

Medstead Parish Council

Minutes of the meeting of Council meeting held in the Village Hall on **Wednesday 12th July 2017** at 7.30pm.

Present:

Councillors Deborah Jackson (Chair), Peter Buckland, Peter Fenwick, Roy Pullen, Mike Smith and Stan Whitcher.

Also in attendance: District Cllr Ingrid Thomas, 1 member of the public & Mr Peter Baston (Clerk).

Action

17.106 OPEN SESSION

- a) The member of the public commented that the hedges near to Paice Lane bends and also the hedge near to the Convent which were both encroaching and required cutting back. Cllr Jackson would review the HCC portal for logging these issues.
- b) Cllr Pullen mentioned that he had received a communication from Croudace (Cedar Stables) development regarding the erection of marketing signs and he would meet the representative to discuss further.

Cllr Jackson

17.107 APOLOGIES

Cllr Ken Kercher, Cllr Jean Penny & Cllr Hans Taylor. These absences were approved by Council.

17.108 DECLARATIONS OF INTEREST

- i. None declared.
- ii. Update of Disclosable Pecuniary Interest. The Clerk reported that there was just one form outstanding which he would chase

Clerk

17.109 COUNCIL MINUTES

- a) The minutes of the meeting held on **Wednesday 14th June 2017**. The minutes were then proposed as a **true record** by Councillor Smith seconded by Councillor Fenwick, **and signed by the Chairman**.

b) Matters Arising.

- i. Item 17.88 (a):-The Clerk reported that he had sourced a small stock of wheelie bin stickers which he would make available once received from HCC;
- ii. Item 17.88 (h):- Cllr Penny to forward to Cllr Jackson the communication she had received
- iii. Item 17.88 (j):- The damage caused by BT is still to be repaired and the Clerk had now raised this as a compliant with BT, The clerk would monitor.
- iv. Item 17.99:- The response for the Local Government Boundary Commission is due for return by 14th August 2017. Cllr Fenwick stated that he had been in contact with Four Marks Parish Council and would draft a response for Full Council consideration at the next meeting on 9th August.

Clerk

Cllr Penny

Clerk

Cllr Fenwick

17.110 COMMITTEE MINUTES AND REPORTS

b) Planning Committee

- i. The minutes of the meeting held on **14th June 2017** having been previously circulated, **were ratified.**
- ii. **Chairman Report** – Again a quiet month with no major applications just a few private extensions, etc. and some change of condition applications.
- iii. **Parish Liaison Meeting.** Cllr Jackson reported that a further meeting was held on 30th June for the Cala / Miller / Beechcroft developments. There was no representation at the meeting from Cala. Both Miller & Beechcroft admitted that they had not been providing vehicle movements for some weeks and with immediate effect, they would send to the Parish Clerks of both Four Marks & Medstead, the vehicle movements by close of play each week for the following week. It was reported that show homes were now open on the Miller site with the first occupation having taken place. Social housing plots have been released to Astor. Beechcroft reported that their first occupation is due at the end July / early August 2017. An additional meeting had also been scheduled for 22nd September 2017.

It was also reported that EHDC would be consulted regarding the position of the allotments on the Cala site with a view to putting pressure upon Cala to confirm that they will abide by the agreement at the development for the provision of allotments.

- iv. **Planning Committee Terms of Reference.** These were reviewed and approved by Council.

c) Finance & General Purposes Committee

- i. The minutes of the meeting held on **28th June 2017** having been previously circulated, **were ratified.**
- ii. **Chairman Report** –
 - a) It was reported that the Clerk could source a suitable credit card for internet purchases with a credit limit of £500 per month.
 - b) The Standing Orders would be reviewed at the next F&GP meeting.
- iii. **F&GP Committee Terms of Reference.** These were reviewed and approved by Council.
- iv. **Financial Regulations.** These were reviewed and approved by Council.
- v. **Code of Practice for Handling Complaints.** These were reviewed and approved by Council.
- vi. **Grant Application - Weywater.** Following further information received from Weywater a grant of £50 was proposed and was approved by Council. The Clerk would contact Weywater.

Clerk

Clerk

d) Maintenance Committee

- i. The minutes of the meeting held on **28th June 2017** having been previously circulated, **were ratified.**
- ii. Cllr Kercher had forwarded a report to Council as follows.

"17.33. The Clerk obtained a very reasonable quote from Paul Grace for clearing the length of FP14 westwards from the kissing gate at the end of the Cemetery, and this will be done shortly. He will ask the Lengthsman on his next visit to clear the length of FP16 from the kissing gate south to Homestead Road, as well as the overhanging branches on the footway along the Green on South Town Road.

17.37iii: Maintenance Committee were asked to refer the Cycling and Walking Strategy to full Council for debate.

17.41: Most of the quotes for direction signs seemed very expensive, and the one that was least expensive was not clear as to what was included - was it just the arms or did it include lettering on them?

17.43: Following the walk by all members of Maintenance Committee the Clerk and I have walked the route again and there will be a schedule presented to you setting out our ideas of the improvements needed and the signage required. There are quite a number of signs and we felt that, other than in a few particular locations, it would be better not to have a proliferation of posts with arms but to design a logo, perhaps with a name for the route, (cp Hangers Way!) which could be attached to existing poles, fences, etc., and could be easily followed by walkers. When the whole Committee walked the route we did feel that it might be preferable not to use FP13 across the open fields at the back of Green Stile because we would not be able to surface it (it runs diagonally across two fields) and it becomes claggy in wet weather. We thought that FP's 16 and 14 might be a better alternative, but having since walked that route I am personally not sure that it would be better. Much of it is narrow, enclosed and liable to become overgrown and if I were a stranger to the area looking to enjoy a country walk I think I would prefer the open fields and wider views of FP13, even if I got my feet muddy! FP13 is also, of course, the route shown on the Neighbourhood Plan.

If Council can agree to go ahead with the scheme then we shall need to approach the owner of the land alongside Roe Downs Road to seek his agreement to make a strip of land available inside the fence/hedge boundary on the western side of the road to provide the link in the route back to the Bowls Club. We shall also need to obtain estimates of the cost of the various works involved, and the Clerk is going to arrange for a representative of HCC to walk the route with us so that we can sound out the possibility of grants being available from the Rural Communities Fund under the "Countryside Access" section.

17.47i: The Picnic Bench has been installed near the new barbecue, and use has already been made of this facility."

- iii. **Green Infrastructure.** The Clerk further outlined the schedule which he had prepared regarding the Green infrastructure and in particular the route. It was suggested that FP16 be used in its entirety and then

Homestead Road rather than FP14 / FP17 the former of which becomes overgrown if not regularly maintained. This was agreed by council.

In addition, approval was given by Council to approach the land owner alongside Roe owns Rd to see if they would be agreeable to siting a footpath inside the field boundary. The Clerk also reported that HCC Schools Advisor had been in contact following an approach by a concerned resident and HCC agreed that the approach being considered was sensible. Cllr Kercher was asked to contact the land owner.

Cllr Kercher

- iv. East Hampshire Cycling & Walking Strategy. Cllr Jackson agreed to draft the Medstead Parish Council response.

Cllr Jackson

17.111 CHAIRMANS REPORT

The Chairman reported that, having first consulted with the EHDC legal team, the Freedom of Information request received last month had been responded to. A counter-request has since been received.

The corner of the Green was recently visited by a group of “travelers” (two caravans and ponies). No specific action was taken and they left the following day, leaving the area clean and tidy and the grass shorter.

Through the Clerk, the Parish Council gave permission and assisted with parking on the football pitch for a recent large funeral.

The Parish Council stand at last weekend’s village fete was well received and provided a focus point for residents questions. My thanks to Cllrs Pullen, Smith and Penny for helping with setting up, manning and dismantling the stand.

The Council has received a request (at the fete) from the coach of Manor Colts (under 8s) football team, asking whether it would be possible to use our pitch for early season training on Saturday mornings (mid Aug – mid Sept) and for one hour on Tuesday afternoons (from Sept). In the past the Parish Council has been keen to see the pitch used and I hope that Council will look favorably upon this request.

The Council agreed that the Manor Colts could use the football pitch for the identified period at no charge.

17.112 PARISH CLERK REPORT

- i. Submitted accounts to BDO (external auditor). Responded to the external auditor on 3 issues they had identified on spend decrease between 15/16 & 16/17;
- ii. Responded to internal auditor on the points raised they raised.
- iii. Undertook tasks associated with the Green Infrastructure route including writing a paper for Full council with identified issues, liaising with HCC and requesting a meeting with HCC (Rural Communities Fund) on site to discuss signage issues;
- iv. Contacted BT to get the Pond verge repaired;
- v. Attended Cala / Miller / Beechcroft Parish Liaison meeting;
- vi. Met with double glazing companies regarding Pavilion door replacement;
- vii. Met with Paul Grace regarding additional clearance work on FP14
- viii. Liaised with Lengthsman regarding next visit (12th July) tasks

17.113 DISTRICT COUNCILLOR REPORT(S)

District Councillor Report: Deborah Jackson

- District Cllr Jackson reported that on 30th June she had attended the official opening the new post office in the Handy Store by Cllr Mark Kemp-Gee.
- Last weekend she also attended both the Medstead Fete and “Festiwell” in Four Marks. The weather was fantastic and both events well attended.
- The Alton Community Forum saw presentations on parking and environmental (fly tipping) enforcement and was followed by a lively Q&A session, including questions relating to the new sports centre. The Chair also agreed to ensure that the parish councils are supplied with regular, up to date spreadsheets summarizing availability of S106 monies.
- Cllr Jackson summarized the recent Lymington Bottom Road developer liaison meeting. With no CALA representative it had not been possible to obtain more information about the proposed allotments. The CMS for the Beechcroft site is now in place, somewhat retrospectively since the first occupation is anticipated at the end of July. Developers anticipate that parking will be less of an issue as they approach the latter stages of the build. Miller Homes have handed over the first S106 payments to EHDC.
- Following complaints this week about limited visibility for traffic turning out of the doctors, the Miller site manager has agreed to relocate some of the excessive signage at the site entrance.
- Work has commenced at the Bellway site behind Friars Oak. A number of concerns have been raised regarding failure to cover stacks of earth and the resulting dust. Enforcement have visited the site, which is now officially compliant and Environmental Health will continue to monitor dust issues. Closure of the Boyneswood bridge has compounded the problems for residents near this site.

District Councillor Report : Ingrid Thomas

- District Cllr Thomas informed the Council that “affordable housing” was now part of her Cabinet portfolio brief, and as a result she has been spending some time looking at different types of affordable housing.
- July 9th was the date for Festiwell, the new healthy living festival that was held in conjunction with Four Marks PC. There was good attendance at the event and some positive feedback received.
- There has been a lot of activity at Friars Oak. The South East Water road closure on Boyneswood Road has been delayed due to their not applying for the closure before notifying residents. This means that the two Thames and SE Water road closures will not now coincide. She has also been liaising with Enforcement and Environmental Health regarding the earth mounds and dust on the Bellway site.
- Continuing to monitor the situation with the children’s homes in Telegraph Lane and at Benwhyles (Benjamin UK). There appears to be a reduced number of children staying at the two homes at the moment.
- Cllr Thomas advised that the laws on fly posting were soon to be changing and that EHDC will be able to issue fines for the non-removal of fly posts.

Cllr Fenwick asked about visibility of finances with respect to the “new homes bonuses” on the EHDC website. Cllr Thomas said that she would follow this up.

17.114 FINANCIAL MATTERS

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

<u>Chq No</u>	<u>Payee</u>	<u>Amount</u>	<u>Transaction detail</u>
2642	Medstead Village Hall	£154.50	Hall meeting costs
2643	Brunel Engraving	£126.00	Memorial wall plaque
2644	Peter Baston	£32.20	Clerk Expenses
2645	Peter Baston	£786.00	Clerk Salary
2646	Cllr R Pullen	£75.82	Pond Cost reimbursement
2647	Jim Kimber Landscapes	£763.63	Village Green Mowing
2648	Mestead fete Committee	£10.00	Stand Costs for Fete
2649	Hampshire Playing Fields Assoc.	£20.00	Balance of 17/18 membership
2650	Andy Figgins Inspections Ltd	£90.00	Playground inspection
2651	Hopkinson & Sons	£399.00	Picnic bench
2652	Auditing Solutions Ltd	£162.00	Final 2016/17 audit costs
2653	MJR Services	£56.40	Lengthsman expenses
2654	Philip Porter Landscaping Ltd	£1,165.00	Landscaping at Pond
DD	Vodafone	£17.00	Mobile phone contract costs

- ii. It was **RESOLVED** to approve the Income and Expenditure report for **June 2017**.

<u>Chq No</u>	<u>Payee</u>	<u>Amount</u>	<u>Transaction detail</u>
DD	Vodafone	£17.40	Mobile phone contract
2655	Cancelled	£0.00	Cancelled
2656	WKL	£318.32	Cemetery Path Supplies
2657	ICCM	£156.00	Training Course
2658	NWES Electrical	£45.00	Pavilion Mtce
2659	Peter Baston	£836.94	Clerk Salary
2660	Peter Baston	£125.93	Clerk Expenses
2661	J C Brown	£500.00	Pavilion Repairs
2662	TA Brown	£1,475.00	Pavilion Repairs
2663	Jim Kimber Landscapes	£930.00	Village Green mowing
2664	Studio Stone Ltd	£1,104.00	Memorial repairs
2665	Peter Baston	£79.00	Reimbursement for Fete gazebo
2666	SE Water	£22.31	Cemetery water charges
2667	WKL Pond Supplies	£47.20	Pond supplies
2668	NSALG Ltd (Allotment)	£67.00	17/18 membership
2669	Idverde	£222.77	Bin emptying

- iii. It was **RESOLVED** to approve the Bank Reconciliations (as approved by Cllr Penny) as at 30th June 2017.

17.115 MEDSTEAD POND(S)

- i. **Five Ash Pond** Cllr Pullen reported that he had received a draft report from the consultant undertaking the investigation, but had not had time to digest this in time for the meeting and would report back.
- ii. **Village Pond Restoration.** Cllr Pullen reported that following recent rainfall, a good level of water was being maintained. Cllr Whitcher asked about the leak and Cllr Pullen confirmed that this is still being monitored.

17.116 BENJAMIN UK LTD

The report from Ofsted had been circulated but no further action is required at this time. This will remain a standing agenda item for the immediate future.

17.117 ALLOTMENTS

Cllr Fenwick provided an update stating that he had met with EHDC representatives with particular emphasis on the point that Cala Homes were not responding to communications on this subject at present. He mentioned that Tracy Vear being the Community Development Officer for New Housing at EHDC had spoken with the EHDC Legal team. EHDC would be engaging with Cala as it was considered that the allotments should be a community asset. Cllr Fenwick confirmed that Medstead Parish Council had joined the National Allotment Society (NSALG).

17.118 SPEEDWATCH

Cllr Smith reported that 2 volunteers in Four Marks had given up. On the positive side, two potential new volunteers had shown an interest after attending the Parish Council stand at the Medstead fete.

17.119 ACCESS ON TO THE GREEN

Cllr Jackson reported that a few incidences had recently occurred with vehicles parking on the Green adjacent to the BBQ and on the triangle opposite the pond (travelling caravans and school parent cars). After discussion it was agreed that car parking on the triangle needs to be stopped and that a “No Parking” sign would be procured and displayed.

**Maintenance
Committee / Clerk**

17.120 COMMUNITY ENGAGEMENT PROJECTS

Medstead Fete – Having a presence at the Fete was considered to be a success with several enquires raised about Parish council activities.

17.121 COUNCIL REPRESENTATIVES

Medstead Sports Club. It was reported that a new football team has shown an interest in paying league matches on the Green pitch.

The Chairman closed the meeting at 9.20pm.

ChairmanDate.....