

# Medstead Parish Council

**Minutes** of the meeting of Council meeting held in the Village Hall on **Tuesday 19<sup>th</sup> January 2016** at 7.30pm.

**Present:**

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

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

	Action
<b>16.01 OPEN SESSION</b>	
a) It was reported by the member of the public that the font colour of meeting date notices on the notice boards in the Village was not clear and requested that they became more visible;	Clerk
b) Cllr Buckland mentioned that the speed of lorries going to the Wield Road building site was excessive. Cllr Jackson said she would be visiting the site shortly and would make representations to the contractor;	Cllr Jackson
c) Cllr Whitcher asked whether any commemorations were planned for HM Queen 90 <sup>th</sup> birthday. Discussion took place regarding the possibility of a litter pick in conjunction with Medstead WI and Cllr Penny agreed to speak with the WI. In addition, the Clerk was asked to contact Kervin Labosse regarding any such activities being planned which it was proposed could be funded from the Community Engagement budget.	Cllr Penny / Clerk
d) Cllr Smith had received a letter from Medstead United Reform Church regarding overhanging branches at that location. The Clerk was asked to contact the contractor under the day term contract to address the situation.	Clerk
e) Cllr Smith also reported an “over flowing” dog waste bin which required emptying by EHDC near Station Approach. The clerk was asked to contact EHDC to get the bin emptied.	Clerk
f) Cllr Fenwick asked whether Medstead wished to accept further devolved responsibilities from EHDC and it was agreed that this would be considered further by the Finance & General Purposes Committee.	Finance & General Purposes Committee.
g) Cllr Taylor asked whether it was necessary to always state the Declaration of Interest statement at each meeting. It was agreed that it was a statutory requirement for it to be shown but the Chair would in future just read a truncated version at each meeting in future.	

At the conclusion of the Open Session, Standing Orders were applied.

## 16.02 APOLOGIES

None

## 16.03 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 16.04 COUNCIL MINUTES

- a) The minutes of the Council meeting held on 17<sup>th</sup> November 2015 having been previously circulated, were proposed as a **true record** by Councillor Pullen, seconded by Councillor Smith, **and signed by the Chairman.**
- b) No matters arising.

#### 16.05 COMMITTEE MINUTES AND REPORTS

- a) The minutes of the Maintenance Committee held on 6<sup>th</sup> January 2016 having been previously circulated, **were ratified.** Councillor Kercher reported that the Clerk had updated the three contract documents for the Cemetery/Churchyard Maintenance, Mowing and the Day Term Work following discussion at the meeting and that the tender documents were being circulated to suitable firms sourced by the Clerk. Cllr Fenwick asked about the length of the contracts and it was confirmed by Cllr Kercher that the Cemetery/Churchyard and Mowing contracts would be for one year plus an option to extend by a further one year plus one year and that the Day Term Work contract would be for three full years.
- b) The minutes of the Planning Committee held on 9<sup>th</sup> December 2015 having been previously circulated, **were ratified.** Cllr Pullen had circulated a separate planning report for the meeting.

#### 16.06 CHAIRMANS REPORT

- a. The Chairman passed on thanks received from St Andrews Church regarding Medstead Parish Council participation in their recent Christmas Tree Festival.
- b. An e mail had been received from Four Marks Rotary Club regarding their support for a possible project in Medstead where they had already provided support for Four Marks for a memorial garden. Cllr Pullen suggested a path be installed in the cemetery linking the main path to the new Memorial and the Chairman would respond with this suggestion to the Rotary Club with the Maintenance Committee being the first point of contact for the work.

Cllr Jackson

#### 16.07 DISTRICT COUNCILLOR REPORT

The monthly update report from Councillor Jackson was circulated to Members at the meeting. No report was received from Cllr Thomas. The Chairman reminded the Council that there was a Community Forum on 26<sup>th</sup> January where Sect 106 payments were on the agenda. Medstead Bowls Club had applied for a Grant.

#### 16.08 FINANCIAL MATTERS

The latest Nat West bank accounts for the three accounts were circulated at the meeting but in future these would be scanned and circulated prior to the meeting. The Clerk explained the latest financial position for all three accounts.

- a. It was **RESOLVED** to approve the income and expenditure reports for November and December 2015.
- b. Subject to one change moving a charge of £32.81 from the heading for "Admin Contingency" to "Community Engagement", it was **RESOLVED** to approve the expenditure against budget report to 31<sup>st</sup> December 2015.
- c. It was **RESOLVED** to approve the Bank Reconciliation as a 31<sup>st</sup> December 2015.
- d. It was agreed that Medstead Parish Council should continue to be a member of the Council to Protect Rural England (CPRE) at the same rate (£50) as 2015 and this was **RESOLVED** to approve by Council.
- e. It was approved that the Clerk should purchase a scanner for the Parish.

Clerk

## 16.09 COUNCIL POLICY

- a. The Chair gave thanks to all concerned for their work carried out on the Village Design Statement (VDS). Cllr Fenwick questioned what use is made of the document and it was agreed that this would form supplementary guidance. It was highlighted by Cllr Kercher that the wording in italics in the document under *"Supplementary Planning Guidance"* should be removed and that a new section should be considered to reflect the Neighbourhood Plan. The VDS would be placed on the agenda again in March 2016.
- b. A response is required to be sent to EHDC on the Draft 'Planning Contributions and Community Infrastructure Levy' Supplementary Planning Document. It was agreed that the Clerk would contact EHDC with the following comments:
- Is the Regulation 123 list prepared by EHDC or Medstead PC?
  - If the answer is EHDC does Medstead PC have any input and if we do, how do we go about this?
  - Are the monies raised through CIL earmarked specifically for the Parish or is the CIL funding for a wider pot and if so what is the wider area e.g. Medstead and Four Marks, an area centred on Alton or the whole of EHDC area?
  - Assuming that The Medstead and Four Marks Neighbourhood Plan is adopted at referendum –
    - Does the 35% share of CIL for sites within the Medstead Parish come directly to Medstead PC or does it get shared between Medstead and Four Marks?
    - If it is the latter how is it apportioned?
    - Would Medstead PC have to have its own 123 Agreement in place to spend this 35% and again how would we go about preparing one?
- c. To approve and adopt the final Medstead and Four Marks Neighbourhood Plan document and, following its approval, (in conjunction with Four Marks Parish Council,)
- i) formally forward the document to the Local Planning Authority, EHDC, for approval by that Council;
  - ii) request EHDC to make the necessary arrangements for the Referendum on the Neighbourhood Plan.'
- d. Chairman passed thanks to the Group that had worked upon the Medstead and Four Marks Neighbourhood Plan document and the document was approved by the Council. Cllr Pullen would contact the Neighbourhood Plan Steering Group to confirm that Four Marks would send the Plan to EHDC, assuming Four Marks approve it at their meeting that evening.

Clerk

Cllr Pullen

## 16.10 FIVE ASH POND – FLOODING

Cllr Smith outlined the latest position with a response still being awaited from Hampshire Highways. This would be put on the agenda for the next meeting.

Clerk

## 16.11 INTERNAL COUNCIL MATTERS

The dates / timing of future meetings were discussed with the Clerk outlining the current position. It was agreed the Clerk would contact the booking secretary for the Village Hall to move the Full Council meetings to fall on the same day as the Planning committee meetings. Commencing in February 2016 but subject to confirmation from the Hall Secretary, future Planning meetings would commence at 6.00pm and the Full Council meetings at 7.30pm.

Clerk

#### 16.12 COUNCIL REPRESENTATIVES

- a. **Village Hall** – Councillor Buckland previously circulated his report prior to the meeting with was **noted**.
- b. **Sports Club** – Councillor Kercher reported that a grant has been given for a shed extension.
- c. **Neighbourhood Planning Steering Group** – Councillor Pullen previously circulated his report prior to the meeting with was **noted**.
- d. **Parish Plan Committee**– Councillor Jackson reported there have been no meetings of the Committee.

The Chairman closed the meeting at 9.00pm

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