

Medstead Parish Council

Minutes of the **Annual Meeting** of Medstead Parish Council held in the Village Hall on **Tuesday 19th May 2015** at 7.45pm.

Present:

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

Also in attendance: District Councillor Ingrid Thomas and Miss Katie Knowles, Clerk.

15.08 ELECTION OF CHAIRMAN

Councillor Ken Kercher nominated **Councillor Deborah Jackson** as Chairman which was seconded by Councillor Mike Smith. There being no other nominations **Councillor Jackson was duly elected as Chairman of Council** for the forthcoming year and the Acceptance of Office was signed.

15.09 ELECTION OF VICE CHAIRMAN

Councillor Peter Fenwick nominated **Councillor Roy Pullen** which was seconded by Councillor Jean Penny. There being no other nominations **Councillor Roy Pullen was duly elected as Vice Chairman of Council** for the forthcoming year.

15.10 OPEN SESSION

- Councillor Kercher commented that further to recent correspondence between Councillors about the length of Council agendas and meetings, should Council consider starting its meetings at 7.30pm in line with the two standing committees.
- Councillor Penny enquired when the grass in the Cemetery was due to be cut. The Clerk confirmed it was this week.
- Councillor Taylor commented that the circulation of update reports in advance of the meeting was a good idea and believed that it would save time at the meeting. Reports circulated a minimum of three days in advance would enable all Councillors the opportunity to read them before the meeting.

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

15.11 APOLOGIES

There were no apologies. All Councillors were present.

15.12 DECLARATIONS OF INTEREST

There were no declarations of interest.

15.13 COUNCIL MINUTES

- a. The minutes of the meeting held on Tuesday 8th April 2015 having **been previously circulated**, were proposed **as a true record** by Councillor Kercher, seconded by Councillor Fenwick, **and signed by the Chairman**.
- b. **Minute Ref 15.04** - Councillor Kercher reported that the post box on Paice Lane had still not be replaced.
Minute Ref 15.05 - The Chairman reported that the local Conservative Association are keen to agree a location on the Green with the Parish Council for the Bench, dedicated to Maurice Johnson.

15.14 COMMITTEE MINUTES AND REPORTS

- a) The minutes of the Maintenance Committee held on 29th April 2015 having been previously circulated, **were ratified**. Councillor Kercher confirmed there were no recommendations from the meeting for Council to consider.

- b) The minutes of the Planning Committee held on 8th April and 6th May 2015 having been previously circulated, **were ratified**. Councillor Pullen had circulated a report prior to the meeting. Councillor Pullen confirmed that the decision on the CALA Homes Appeal was expected in between four to six weeks from the hearing.

8.05pm The Chairman closed the meeting to enable Councillor Thomas to report on a related matter.

Councillor Thomas reported that an 'additional' pedestrian crossing was announced by CALA Homes during the Inquiry. Only three crossings have been planned and County Councillor Mark Kemp-Gee confirmed that Highways were not aware of an 'additional' crossing. Councillor Thomas was currently in the process of obtaining written confirmation of this fact in order to submit the information to the Planning Inspector before she issues her decision.

8.10pm The Chairman opened the meeting.

- c) The minutes of the Finance & General Purposes Committee held on 29th April 2015 having been previously circulated, **were ratified**.

15.15 CHAIRMANS REPORT

The Chairman reported that:

- Maurice Johnson's 90th Birthday celebration was well attended.
- **The results of the contested Parish Council Election 2015 were as follows:**
 - Councillor Peter Buckland
 - Councillor Peter Fenwick
 - Councillor Deborah Jackson
 - Councillor Ken Kercher
 - Councillor Jean Penny
 - Councillor Roy Pullen
 - Councillor Mike Smith
 - Councillor Hans Taylor
 - Councillor Stan Whitcher
- **The results of the District Councillor Election 2015 were as follow:**
 - Councillor Deborah Jackson
 - Councillor Ingrid Thomas.
- The Chairman had recently received an email from a resident who had expressed his dissatisfaction with the service of a local business.

15.16 DISTRICT COUNCILLOR REPORT

Councillor Thomas had previously circulated her monthly update report. She reported at the meeting the following information/requests:

- Her thanks to everyone for re-electing her as District Councillor. She will now be working closely with Councillor Jackson and they will be holding joint surgeries at the Parish Office at Lymington Barns.
- A Planning Appeal had been lodged for the 'Noah's Ark' decision (Four Marks).
- She has received an inquiry about the herras fencing around Five Ash pond.
- An up to date contact list for Parish Councillors and to ensure she is on the circulation list for Council agenda's.

15.17 ELECTION OF COMMITTEE'S

- a. **Planning Committee Members:** Councillors Pullen, Fenwick, Whitcher and Smith
Reserve Members: Councillors Penny and Kercher
- b. **Maintenance Committee Members:** Councillors Kercher, Buckland, Penny and Taylor
Reserve Members: Councillors Pullen and Fenwick.

15.18 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

- a. **Planning Committee** – The terms of reference for the Planning Committee were confirmed and no amendments were required.
- b. **Maintenance Committee** – The terms of reference for the Maintenance Committee were confirmed and no amendments were required.
- c. **Finance and General Purposes Committee** – The terms of reference for the Planning Committee were confirmed and no amendments were required.

15.19 APPOINTMENT OF COUNCIL REPRESENTATIVES

The following appointments were agreed for the forthcoming year.

<u>Meeting</u>	<u>Representative</u>
a. Village Hall Management Committee	Cllr Buckland
b. Parish Plan Committee	Cllr Jackson
c. EHAPTC	Cllr Fenwick
d. Footpath Officer	Cllr Taylor
e. Sports Club Committee	Cllr Kercher

15.20 CONFIRMATION OF MEETING DATES

It was **RESOLVED** to approve the meeting dates for 2016 and that Council meetings would now start at 7.30pm with effect from the meeting in July 2015. It was agreed that the Annual Parish Meeting would be changed to Annual Assembly in order to avoid confusion with the Annual Meeting of the Council.

15.21 FINANCIAL MATTERS

- a. It was **RESOLVED** to approve the Financial Statements for the year ended 31 March 2015 prepared by the Clerk & RFO.
- b. It was **RESOLVED** to note the report and recommendations contained therein of the final internal audit report for the year ended 31 March 2015 and that the Clerk implement the recommendations.
- c. It was **RESOLVED** to approve and **sign as approved** Section 1 of the Annual Return "Accounting Statements" 2014/15.
- d. It was **RESOLVED** to approve and **sign as approved** the Annual Governance Statement 2014/15.
- e. It was **RESOLVED** to approve the Income and Expenditure report for April 2015.
- f. It was **RESOLVED** to approve the Bank Reconciliation as at 30th April 2015.
- g. It was **RESOLVED** to approve the annual subscription of £100 for the Hampshire Association of Local Councils HR and employment service.

15.22 GENERAL POWER OF COMPETENCE

- a. The Council confirmed that it met the eligibility criteria to enable it to use the General Power of Competence, that is:
 - a) The number of Councillors elected at the last ordinary election, or at a subsequent by election, must equal or exceed two thirds of its total number of councillors. 100% of Medstead's Councillors were elected at the 2015 ordinary election.
 - b) The Clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. The Clerk holds a CiLCA qualification and completed and passed the additional section 7, General Power of Competence.
- b. Medstead Parish Council **RESOLVED** to adopt the General Power of Competence.

15.23 HIGHWAY MATTERS

- a) Councillor Mike Smith updated the Council on the development of a Community Speed Watch scheme in Medstead in collaboration with the existing Four Mark scheme. He reported that the cost of a Speed Indicator Device (SID) was £2,250. The co-ordinator of the Four Marks scheme has had all the appropriate training and has a pool of six volunteers. Councillors Smith and Pullen together with two volunteers from Medstead will join forces with them, although Medstead will still need to attract more volunteers. After a discussion about funding it was **RESOLVED** that the Parish Council would allocate up to £560 representing 50% of the cost once the "guaranteed" grants have been received.

- b) Email correspondence that individual Councillors received seeking support for a 20 is plenty scheme in the Parish was discussed. It was noted that there were no specific roads were identified in the information and it seemed to be generic, rather than specific to Medstead. Councillors expressed concern about the wider impact of a 20mph speed limit across the Parish from Developers who would use it to their advantage. It was **RESOLVED** to note the information.

15.24 VILLAGE POND

Councillor Taylor reported that discussions continued with Peter Charles regarding the engineering works to the water catchment and he is still very keen to provide services to achieve completion of the pond. The original design consultant has been contacted regarding some minor changes to the original design which he is happy to accommodate. The next stage will be to obtain costings for materials and seek final permissions from the Parish Council. The costs it is anticipated will be far below that originally proposed.

15.25 MESTEAD VILLAGE DESIGN STATEMENT

It was **RESOLVED** that the Planning Committee are asked to consider a process for reviewing the Village Design Statement.

15.24 COUNCIL REPRESENTATIVES

- a. **Village Hall** – Councillor Buckland had circulated his report in advance of the meeting. He added that the Legionnaires water testing, although not a specific requirement for the VH it is being carried out as best practice. A new sign will be put up in the car park regarding its use by people other than hall users following the incident during the Planning Inquiry which will be followed up with a letter to the School.
- b. **Sports Club** – Councillor Kercher reported that the Sports Club had agreed to the Councils final proposal for the rent increase in 2015 and the review process thereafter. The cricket club had requested that the Council's mowing contractor is asked to lower the setting of his mower as the grass is currently too long for cricket.
- c. **Parish Plan Committee** – Councillor Jackson reported that there has not been a meeting of the Committee.
- d. **Neighbourhood Plan** – Councillor Pullen reported that the Medstead and Four Marks Pre-Submission Neighbourhood Plan document is currently out to consultation with statutory consultees, ending on 1st June 2015. All comments will be reviewed by the Steering Committee and incorporated into the Plan as appropriate. The document will then be scrutinised by an independent Planning Inspector.

At the conclusion of the discussions the Chairman closed the meeting at 9.27pm

ChairmanDate.....