

Medstead Parish Council

Minutes of the **Annual Meeting** of Medstead Parish Council held in the Village Hall on **Tuesday 11th May 2016** at 7.30pm.

Present:

Councillors Deborah Jackson, Peter Buckland, Peter Fenwick, Ken Kercher, Jean Penny, Roy Pullen, Mike Smith, Hans Taylor and Stan Whitcher.

Also in attendance: Mr Coles (member of public) and Mr Peter Baston, Clerk.

16.49 ELECTION OF CHAIRMAN

Councillor Ken Kercher nominated **Councillor Deborah Jackson** as Chairman which was seconded by Councillor Roy Pullen. 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.

16.50 ELECTION OF VICE CHAIRMAN

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

Action

16.51 OPEN SESSION

- a) Mr Coles requested that the council engage with SE Water to clarify the risk assessment in place by SE Water to ensure that supply of water to the header tank in Medstead is not put at risk as a result of power failure due to global warming in the future. Cllr Pullen mentioned that with the additional 750 homes to be built in the area, this would also put a greater strain on the water supply in any case. Clerk to contact SE Water.
- b) Cllr Fenwick advised the meeting that he believed that an application for 50 houses for the second phase at Friars Oak was imminent.
- c) Cllr Smith asked for an update on the dog bins. The Clerk informed the meeting that he had been advised by EHDC that the bins were on order and one would be erected once they are received.
- d) Cllr Smith asked what the latest position was on the new finger posts which had been requested from HCC. The Clerk advised that he had contacted HCC and a reply was awaited.
- e) Cllr Smith asked for an advertisement to be placed in the Medstead Times to seek further volunteers to be trained to operate the Speedwatch equipment. Cllr Smith to draft an advertisement.
- f) Cllr Smith notified the meeting of the EHDC refusal of the planning application at 68-70 Lymington Bottom Rd.

Clerk

Cllr Smith

16.52 APOLOGIES

District Councillor Ingrid Thomas.

16.53 DECLARATIONS OF INTEREST

Cllr Whitcher declared an interest in section 16.55 c (i) below,

16.54 COUNCIL MINUTES

There was one amendment to the minutes of the Council meeting held on 13th April 2016 having been previously circulated, where in section 16.42c (iv) a funding request had already been submitted to EHDC by Cllr Jackson and the minutes were amended to reflect this change. The minutes were then proposed as a **true record** by Councillor Taylor, seconded by Councillor Penny, **and signed by the Chairman.**

16.55 COMMITTEE MINUTES AND REPORTS

- a) The minutes of the **Planning Committee** held on 13th April 2016 having been previously circulated, **were ratified.** Cllr Pullen had circulated a separate planning report for the meeting.
- b) The minutes of the **Finance & General Purposes Committee** held on 27th April 2016 having been previously circulated, **were ratified.**
- i. An amendment to the procurement standing order was required following revised guidance which had been received. The Clerk would update and seek approval at the next Full Council meeting. **Clerk**
 - ii. A revised and simplified financial report had been developed and circulated to Councillors.
 - iii. The 2016/17 budget had been re cast to provide a more accurate financial base and submitted to the meeting for approval. This was nominated by Cllr Kercher and seconded by Cllr Fenwick and adopted.
 - iv. The work associated with the footpath resurfacing / construction was discussed and the quotation from Authorn (£10,335) was approved nominated by Cllr Fenwick and seconded by Cllr Whitcher. It would exclude the spur path in the Cemetery which would be undertaken by volunteer labour. The Clerk would contact Authorn to agree the work schedule. **Clerk**
- c) The minutes of the **Maintenance Committee** held on 27th April 2016 having been previously circulated, **were ratified.**
- i. **Trees on Village Green.** Cllr Fenwick highlighted the cash flow issue of the Council and cautioned against entering into any high financial commitment due to just 50% of the 2016/17 precept having been received from EHDC. Cllr Jackson asked whether the tree surgeon had suggested that any trees were considered dangerous. Two quotes had been received with the estimate from Kingsley Tree Care at £500 around the Village Hall being considered favourable with agreement given to proceed. The Clerk would contact Kingsley Tree Care. The Maintenance Committee would consider whether the additional work on the Hussell Lane trees was necessary and report back to Full Council. **Clerk**
Maintenance Committee.

16.56 CHAIRMANS REPORT

Nothing to report this month.

16.57 MEDSTEAD PARISH CLERK REPORT

- i. The Clerk reported that a seat was being donated to the Cemetery by the family of a recently deceased person. All costs would be borne by the family.

- ii. The Clerk highlighted issues regarding the Cemetery following a recent course he had attended. They were:
 - a. Grave depths were not being checked;
 - b. Shoring by grave diggers perceived to not being carried out on occasions in accordance with the Local Authorities Cemeteries Order 1977;
 - c. Dug graves awaiting burial are not being adequately covered again in accordance with the above Order;
 - d. Ownership of graves not clear from records held;
 - e. Secure storage of Cemetery records.

After discussion, it was agreed that the Clerk would contact the two local funeral directors reminding them of the need to comply and to seek an indemnity to absolve Medstead Parish Council from liability which may arise from any incorrect practice. A further review would be carried out by the Maintenance Committee

**Clerk
Maintenance
Committee**

- iii. The Clerk reported that a favourable report had been received from the internal auditor for the 2015/16 accounts.
- iv. The Clerk reported that a playground inspection is to be carried out by Playdale (at no cost) but in future, inspections would need to be undertaken by a local inspector.
- v. The Clerk reported that a communication had been received from HALC Task & Finish Group regarding the 2025 survey of parishes. Medstead PC to provide a response by 27th May. Councillors were asked to provide the Clerk with comments by the due date.

**All Councillors /
Clerk**

16.58 DISTRICT COUNCILLOR REPORT

Cllr Jackson – Much of the last month seems to have been about the Neighbourhood Plan – having been closely involved with the Plan's inception, I don't think I would ever have imagined that little more than two years later we would have a Neighbourhood Plan that had gone through referendum and was on the cusp of becoming a legal document.

It was a privilege to attend the count on Friday; to see the ballot boxes being opened and the voting papers first verified and then (several hours and cups of coffee later) counted; then with the other representatives being asked to check the seven "spoiled" papers (6 blanks and one "pin the tail on the donkey" with the x completely missing either box!) Once again my thanks go out to all those involved in bring the project to fruition. The Neighbourhood Plan is on the Agenda for adoption by EHDC at tomorrow night's meeting – I do not anticipate any reason for it not being accepted.

Many will be aware of one local landowner and potential developer's dissatisfaction with the Neighbourhood Plan and that they are questioning integrity of this community driven, fully consulted and democratically approved document. I see this as a potentially landmark challenge to the authority of an approved NP, one that could set a precedent, not just in East Hampshire but further afield.

Recent newsletter delivering gave me the opportunity to meet and talk with residents of the parish. Main concerns are still housing development, and it was good to be able to explain how an adopted Plan can be used to positive effect. The second topic I was questioned on was that of devolution.

The current status of the Hampshire devolution is that the proposal for the combined Solent Authority is still alive and sitting with the Office for the Secretary of State, awaiting comment; whilst at the recent Parish Assembly our County Councillor, eloquently explained the reasons why HCC had pulled out of this bid. From a personal perspective, I find it difficult to commit to any such major change to local government, irrespective of the combination of councils involved, that is not democratically supported by an informed electorate.

An update on the Northfield Stables application: Additional drainage reports have been submitted and the applicant has been asked to provide details as to how these will be overcome. A meeting has been arranged to discuss these with the planning officer. At the same time I am trying to arrange an "information meeting" on TPOs with the arboriculture officer.

I am pleased to be able to report that the first DC Community Grant of the year has been awarded to enable the installation of an information board at the village pond.

In a personal project, I am looking at the effect of the new enforcement plan within the villages and hope to be able to report any increase in activity in the Medstead Times.

Finally I would like to advise Councillors that I will be resurrecting the DC surgeries and propose being available for drop in between 10 & 10.30 on the second and fourth Fridays of the month.

The dates of the drop in surgeries for both the District Councillor and Clerk would be posted on Notice Boards along with the names of the various Committee members.

Cllr Kercher raised the issue of devolution and asked whether a formal vote had occurred at EHDC regarding the preferred option. Cllr Jackson confirmed that at present, no vote had taken place.

Cllr Thomas – No report received from Cllr Thomas.

16.59 ELECTION OF COMMITTEES

- a. **Planning Committee Members:** Councillors Pullen, Fenwick, and Smith. One vacancy held.
Reserve Members: Councillors Penny and Whitcher.
- b. **Maintenance Committee Members:** Councillors Kercher, Buckland, Penny and Taylor
Reserve Members: Councillors Pullen and Whitcher.
- c. **Finance & General Purpose Committee** – To be confirmed.

16.60 APPROVAL OF MEDSTEAD PARISH COUNCIL MEETING DATES 2017

The provisional list of dates was circulated and approved, The date of the Annual Parish Assembly was confirmed as being 18th April 2017. All dates would be posted on to the various notice boards

Clerk

16.61 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

- a. **Planning Committee** – The terms of reference for the Planning Committee were confirmed and no amendments were required.
- b. **Maintenance Committee** – The terms of reference for the Maintenance Committee were confirmed with one amendment having been made.
- c. **Finance and General Purposes Committee** – The terms of reference for the Planning Committee were confirmed and no amendments were required.

16.62 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	Cllr Taylor
e. Sports Club Committee	Cllr Kercher
f. Neighbourhood Plan Steering Group	Cllr Pullen & Cllr Kercher
g. Community Tasking Co-ordination Group (CTCG)	Cllr Jackson

16.63 FINANCIAL MATTERS

- a. It was **RESOLVED** to approve the Financial Statements for the year ended 31 March 2016 prepared by the Clerk & RFO.
- b. It was **RESOLVED** to note the report and recommendations contained therein of the final internal audit report for the year ended 31 March 2016 and that the Clerk implement the recommendations and respond to the Auditor.
- c. It was **RESOLVED** to approve and **sign as approved** Section 1 of the Annual Governance Statement 2015/16.
- d. It was **RESOLVED** to approve and **sign as approved** Section 2 of the Annual Return "Accounting Statements" 2015/16
- e. It was **RESOLVED** to approve the Income and Expenditure report for April 2016.
- f. It was **RESOLVED** to approve the Bank Reconciliation as at 30th April 2016, being signed off by Cllr Smith.

Clerk

16.64 FIVE ASH POND – FLOODING

Cllr Pullen reported that he had met with HCC. HCC are going to, at some point when their budget allows, put in a rustic kerb and tarmac the path where they now have wooden edging and a non tarmac path.

They are also considering adding a kerb in to some of the areas of verge. They have also requested that Medstead PC digs out the section but Cllr Pullen has written to HCC seeking clarification about what is required.

To remain on future agendas.

Clerk

16.65 MEDSTEAD PARISH COUNCIL WEBSITE

Cllr Jackson outlined the current position and sought agreement from Council to using the Hugofox platform for the new web site for the Parish. This would be built and managed by the Clerk. Any additional hours incurred by the Clerk during the transition process would be monitored by the Clerk and submitted to Council for reimbursement.

Clerk

A vote of thanks was given to Mr Andrew Jackson who had kept the current version of the web site up to date and the Clerk would write a letter of thanks to Mr Jackson.

Clerk

16.66 COMMUNITY RESILIENCE

Cllr Fenwick suggested that this should be handled at a higher level than that of the Parish. Cllr Jackson suggested that Medstead PC should be involved and would attend the meeting regarding Emergency Planning to promote Community Resilience.

Cllr Jackson

16.67 COUNCIL REPRESENTATIVES

- a. **Village Hall** – The accounts are in the process of being audited. A plaque will be placed to celebrate HM Queen’s 90th birthday.
- b. **Sports Club** – Cllr Buckland reported that the new green had now been laid at the Bowls Club.
- c. **Parish Plan Committee**– Cllr Jackson stated that the Implementation Committee were all re-elected at the Annual Parish Assembly on 19th April 2016. Cllr Buckland suggested that there should be an agenda item for the next meeting of Full Council to discuss the 2016 Annual Assembly actions points.
- d. **CTCG**. This is the first meeting of the CTCG that a representative of MPC has attended for a while; Cllr Jackson attended with the dual hat of Ward Councillor and PC rep. “CTCG” stands for Community Tasking Coordination Group and was formerly known as the Police Liaison Group. The majority of the information shared and discussed related to community policing within Alton. The Alton Police Station is due to relocate to the new Family Centre on Mill Lane in February 2017 (this is close to the junction with Wilsom Road). Crime figures for the Alton Rural area (a fairly large area that includes Medstead) were reported, with the most significant activity being the theft of a digger that had later been involved in other burglaries within the district. The next meeting is scheduled for 18th May 2016.

Clerk

The Chairman closed the meeting at 9.10pm.

ChairmanDate.....