

## **MEDSTEAD PARISH COUNCIL**

### **MINUTES OF THE MAINTENANCE COMMITTEE MEETING HELD ON 27<sup>th</sup> April 2016 AT MEDSTEAD VILLAGE HALL AT 6.00pm**

#### **Present:**

Cllr's Ken Kercher (Chairman), Peter Buckland, Hans Taylor & Jean Penny. There were no members of the public present.

#### **Also present:**

Cllrs Deborah Jackson & Roy Pullen and Mr Peter Baston (Clerk).

#### **Action**

#### **16.27 OPEN SESSION**

- a. Cllr Pullen raised the issue of the muddy approach to the Royal mail post box outside the Village Hall and whether consideration could be given to placing a hard standing.
- b. Cllr Jackson asked whether consideration could be given to restoring some of the old memorials in the Cemetery where several have had to be laid flat for safety reasons. It was sked whether the Wake Trust could be used to make the Cemetery more aesthetically pleasing. The Clerk was asked to investigate this possibility.
- c. Cllr Buckland suggested that consideration ought to be given to secure an option on the adjoining field to the Cemetery to provide more burial space in the future. Cllr Jackson stated that as part of the planning agreement for the "Junipers" site that should it be built upon that land had to be released for this purpose.
- d. Cllr Buckland further asked about what could be placed upon the Parish Council notice boards and it was agreed that Cllr Buckland would place a sign on each board to clearly show what is for public display and what is for Parish Council information.
- e. Cllr Penny asked whether the dates of all Parish Council meetings could be placed on the notice board at the Village Hall. This action was carried out following the meeting.

**Clerk**

**Cllr Buckland**

#### **16.28 APOLOGIES OF ABSENCE**

All Councillors were present.

#### **16.29 MINUTES**

The minutes of the meeting held on 24<sup>th</sup> February 2016 having been previously circulated, **were agreed as a true record and were signed by the Chairman.**

#### **16.30 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **16.31 MAINTENANCE CONTRACT FOR MEDSTEAD CEMETERY & CHURCHYARD**

- a. The contractor has been asked to carry out the spraying to the paths in the Cemetery and Churchyard in accordance with the revision to the contract.
- b. Contract performance – It was agreed that the work being undertaken is of a good standard with no problems being identified.

#### **16.32 DAY TERM CONTRACT FOR MINOR WORKS**

- a. A quote of £160 (parts & labour) has been received from the contractor to construct a step opposite the cemetery and following an earlier site visit it was agreed that this should go ahead. The Clerk would contact the contractor.
- b. Cllr Buckland raised an issue with a tree root that was fouling the gate on Church lane into the Churchyard and it was requested that this be addressed under the Day term contract. This was agreed by the Committee and the Clerk would contact the contractor
- c. The work of the contractor was reviewed and no problems were reported as a result of his work.

**Clerk**

**Clerk**

#### **16.33 MEDSTEAD VILLAGE GREEN MOWING CONTRACT**

- a. Contract performance – It was agreed that the work being undertaken is of a good standard with no problems being identified.
- b. Cllr Taylor stated that mole activity had occurred on the Green and he would monitor to see whether this became a problem and if so, would inform the Clerk who would contact pest control

**Cllr Taylor**

#### **16.34 CORRESPONDENCE**

A request had been received from the relatives of Mr R Balchin recently buried in the cemetery who would like to place a garden seat in the cemetery in his memory. This was agreed on the basis that the Balchin family would meet the costs and the Clerk would contact the family to arrange. The day Term contractor would be asked to do the work.

**Clerk**

#### **16.35 LANDSCAPE GROUP**

After discussion, it was agreed that an additional bin be installed outside the new play area. The Clerk would contact the provider.

**Clerk**

#### **16.36 PLAY AREA**

- a. The Clerk reported that an inspection of the equipment would be undertaken very shortly after representation had been made to the company concerned.
- b. The Clerk would order the replacement cradle swings to replace the current worn swings and the Day term contractor would be asked to fit and also to paint the frame of that swing and also the older children's swing frame nearby.

**Clerk**

#### **16.37 CEMETERY REGULATIONS**

As the Clerk was attending a memorial course shortly, it was agreed to hold this agenda item over to the net meeting.

#### **16.38 FIRE RISK ASSESSMENT**

It was agreed that a further risk assessment be carried out and the Clerk was asked to take this forward.

**Clerk**

#### **16.39 MAINTENANCE COMMITTEE TERMS OF REFERENCE**

Some amendments were agreed and this would be updated by the Clerk and passed on to Full Council for approval.

**Clerk**

#### **16.40 TREE LOPPING**

The Committee had made a site visit prior to the meeting and discussed the work required. The Clerk will chase the two contractors for quotes to carry out the work required with a view to passing on to Full Council for approval,

**Clerk**

#### **16.41 KISSING GATES.**

- a. The incident of motorcycle activity was discussed and considered to be an isolated incident but it would be monitored.
- b. It was considered that at this stage, a further kissing gate on FP26 was not required but would be kept under review.

#### **16.42 MEDSTEAD VILLAGE SIGNAGE**

The Medstead village signs on the approach to Medstead were discussed to consider whether they should be made more appealing by having additional features added. It was agreed however that the Clerk should visit each location and consider what (if any) repairs are needed to the existing signs some of which had been damaged by hedge cutting contractors. If any action is required the Clerk would contact HCC to address the issue.

**Clerk**

#### **16.43 BUS SHELTERS**

The Clerk was tasked with contacting HCC regarding a possible site for a bus shelter at Five Ash crossroads and also the routing of the school buses as it was adjudged that the route currently undertaken was difficult for the placement of a potential bus shelter; also to contact EHDC for a possible shelter near to Boyneswood Close.

**Clerk**

#### **16.44 ADULT FACILITIES ON THE GREEN**

Cllr Taylor asked whether consideration could be given to placing an additional picnic bench on the Green along with the erection of a barbeque for public use. Cllr Taylor would obtain a quote. The Clerk would contact the insurance company regarding insurance implications.

**Cllr Taylor / Clerk**

#### **16.45 MEDSTEAD CEMETERY / FOOTPATH QUOTATIONS**

The financial aspects of the quotations would be discussed at the following Finance & General Purposes committee meeting and would be reported to Full Council

**Finance & General  
Purposes Committee**

#### **16.47 CURRENT & FUTURE PROJECTS**

The projects were reviewed and the Clerk was asked to add the Green Infrastructure to the list.

**Clerk**

#### **16.48 FIVE ASH CROSSROADS**

The recent meeting held with HCC was discussed where HCC have asked the Parish Council to undertake certain work. It was agreed that this item would go to Full Council.

**Clerk**

At the conclusion of the discussions the meeting was closed at 7.30pm

Signed .....Chairman Date.....