

# Medstead Parish Council

**Minutes** of the meeting of Council meeting held in the Village Hall on **Wednesday 9<sup>th</sup> August 2017** at 7.30pm.

**Present:**

Councillors Deborah Jackson (Chair), Peter Buckland, Ken Kercher, Jean Penny, Roy Pullen, Mike Smith and Stan Whitcher.

**Also in attendance:** 2 members of the public & Mr Peter Baston (Clerk).

**Action**

**17.122 OPEN SESSION**

- a) The member of the public from Lymington Bottom Road commented on the lack of flooding in recent months in that road.
- b) The member of the public from Lymington Bottom Road mentioned that she had noted that a bus stop had been erected at Five Ash Crossroads and wondered what the significance was. The Parish council were unaware and agreed to ascertain whose bus stop it was, who had erected it and was it in the correct place.
- c) The member of the public from Lymington Bottom Road further commented on the excellent condition of footpaths 12 & 14 which had recently been cut back and also the neat work which had been carried out on the memorials in the Cemetery.
- d) The member of the public from Stoney Lane mentioned that dog fouling was an issue in that road and requested that notices be displayed. Given that this is a private road, it would be down to individual residences to display signs but the Clerk was asked to draft a note to each residence and see if they would be interested in displaying a "bag it & bin it" sign on their boundary.
- e) Cllr Buckland asked if the Lengthsman could carry out some footway clearance on Abbey Road which has become overgrown. The Clerk would place this on the "*to do list*" for his next visit.
- f) Cllr Penny mentioned that building works had commenced at the rear of the Medstead Hardware store.
- g) Cllr Jackson questioned whether the post box on Grosvenor Road had been removed and Cllr Kercher confirmed that it had been stolen. The Clerk was asked to contact the Royal Mail to see if it could be reinstated.

**Clerk**

**Clerk**

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**Clerk**

**17.123 APOLOGIES**

Cllr Peter Fenwick. The absence was approved by Council.

**17.124 DECLARATIONS OF INTEREST**

Cllr Kercher declared an interest in items 6c (iii) & 6c (vi).

### 17.125 COUNCILLOR VACANCY

Following the resignation of Cllr Han Taylor from the Council, a casual vacancy exists and the Clerk explained the process of filling the position and would be taking this forward with EHDC.

Clerk

Cllr Jackson also asked that a letter of thanks be sent to Cllr Taylor for his dedication to the Council since his appointment.

### 17.126 COUNCIL MINUTES

a) The minutes of the meeting held on **Wednesday 12<sup>th</sup> July 2017** were reviewed and then proposed as a **true record** by Councillor Smith seconded by Councillor Pullen, **and signed by the Chairman.**

#### b) Matters Arising.

- i. Item 17.88 (h):- Cllr Penny to forward to Cllr Jackson the communication she had received regarding the footpath along Roe Downs Road.
- ii. Item 17.88 (j):- The damage caused by BT is still to be repaired and the Clerk had now raised this as a compliant with BT, The clerk would continue to monitor and make this a standing agenda item until the situation was resolved.

Cllr Penny

Clerk

### 17.127 COMMITTEE MINUTES AND REPORTS

#### a) Planning Committee

- i. The minutes of the meeting held on **12<sup>th</sup> July 2017** having been previously circulated, **were ratified.** Cllr Kercher asked what the four compliance notices were for. Cllr Jackson confirmed that they all related to height of boundary fences.
- ii. **Chairman Report** – Again a quiet month with no major applications just a few private extensions, etc.
- iii. **Parish Liaison Meeting.** Cllr Pullen reported that there had been a liaison meeting for Friars Oak on 7<sup>th</sup> August but there was little to report. There is a further liaison meeting for Cala / Miller / Beechcroft on 22<sup>nd</sup> September 2017 at 11.45am at Medstead Village Hall.

#### b) Finance & General Purposes Committee

- i. **Chairman Report** – It was reported that the next meeting of F&GP would now be on 7<sup>th</sup> September 2017 at 4pm in the Village Hall where amongst other agenda items, a new Travellers Policy would be reviewed.

#### c) Maintenance Committee

- i. **Chairman Report - All covered in the following points:-**

**Cllr Kercher left the room for the next item.**

- a) **Medstead Football Club Agreement.** This was reviewed by Council and the following recommendation would be made to the Sports Club being that the Parish Council should be mentioned in the Agreement as owners of the Green and Pavilion and it was felt that should any damage occur to the pitch / facilities that it should be written into the

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| draft Agreement that the football club would be liable to repair any damage caused. The Clerk would respond to the Sports Club.   | <b>Clerk</b> |
| b) <b>Playground Cleaning</b> – Two quotations had been received from local companies to clean and repair the swing matting following the recent playground inspection. It was agreed that the quote from “Sawscapes Play” should be taken up at a total cost of £360.  | <b>Clerk</b> |
| c) <b>Day Work Contract</b> – Cllr Kercher highlighted the changes to the contract specification which now included the maintenance of the Green Infrastructure route and also that any increase in contract costs should be in line with CPI (rather than RPI). The draft was agreed and the Clerk was asked to arrange to get the position filled asap. | <b>Clerk</b> |

**Cllr Kercher left the room for the next item.**

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| d) <b>Sports Pavilion (Main Door)</b> – The Clerk had sourced four quotations from potential suppliers for new doors. The Clerk was asked to contact the most local supplier to see if he can “price match” the lowest quotation. If that was not possible, the lowest quotation would be taken forward.   | <b>Clerk</b> |
| e) <b>Five Ash Paving / Kerbing</b> – Cllrs Pullen, Kercher and the Clerk met with Hampshire Highways to ascertain whether HCC would install and pay for kerbing and paving at the Five Ash Crossroads to assist the school children who wait for a bus in that location. HCC agreed and said they would be taking this forward once their new maintenance contractor had commenced. |              |
| f) <b>Churchyard Clearance Work</b> – The Clerk had sourced a quotation for additional clearance work in the Churchyard to clear brambles and other undergrowth and it was agreed that the quotation from P J Grace for £175 (plus VAT) be approved and the Clerk would contact Mr Grace accordingly.  | <b>Clerk</b> |

#### **17.128 CHAIRMANS REPORT**

The Chairman reported that, in conjunction with F&GP, she and the Clerk were continuing to respond to supplementary questions posed by a resident of Lymington Bottom Road following initial requests under FOI.

She has contacted the Rev. Canon Ed Pruen, outlining ways that the Parish and District Councils might be able to support fundraising for repairs to the church clock. The relevant member of the PCC is currently on holiday, but the information has been forwarded.

An invitation has been received to the formal re-opening of Oak Green Parade on Saturday 19th August.

#### **17.129 PARISH CLERK REPORT**

- i. Responded to further queries from the external auditor (BDO) regarding staff costs movement between the two financial years and their request for supporting evidence in respect of the increased hours of the Clerk;

- ii. Met with further double glazing companies regarding Pavilion door replacement;
- iii. Met with Paul Grace regarding additional clearance work at St Andrews Churchyard;
- iv. Met with Playground maintenance company regarding issues identified in annual playground report;
- v. Met with Lengthsman regarding the footpath clearance on FP16;
- vi. Drafted Traveller policy;
- vii. Liaised with Medstead Sports Club regarding agreement with Medstead Football Club;
- viii. Attended HALC run Transparency & Budgeting half day course in Basingstoke;
- ix. With Cllr's Pullen & Kercher, met HCC Highways regarding the footpath / kerbing to be undertaken at Five Ash Crossroads;
- x. Reviewed high costs incurred for maintenance contracts;
- xi. Application for credit card submitted to Nat West.

The Parish Clerk further reported that he had received a communication from a resident in Medstead regarding the new BT Broadband installation. It was claimed that certain properties would not benefit from the improved broadband coverage and the resident had asked for Parish Council support. It was agreed that the Clerk would make representations to BT.

**Clerk**

Following the request from Croudace Homes, Cllr Pullen reported that he had visited the site at Cedar Stables and discussed their marketing signage for the site. He also reported that Croudace had indicated that they may be able to contribute towards a directional sign post near to the Village Pond. Further, Croudace had also agreed to sponsor a Christmas tree. Cllr Pullen would maintain contact with Croudace on these points.

**Cllr Pullen**

### **17.130 DISTRICT COUNCILLOR REPORT(S)**

#### **District Councillor Report: Deborah Jackson**

- District Cllr. Jackson was pleased to report that the TPO for the oak tree adjacent to Oaklea on South Town Road was now in place.
- Having obtained a copy of latest S106 funding spreadsheet, this still appears to contain errors. John Geoghegan is currently away, but if the Parish Council can annotate the current spreadsheet to highlight identified errors and any additional questions, efforts will be made to get this corrected by EHDC.
- The required traffic movement updates from Miller & Beechcroft are still not forthcoming. Rather than the Clerk continuing to chase it may be better to now pass on to Compliance to resolve.
- An additional meeting of the Lymington Bottom developer liaison group is being held on 22 September at 11:45 in Medstead Village Hall.

- She is currently involved in further discussions with County Cllr. Mark Kemp-Gee and a resident regarding damage to the strip of land/ pedestrian refuge on Hussell Lane near the Green.
- The recent Development Policy and Affordable Housing panel included consideration of the CIL spending protocol options. It was confirmed that councils with a neighbourhood plan will receive 25% of the CIL, which will be paid at two points in the year, April and October. A number of different options for how the remainder of the CIL could be assigned to different projects were presented to Councillors, including the possibility for parish councils (should they wish) to contribute to joint infrastructure projects.
- At its July meeting, Full Council received a presentation from the Ahmadiyya Muslim Association, promoting the charity walk for peace to be held on September 9, starting and finishing at Bentley station and taking the Shipwrights Way to Alice Holt Forest. Local beneficiaries of the event will be the Southern Domestic Abuse and Homestart groups.
- EHDC are running a public consultation on its revised Character and Appraisal Management plan for Alton town centre. Links to this are available on the EHDC website.

#### **District Councillor Report : Ingrid Thomas**

No report had been received.

#### **17.131 FINANCIAL MATTERS**

- It was **RESOLVED** to approve the Income and Expenditure report for **July 2017**.

<u>Date Paid</u>	<u>Chq No</u>	<u>Payee</u>	<u>Amount</u>	<u>Transaction detail</u>
12/07/2017	2670	Clerk	£811.47	Salary
12/07/2017	2671	HMRC	£948.17	Q1 2017/18 Payment
12/07/2017	2672	Wildly Upbeat Printers	£5.00	Laminated Map
12/07/2017	2673	Clerk	£49.60	Expenses
12/07/2017	2674	Jim Kimber Landscapes	£763.20	Village Green mowing
11/07/2017	DD	Vodafone	£17.00	Mobile phone costs

- It was **RESOLVED** to approve the Bank Reconciliations (as approved by Cllr Smith) as at 31<sup>st</sup> July 2017. Cllr Jackson requested that in future, the Nationwide Wake Account be annotated to show "*Wake Account*".

**Clerk**

#### **17.132 MEDSTEAD POND(S)**

- Five Ash Pond** Cllr Pullen reported that he had now reviewed the draft report from the consultant undertaking the investigation, It was recommended that a working group now be set up to take forward the

costing and to see if any grants can be obtained from HCC. Cllrs Smith & Kercher would assist Cllr Pullen on this group with further assistance being offered by Cllr Whitcher as required.

- ii. **Village Pond Restoration.** Cllr Pullen reported that following recent rainfall, a good level of water was being maintained. Cllr Pullen confirmed that whilst the leak had slowed, it was still being monitored. He also said that he is trying to contact a local resident who is also a water engineer, to see if can be of assistance with this issue.

#### **17.133 OAK GREEN NOTICE BOARD**

Four Marks Parish Council wish to install a new notice board at Oak Green Parade and have requested financial assistance (50%) from Medstead PC. Given the overall cost would be around £2k, there is no budget available but should Four Marks PC instead consider renovating the existing board, then Medstead PC would consider making a financial contribution towards that repair. The Clerk was asked to contact Four Marks PC.

**Clerk**

#### **117.134 TRAVELLERS POLICY**

This will be reviewed by F&GP Committee at their next meeting who would then seek sign off from Full Council at the September meeting.

**F&GP**

#### **17.135 ELECTORAL REVIEW OF EAST HAMPSHIRE – WARDING ARRANGEMENTS**

Cllr Fenwick had circulated a draft response prior to the meeting which Full Council considered was well worded and would now be sent to the Local Government Boundary Commission.

**Clerk**

#### **17.136 BENJAMIN UK LTD**

Cllr Pullen highlighted a further recent incident at Benwhyles to which the police had been called. Four Marks PC have already written to Ofsted about the homes of Benjamin UK in the locality and it was agreed that Medstead PC should now do likewise. The Clerk would draft a response for Council clearance.

**Clerk**

#### **17.137 GREEN INFRASTRUTURE**

- i. **Route.** After discussion, a vote was held with the majority agreeing that the route used would be across footpath 13 from Greenstile to meet up at the junction with footpath 12/14 and then continue down to Homestead Road long footpath 17.
- ii. **Land Enquiry.** The Clerk had written to the land owner alongside Roe Downs Road to see if a narrow strip of the filed alongside the hedge could be used a footpath to compete the Green infrastructure without the need to walk on the road but no response has, at yet, been received.
- iii. **Logo Competition.** The Clerk had proposed that a logo design competition be undertaken in consultation with Medstead School and the clerk was asked to approach the school to take this forward.

**Clerk**

### 17.138 ALLOTMENTS

Cllr Fenwick had provided the following update prior to the meeting:-

*“Little progress has been made by EHDC in resolving the issue of the transfer of the allotments to the parish in accordance with the S106 agreement. I attended a meeting with the Planning Officer (Nick Upton) and the Community Officer (Tracy Vear). The former was clearly not up to speed with the issue and had not been pushing the developer to submit alternative proposals. The Community Officer was clearly exasperated with her colleague and had already taken legal advice to confirm that the developer was in breach of a legal obligation.*

*The Planning Officer took the action to get advice from the Legal Department and to bring the developer to a meeting. The holiday season has now intervened.*

*Meanwhile I propose drafting allotment tenancy agreements based on the National Allotment Society model documents for consideration by Council in due course.”*

### 17.139 SPEEDWATCH

Cllr Smith reported that new volunteers were still urgently needed and that the Team were undertaking the checks around twice a week.

### 17.140 COMMUNITY ENGAGEMENT PROJECTS

The Christmas Tree Festival will be held on 8<sup>th</sup> December 2017 and Medstead Parish Council would purchase a tree for the event. As has been reported earlier, Croudace Homes have also offered a tree and it was agreed that this will be displayed on the Sports Pavilion.

### 17.141 COUNCIL REPRESENTATIVES

**Village Hall** – Cllr Buckland reported that the Committee were reviewing the insurance requirements for the Hall

#### **Sports Club**

- i. Cllr Kercher reported that the gas and electric contracts were being renewed but there was still an issue with British gas regarding a refund of £98 which was due.
- ii. He further reported that a water discharge company are still trying to engage with the Sports Cub regarding water discharge which is not applicable to the Pavilion.

The Chairman closed the meeting at 9.55pm.

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