

Medstead Parish Council

Minutes of the meeting of Council meeting held in the Village Hall on **Wednesday 13th September 2017** at 7.30pm.

Present:

Councillors Deborah Jackson (Chair), Peter Buckland, Ken Kercher, Jean Penny, Roy Pullen and Mike Smith.

Also in attendance: 1 member of the public & Mr Peter Baston (Clerk).

Action

17.142 OPEN SESSION

- a) The member of the public from Lymington Bottom Road commented that the footpath between the Knapp and Paice Lane was becoming very overgrown. Cllr Kercher stated that the Council were aware and this would be addressed being part of the Green Infrastructure initiative.

- b) Cllr Buckland stated that the hedges on the Hussell Lane bend by the Green and eastwards were becoming a hazard and required trimming back. The Clerk was asked to log this on the HCC Highways portal.

Clerk

- c) Cllr Smith mentioned that he had looked at the Oak Green notice board and considered that he could renovate the existing board for less than £200. The Clerk was asked to approach Four Marks Parish Council and see if they would like Cllr Smith to undertake this work sharing the cost 50:50.

Clerk

17.143 APOLOGIES

Cllrs Peter Fenwick & Stan Whitcher and District Councillor Ingrid Thomas. These absences were approved by Council.

17.144 DECLARATIONS OF INTEREST

None.

17.145 COUNCIL MINUTES

- a) The minutes of the meeting held on **9th August 2017** were reviewed and then proposed as a **true record** by Councillor Smith seconded by Councillor Pullen, **and signed by the Chairman.**

b) Matters Arising.

- i. Item 17.122(g). Cllr Kercher asked if a response had been received from the Royal mail about the missing post box. The Clerk agreed to chase.
- ii. Item 17.126(b) i. This can be removed as an action.

Clerk

17.146 COMMITTEE MINUTES AND REPORTS

a) Planning Committee

- i. The minutes of the meeting held on **9th August 2017** having been previously circulated, **were ratified.**
- ii. **Chairman Report** – Again a quiet month with no major applications.
- iii. **Parish Liaison Meeting.** Cllr Pullen reported that there had been a further liaison meeting for Friars Oak but there was little to report. There is a further liaison meeting for Cala / Miller / Beechcroft on 22nd September 2017 at 11.45am at Medstead Village Hall.

b) Finance & General Purposes Committee

- i. The minutes of the meeting held on **7th September 2017** having been previously circulated, **were ratified.**
- ii. **Chairman Report** –
 - a) Following the Clerk's successful completion of the Certificate in Local Council Administration (CILCA) it was agreed that the Clerk's salary would be increased by one additional point as per the terms and conditions of employment effective 1st December 2015. The hours of the Clerk would also reduce back to 20 hours per week (from 23) with effect from 1st September 2017. These changes were proposed by Cllr Penny and seconded by Cllr Smith and approved by Council.
 - b) The existing insurance cover had been renewed with Came & Co at below the agreed budget.
 - c) An insurance claim had been received and was being dealt with under the Council's insurance policy.
- iii. The **Travellers Policy** had been reviewed by F&GP but clarity was required on the legal support which may be required in the future and the Clerk would contact the HALC legal advisor for advice.
- iv. The **Standing Orders** were brought to Full Council and subject to an amendment to 3(i) and 15(xv), these were proposed for approval by Cllr Smith and seconded by Cllr Pullen and adopted.
- v. Following the successful completion of the CILCA qualification by the Clerk, it is resolved that Medstead Parish Council had again achieved its **General Power of Competence** in accordance with *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.*

Clerk

c) Maintenance Committee

- i. **Chairman Report** -
 - a. The Pavilion doors were being fitted on 29th September;
 - b. Cllr Kercher asked Cllr Pullen for an update on whether Croudace Homes would be contributing towards a Village direction sign. Cllr Pullen would contact Croudace for an update. If funds are not forthcoming, then it may be possible to secure S106 funding for the sign from the Cala & Miller Homes contributions. Cllr Pullen further reported that he had sourced a potential supplier for the sign and would pass this on to the Maintenance Committee. Cllr Kercher would confirm what detail was to be on the sign in order to allow a precise quotation.

Cllr Pullen

Cllr Kercher

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| <ul style="list-style-type: none"> c. Following the erection of a bus stop at Five Ash Pond, there is now uncertainty over the exact route the school bus now takes. As planned works with HCC to establish a hard standing / kerbing at Five Ash are in a slightly different position, clarity is needed. Cllr Jackson agreed to find out the route the bus takes. d. With thanks to Cllr Buckland for undertaking initial research, an inspection of all memorials in the Cemetery had taken place. Given the relatively young age of some of the memorials, the Clerk had been asked to contact where possible the relatives of those memorials which require repair. The initial cost of all such repairs would need to be found from the Council budget and this would need to be factored into the precept for 2018/19. | <p>Cllr Jackson</p> |
| <ul style="list-style-type: none"> ii. Maintenance Terms of Reference. Subject to one small amendment in the opening sentence, these were proposed for adoption by Cllr Pullen and seconded by Cllr Smith and approved by Full Council. | <p>Clerk</p> <p>F&GP</p> |
| <ul style="list-style-type: none"> iii. Green Infrastructure: <ul style="list-style-type: none"> a. A reply had been received from the representative of the land owner alongside Roe Downs Rd who has stated that he is not willing to grant consent for a footpath on his land. Cllr Pullen suggested that it would may be possible to construct a “green” footpath alongside the road verge for the majority of that part of the route. The Clerk would contact the School travel advisor for HCC and also Hampshire Highways to assess whether this can be achieved. The land owner had however offered to consider provision for car parking for school traffic behind the bowls and tennis clubs and this information would be passed on to the School and HCC School Travel Advisor for their consideration. b. Logo Competition – Medstead School have confirmed that they would like to participate in the design of the logo for the green infrastructure and the Clerk would contact the School to discuss this further. iv. Damage to Pond Verge. The Clerk reported that he had received an update from BT that the case is currently being looked at by their owning team manager and have asked for an estimated date of when the issues will be fixed. | <p>Clerk</p> <p>Clerk</p> |

17.147 CHAIRMANS REPORT

The Chairman reported that, in conjunction with F&GP, she and the Clerk continue to respond to supplementary questions posed by a resident of Lymington Bottom Road following his initial requests under FOI. She had also contacted For Marks Parish Council regarding their handling of FOI requests.

The Chairman suggested that a wreath be again be procured for the Remembrance Day commemorations which would be funded from the Chairman’s Allowance.

17.148 PARISH CLERK REPORT

- i. Responded to further queries from the external auditor (BDO). Final approval now been received from BDO LLP for the 2016/17 external audit;
- ii. Met with the Brackenwood surveyor regarding Pavilion door replacement;
- iii. Updated Standing Orders now being in line with approved NALC guidance;
- iv. Corresponded further with FOI requester;
- v. Liaised with Alton FC regarding possible football pitch hire;
- vi. Liaised with insurance company dealing with claim against Medstead PC for injury following an accident near to the Pond;
- vii. Advertised for Parish Councillor vacancy deadline 29th Sept 2017;
- viii. Advertised for Day Work contractor deadline 29th Sept 2017;
- ix. Computerised all Cemetery records back to 1884 allowing quick cross reference against ownership of graves and incorporates a grave inspection option;
- x. Reviewed budget / expenditure and carried out initial preparatory work for the 2018/19 budget setting;
- xi. Liaised further with Medstead Sports Club regarding agreement with Medstead Football Club;
- xii. Contacted Medstead School regarding the Green Infrastructure logo competition.

17.149 DISTRICT COUNCILLOR REPORT(S)

District Councillor Report: Deborah Jackson

- District Cllr Jackson reported that it had been a quiet month.
- No new updates regarding the sports centre – looks like we may need to wait until the planning application is submitted for the final details to enter the public domain.
- A number of issues with developers in the Boyneswood Road area: mud on road at Bellway due to no power to operate pressure washer and conditioned requirement to only wash mud from wheels (not underside of vehicles); lorries using Boyneswood Lane (HCC cannot install signage on private road); further closure of bridge anticipated for installation of sewerage (no dates yet).
- Next Lymington Bottom Road developer liaison meeting in Village Hall on 22 September
- Electoral registrations update requests have been sent out by EHDC – these can be completed by post or online.
- District Councillor community grant has been awarded to St Andrew's Church to defray costs of providing refreshments at the Christmas Tree Festival to be held at the start of December.

District Councillor Report : Ingrid Thomas

Key points from an emailed report from District Cllr Thomas were read out by Cllr Buckland:

- Visited the Flat Spaces holiday home for people with disabilities (near Ropley Station).
- Residents and neighbours of the Benjamin UK children homes have met with the homes' manager. The Ofsted report for the home in Four Marks is available on the Ofsted website. Cllr Thomas reported that she is pursuing the issues with Damian Hinds.

- Development sites continue to make progress and the next bridge closure is expected for the installation of the sewer across Boyneswood Road bridge.
- Compliance issues continue on some of our building sites, together with complaints about mud on the roads, which are being dealt with
- As part of Cllr Thomas' portfolio she is responsible for parking issues. One of the first changes that is being made is to alter the parking ticket machines so that periods of free parking can be allowed. There will be free parking for small business Saturday on 2nd December to encourage people to support small local businesses. The Yuletide Festival in Alton is on Sunday 3rd December and free parking for three hours will also be available then.

17.150 FINANCIAL MATTERS

- i. It was **RESOLVED** to approve the Income and Expenditure report for **August 2017**.

<u>Date Paid</u>	<u>Chq No</u>	<u>Payee</u>	<u>Amount</u>	<u>Transaction detail</u>
09/08/2017	2675	Mr D Pullen	£24.30	Speedwatch equipment reimbursement
09/08/2017	2676	ICO	£35.00	2017/18 membership
09/08/2017	2677	HALC	£48.00	HALC Transparency Course
09/08/2017	2678	SLCC	£139.00	2017/18 membership
09/08/2017	2679	Weywater	£50.00	Grant
09/08/2017	2680	Studio Stone Ltd	£1,104.00	Cemetery memorial repairs
09/08/2017	2681	Mr P Baston	£811.27	Clerk Salary
09/08/2017	2682	Brunel Engraving	£126.00	Memorial Wall plaque
09/08/2017	2683	Acorn Office Supplies	£82.82	Printer cartridge
09/08/2017	2684	Mr A Figgins	£90.00	Re-issue of cheque for playground inspection
09/08/2017	2685	WKL	£6.60	Pond supplies
09/08/2017	2686	Four Marks Parish Council	£50.00	Office rent 2017/18
09/08/2017	2687	Mr P Baston	£113.50	Clerk expenses
09/08/2017	2688	P J Grace	£2,853.12	Cemetery / Churchyard maintenance
09/08/2017	2689	J Kimber Landscapes	£667.20	Village Green mowing
11/08/2017	DD	Vodafone	£18.26	Parish mobile phone contract
21/08/2017	2690	Brackenwood Windows	£128.00	Deposit for Pavilion doors
21/08/2017	2691	Brackenwood Windows	£384.31	Surveyor costs for Pavilion doors
21/08/2017	2692	Sawscapes Play Ltd	£432.00	Playground maintenance
30/08/2017	2693	Mr H Taylor	£45.20	Reimbursement for bench fitting cost
30/08/2017	2694	Medstead Village Hall	£121.00	Meeting room costs
30/08/2017	2695	Medstead Times	£11.28	Advert for Day Work contractor

- ii. It was **RESOLVED** to approve the Bank Reconciliations (as approved by Cllr Penny) as at 31st August 2017.
- iii. The Clerk notified the meeting that a "Notice of Conclusion of Audit" had been received from the external auditor and no matters require investigation. The Certificate has been approved (proposed by Cllr Kercher & seconded by Cllr Jackson) and accepted by the Council and is to be displayed on the web site and notice boards for 14 days and made available for public access for not less than 5 years.

17.151 MEDSTEAD POND(S)

- i. **Five Ash Pond** Cllr Pullen reported that he had now reviewed the final report from the consultant undertaking the investigation and had been circulated to the working group for consideration.
- ii. **Village Pond Restoration.** Cllr Pullen stated that the leak would continue to be monitored over the next 6 – 12 months. The surrounding area had now been further planted.

17.152 COUNCILLOR VACANCY

The Clerk reported that the vacancy was currently being advertised in local publications, notice boards and the Parish Council web site. The closing date for applications was 29th September 2017.

17.153 NATIONAL HIGHWAYS and TRANSPORT PUBLIC SATISFACTION SURVEY

Councillors were encouraged to complete the survey as individuals by the Chairman.

17.154 SOUTH EAST WATER DRAFT DROUGHT PLAN 2017 - CONSULATION

Councillors were asked to consider the Plan and forward any comments to the Clerk. This would remain on the agenda for the next meeting.

**All Councillors /
Clerk**

17.155 BENJAMIN UK LTD

A letter from Ofsted had been received in response to the letter previously sent by the Council regarding the Benjamin UK homes in Medstead. A meeting had taken place on 12th September but no representative of Benjamin UK had attended. The Clerk was asked to respond back to Ofsted to ascertain what happens next as the date for action (21st August) had now passed and Cllr Pullen would provide a draft. It was stressed by Council that they are not against the homes and just wanted what was best for the children.

Cllr Pullen / Clerk

17.156 ALLOTMENTS

Cllr Fenwick had provided the following update prior to the meeting:-

"The saga continues. After an exchange of sharp emails between the planning officer and CALA in June which delivered nothing but further procrastination from CALA, the planning department on advice from the legal department have withdrawn from the fray. So much for S106 Agreements being signed under seal. However, the cudgels have now been taken up by the Community Development Officer but she is meeting with terse resistance from CALA".

17.157 SPEEDWATCH

Cllr Smith reported that new volunteers were still urgently needed. A new location had now been identified and was waiting approval from Hampshire Constabulary.

17.158 COMMUNITY ENGAGEMENT PROJECTS

The Christmas Tree Festival will be held on 8th December 2017. As previously reported, Medstead Parish Council would purchase a tree for the event and the offer of a further tree (and possibly lights) by Croudace Homes would be followed up by Cllr Pullen.

Cllr Pullen

The Clerk was asked to contact the electrician to ensure that the existing tree lights were all operating and that a suitable electrical feed was in place for the Pavilion tree. Having established this, suitable additional lights would be sourced.

Clerk

17.159 COUNCIL REPRESENTATIVES

Cllr Fenwick had provided the following update prior to the meeting:-

EHAP&TC

"Hampshire Constabulary had been invited to the meeting to provide an update as some members believed there has been a significant increase in drug and substance abuse. In particular there were concerns as to the availability drugs in certain school (Liphook). Linked to this was an apparent increase in antisocial behaviour. It was reported that there was no evidence held by the police to substantiate these views. East Hampshire has a particularly low level of reported drug and substance abuse. The police representative outlined the work done to educate young people as to the dangers etc. but this could only be done in schools by invitation.

Helen Drake, CEO, Citizens Advice EH had been invited to outline the proposed support that CAB would be offering in EH. The E H Association had been advised that that following a tender process CAB was to be awarded the contract and an announcement was due in the first week of August. Sadly no formal award or announcement has been forthcoming and CAB remain in limbo. What was pleasing to note was the level of training required by CAB volunteers and the level of system auditing that CAB is subjected. This certainly provided me with a great deal more confidence in the service which can be provided by CAB. There is to be a radical change in the way S106 money is managed at EH and a workshop is planned for this September to introduce the new system. There are no indications as to what these management changes will be but hopefully they will provide the information we require and is currently long overdue."

Village Hall – Cllr Buckland reported that the AGM would be held on 19th September 2017 at 8pm. At that meeting, he was expecting the subject of the Hall car park to be raised. However, following an earlier meeting the Council are waiting for the Village Hall representatives to come back to the Council with proposals for an extended area for parking.

Sports Club

- i. Cllr Kercher Council on the issue with British Gas.
- ii. He further reported that the first match for the newly formed "veterans" football club had taken place successfully.
- iii.

The Chairman closed the meeting at 9.10pm.

ChairmanDate.....