to remove the hedge and seed the area. Special consideration would need to be given to bird nesting and also the memorial tablet which is situated on the hedge row line. The Clerk was asked to instruct Mr Grace to go ahead with the work.

Maintenance Committee

Clerk

- c) Foul Lane Surface. The condition of the road was thought by Council to be adequate and whilst this will be monitored, no further action was required at this time.

- d) Medstead Parish Council Drone Policy. **Approved and adopted by Council.** Proposed by Cllr Fenwick & seconded by Cllr Kercher.

- e) The minutes of the **Planning Committee** held on 12th April 2016 having been previously circulated, **were ratified.**

- f) **Chairman Report.** "Firstly I would like to record my thanks to Cllrs Fenwick, Smith and Penny (our reserve) for all the hard work put in over this last year, which at times has been trying. I have counted the applications that we have considered but am sure that it must be a record number for this committee. We have had numerous retrospective applications, again a record number, which means that either EHDC are getting a little tougher or that neighbours are getting totally "brassed off" with people doing stuff and hoping that no one will say anything and that after 7 years it is all legal. The down side on this is that EHDC do not seem to have the will to tough out one or two of these and make the applicant reverse the item, knock it down, change it back, etc., instead seeming to give approval in the end. It would only take one or two 'big' decisions to go against these applicants and word would very quickly get around that it could be a very expensive mistake to try and do something without the required planning permission.

Nothing outstanding this year, a couple of major housing developments, a few that went to appeal, a couple of which where the original Refusal was upheld. A lot of minor extensions, etc. where a majority were for Certificates of Lawful Development. A lot of time has been spent trying to get developers to stick to the wording in their approved Construction Method Statements, with limited success. We have felt that we are not always given enough backing EHDC on this one.”

- g) The minutes of the **Finance & General Purposes Committee** held on 26th April 2017 having been previously circulated, **were ratified**.
- i. The Chairman gave thanks to the Committee and the Clerk for the work carried out during 2016/17.
 - ii. The Medstead Parish Council Equality & Diversity Policy. **Approved and adopted by Council**. Proposed by Cllr Fenwick & seconded by Cllr Penny.
 - iii. The Medstead Parish Council Freedom of Information Policy. **Approved and adopted by Council**. Proposed by Cllr Fenwick & seconded by Cllr Penny.
 - iv. The Medstead Parish Council Expenses Policy & Procedure. **Approved and adopted by Council**. Proposed by Cllr Fenwick & seconded by Cllr Penny.
 - v. The Medstead Parish Council Data Protection Policy. **Approved and adopted by Council**. Proposed by Cllr Fenwick & seconded by Cllr Penny.

17.73 ANNUAL PARISH ASSEMBLY

- a) The minutes of the **Annual Parish Assembly** held on 18th April 2017 having been previously circulated, **were ratified**.
- b) Cllr Ingrid Thomas has requested that the police statistics be included in the final version of the minutes.

Clerk

17.74 CHAIRMANS REPORT

The Chairman reported that an invitation had been received to attend the Annual County Service on 8th June 2017.

District Cllr Thomas was unable to attend the SE Water workshop in Farnborough on 18th May, and had asked if there are any councillors who would be willing to attend.

17.75 MEDSTEAD PARISH CLERK REPORT

- a) Further work on year-end financial activities in preparation for meeting with internal auditor (16th May);
- b) Further two memorial wall plaque(s) ordered.
- c) Prepared 2016/17 Financial Report for Annual Meeting;
- d) Completed the Diocese Faculty application for the work proposed in Medstead Cemetery. Confirmation now awaited from the Diocese given the notification period has now ended;
- e) Arranged Green “*Christmas*” lights to be tested following the take-over of responsibility for the lights previously operated by the Village Fete committee;
- f) Ordered laminated sign for Village Green BBQ.
- g) Arranged for annual playground inspection by RPII inspector. Inspection being carried out on 9th May.
- h) Attended Cala / Miller Parish Liaison meeting and drafted minutes.
- i) Liaised with Hampshire Police / HCC regarding new “*horse awareness*” signs for Medstead.
- j) Liaised with resident & EHDC Tree Officer regarding a TPO issue and tree work which took place at 70 Lymington Bottom Road.

- k) The Clerk further reported that the electrical contractor had tested the outside festive lighting with no major issues identified.
- l) The Clerk had been trying to contact Cala Homes regarding the allocation of allotments at their development and a reply was awaited. Cllr Fenwick stated that it was imperative that the Council take the lead on this as there were conflicting drawings in existence and he proposed that he would lead the course of action by establishing a working group reporting to the Finance & General Purposes Committee who would
 - a. To undertake a freehold transfer
 - b. Commence the establishment of an allotment society
 - c. Join the Allotment Association
 This would then become a standing agenda item.

Cllr Fenwick

Clerk

Cemetery Activity (April 2017)

Memorials Requested	3
Memorial Wall Plaques Ordered	2
Burials / Ashes Interments	1
Burial rights	2

17.76 DISTRICT COUNCILLOR REPORT

Cllr Jackson

Medstead Post Office will be opening at its new location of the Handy Store at 1pm on either Friday 2nd or Saturday 3rd June (depending on which advertisement you read!)

Like many others within the ward, I have received notification of the new water mains installation on a 1340m section of Red Hill/ Five Ash Road, starting from the water tower adjacent to Chawton Woods. For some reason best known to themselves, the water board believes this stretch of road to lie within the parish of Four Marks, and as a result, the residents of this parish have also been notified. This work is anticipated to take up to 32 weeks to complete and it is my understanding that existing (poor) water pressure levels will be maintained. A drop in session for local businesses and residents is being held in Medstead Village hall between 4.15 and 6.45 in 17 May.

The recent Cala/ Miller/ Beechcroft Liaison meeting was significantly quieter than the last one attended by members of the public, and I am hopeful that this is indicative of fewer residents' concerns and an improved relationship with the developers! Also in attendance were Tracy Vear (Community Liaison) and Heather Gee from Compliance. Heather is shortly to go on maternity leave and introduced Ashton Carruthers, her cover for the duration. Two key points came out of the meeting: the need to progress work towards the provision of the Cala allotments (this is being followed up by Tracy Vear) and the identification of the lack of CMS in place (and hence non-compliance) of the Beechcroft site. The absence of a representative from this developer has meant that this has fallen directly within the remit of Compliance to follow up.

EHDC has recently had much publicity in the local press – not only with the ongoing debate regarding the proposed new sports centre for Alton, but also the recent announcement of increased charges for parking within the District, the latter is something that is being discussed further amongst councillors.

I recently had the opportunity to meet with EHDC Project Manager Sean Herdman-Grant and David Love, the area manager for SLM (Everyone Active), the purpose of which being to discuss the proposals for a replacement swimming pool in Alton and to get an overview of the current position. Whilst the Alton & District Sports Council are quite rightly expressing concerns about the type, extent and visibility of the consultation process, it was

apparent from the EHDC/ SLM perspective that the contract has been signed on an agreed package/ specification. Any significant changes to the proposed provision could put the parties at risk of being in a legal breach and requiring a process of having to go back out to tender – something that obviously needs to be avoided. That said, there is still some scope for adjusting some of the layout and what, for lack of any better description that I can come up with, the “furnishings & fitments”. Whilst my discussions focussed around the needs of competitive, recreational and disabled swimmers, my understanding is that the same could apply for other sports.

Next week sees the AGM of EHDC, when changes to the membership of committees and members of cabinet will be announced, together with the election of a new Chair (Cllr Lynn Evans, DC for Horndean nominated) and Leader of the Council.

Cllr Thomas – No report received from Cllr Thomas.

17.77 ELECTION OF COMMITTEES

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| a. Planning Committee Members: Councillors Pullen, Fenwick, and Smith.
Reserve Member: Councillors Penny. | |
| b. Maintenance Committee Members: Councillors Kercher, Buckland, Penny and Taylor.
Reserve Members: Councillors Pullen and Whitcher. | |
| c. Finance & General Purpose Committee – Cllr Jackson, Cllr Pullen. Others to be confirmed. | F&GP Committee |

17.78 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

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|--|------------------------------|
| a. Planning Committee – The terms of reference for the Planning Committee would be reviewed by Committee at their next meeting. | Planning Committee |
| b. Maintenance Committee – The terms of reference for the Maintenance Committee would be reviewed by Committee at their next meeting. | Maintenance Committee |
| c. Finance and General Purposes Committee – The terms of reference for the Planning Committee would be reviewed by Committee at their next meeting. | F&GP Committee |

17.79 APPOINTMENT OF COUNCIL REPRESENTATIVES

The following appointments were agreed for the forthcoming year.

<u>Meeting</u>	<u>Representative</u>	
a. Village Hall Management Committee	Cllr Buckland	
b. Parish Plan Committee	Cllr Jackson	
c. EHAPTC	Cllr Fenwick	
d. Footpath Officer	To Be confirmed	Full Council
e. Sports Club Committee	Cllr Kercher	
f. Neighbourhood Plan Steering Group	Cllr Pullen	
g. Community Tasking Co-ordination Group (CTCG)	Cllr Jackson	

17.80 FINANCIAL MATTERS

- | | |
|---|----------------------------|
| a. It was RESOLVED to approve the Financial Statements for the year ended 31 st March 2017 prepared by the Clerk & RFO. | |
| b. It was RESOLVED to approve the Income and Expenditure report for April 2017. | |
| c. Approval of the Bank Reconciliation as at 30 th April 2017 would be held over to the next meeting as they were still to be approved by Cllr Taylor. | Cllr Taylor / Clerk |

- d. Medstead Parish Clerk – Pay review. It was **RESOLVED** to approve the increase in pay for the Clerk in line with the Clerk’s contract from 1st April 2017 from scale 21 to scale 22 of the NALC pay scales and also to approve the 2017 NALC pay award.

17.81 MEDSTEAD POND(S)

The following reports were received from Cllr Pullen.

Five Ash Pond

Medstead PC has received a grant towards the cost of having a viability study carried out on this pond. This will include a report on why it floods and possible alternatives to alleviate or lessen the current flooding problem that occurs when we have peak rain fall. A quotation to prepare this report has been accepted and we await the next contact from the expert.

Village Pond

It is thought that we have identified where the leak was situated and have plugged that fault. It was not anywhere that had been suggested by passing ‘experts’. Sadly since we located it we have had the driest April for years and have not had significant rain fall to test the repair or to show if that was the only leak. Work will commence next week on some landscaping to the south of the pond, from the proposed water’s edge to the fence which will really lift the look of that section. Once we have proved the leak repair works the planting within the pond will go ahead, as that team are raring to go. So fingers crossed the next 4 – 6 weeks will see big steps forward in appearance. The local wild life has already found the pond, there are literally thousands of tadpoles swimming about, deer and badgers drink there, a grey wagtail is a frequent visitor and many other birds, butterflies and insects abound.

17.82 COMMUNITY ENGAGEMENT PROJECTS

The Clerk reported that a pitch had been reserved at the forthcoming Medstead Fete. It was agreed that the Clerk would purchase a gazebo which would be funded from the Community Engagement budget. Displays would include, Speedwatch, Neighbourhood Plan, local footpath plan & horse awareness.

Clerk

Cllr Buckland agreed to circulate a footpath plan.

Cllr Buckland

17.83 MOTION TO HALC – VIDEO CONFERENCING

Council agreed to support the motion to approach HALC to see if the Local Government Act 1972 regulations can be amended to allow video conferencing (e.g. Skype) to be used when attendance is not possible This was agreed by a majority of 4:2 being proposed by Cllr Jackson & seconded by Cllr Fenwick. The Clerk would contact HALC on this basis.

Clerk

17.84 BENJAMIN UK LTD

After discussion, it was agreed that Medstead Parish Council would contact EHDC to ask whether Benjamin UK Ltd at “Benwhyles” in Boyneswood Road, can operate under the current planning agreements and is the current use being undertaken in line with planning consents, especially in relation to the number of residents at the Home. The Clerk will invite DC Thomas to the next meeting to give the Council an update.

Clerk

17.85 OPTIONS APPRAISAL – ENVIRONMENTAL STUDIES

After discussion, it was agreed that there was no further action required.

17.86 SPEEDWATCH

Cllr Smith reported that there was little to update apart from one further volunteer having been identified and was undergoing the necessary police checks. Further volunteers are still required.

17.87 COUNCIL REPRESENTATIVES

- a. Cllr Fenwick reported that given 60% of East Hampshire is within the South Downs National Park, it was perceived that there was little interest from members of **EHAPTC** in building & planning issues along the "A31 corridor".
- b. **Neighbourhood Plan Steering Group**. Report received from Cllr Pullen. "A year ago, on the 12th May, the Medstead & Four Marks Neighbourhood Plan was adopted by EHDC and became part of planning law. A huge thanks should go to the stalwarts who saw the process through to the end and for what was an enormous effort by a few, for which the two parishes should gain a very large benefit. Beyond that there has been a lull while people took a breather but there are still items that the NP Steering Group are still working away on such as the Local Plan Part 3 consultation."

The Chairman closed the meeting at 9.40pm.

ChairmanDate.....