



# Medstead Parish Council

Minutes of a meeting of the **Finance and General Purposes Committee** held on 25<sup>th</sup> April 2018  
at 7.30pm at Medstead Village Hall.

## **Present:**

Councillor Deborah Jackson (Chairman).

Councillor Roy Pullen

Councillor Peter Fenwick

Councillor Ken Kercher (until 8pm)

**Also present:** Peter Baston, Clerk to the Council.

## **Action**

### **18.24 OPEN SESSION**

- i. Cllr Pullen requested that he would like to undertake some planting around the new sign post near the Pond at the junction of South Town Road and High Street. This was agreed by Committee.
- ii. The Clerk mentioned that he had unearthed a letter from Nat West bank dated July 2006 which indicated that Nat West were holding documents on behalf of Medstead Parish Council. Committee agreed that the Clerk should find out as to what these related.
- iii. Cllr Pullen suggested that as Croudace Homes had paid for the new village sign, that they should be invited for a photo opportunity.

**Clerk**

**Cllr Pullen**

### **18.25 APOLOGIES.**

None.

### **18.26 DECLARATION OF INTEREST**

None.

### **18.27 MINUTES**

- i. The minutes of the meeting held on 28<sup>th</sup> February 2018 were agreed by Cllr Kercher and seconded by Cllr Fenwick and signed by the Chairman as a correct record.
- ii. Item 18.13(i). The Clerk was asked to write to all three residents of Foul Lane regarding the undergrowth clearance which has been undertaken.
- iii. Item 18.13(iii). This is still outstanding and Cllr Jackson will make enquiries at EHDC.

**Clerk**

**Cllr Jackson**

### **18.28 MEDSTEAD PARISH COUNCIL FINANCE**

- i. **2017/18 Expenditure Review.** The Committee noted the draft accounts for 2017/18 which will be reviewed by the internal auditor shortly. The high valuation of the Pavilion was questioned by Committee and consideration will be given to a further revaluation.

- |      |   |                     |
|------|---|---------------------|
| ii.  | <b>Pond(s).</b> Quotes for three different courses of action had been received from PTP (Pond Consultant) regarding the stemming of the leak at the village pond. It was decided that Option One (£3,600) be taken forward and the Clerk was asked to contact the company. The costs would be met from developers' contributions. It had proved impossible to obtain any other quotes for the work as all companies approached had declined to offer a quotation. | <b>Clerk</b>        |
| <br> |   |                     |
| iii. | <b>S106 / CIL Funding.</b><br>The priorities for spending S106 / CIL funds were further discussed as follows:   |                     |
|      | a. Car Park extension / Community building / parish office. It was agreed that these proposals should be discussed with representatives from the Village Hall Committee and a meeting set up. In respect of the car park extension, the Clerk was asked to approach Authorn Ltd for a "ball park" figure for a tarmac or block/grass surface.   | <b>Clerk</b>        |
|      | b. On the proposed work regarding the Community building / parish office, it was felt that the Sports Club should be notified of the plan to refurbish / expand the existing Pavilion. The Clerk would contact the Sports Club.   | <b>Clerk</b>        |
|      | c. Cemetery Extension – After discussion, it was agreed that the Clerk would contact EHDC regarding possible compulsory purchase of the neighbouring land and Cllr Jackson would contact Nick Leach at EHDC to take this forward.   | <b>Cllr Jackson</b> |
|      | d. Safety improvements for play area. It was agreed that the ROSPA consultant should be consulted regarding the replacement matting.  | <b>Clerk</b>        |

**The Clerk left the room for the following item.**

- |     |   |
|-----|---|
| iv. | <b>Clerk Salary.</b> It was agreed that the Clerk salary be increased by one increment. Proposed by Cllr Fenwick and seconded by Cllr Pullen. |
|-----|---|

**The Clerk returned to the meeting.**

**Cllr Kercher left the meeting.**

#### **18.29 MEDSTEAD PARISH COUNCIL LAND**

- |    |   |                             |
|----|---|-----------------------------|
| a. | Cllr Kercher and the Clerk would visit the Hampshire records Office to see what information is held and would report back to Committee.   | <b>Cllr Kercher / Clerk</b> |
| b. | The Clerk would contact Surrey Hills solicitors to alert them to the forthcoming allotment land sale at Cala Homes site at Ivatt Way  |                             |
| c. | The Clerk would contact Surrey Hills solicitors to alert them to the forthcoming transfer of land being the wildflower meadow at Croudace Homes where in the S106 agreement it states that the meadow is to be "transferred by deed of gift". | <b>Clerk</b>                |

#### **18.30 MEDSTEAD COMMUNITY FACILITY / PARISH OFFICE**

- |    |   |              |
|----|---|--------------|
| a. | Following the move of Four Marks Council from their previous parish office, it was agreed that Medstead Parish Council would co-locate with then to Red Hill Farm Business Park for one half day per week. The cost would be £40 per month. The Clerk would inform Four Marks PC accordingly. | <b>Clerk</b> |
| b. | The future of the community facility / parish office is in item 18.28 (iii) above.  |              |

**18.31 GENERAL DATA PROTECTION REGULATION (GDPR)**

The issues were discussed and a revised Medstead PC policy has been drafted - see 18.34(a) below.

**18.32 PROPOSED MEETING WITH FOUR MARKS PC F&GP COMMITTEE**

Cllr Jackson would contact Four Marks Parish Council to agree a date to meet regarding S106 / CIL funding.

**Cllr Jackson**

**18.33 ALLOTMENTS**

Cllr Fenwick reported that Cala Homes had submitted the plan to EHDC for the allotments building. The Clerk would inform Surry Hills Solicitors accordingly.

**Clerk**

**18.34 MEDSTEAD PARISH COUNCIL POLICIES**

**a. GDPR (Data Protection)**

In light of the new regulation, the previous data Protection Policy was reviewed and amended by Committee and would now be taken to Full Council for approval.

**Full Council**

**b. Equality & Diversity Policy**

This was reviewed by Committee and would now be taken to Full Council for approval.

**Full Council**

**c. Expenses Policy**

This was reviewed by Committee and would now be taken to Full Council for approval.

**Full Council**

**d. Freedom of Information Policy**

This was reviewed by Committee and would now be taken to Full Council for approval.

**Full Council**

---

At the conclusion of the items on the agenda the meeting was closed at 9.00pm.

Signed.....Chairman

Date.....