

Medstead Parish Council

Minutes of the **Council Meeting** of Medstead Parish Council held in the Village Hall on **Tuesday 18th November 2014** at 7.45pm.

Present:

Cllrs D Jackson (Chairman), R Pullen (Vice-Chairman), K Kercher, P Buckland, P Fenwick, J Penny, M Smith and S Whitcher. There were no members of the public present.

Also in attendance: District Councillor Maurice Johnson, and Miss Katie Knowles, Clerk.

14.45 OPEN SESSION

Councillor Buckland highlighted that Mr Cole had cleared the leaves from Roe Downs Road on 2 November. He proposed that the Parish Council send a note of thanks to him in recognition of his efforts, which was supported by all. He also commented on the white lines that had been recently been painted on the High Street to deter parking over the entrance to the properties and that by comparison Abbey Road does not have any white lines at all.

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

14.46 APOLOGIES

Apologies received from Councillor Hans Taylor and District Councillor Ingrid Thomas.

14.47 DECLARATIONS OF INTEREST

- Councillor Fenwick declared a non-pecuniary interest in item 8e (Minute Ref 14.52e iii) as he is a Governor at Medstead Primary School. Councillor Fenwick left the meeting room before this item was discussed.
- Councillor Kercher declared a non-pecuniary interest in item 8f (Minute Ref 14.52f) as he is the Treasurer to the Sports Club. Councillor Kercher left the meeting room before this item was discussed.

14.48 COUNCIL MINUTES

- a) The minutes of the meeting of Council held on Tuesday 16th September 2014 having been **previously circulated** were amended as follows:
 - 14.42c – Cllr Buckland did not abstain from the vote about the Village Pond, he had voted against the recommendation.
 - 14.43a – Cllr Kercher clarified that the school bus does stop at the Five Ash Road crossways.Subject to these amendments the minutes were proposed as a true record by Cllr Fenwick and seconded by Cllr Smith, and **signed by the Chairman**.
- b) **Minute ref: 14.47 c** – Cllr Kercher reported that the post box on Paice Lane has still not been replaced. The Clerk confirmed she had not received any feedback from Royal Mail on the relocation of the post box outside the Village Hall.
Minute ref: 14.42 b – Cllr Fenwick reported that he had received a disappointing quote from Hand Made Places and a subsequent revised quotation from Mant Leisure had omitted a piece of equipment. Councillor Fenwick now proposed to make contact with Playdale, who had engaged positively with the Parish Council on the development of the existing scheme.
Minute Ref: 14.43 b – Cllr Pullen commented that the shared office with Four Marks Parish Council is a positive move for the Parish Council.

14.49 COMMITTEE MINUTES AND REPORT

- a) The minutes of the **Planning Committee** held on 8th October and 12th November 2014 having been previously circulated, **were ratified**. Councillor Pullen had circulated his report prior to the meeting. He highlighted the urgency for the Parish Council to develop a list of priorities for s106 (Developers Contributions) funding. Cllr Kercher recorded his thanks to Cllr Pullen and Cllr Ingrid Thomas for all their work in preparation for the recent Appeal Hearing.

- b) The minutes of the **Maintenance Committee** held on 22 October having been previously circulated, **were ratified**. Councillor Kercher reported that there were **two recommendations** from the Maintenance Committee for consideration:
- I. **The first recommendation** relates to the proposed Memorial Wall (minute ref 14.28b) in the Cemetery as part of the improvement programme. The Committee agreed at its meeting in October to recommend to Council that it should take forward the project and that grants would be sought to pay for the materials for the project estimated to be £1,000 and it was proposed that the labour costs, currently unknown, are met by the Parish Council. After some discussion about the proposed design, Members **RESOLVED** to approve the recommendation of the Committee and that the labour costs to construct the wall would be met by Council.
 - II. **The second recommendation** concerns the control of moles on the Village Green which Cllr Kercher reported had cost the Council £252.00 to date in 2014/15. The Clerk had obtained a quotation from the current contractor for a treatment and prevention programme comprised 6 treatments with follow up visits at a cost of £309.00. Subject to clarification that **each** treatment included the follow up visits, it was **RESOLVED** to approve the treatment and prevention programme.
- Cllr Kercher also reported that 3 new additional litter bins had been installed on the Green and a contract to empty them agreed with the Landscape Group. Brian Marshall had notified the Clerk that the works on The Knapp were due to commence on the 19th / 20th November.
- c) The minutes of the **Finance & General Purposes Committee** held on 22 October 2014 having been previously circulated, **were ratified**. Councillor Jackson reported that all the items discussed by the Committee were on the agenda. She reported that the Parish Council had been notified that that the Remembrance Day Service would require a formal road closure. The PCC who organise the event were able to achieve this in a very short timescale and are now better informed for 2015 Service.

14.50 CHAIRMAN'S REPORT

The Chairman reported that:

- She had laid the poppy wreath on behalf of the Parish Council at the Remembrance Day Service on 9th November which was particularly poignant in this centenary year.
- Following the joint award of Clerk of the Year, the Kirk Shield will be presented to the Clerk by Steven Lugg on 9th March at Headley Village Hall at 7pm and all Councillors are invited to attend.
- The Clerk has requested that the Maintenance and F&GP Committee meetings scheduled for 23rd June 2015 are brought forward to 17th June 2015.

14.51 DISTRICT COUNCILLORS REPORT

Councillor Johnson reported that:

- He had attended the Remembrance Service at St Andrews Service and noted that it was very well attended.
- He had attended the morning session of the Appeal Hearing re Boyneswood Lane.
- EHDC are going to employ 3 Police Community Support Officers (PCSO's) at a total cost of £100,000 that will be deployed by the District Council and tackle anti-social behaviour. They will also work along-side the 18 PCSO's allocated to East Hants by Hampshire Constabulary.
- EHDC has purchased three Automatic Number Plate Recognition (ANPR) cameras.
- Councillor Johnson still has grant funds available for community projects.

14.52 FINANCIAL MATTERS

- a) It was **RESOLVED** to approve the income and expenditure reports for September and October 2014.
- b) The expenditure against budget report up to 31st October 2014 **was received and noted**.
- c) It was **RESOLVED** to approve the bank reconciliation as at 31st October 2014.
- d) It was **RESOLVED** to note the return of Section 3 of the Annual Return from the external auditor BDO that makes no recommendations for Council to consider.
- e) It was **RESOLVED** to approve the following grants for 2014/15:
 - I. Victim Support - £200
 - II. CPRE Hampshire - £200 due to their current involvement in the Medstead & Four Marks Neighbourhood Plan and their activity in respect of the NPPF and the impact on rural communities.

Councillor Fenwick left the meeting room.

- III. Disability UK Ltd - £130 representing 50% of the cost of providing the talk in Medstead Primary School. **Councillor Fenwick returned to the meeting room.**

- f) **Councillor Kercher left the meeting room.** Members considered a response from the Sports Club to the Councils proposal to increase the annual rent for the Pavilion. After some discussion about the accuracy of the Retail Price Index (RPI) figures quoted in the letter it was **RESOLVED** to respond to the Sports Club stating that the Council challenged the accuracy of the RPI figures stated in the letter of 7th November and that by using Hampshire County Council's published figures there was a 200% increase since 1982 and therefore considered that the annual rent for 2015 and appropriate base figure is £120.00. Thereafter the Council fully supports the recommendation of the Sports Club to increase the rent on 2nd June by the RPI rate reported by Hampshire County Council for the month of April in the same year. **Councillor Kercher returned to the meeting room.**

14.53 BUDGET AND PRECEPT 2015 – 16

- a) Members considered a draft budget proposal for 15/16. Cllr Kercher commented that it had been agreed at the F&GP Committee meeting to increase the travel expenses to £350. The Chairman enquired whether there was sufficient allowance in the budget for the maintenance and development of the website which was confirmed. Cllr Buckland proposed that the budget for 15/16 is agreed, which was seconded by Cllr Whitcher it was **RESOLVED** by all to adopt the proposed budget for 15/16 summarised below:

Budget Heading	Total
Administration	14,475 (includes revised figure for travel exp.)
Maintenance	17,486
Grants	1,000
Budget Total	£32,960

- b) Cllr Fenwick presented a new calculation for the precept based on the budget figures presented to Council. He highlighted three options available to Council for the precept level for 15-16 which would be determined by the level of general reserves the Council agreed to identify. After some discussion about the Councils positive action to reduce the levels of general reserves over the last two years it was **RESOLVED** to approve a precept of **£28,000 for 2015/16** which would provide the Council with a general reserve figure of approximately 10% (£3,267) of the 15-16 budget and an allocated reserve budget of £46,000.

14.54 COUNCIL POLICY

- a) The item to consider the revised Standing Orders was deferred to the January meeting as the Clerk had not circulated the correct updated version, prior to the meeting.
- b) Council received and considered the following policy documents which have been reviewed by the F&GP Committee and it was **RESOLVED** to adopt:
- I. The Councils Asset Register 2014/15, with the addition of the Councils x 7 'Welcome to Medstead' signs, and to remove of disposed items from the main register to a separate 'disposed assets' record.
 - II. The Councils Risk Assessment 2014/15.
 - III. The Council Publication Scheme 2014/15.
- c) Members considered a briefing report on the Parish Recruitment Project 2015 and considered ways that the Parish Council could improve wider participation. After a brief discussion it was **RESOLVED** to note the content of the report.

14.55 COUNCIL REPRESENTATIVES

- a) **Village Hall** – Councillor Buckland reported that meetings had been held on the 28th October and 23rd September including the AGM also attended by 5 members of the public where generally another successful year was reported. Following the AGM, because of other commitments, Larry Armistead stepped down to vice-chairman with Tony Salzman becoming Chairman of Trustees. Hiring of the hall is down slightly over the summer months, will now consider short notice weekend hiring if the hall is not booked. The approximate breakdown of usage is 40% members, 40% regular hirers and 20% others. A new maintenance issue that has arisen is cracking of the wall plaster in four of the bays in the main hall due to failure of the original bonding, the repair cost is £1,000. The Medstead Times are looking for a new advertising Manager as Arthur Brough is stepping down and currently Ken Gaskill is recovering from an operation.

Sports Club – Councillor Kercher reported that the boiler in the Pavilion had been drained down and turned off. The Cricket club have carried out some maintenance work on the artificial cricket square and the table tennis club is faltering and may not be able to continue due to poor membership levels.

- b) **Medstead and Four Marks Neighbourhood Plan Steering Group** – Councillor Pullen reported the preparation of the NP has progressed very well with many meetings both with EHDC, consultant and amongst members of the steering group and sub-groups. He reported “I have been very pleased that while initially there seemed to be a little bit of them and us, and by that I mean maybe being a little over protectiveness of one’s own Parish, this has quickly disappeared and there is much more awareness of the need to ‘protect/look after’ both Parishes for the benefit of all. The consultant has prepared a challenging but achievable 30 week programme with a view to getting the draft document to EHDC by the end of May 2015. This will mean a lot of hard work for many people but at present there seems to be a very good core of people with a range of expertise working hard towards this aim. The next big step is to prepare and issue a questionnaire to every single household across both parishes by the end of November with a return date of 20th December. The final questions, layout, etc being the subject of a meeting last evening (Monday 17th Nov). The steering group has applied for several grants towards the cost of preparing the NP and is applying to a few more so at present it is hoped to keep the actual cost to each Parish down to a minimum.”
- c) **Parish Plan Committee** – Councillor Jackson reported that the Parish Plan Committee had not met.

The meeting was closed at 9.54pm

ChairmanDate.....