

MARSTON SICCA PARISH COUNCIL

ASSET MANAGEMENT COMMITTEE

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Draft Minutes of Asset Management Committee (AMC) held on Thursday, August 13th at Meon Vale Village Hall

In attendance:

Cllr. Ian Johnsey

Cllr. Steve Barker

Cllr. Mark Salter

Debbie Woodliffe - Clerk

Carol Watts – Clerk Admin Support

1.Apologies

None, all present

2.Declarations of Interest

None declared

3. Minutes of the previous meeting

Resolved: The minutes of the meeting held on July 1st 2026 were reviewed, approved as an accurate record, and were signed by the Committee Chair

4. Meon Vale Village Hall

4.1. Members were advised the Village Hall Committee has submitted their application to the Charity Commission.

4.2 Members received an income and expenditure summary for Meon Vale Village Hall. The results for the first four months of the current financial year appeared positive, showing a surplus of £3,971. However, this figure did not include employment costs or utilities, as staffing costs had been processed through the Parish Council PAYE system and utility costs could not be finalised until the Council changed providers. If all costs, including those queried with Bryt, had been included, the year-to-date position would have shown a deficit of £745. Bookings, however, are increasing, and the switch to Octopus for both electricity and gas is expected to support a better than break-even position.

4.3 It was confirmed commercial cleaners for the hall had been appointed and will start first sessions Thursday and Friday (20th and 21st August) 3.5 hours each day.

4.4 This item on the agenda was deferred to agenda point 10.

4.5 While on the subject of the hall and its current condition, members resolved that the clerk should contact decorating companies to secure a quote for repainting the hall and main hall.

5. Meon Vale Sports Pitch

5.1 the risk assessment from the archery club has been received and combined with the parish council own risk management schedule. This final summary is being sent to PC insurers.

Resolved: Members welcomed the additional use of the playing field with a new activity and felt reassured with safety plans discussed with the archery club. Cllr. Johnsey proposed formalising an agreement with the club which was seconded by Cllr. Salter and unanimously agreed.

Resolved: Clerk to prepare an agreement between the Parish Council and the archery club, subject to specified conditions. The agreement will include an annual charge to contribute towards site maintenance, with the Clerk liaising with the club to determine a workable cost. Members concluded the agreement should be finalised before the next AMC meeting.

5.2 Cllr. Salter reported on football club use of Meon Vale playing field. He advised that Meon Vale Football Club will combine with Ilmington Football Club and will continue to use Meon Vale alongside other sites. In the short term, use of the field is expected to reduce by one game per week as the further Meon football team is likely to cease.

5.3 Suggested cost contribution towards the site maintenance may be offset by having the football teams manage the football areas. Resolved: Cllr. Salter to discuss this with the football teams this potential arrangement.

I also noted we had agreed for you to seek some quotes for painting the lower half of the main hall and reception area in readiness for budgeting.

5.4 Councillors understood the necessity of having appropriate and robust storage on the playing field site.

Resolved: Members agreed to include storage in playing field agreements by first determining the location, the container units being proposed and security. It was further agreed that the police would be contacted for their appraisal on secure storage.

6.Asset Management

Members were advised that Preim had confirmed an invoice for maintaining PC assets would be sent shortly and would cover the period from December 2025. This raised the question of potential surplus which needs to be reviewed. The Clerk has also asked to have the billing in fiscal rather than calendar year.

7. Pavilion

7.1 A request had been submitted to the council for approval to site benches close to the pavilion.

Resolved: To request a plan showing where the benches would be positioned.

7.2 The council were made aware of financial matters relating to the pavilion and that some assistance may be requested. The accounts for submission to the charity commission have not been concluded and there was some confusion over VAT.

Resolved: Clerk to seek more information and report to committee members.

8.Barleyfields Playground.

8.1 Council members had received a copy of the quotation to repair the roundabout to the play area. The cost of £3442+ VAT was viewed as high but as the VAT can be recovered and the equipment needed repairing, councillors suggested a course of action

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Resolved: The Clerk to try and secure a reduction in price, but to proceed with the repairs in accordance with the quote if no reduction was offered.

8.2 The signage to Barley Fields play area is outdated. The Clerk confirmed a quote was received to replace the sign at a max cost of £38.

Resolved: agreed.

9.Public Open Session

9.1 A member of Meon Residents Assoc. advised there was some concern over a quad bike being used in Meon with a small child present on the bike. The concerns were over the child's safety, and the bikes use of the pathways. The police have been notified.

9.2 A drone has been used to assess the woodland area which has revealed several dead trees. The costs for maintaining the woodland and wetlands continues to be of concern to residents as the potential annual costs could be considerable.

9.3 Member of the village hall committee discussed a fire assessment recently carried out at the hall. The Clerk received the documentation but did confirm a fire appraisal had recently been concluded on the hall with signed certification.

Resolved: Clerk to action the fire assessment and forward the completed documents to the village hall committee and to agree with the committee an emergency evacuation procedure in the event of a fire.

9.4 Member of the village hall committee who has been appointed as treasurer requested that the YTD figures for the hall be sent to him along with the draft lease for the hall.

Resolved: Clerk to action.

10.Matters Outstanding

10.1 members discussed the broken fence abutting the playing field.

Resolved: Max spend of £800 to fix the fencing.

10.2 Blinds for the hall were considered as tired and, in some cases, needing replacement.

Resolved: to secure an estimated cost for replacement and check options used in neighbouring village halls.

10.3 The Clerk confirmed SDC had been chased to include a further bin to Meon Vale playing field and to report siting date by next meeting.

11. Correspondence

11.1 members had been asked to consider allowing the meeting room within the hall to be used by a small business for a short period of time.

Resolved: It was felt this may cause a problem with the charity application and incur issues with SDC through a 'business' element to the hall. Members declined the request.

11.2 members considered the Escape Arts request to erect panels to the hall for painting.

Resolved: Members felt the reasons for the refusal to the initial request remained valid and therefore, declined the request

Parish Clerk.

August 25th 2026