



Medstead Parish Council

Minutes of the meeting of Council meeting held in the Village Hall on **Wednesday 14th March 2018** at 7.30pm.

Present:

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

Also in attendance: Mr Peter Baston (Clerk).

Action

18.35 OPEN SESSION

- a. Cllr Whitcher mentioned that the number of road potholes is increasing and he was advised to arrange for these to be logged on to the HCC Highways portal.
- b. Cllr Penny reported that the Medstead Parish councillor names had been amended in the Villager publication but the names on the parish notice boards still require updating. The Clerk would attend to this.
- c. Cllr Fenwick reported that long-time Medstead resident, Mrs Patricia Congdon who had been actively involved in the Jubilee celebrations, had sadly passed away.
- d. Cllr Fenwick further mentioned that the EHDC web site now contained the details of the 2018/19 precepts which for a band D property showed an increase of 1.72%. He suggested that it would be beneficial to understand from EHDC on what basis they calculate the precept given the number of new properties being built in the Parish and would arrange a meeting with the Clerk and EHDC in due course.
- e. Cllr Smith suggested that with the dilapidated state of two of the benches by the Village Hall, that given the forthcoming commemorations for the 100th anniversary of the cessation of hostilities of WW1 that the Parish Council consider purchasing a new bench. Cllr Jackson suggested that a District Council grant could be applied for this purpose and it was agreed that this should be taken forward and the Clerk would source quotations for a bench and apply for a Grant in 2018/19.
- f. Cllr Pullen mentioned that he had been contacted by District Councillor Ingrid Thomas about a rumour circulating that a split of old Medstead (the village) and new Medstead (south Medstead) was being considered. Medstead Parish Council denied that this is the case and Cllr Pullen would pursue with EHDC to ascertain where this rumour originated.

Cllr Whitcher

Clerk

Cllr Fenwick

Clerk

Cllr Pullen

18.36 APOLOGIES

District Councillor Ingrid Thomas.

18.37 DECLARATION OF INTEREST

None.

18.38 COUNCIL MINUTES

a) The minutes of the meeting held on **14th February 2018** were reviewed and proposed as a **true record** by Councillor Smith seconded by Councillor Fenwick, **and signed by the Chairman.**

b) Matters Arising.

- i. 18.17(a). Despite the Clerk logging the issue on the HCC Highway portal, the branches remain in place on the road to Beech and are a hazard to motorists. The Clerk was asked to contact Beech PC to make them aware.
- ii. 18.17 (c). Cllr Penny said that there was not an urgent need at present for volunteer drivers.

Clerk

18.39 COMMITTEE MINUTES AND REPORTS

a) Planning Committee

- i. The minutes of the meeting held on **14th February 2018** having been previously circulated, **were ratified.**
- ii. **Chairman Report –**
Another quiet month with nothing of substance to report apart from the notification of approval (case ref. 39646/021) from EHDC at Northfield Stables regarding the permanent siting of equestrian works dwelling, which was noted by the Committee.
It was also noted that the planning application for change of use and redevelopment to provide a terrace comprising three residential dwellings at Lymington Farm Industrial Estate (23291/028) had not as yet been decided.
- iii. **Parish Liaison Meeting(s).**
 - a) Bellway Homes (Friar Oak) - Cllr Pullen reported that a further residents meeting had been held but with little to report.
 - b) The next Cala/Miller/Beechcroft meeting scheduled for 2nd March was cancelled due to the adverse weather. A new date to be re-scheduled.
 - c) The next residents meeting for Bargate Homes will be held at Medstead Village Hall on 27th March commencing at 7pm.

Clerk

b) Finance & General Purposes Committee

- i. The **minutes** of the meeting held on **28th February 2018** having been previously circulated, **were ratified.**
- ii. **Chairman Report.** The Clerk had written to EHDC and HALC legal team regarding the commencement of the “5 year clock” for the drawdown of Community Infrastructure Levy (CIL) funds from EHDC. With the excellent and swift advice from HALC legal, it was confirmed that legislation dictates that this commences from the receipt from EHDC rather than when EHDC received it from the developer.
The Chairman further reported that a letter had been sent to Medstead Bowls Club following their request for possible S106 funding for their

window replacement. However, Cllr Buckland (being the representative from the Bowl Club) had not received the letter and the Clerk was asked to re-send. A working group meeting is planned to discuss possible S106 / CIL funded projects.

Clerk

iii. **Drawdown of CIL funds.** After discussion it was agreed the Clerk would contact EHDC to request a drawdown of £31k CIL funds currently held by EHDC.

Clerk

iv. **Approval of Medstead PC Sickness Policy.** Council reviewed the revised policy which were proposed by Cllr Pullen and seconded by Cllr Smith and approved by Council.

v. **Approval of Medstead PC Health & Safety Policy.** Council reviewed the revised policy which were proposed by Cllr Pullen and seconded by Cllr Smith and approved by Council.

vi. **Approval of Medstead PC Training Policy.** Council reviewed the revised policy which were proposed by Cllr Pullen and seconded by Cllr Smith and approved by Council.

c) Maintenance Committee

i. The minutes of the meeting held on **28th February 2018** having been previously circulated, **were ratified.**

ii. **Chairman Report.**

a) The tree survey has been completed and the report now received. No major problems have been identified due to action being taken following the previous report in 2013 but the reports would be reviewed by the Maintenance Committee at their next meeting.

Maintenance Committee

b) A quotation of £120 (plus p&p) for the production of 20 roundels signs featuring the logo design for the Green Infrastructure has been received. Council thought this reasonable and asked for this to be taken forward.

Clerk

c) **Memorial Repairs.** The identified repairs to the memorials will go ahead after Easter based on the quote received from Studio Stone.

d) The **Footpath Officer** has been asked over the forthcoming year to provide a list of any stiles in the parish which he felt would better be served by the installation of a kissing gate.

Footpath officer

e) It was reported that the Clerk had met with HCC Highways to discuss:

i. the road edge surface where FP17 joins Paice Lane which is very muddy;

ii. the possible new path from The Knapp to Five Ash crossroads and;

iii. The installation of the kerbing on Five Ash Road near to Five Ash Pond.

HCC highways agreed to consider these requests and a response is awaited. The Clerk would chase.

Clerk

f) **Kissing Gates**

i. **FP9 & FP5.** The kissing gates have been delivered and would be installed by the day work contractor at the two locations identified with thanks to Hattingley Wines for the assistance they have given in accessing the site. An application for a

- grant(s) from the EHDC District Councillor has been approved and funds were expected shortly.
- ii. **FP17.** The land owner has refused permission for the Council to replace the existing stile near to Homestead Road with a kissing gate. No further action will occur at this location. A further request to a separate landowner for the installation of another kissing gate near Paice Lane was awaited. Once received the applied for Grant with HCC would be further considered by HCC. The Clerk will chase. Clerk
 - g) **Village Green Lights.** A quotation had been received from a local electrician for the re-wiring of the feed wire for the festive lights on the Green. This was for £1,166. In addition, the Clerk had sourced a further two quotes for the replacement of the existing lights with led lights. Both of these quotes were around £3,600. Total cost would therefore be around £4,800 which would be partly offset by a DC Grant of £1,000 being already approved. It was agreed by a majority a vote by Council, that this work should be approved, being proposed by Cllr Smith and seconded by Cllr Whitcher. There was one abstention. The Clerk would now take this forward. Clerk
 - h) **Play Equipment Repair.** Two items had been removed for an investigation for repair with the quotation received was for £1,100 from Sawscapes Play. A further quote had also been received from Playdale for £1,109. The Clerk had also been asked to seek a quotation for replacement of these two items with new like for like equipment with the cheapest being almost £7k. It was agreed by Council therefore that the repair be undertaken with Sawscapes Play. The Clerk would take this forward. Clerk
 - i) **Foul Lane Parking.** Cllr Kercher reported that the Maintenance Committee considered that no action be taken to restrict parking on Foul Lane.
 - j) **Village Green Post Box.** Cllr Kercher reported that with the Clerk, he had met Royal Mail who agreed that the post box by the Village Hall be moved across the road and this would be taken forward subject to their internal agreement.
 - k) The Clerk had written to **Commonwealth War Grave Commission (CWGC)** regarding the installation of their sign but with the proviso that CWGC reinstate the cleaning of the four war graves in Medstead Cemetery. F&GP Committee
 - iii. **Medstead Parish Council 2018/19 Projects.** This was noted by Council and would be further discussed in due course.
 - iv. **Approval of Medstead Parish Council Memorial Inspection Policy and Procedure.** Council reviewed the policy which were proposed by Cllr Fenwick and seconded by Cllr Smith and approved by Council.

18.40 CHAIRMAN REPORT

- Made contact with Four Marks PC to arrange a date for F&GP to meet informally to talk about joint S106/CIL projects.
- Hussell Lane “narrows”: Shortly after last meeting of Full Council, was informed of a proposal to relocate kerb and potential loss of the “refuge strip”. Advised HCC Cllr Kemp-Gee that this was not something that MPC would be likely to support or fund.

18.41 PARISH CLERK REPORT

- i. No response from land owner regarding the path along Roe Downs Rd;
- ii. Met with Royal Mail regarding re-location of post box at Village Hall.
- iii. Met with HCC highways regarding the state of the verge at the Paice Lane / FP17 junction & the proposed footpath from the Knapp to Five Ash;
- iv. Met electrician regarding a quotation for the installation of festive lights;
- v. Attended the Esso Pipeline drop in session at Alton Community Centre which potentially could affect the Medstead area. A formal consultation will commence in early April 2018.
- vi. Met with new clerk at Shalden PC and offered to act as a mentor;
- vii. Agreed the work schedule for the Cemetery memorial repairs;
- viii. Obtained signed contracts for year 3 of the Mowing & Cemetery/ Churchyard maintenance contracts.
- ix. Written to Medstead Bowls Club regarding their enquiry over possible se of S106 funding for their clubhouse window replacement.
- x. Contacted HALC Legal regarding the timeframe for the usage of S106 / CIL funding received from developers via EHDC.

Cemetery Activity

Nil in February 2018.

18.42 DISTRICT COUNCILLOR REPORT(S)

District Councillor Report: Deborah Jackson

- Meeting of Full Council on 22nd February saw approval of EHDC budget with 0% increase in District Council portion of council tax, together with a revised schedule of fees for chargeable services. Proposed withdrawal of grant aiding for local organisations postponed and support to be provided to help these groups establish alternative funding streams.
- Planning: Alton Sports Centre reserved matters application approved by committee on 5th March. Application for continued siting of dwelling at Northfield Stables permitted by delegated decision.
- Enforcement: New investigation opened for site west of Brambles (traveller site in Willis Lane, Four Marks). Breach of planning permission at Rosery (Lower Paice Lane) has been established.
- Last of 2017-18 DC grant money has been awarded, including grants to MPC towards kissing gates and Christmas lights. Unable to award retrospective grant for the Christmas Lunch.
- EHDC Officers have identified key areas within proposed changes to NPPF, including:
 - Plan making – clear differentiation between strategic & local plans; a government standard approach to calculating housing need (plus others)
 - Stronger focus on making use of land (e.g. brown field, upward extension)

- Changes in how to calculate 5 year land supply plus buffer.
- No viability assessments needed where proposals meet all relevant policies & up to date local plan.
- Flood risk policy

District Councillor Report: Ingrid Thomas

- No report received

18.43 CORRESPONDENCE

- Age Concern Hampshire - Update on the Hampshire Village Agents service.**
Noted by Council.
- Warm Hubs scheme.** Noted by Council.
- Three HALC Publications – HALC Service Brochure, HALC Good Councillors Guide & Community Collaboration (a councillor's guide).** A copy of the Good Councillors Guide for 2018 would be ordered for each councillor once it is published.
- Major Road Network Consultation.** The Clerk was asked to respond highlighting that Medstead Parish council has an interest in the A31 through Four Marks.
- WYG Environment Planning Transport Limited – Bore Hole Village Green.** Noted by Council.
- Southampton to London (Heathrow) Pipeline Project.** The Clerk highlighted that there are routes being considered by this project which could have a direct impact on the Medstead area. A consultation is planned in the next few weeks.

Clerk

Clerk

18.44 FINANCIAL MATTERS

- It was **RESOLVED** to approve the Income and Expenditure report for **February 2018**. This was proposed as a **true record** by Councillor Pullen seconded by Councillor Kercher.

<u>Date Paid</u>	<u>Chq No</u>	<u>Payee</u>	<u>Amount</u>	<u>Transaction detail</u>
12/02/2018	DD	Vodafone	£17.14	Mobile Phone payment
14/02/2018	2748	P Baston (Clerk)	£734.77	Feb 2018 Salary
14/02/2018	2749	P Baston (Clerk)	£34.30	Feb 2018 Expenses
14/02/2018	2750	Nat Walden	£45.00	Pavilion Electrics (Replacement Cheque)
14/02/2018	2751	L Perry	£300.00	Day Work Contract
28/02/2018	2752	WKL	£353.00	Day Work Supplies
28/02/2018	2753	Studio Stone	£1,485.00	Memorial repairs
28/02/2018	2754	L Perry	£440.00	Day Work Contract
12/02/2018	DD	Nat West	£53.98	Credit Card Payment
31/01/2018	CC	Sainsbury's	£3.25	Paper ream
26/02/2018	CC	Bin Shop	£149.96	Waste Bin
26/02/2018	CC	Land Registry	£3.00	Land Registry Enquiry (Title No SH12760)
26/02/2018	CC	Land Registry	£3.00	Land Registry Enquiry (Title No SH12760)
26/02/2018	CC	Land Registry	£6.00	Land Registry Enquiry (Title No SH32221)
26/02/2018	CC	Land Registry	£6.00	Land Registry Enquiry (Title No SH7656)
27/02/2018	CC	Stamps Direct Ltd	£49.62	Authorisation stamp
26/02/2018	CC	Land Registry Enquiry	£6.00	Land Registry Enquiry (Title No SH32243)
26/02/2018	CC	Land Registry Enquiry	£6.00	Land Registry Enquiry (Title No SH24025)

Key:	CC	Credit Card Payment
	Tfr.	Transfer to CIL account
	DD	Direct Debit

- ii. It was **RESOLVED** to approve the Bank Reconciliations (as approved by Cllr Penny) as at 28th February 2018. Proposed by Councillor Pullen seconded by Councillor Kercher.

18.45 ANNUAL PARISH ASSEMBLY

The Clerk had sent invitations for the Annual Parish Assembly to be held on 17th April. It would also be advertised in the Medstead Times and the Four Marks News. Tracy Vear (EHDC) confirmed as guest speaker to provide an update on her work as Community Development Officer within the new developments in the parish.

A notice would be circulated for display on parish notice boards.

Clerk

18.46 PARISH OFFICE

The landlord of the Four Marks parish office would be establishing the lease on a commercial footing and would be increasing the rent to £500 per month from the existing peppercorn rent. Medstead PC also share the accommodation but as Four Marks Parish Council would be moving to another location in May 2018, Medstead Parish Council will require an alternative location for the Clerk to maintain a village presence on Wednesday mornings. At other times, the Clerk works from home. The Chairman said that she had approached St Andrew's Church to see if the Benefice Hub would be available and a reply is awaited. The longer term solution would be discussed at the next F&GP meeting.

F&GP Committee

18.47 MEDSTEAD PARISH COUNCIL 2019 MEETING DATES

The dates were noted by Council and the Clerk would book the meeting room with the Village Hall booking secretary.

Clerk

18.48 OUTSIDE PLAY EQUIPMENT

Cllr Smith was asked to make further enquiries as to the suitability of such adult gym equipment and would report back at the next Full Council meeting.

Cllr Smith

18.49 POND(S)

Five Ash Pond - A further letter had been sent to the adjoining land owner to seek permission to dump the spoil on that site. No response has been received.

Village Pond – Further small holes had been plugged but the main leak it is believed has still not been found. As reported last month, plastic liner has been considered. Cllr Pullen has been liaising with Mr Hans Taylor who has been in touch with a specialist company who will come to the Pond to see if they can assist.

Cllr Pullen

18.50 BENJAMIN UK LTD

Nothing to report.

18.51 ALLOTMENTS

Due to the adverse weather the planned meeting with Cala Homes & EHDC on 2nd March was cancelled. This has now be re arranged for 23rd March.

18.52 SPEEDWATCH

Two new volunteers have been out with the team.

The possibility of having a speed repeater sign was discussed and this will be discussed further at the next Full Council meeting.

Full Council

18.53 COMMUNITY ENGAGEMENT PROJECTS

Cllr Fenwick reported that the Parish Plan Committee had agreed to circulate a “welcome” letter and a copy of the Medstead Times to the 136 new homes currently occupied in Medstead.

18.54 COUNCIL REPRESENTATIVES

- i. **Mulcock Charity.** Cllr Penny read out a note from Mr E O’Farrell regarding a response he had received from the Charity Commission about the possible change to the terms in which the Charity could spend its funds. It was suggested that perhaps the Alton Food Bank be contacted to see if funds can be given to the Food Bank for the benefit of any needy individuals who are from Medstead. Cllr Penny and the other Trustees would meet shortly to discuss this possibility.
- ii. Cllr Kercher mentioned that the **Sports Club AGM** would take place on 4th April 2018 commencing at 8pm in the Pavilion.
- iii. **Parish Plan.** Cllr Jackson reported that the committee had met on 7th March. There had not been any financial movement in the Parish Plan funds held during 2017, but the committee had suggested the possibility of funding a tree/ plaque to commemorate the WWI armistice

The Chairman closed the meeting at 9.45pm.

ChairmanDate.....