

# Medstead Parish Council

**Minutes** of the meeting of Council meeting held in the Village Hall on **Wednesday 9<sup>th</sup> March 2016** at 7.30pm.

**Present:**

Councillors Deborah Jackson, Roy Pullen, Ken Kercher, Peter Buckland, Peter Fenwick and Jean Penny.

**Also in attendance:** One member of the public and Peter Baston (Clerk).

**Action**

**16.26 OPEN SESSION**

- a) The member of the public, Mr Mitchell, commented that he was considering standing as a Parish Councillor in Medstead at the next opportunity.
- b) Mr Mitchell asked for the trees near to his property on the Village Green be pruned and Cllr Kercher explained that the Clerk was meeting with a tree surgeon early next week to seek advice regarding trees on the Green as a whole and that necessary works will be undertaken.
- c) Councillor Buckland reported that he had met with Derek Rawle regarding pot hole / drain issues on Abbey Road. It was suggested that local land owners are responsible rather than HCC with regard to drainage on the property side of the gullies and they need to be made aware of this responsibility. Councillor Buckland further reported that the Village Hall Committee were addressing the holes near to the Village Hall.
- d) Councillor Kercher highlighted the issue over “informal” passing bays which had been created over the years and which had been worn down by traffic allowing holes to appear. This would be discussed by the Maintenance Committee at their next meeting on 27<sup>th</sup> April 2016.

**Maintenance  
Committee**

Councillor Jackson arrived during this item and took the Chair from 16.27

**16.27 APOLOGIES**

Councillors Stan Whitcher, Hans Taylor & Mike Smith and District Councillor Ingrid Thomas

**16.28 DECLARATIONS OF INTEREST**

Councillors Buckland & Penny declared an interest in agenda item 5c(i) and Councillor Buckland further declared an interest in agenda item 8c.

**16.29 COUNCIL MINUTES**

- a) The minutes of the Council meeting held on 10<sup>th</sup> February 2016 having been previously circulated, were proposed as a **true record** by Councillor Pullen, seconded by Councillor Fenwick, **and signed by the Chairman.**
- b) Matters arising:
  - i. 16.13(a) The Clerk reported that EDC had again been contacted regarding the dog bins
  - ii. 16.13 (b) This item would be held over due to the absence of Councillor Smith.
  - iii. 16.13(c) It was agreed that the pilot of compressed agenda for the notice boards would cease as the font was too small.
  - iv. 16.21 (d) The Clerk confirmed that Landscape Group had been chased to empty the Green bins.
  - v. 16.21(e) The outstanding invoice from HCC was now to be paid but it was considered sensible if in future new signs were sourced elsewhere.

- vi. 16.22 The Clerk confirmed that he had received a response from EHDC Planning regarding the CIL protocol and it is anticipated that work on the CIL Funding Decision protocol will commence in the near future, however at present without timescales.

### 16.30 COMMITTEE MINUTES AND REPORTS

- a) The minutes of the Planning Committee held on 10<sup>th</sup> February 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 Purpose Committee held on 24<sup>th</sup> February 2016 having been previously circulated, **were ratified**.
  - i. **Medstead PC Web Page**– It was reported that the support of Hants web ceases in July 2016 and there is a need to upgrade and seek support from other sources. Councillor Fenwick would provide the Clerk with a contact name who could possibly provide this service. The Clerk also reported that he had been in contact with the Four Marks Clerk (who are having the same issues) and was meeting with her shortly to discuss their web page. It was agreed that a small working group be formed to take forward the Medstead web upgrade which would be formed of Cllr Jackson, Cllr Fenwick & the Clerk. Date of first meeting to be arranged by the Clerk. Cllr Fenwick  
  
Cllr Jackson / Cllr Fenwick / Clerk
- c) The minutes of the Maintenance Committee held on 24<sup>th</sup> February 2016 having been previously circulated, **were ratified**.
  - i. **Medstead Village Hall porch** – Cllr Jackson asked whether planning permission was required for the porch and wanted reassurance that this was the case from the Village Hall Committee. Subject to this clarification, the Council recommended that this be agreed. The Clerk would write to the Village Hall Committee (Mike Overy) to confirm the position. Cllr Buckland  
  
Clerk
  - ii. **Maintenance Contract Cemetery / Churchyard**. Cllr Kercher outlined the tender process and confirmed that one tender had been received but encompassing two bids. It was recommended that the lower of the two bids from P J Grace be accepted at a year 1 cost of £4,890. Clerk to contact successful contractor. Clerk
  - iii. **Daywork Term Contract** – Two bids had been received with vastly differing contract costs and it was agreed that the lower of the two bids be accepted (current contractor) and the Clerk would contact successful contractor. Clerk
  - iv. **Village Green Mowing Contract** – three tenders had been received with one being considered far too expensive. The other two were within the 16/17 budget and it was agreed that the contract be awarded to the current contractor who it was adjudged had provided an excellent service in the past. The Clerk would contact successful contractor. Clerk
  - v. **Village Green footpath** – Cllr Kercher asked for agreement that the tenders should be sought for work in the Village Green area which was agreed by Council. Discussion also centred on whether there are any S106 funds remaining which could be used towards this programme and Cllr Jackson would speak to EHDC. The Clerk would source firms to submit tenders for:
    - a) Gate to Green where a new post is required and remove old concrete post and replace with 2 or 3 wooden bollards alongside gate to prevent vehicular access
    - b) Inspect and replace as required wooden bollards alongside Green on Roe Down RoadCllr Jackson  
Clerk

- c) Install a new path from the new play area to the existing path (tarmac)
  - d) Tarmac footpath alongside Green to the junction with the main path near the Pond. Retain or replace wooden edging as required (to be advised by contractor)
  - e) Widen footpath alongside South Town Rd. Spoil to ideally be either removed from site, or dumped in an appropriate place
  - f) 2 or 3 new wooden bollards to be inserted at layby in South Town Rd to prevent vehicular access on to Green.
- vi. **Village Green Hire** – It was recommended and agreed by Council that the Clerk be delegated the power to agree all requests for Village Green lettings liaising as required with Councillors. **Clerk**
- vii. **Cemetery Paths** - Cllr Kercher asked for agreement that the tenders should be sought for extensions to the Cemetery paths which was agreed by Council. The Clerk would source firms to submit tenders for: **Clerk**
- a) Continuance of main path to rear hedge and same width. Same type of surface to be laid;
  - b) New path (say 1 metre) to be laid from end of main path to kissing gate in corner of cemetery. Same type of surface to be laid;
  - c) New path from main path (say 1 metre) to be laid to new memorial wall. Same type of surface to be laid.

### 16.31 CHAIRMANS REPORT

The Chairman stated that there had been 12 volunteers for the Clean for the Queen litter pick on 5<sup>th</sup> March and passed her thanks to all concerned.

It was suggested and agreed that due to the length of the Council meeting evening with two meeting now taking place that refreshments be provided between meetings.

**Cllr Jackson**

It was stated that the Clerk may have limited availability for the next meeting(s) on 13<sup>th</sup> April due to a pre agreed Hearing that he is attending and the Planning meeting date may need to be re arranged.

### 16.32 DISTRICT COUNCILLOR REPORT

The February meeting of Full Council was the main budget meeting of Council. The Leader announced that there was to be a 2% decrease in council tax, funded by the council's business model that was outlined at the recent community forum. This meeting also saw the adoption of the Medstead and Four Marks Neighbourhood Plan. The work of the Steering Group was commended by my co-ward councillor; however, for reasons that have been supported by the NPSG, I felt it appropriate to abstain from the vote. The Plan will most likely be going to referendum on 5<sup>th</sup> May, together with the Police Commissioner election.

Options for Devolution are still being considered, although it is likely that the original bid from the large group of Hampshire councils working together is unlikely to be progressed.

I attended the February meeting of the Planning Committee, supporting the Parish Council on the latest “reserved matters” application for Lymington Barns. Whilst the Committee may be bounded by certain guidelines, I felt it important that they were aware of the public perception of how EHDC is making some of its planning decisions. My comments were noted. What became very apparent is the difference in understanding of the term “commencement of work” – moving machinery onto and clearing earth off a site in preparation is not commencing work. This has come as something of a surprise to many of us and I have spoken with Cllr Angela Glass, the portfolio holder for planning, requesting that, going forward, conditions are worded in such a way that can be clearly understood.

Tomorrow I will be attending once again, this time in support of the residents of Four Marks and the reserved matters application at Gloucester Close.

Work at the new Friar’s Oak site, scheduled to get underway this week, has been delayed until the preconditions have been met, the main one of these being the Construction Management plan.

On Friday, Cllr Pullen and I are meeting with the case officer to discuss the recent planning application for Northfield stables. I am also talking with the case officers associated with the applications at New Clovelly and 68-70 Lymington Bottom Road and will keep the Council posted.

Finally I would like to advise the council that there is still a small amount of money available in this year’s community grant fund. The District Council is continuing this scheme next year and application forms will be available from the start of April.

No report was received from Cllr Thomas for the meeting.

### **16.33 FINANCIAL MATTERS**

The Clerk explained the latest Nat West bank accounts for the three accounts regarding the latest financial position.

- a. It was **RESOLVED** to approve the income and expenditure reports for February 2016.
- b. It was **RESOLVED** to approve the expenditure against budget report to 29<sup>th</sup> February 2016.
- c. It was **RESOLVED** to approve the Bank Reconciliation (as approved by Cllr Penny) as a 29<sup>th</sup> February 2016.

Councillor Buckland left the meeting for a prior engagement and Councillor Penny left the meeting for the next agenda item.

- d. **Medstead Bowls Club** – After discussion, it was agreed that subject to Medstead Bowls Club being asked to engage in a dialogue with the school regarding the possibility of allowing parking at certain times that their request for a Grant of £1,000 from Medstead Parish Council be approved. The Clerk would write to the Bowls club to confirm.

**Clerk**

Councillor Penny re-joined the meeting.

### **16.34 COUNCIL POLICY**

- a. **CIL** – Following earlier questions raised by Medstead PC and a response which had previously been received from EHDC on the Consultation Draft ‘Planning Contributions and

Community Infrastructure Levy' Supplementary Planning Document. The Clerk had sought clarification from EHDC on when the Protocol being developed by EHDC will be available for review by Medstead PC. It was confirmed that at present, no timetable is available from EHDC.

**b. Annual Parish Assembly** – This has been scheduled to take place on 19<sup>th</sup> April 2016. The guest speaker has been confirmed as Tracy Vear (Community Development Officer). It was further agreed that the local PCSO would be invited to attend along with Cllr Mark Kemp-Gee from HCC and Mr Errol O'Farrell representing the Mulcock Trust. The Clerk would circulate last year's slides which would need updating by Councillors. Notice of the Annual Parish Assembly would be displayed on the various notice boards. Refreshments to be provided as in previous years.

**Clerk**

**c. Application for a New Premises Licences (Land at Rookwood House** – Comments would be submitted to Winchester City Council detailing concerns over emergency access, noise pollution and public safety caused by additional vehicle movements along the confined narrow access routes.

**Clerk**

#### **16.35 FIVE ASH POND – FLOODING**

Nothing further to report. To remain on future agendas

**Clerk**

#### **16.36 REVISED VILLAGE DESIGN STATEMENT**

This had been reviewed and the review was accepted by Council with no further action required at the present time.

#### **16.37 COUNCIL REPRESENTATIVES**

**a. Village Hall** – Nothing to update.

**b. Sports Club** – The AGM will take place on 6<sup>th</sup> April 2016

**c. Neighbourhood Planning Steering Group** - It is noted that East Hampshire District Council chose include the allocation of land behind Junipers, South Town Road, Medstead within the Neighbourhood Plan. They have added the following paragraph 1.31. *The Neighbourhood Plan recognises that housing allocations for the area are made within the EHDC Site allocations Plan, including the land rear of Junipers, Medstead*

**Web site action group**

A request had been received from the NP Steering Group that the Plan be loaded on to both Four Marks and Medstead web sites.

**d. Parish Plan Committee**– Nothing to report. Meeting scheduled for 11<sup>th</sup> March.

The Chairman closed the meeting at 9.32pm.

Chairman .....Date.....