

Medstead Parish Council

Minutes of the meeting of Council meeting held in the Village Hall on **Wednesday 11th January 2017** at 7.30pm.

Present:

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

Also in attendance: Mrs G Fuzzard & Mr Peter Baston (Clerk).

Action

17.1 OPEN SESSION

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|--|----------------------------------|
| a) Cllr Buckland highlighted an article from the Alton Post & Gazette regarding security fencing at their sports facility being installed in Four Marks and questioned why Medstead Bowls Club who have applied for an EHDC Grant, had not received a response from EHDC regarding a similar installation at the Bowls Club. Cllr Jackson as District Councillor agreed to find out the position on EHDC Cabinet Grant applications. | Cllr Jackson |
| b) Cllr Whitcher mentioned the excessive leaf debris in Hussell Lane and agreed to put a note on to the HCC Highways web requesting their action. | Cllr Whitcher |
| c) Cllr Penny asked whether the details of Medstead Parish Council meetings could be updated in the Medstead Times. The Clerk was asked to contact the Medstead Times. | Clerk |
| d) Cllr Taylor raised the issue of overgrown vegetation near to Medstead School on Roe Downs Road, following an earlier letter from a resident. Cllr Taylor and Pullen would draft a letter for Cllr Jackson to send through the HCC Councillor (Mark Kemp-Gee) to HCC Highways regarding clarification as to the responsibility of the trees & verges and who should be ensuring that they are maintained and trimmed back as required. | Cllr Taylor / Cllr Pullen |
| e) Cllr Smith reported that Speedwatch activity had commenced in Medstead but with limited volunteers, were having to work in conjunction with Four Marks volunteers and requested that a notice(s) be placed seeking further volunteers for Speedwatch in Medstead. He further reported that the kit used was only capable of detecting approaching vehicles at 100m and the Four Marks Speedwatch team are seeking to procure a version which will detect at 200m which would be made available to Medstead. | Clerk |
| f) Cllr Smith also requested if "Hi-Vis" weather proof clothing be sourced for the Team and asked if a Grant could be made available and agreed to submit an application to Cllr Jackson. The Clerk was asked to raise an order for the "Hi-Vis" clothing. | Cllr Smith |
| g) Cllr Pullen had received an e mail from the HCC Councillor (Mark Kemp-Gee) regarding the "Council Councillors Devolved Budget" asking for a possible project from Medstead Parish Council, suggesting the bore hole at Five Ash Pond. Cllr Pullen would contact Cllr Kemp-Gee regarding availability and timing. | Cllr Pullen |

17.2 APOLOGIES

None.

17.3 DECLARATIONS OF INTEREST

None.

17.4 COUNCIL MINUTES

- a) The minutes of the meeting held on **Wednesday 7th December 2016** having been previously circulated, were proposed as a **true record** by Councillor Buckland, seconded by Councillor Kercher, **and signed by the Chairman.**

b) Matters Arising

- i. Cllr Buckland raised the issue of the car park at the Village Hall and whilst additional car park is not required by the Village Hall, he asked whether consideration ought to be given to enlarging the car park alongside the Hall for additional village parking. It was considered that this area should be left as woodland but would be discussed at the next Full Council meeting.
- ii. In 16.154a(ii), Cllr Pullen reported that the drainage works are undertaken under the auspices of a utility company and can be done without planning permission, but the work has to be adopted by a utility company within a set period of time.

Full Council / Clerk

17.5 COMMITTEE MINUTES AND REPORTS

a) Planning Committee

- i. The minutes of the meeting held on **7th December 2016** having been previously circulated, **were ratified.**
- ii. **Chairman Report** - Little to report but the appeal for the Haven in Boyneswood Road was dismissed by The Planning Inspectorate. The outcome of the appeal for land to the North of Station Approach is awaited.

b) Finance & General Purposes Committee

- i. The minutes of the meeting held on **14th December 2016** having been previously circulated, **were ratified.**
- ii. **Chairman Report** - The Interim Audit had been completed with the points raised by the auditor would be addressed. A Grant request had been received from Wey Valley Radio but due to lack on Parish Grant funding being available, no Grant had been agreed this financial year.
- iii. **Training Policy** - This had been drafted by the Clerk and was agreed (Cllr Taylor & seconded by Cllr Fenwick) and adopted.
- iv. **Wake Trust Memorial Repairs (Faculty Application).**
 - a. The Clerk had prepared a draft faculty application letter and risk assessment to be sent to the Diocese of Winchester seeking approval for restoration work on certain memorials. This was agreed (Cllr Kercher & seconded by Cllr Fenwick) and the Clerk would send to the Diocese.
 - b. Quotations had been received from two stone masons to carry out the above work and an earlier meeting of the Wake Trustees had agreed (subject to the faculty being granted), to fund the work based on a quotation of £1,840.

Clerk

c) Maintenance Committee

- i. The minutes of the meeting held on **14th December 2016** having been previously circulated, **were ratified.**
- ii. **Chairman Report –**
 - a. **Trees at URC** - A representation from Medstead URC had been received and the Clerk had been asked to meet the URC representative to ascertain what (if any) additional work is required.
 - b. **Tree Policy** - This had been drafted by the Clerk and was agreed (Cllr Fenwick & seconded by Cllr Smith) and adopted. **Clerk**
 - c. **Health & Safety Policy** - This had not been finalised and will be submitted to the next Full council meeting in February.
 - d. **Playground Equipment** - The Clerk had reported that following his monthly inspection an issue had been found with the ground by the Gravity Spin Bowl and had sourced a quote for repair which was thought by Council to be excessive. The Clerk was asked to get the Day Work Contractor to repair the ground. **Full Council / Clerk**
 - e. **Village Green Footpath** – Two quotations had been received for repair to the path and due to the value, the Maintenance Committee requested Full Council approval to proceed. This was agreed by Full Council (Cllr Penny & seconded by Cllr Smith) and the Clerk was asked to contact the successful contractor. **Clerk**
 - f. **Memorial Policy** - This had been reviewed by the Maintenance Committee and was agreed by Full Council (Cllr Fenwick & seconded by Cllr Smith) and adopted. **Clerk**
 - g. **Memorial Wall Path** – Cllr Pullen had kindly agreed to lead on this once the Pond restoration had been completed.
 - h. **Sports Pavilion Canopy Quotation** – Three quotations had been received, with the quotation from Trevor Brown (Builders) being the preferred quote. Due to the value, the Maintenance Committee requested Full Council approval to proceed. This was agreed by Full Council (Cllr Taylor & seconded by Cllr Penny) and the Clerk was asked to contact the successful contractor.
 - i. **Bus Shelter** – Due to the cost of bus shelters from the suppliers as suggested by HCC, the Clerk was asked to source the cost of a brick built shelter from a local builder. **Clerk**
- iii. It was reported that the Cemetery contractor had been levelling sunken graves from spoil in the Cemetery and the quality of the work generally by the contractor was considered very good. **Clerk**
- iv. Cllr Pullen thanked the Maintenance Committee for all the hard work which they had undertaken during 2016.

17.6 CHAIRMANS REPORT

Firstly Parish Council has been thanked for its participation in the recent Christmas tree festival. The increased number of trees outside the church this year certainly made a festive show. I note from Cllr Fenwick that we will need to replace our tree lights for next year as the current ones (bought inexpensively last year) have not survived.

I have received a number of comments from villagers regarding the lights in the trees on the village green, which due to technical difficulties, were only illuminated for a couple of days this winter. These do not belong to the Parish Council, but it has been suggested that we should take responsibility for maintenance and running of these, together with any additional decorations within the village. This will be discussed further as a later item on tonight's agenda.

17.7 PARISH CLERK REPORT

- a) Prepared Faculty application and Risk Assessment for the Diocese of Winchester for the repair of memorials in the cemetery;
- b) Drafted Tree Policy;
- c) Drafted Training Policy;
- d) Drafted Health & Safety Policy – To be considered at Feb 17 Full Council meeting;
- e) Undertook further updating of Memorial policy;
- f) Submitted Grant for Community Challenge Fund to HCC for a viability study at Five Ash pond;
- g) Took delivery of BBQ. To be erected in the spring 2017, (by Easter);
- h) Liaison with electrical contractor for Pavilion work;
- i) Sourced quotes for Pavilion repair;
- j) Liaison with Cala Homes & Miller Homes regarding Construction Method Statements & vehicle movements;
- k) Successfully recoup of S106 funding from EHDC iro pond restoration costs;
- l) Submitted VAT refund request to HMRC for Q3.

17.8 DISTRICT COUNCILLOR REPORT

District Councillor Report: Deborah Jackson

The main area to report on this month is to update the Parish Council on the first of the Lymington Bottom Road developer liaison meetings that was eventually held on 8th December. Representatives from Miller and Cala were present (no-one from Beechcroft) together with those from the two parish councils, EHDC Enforcement and the two ward councillors. I was appointed to chair the meeting, which was a fairly convivial gathering. I was however surprised to discover that, irrespective of the observation made (for example, mud on the road, lack of signage etc.), each developer was able to provide a perfectly plausible explanation and the Enforcement officer was unable to take any specific action. Mud entering the road from the Miller development is being exacerbated by the lack of wheel washing facility, the requirement for which was a condition of their permission. As we discovered at the meeting, there is currently no space for this equipment to be installed until the first part of the development has been completed. So the best part of a year goes by before anything will be put in place. Unfortunately, once planning permission has been granted, an applicant can apply (often successfully) to have conditions removed. Examples of this can be seen across the ward.

At the meeting we were told that Cala had now installed all of their required signage; some friction arose when one of the Medstead representatives pointed out that much of this was in fact (and incidentally still is) lacking.

There were a lot of plusses to having this meeting, not least being able to put faces to names and pin down who is responsible for what. Key points of note were:

- *All Cala signage will be in place by 22nd December (!!!)*
- *Miller to supply date for installing wheel was by 9th December (!!!)*
- *Agreement that site movements would be supplied to the Clerks no later than the preceding Friday*
- *Re-instatement of Lymington Bottom Road surface will be carried out at the end of the works, under a Section 278 agreement with HCC*
- *Cala and Miller have agreed to avoid having deliveries before 9am (CMS actually only states no deliveries between 8.30 and 9), thereby avoiding Amery Hill students waiting for the bus*
- *Christmas site closures were confirmed*
- *Cala show home due to open March '17, final end date June '18*
- *Miller show home due to open Feb '17, final end date Feb '18*

The next meeting will be held at the end of February and both developers will be prepared to take written questions from local residents.

As councillors will already be aware, the appeal for the Haven was rejected by the Planning Inspectorate, as was an appeal in Station Approach, Four Marks. There is still no news about Station Approach in Medstead.

The deadline for nominations for EHDC's sports awards has been extended to 20th January, with awards for categories including volunteers, coaches and players – more information is available from the EHDC website.

Finally, the Alton area Community Forum next week (17th January) will provide an opportunity to discover how local businesses may be able to benefit from the Jane Austen bicentenary.

17.9 FINANCIAL MATTERS

- i. It was **RESOLVED** to approve the expenditure against budget report to 31st December 2016.

<u>Date Paid</u>	<u>Chq No</u>	<u>Payee</u>	<u>Amount</u>	<u>Transaction detail</u>
07/12/2016	2587	Clerk	764.91	Clerk salary (Nov 16)
07/12/2016	2588	Kingsley Tree Care	250.00	Work at URC Medstead
07/12/2016	2589	Came & Co	305.97	Neighbourhood Plan Insurance
07/12/2016	2590	Clerk	113.20	Clerk expenses
07/12/2016	2591	Auditing Solutions Ltd	156.00	Interim Audit
07/12/2016	2592	Medstead Village Hall	143.00	Room Bookings
07/12/2016	2593	WKL	92.89	Supplies for Pond
07/12/2016	2594	CPRE	50.00	Annual Subscriptions (2017)
07/12/2016	2595	Garthowen Garden Centre	59.00	Christmas Tree

07/12/2016	2596	Cllr D Jackson	20.23	Chair Expenses
12/12/2016	DD	Vodafone	23.49	Parish Mobile Phone
14/12/2016	2597	All Pest Ltd	370.80	Annual Pest Control
14/12/2016	2598	Four Marks PC	50.00	Office rent

- ii. It was **RESOLVED** to approve the Bank Reconciliation for the Nat West Business Reserve, Nat West Wake Trust and Nationwide Wake Trust Accounts (as approved by Cllr Smith) as at 30th November 2016.
- iii. It was **RESOLVED** to approve the Bank Reconciliation for the Nat West Business Reserve Account, Nat West Current Account and Nationwide Wake Trust Account (as approved by Cllr Taylor) as at 31st December 2016.

17.10 MEDSTEAD POND(S)

- a. **Five Ash Pond** – A Grant for £900 had been applied for from the HCC Community Challenge Fund to carry out a viability study. Outcome of application will be known in early March 2017. This has to be match funded by Parish Council funding.
- b. **Village Pond Restoration.** No further activity since last month.

17.11 DEVOLUTION

No further update.

17.12 MEDSTEAD POST OFFICE CONSULTATION

The Clerk was asked to respond to the consultation and state that *“the Parish Council fully supports the proposed move to the Handy Stores from Medstead Hardware as this will benefit the community as well as the outlying villages”*.

Clerk

17.13 COMMUNITY ENGAGEMENT PROJECTS

Future Christmas lighting was discussed and this will be further discussed at the next Maintenance Committee meeting.

**Maintenance
Committee /Clerk**

17.14 COUNCIL REPRESENTATIVES

No further updates.

The Chairman closed the meeting at 9.27pm.

ChairmanDate.....