

Medstead Parish Council

Minutes of the **Annual Meeting** of Medstead Parish Council held in the Village Hall on **Tuesday 20th May 2014** at 7.45pm.

Present:

Cllrs D Jackson, K Kercher, P Buckland, P Fenwick, S Whitcher, H Taylor, M Smith, J Penny and R Pullen and 1 member of the public.

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

14.01 ELECTION OF CHAIRMAN

Councillor Kercher nominated **Councillor Deborah Jackson** as Chairman which was seconded by Councillor Penny. 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.

14.02 ELECTION OF VICE CHAIRMAN

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

14.03 OPEN SESSION

- Mrs Constantine reported that the fence around the building site at the entrance to Greenstile was broken which enabled open access onto the site. It was noted that the broken fence had been reported to the landowner on a number of occasions but no action had been taken to reinstate the fence to date. The Clerk was asked to bring this to the attention of planning enforcement.
- Councillor Penny echoed the issue raised by Mrs Constantine as it had also been brought to her attention. She also reported that the volume of grass cuttings in the Cemetery was unreasonable. Councillor Kercher commented that he would cover this matter in his update report of the Maintenance Committee.
- Councillor Buckland reported that Jenny Green Lane is now open to pedestrians and horse riders. He reported that there is a new notice displayed on a finger post at the entrance stating that from the 28th May a permit system to prevent unauthorised use of the routes by motorised vehicles comes into effect. He commented that he was disappointed that Hampshire County Council has not notified the Parish Council and asked that this omission is brought to the attention of the County's Rights of Way team and clarification sought on how the permit system will operate.
- Councillor Buckland reported that he was working with a local history society to research the names commemorated on the War Memorial for 1914-18 War as part of the national centenary commemorations. Finally Councillor Buckland reported that he had replanted the tubs by the bus stop.
- Councillor Kercher reported that he received the minutes of the Alton and District Sports Council who had reported that they were still awaiting news of Medstead Parish Council on the outcome of a grant application. The Clerk was asked to look into this.
- Councillor Taylor provided a brief update on the kissing gate installation programme.

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

14.04 APOLOGIES

Apologies were received from Councillor Ingrid Thomas.

14.05 DECLARATIONS OF INTEREST

There were no declarations of interest noted. The Chairman reminded Councillors that it was their responsibility to keep their register of interest forms up to date.

14.06 COUNCIL MINUTES

- a. The minutes of the meeting held on Tuesday 18th March 201 having **been previously circulated**, were proposed **as a true record** by Cllr Kercher, seconded by Cllr Fenwick, **and signed by the Chairman.**
- b. **Minute Ref 13.130** - Councillor Fenwick confirmed there was a meeting of the School Governors on 21 May where this item would be discussed.

Minute Ref 13.131 – Councillor Buckland reported that the Village Hall Trustees had agreed that it was a good idea to request that the post box is moved to the opposite side of the road. The clerk was asked to research the process to arrange relocation and keep the village hall management committee informed.

14.07 COMMITTEE MINUTES AND REPORTS

- a. The minutes of the Maintenance Committee held on 30th April 2014 having been previously circulated, **were ratified**. Councillor Kercher reported that
 - Quotes for Five Ash Road pond, tree works and proposed footpath in the Cemetery would be presented to a future meeting of Council.
 - The Committee had agreed to recommend to Council that a new noticeboard is purchased for Boyneswood Road to replace the free ‘Talk Talk’ noticeboard and asked Council to approve the expenditure. Councillor Fenwick proposed that the expenditure is approved which was seconded by Councillor Smith. It was unanimously **RESOLVED** to approve the expenditure for a replacement noticeboard for Boyneswood Road.
 - Regretfully the grass cutting in the Church Yard and Cemetery had not commenced as per the terms of the contract. The contractor has now received a written warning. Both sites have now been cut and are next due to be cut the w/c 25th May which will be closely monitored.
- b. The minutes of the Planning Committee held on 9th April having been previously circulated, **were ratified**. It was noted that the minutes of the meeting held on the 14th May had not yet been circulated. Councillor Pullen reported that it has been an interesting year for the Planning Committee! The Council has probably seen a record number of applications and have definitely had a record for the number of dwellings proposed in the Parish. At this present time we have applications for 230 new homes awaiting decisions, this is in addition to the 120 that have gained planning permission. When this is added those at Four Marks into the equation then you can see the scale of what we have been faced with over the year. It has been a real team effort with the volume of reading, investigating, etc. being enormous and Cllr Pullen recorded his thanks to both the present and past members of the Planning Committee for their hard work and endeavours, even though it must sometimes feel to them that they are banging their heads against a brick wall.
- c. The minutes of the Finance & General Purposes Committee held on 30th April 2014 having been previously circulated, **were ratified**. Councillor Jackson highlighted the item raised under Open Session relating to the nominated representatives to the Community Forum which may need to be reviewed after the annual meeting of Four Marks Parish Council. It was also noted that a review of the format of the Community Forum meetings had been proposed by EHDC. The Committee has commenced the review of the Council’s Financial Regulations (Regs.) in light of NALC’ new model Financial Regs.

14.08 DISTRICT COUNCILLORS REPORT

Councillor Johnson reported that:

- The District Council is busy preparing for the European Elections on Thursday and that he will be interested to hear the turnout results.
- The Joint Core Strategy was ratified by Council on 8th May 2014. The next phase will be the allocations of sites which will take some time.
- The Councillor Grant scheme of £3,000 is available again this year. Grants of a minimum of £250 up to £1,000 are available from both Councillor Johnson and Councillor Thomas.
- Cllr Patrick Burrridge is the new Chairman of EHDC.

The Chairman read out Councillor Ingrid Thomas’s report circulated prior to the meeting.

14.09 ELECTION OF COMMITTEE’S

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

14.10 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

- a. **Planning Committee** – Councillor Pullen commented that the current terms of reference limit the speakers to those on the electoral role which excluded those who have not registered to vote, those recently moved into the Parish and those under the age of 18. He proposed that the rule is relaxed for the Planning Committee and

recommended that the wording “or permanent resident” is added to the terms of reference. After further discussion it was recommended that the additional words are added to section 1d (i) of the Council’s Standing Orders which will by reference update the Committee’s Terms of Reference and it was also noted that the agenda introduction for the Open Session should also include the addition of the revised wording. The recommendation was proposal by Councillor Penny and seconded by Councillor Smith and **AGREED** by all.

- b. **Maintenance Committee** – No changes subject to the addition of the wording “or permanent resident” in respect of members of the public who can speak at the Open Session.
- c. **Finance and General Purposes Committee** – No changes subject to the addition to the wording “or permanent resident” in respect of members of the public that can speak at the Open Session.

14.11 APPOINTMENT OF COUNCIL REPRESENTATIVES

<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

14.12 CONFIRMATION OF MEETING DATES

It was **RESOLVED** to approve the meeting dates for 2015.

14.13 FINANCIAL MATTERS

- a. The Clerk verbally corrected the VAT figure detailed on page 5 of the report which should be £1,438.79. Subject to this amendment, it was **RESOLVED** to approve the Financial Statements for the year ended 31 March 2014 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 2014.
- c. It was **RESOLVED** to approve and sign as approved Section 1 of the Annual Return “Accounting Statements” 2013/14 and the Chairman signed the form.
- d. Councillor Kercher commented that question 9 of Section 2 Annual Governance Statement 2013/14 should state N/A. The Clerk duly amended and initialled question 9 and it was **RESOLVED** to approve and the Annual Governance Statement 2013/14 and the Chairman signed the form.
- e. It was noted that the end of year figure for the Wake Trust had not been updated to reflect the bank interest on the report. Subject to this amendment it was **RESOLVED** to approve the Income and Expenditure report for April 2014.
- f. It was **RESOLVED** to receive the expenditure against budget report for April 2014. It was noted that the previous year’s figures were to be amended to reflect the actual expenditure rather than the agreed budget figures.
- g. It was **RESOLVED** to approve the Bank Reconciliation as at 2 May 2014.

14.14 INTERNAL COUNCIL MATTERS

- a. The members considered a Wayleave agreement from British Telecommunications ltd for the addition of the new fibre box on the Village Green. After some discussion regarding the proposed location it was **RESOLVED** to request that BT give consideration to locating it next to the exiting Green box at the entrance to Foul Lane as the Council’s preferred location.
- b. It became apparent that the wrong version of the proposed Village Pond Consultation had been circulated and therefore the item was deferred to an alternative meeting date. It was agreed to hold a short extraordinary meeting of Council to agree the consultation document prior to the Maintenance and F&GP meetings on 25th June 2014.

14.15 COUNCIL REPRESENTATIVES

- a. **Village Hall** – Councillor Buckland reported that the Village Hall has had a good year with valued support from the Trustees and Booking Secretary. Being acknowledged as one of the best village halls in the area booking are good and up about 30% on the previous year. Despite some major works during the year finds were also up about 10%. The wall pictures of Medstead’s past have received positive comments and there are now three fine picnic tables on the outside area thanks to a grant from Councillor Johnson. The next project is to install new signs at the roadside entrance. The Medstead Times is also doing well with the introduction of

colour being supported by increase in advertiser's income. The next meeting of the trustees is Tuesday 27th May at 7.30 with the Annual General Meeting in September.

- b. **Sports Club** – Councillor Kercher reported that thanks to a grant from Councillor Johnson the Pavilion had now been re-carpeted and had also been redecorated inside. He also reported that the Sports Club are hosting a Community Sport Day on 18th June where all the Village sporting activities will be showcased on the Green, in the Village Hall and Bowls and Tennis Club.
- c. **Parish Plan** – Councillor Jackson reported that one meeting had taken to approve the village pond consultation document. She further reported that she had attended the CPRE AGM meeting which was interesting. CPRE have produced a new publication called “Community Control or Countryside Chaos?” which was worth a read.
- d. **Neighbourhood Plan** – The Chairman reported that Nick Stenning had been appointed as Chairman of an interim Steering committee comprised four members. They are looking to meet with the Chairmenn of the two Councils to discuss the next steps and their funding requirements.
- e. That Chairman suggested that all reports were circulated in advance of the meeting of Council, with Representatives just answering questions at the meeting.

The meeting was closed at 9.56pm

ChairmanDate.....