

FOUR MARKS PARISH COUNCIL
The Parish Office, Uplands Lane, Four Marks, GU34 5AF

Tel: 01420 768284
Email: clerk@fourmarks-pc.org.uk
Website: www.fourmarks-pc.org.uk



Wednesday 8th September 2021

Dear Councillor

You are hereby summoned to attend a meeting of the Full Council to be held at **Four Marks Village Hall** on Wednesday 15th September 2021 at **7.00pm** for the purpose of transacting the undermentioned business.

Please note that this meeting will be held in the small hall, social distancing will still be observed, with masks optional, however please do not attend the meeting if you feel unwell or are experiencing any Covid 19 symptoms.

Yours faithfully

Sarah Goudie
EXECUTIVE OFFICER

A G E N D A

1. APOLOGIES FOR ABSENCE

2. OPEN SESSION – PUBLIC PARTICIPATION

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Four Marks Parish Council's Standing Orders 3 (d) – (k), with no individual speaker exceeding a maximum of 3 minutes. All public participation, and the duration of this item will be at the discretion of the Chairman.

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter.

4. FULL COUNCIL MINUTES

To approve the minutes of the Full Council meeting held on Wednesday 28th July 2021.

5. PLANNING COMMITTEE (Minutes previously circulated)

To receive a report from the Planning Committee Chairman on the meetings held on Wednesday 4th August and Wednesday 1st September 2021

5.1 Planning Application Reference No: [26204](#)

Location: Carron Glen, 43 Telegraph Lane, Four Marks, GU34 5AX
Proposal: Increase in roof height to provide accommodation at first floor level, single storey rear and side extensions, entrance porch to front, new external opening and materials and enlarged hardstanding to front.

5.2 Planning Application Reference No: [24968/005](#)

Location: Laurel Cottage, 97 Blackberry Lane, Four Marks, GU34 5DJ
Proposal: Timber framed garage with workspace to the rear following the demolition of existing garage

5.3 Local Plan Review and Village Design Statement

To receive an update.

6. **OPEN SPACES COMMITTEE (Minutes previously circulated)**
To receive a report from the Open Spaces Committee Chairman on the meeting held on Wednesday 4th August and Wednesday 1st September 2021
 - 6.1 **Public Spaces Protection Order**
Introduction of Dogs on Leads on the football pitch area of the Recreation Ground
7. **CHAIRMAN'S REPORT**
To receive a report from the Chairman
8. **DISTRICT COUNCILLOR REPORT (attached)**
To receive a report from the Ward Councillor
9. **EXECUTIVE OFFICER REPORT AND CORRESPONDENCE (attached)**
 - 9.1 Correspondence items and any matters arising from report.
 - 9.2 Councillor training
10. **FINANCES AND ACCOUNTING REPORTS (as previously circulated)**
 - 10.1 To receive and approve the July payments, bank reconciliations and trial balance as at 31st July 2021
 - 10.2 To receive and approve the August payments, bank reconciliations and trial balance as at 31st August 2021.
 - 10.3 To receive and authorise the September 2021 payments (*to follow*)
 - 10.4 To receive and approve Insurance Premium Renewal, details attached.
11. **COMMUNICATION AND ENGAGEMENT INITIATIVE**
To discuss and agree a working party initiative for improved community engagement
12. **EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS**
 - 12.1 Allotments
 - 12.2 Benians Pavilion
 - 12.3 Oak Green
 - 12.4 Village Hall
13. **COUNCIL OBJECTIVES AND PROJECT UPDATES**
 - 13.1 Community Building Update
 - 13.2 Boundary signage and village gateways
 - 13.3 Four Marks 10k
 - 13.4 Queen's Platinum Jubilee event weekend

CONFIDENTIAL ITEMS

The Council is recommended to resolve that, members of the press and public be excluded from the meeting during consideration of the following Agenda items by reason of the confidential and commercially sensitive nature of the items of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

14. **NEW COMMUNITY BUILDING; APPOINTMENT OF ARCHITECT FOR PLANNING APPLICATION – FOR RATIFICATION. (Details to follow)**
15. **NEXT MEETING:**
Wednesday 20th October 2021, 7.00pm at the Village Hall

FULL COUNCIL MEETING SUPPORTING REPORTS AND DOCUMENTS

WEDNESDAY 15th SEPTEMBER 2021

EXECUTIVE OFFICER REPORT

A slightly different format for the report this month, with support information for each Agenda item detailed below, in Agenda order and all in one document where possible. The report for recommendation on the appointment of an architect, under the recommendation to be held under a closed session, will be sent separately, and confidentially. If any Councillor requires any further information on any Agenda item, then please contact me. Delay in receiving this month's CCLA Bank Statement has delayed the bank reconciliations, and subsequent circulation of August's financial reports. They will be circulated as soon as available.

Whilst I usually include an Executive Officer's report within the paperwork, but as August is in theory a quiet month, the time has been spent, instead of preparing for meetings and all the associated work, going through old files for archiving. Now, after 9 years I have finally got to the bottom of my predecessor's files, which has been an interesting task. Ongoing actions and projects, where not listed as an Agenda item below, updates are included in the respective Committee's minutes.

If any Councillor has anything they would like to add to the Agenda, then please let me have the detail by the previous Wednesday, so it can be included with support paperwork, and respective month's Agenda.

AGENDA ITEM 6

FOR DISCUSSION

There are two planning applications for discussion this month, and the details are attached separately, with a link on reference numbers to the documents on the EHDC Planning portal. Both applications were received after this month's Planning Committee Meeting and expire prior to the next meeting. Please note that the second item 6.2, is currently subject to a 'working with' letter and the application may be invalidated before the meeting.

AGENDA ITEM 7

FOR DISCUSSION

As you will note from the Minutes, the Open Spaces Committee voted to agree to an introduction to Dogs on Leads on the football pitch area, and attempted to implement it straight away, with signs erected in several locations and an advisory social media post.

The primary reason for this is an attempt to reduce the amount of dog fouling in this area to make the football pitch and training area a safer and more pleasant place for those playing sports. However, in the interim, there have been some very opposing social media posts and the signs on the gate from Medstead Farm have now twice been ripped down. Having approached EHDC for assistance, there appears to be some confusion over the Public Spaces Protection Order, and how it can be implemented. At the time of writing, I am investigating how the Council can correctly and effectively introduce this initiative, if indeed it is possible. The Council has existing bylaws in place for the Recreation Ground, although are now out of date, and this is one is not listed. In addition, following some further investigation with other Councils, the consensus is rules such as this are almost impossible to enforce and police and just causes additional angst for staff. The advice is to provide clear and precise signage in the hope that peer pressure and self-policing reduce incidents.

All the current signage at the Recreation Ground is to be reviewed and updated to ensure consistency throughout all areas of Parish Council owned land.

This Agenda item is to review the decision and look at actions moving forward, taking the above issues that have subsequently come to light into consideration.

AGENDA ITEM 8

District Councillor's Report: October 2021

Climate Change Liaison Committee EHDC: Although we have had several very productive meetings this year, unfortunately the Council lead on Climate and Environment has been absent and several meetings have been cancelled. At the time of writing I am advised that the next meeting is due to

take place in September. In the meantime I have continued to work closely with Cllrs Chris Hatter and Paul Wigman, as part of the sub-group for the 'natural environment'.

Tree Wardens: I have attended a meeting with the network organiser for Easthants, and we hope to commence training tree wardens later this year. Initially we will be concentrating on the benefits of trees, tree biology, tree threats and challenges, and trees and the law. We are a local hub with eleven tree wardens in four villages, but expect more people to become involved in due course.

Willowfield 'woodland': Eleven trees are now protected and the applicant has altered their planning application respectively. Residents have raised concerns that Council planners disregard the settlement policy boundary (SPB) because the site lies close to other developments, and pay little or no regard to the Medstead and Four Marks Neighbourhood Plan. I have written to the officer dealing with this site to explain that this is woodland in a garden setting, and not simply an issue relating to development in a garden. Additionally, I have stressed that the collective value of these trees will be paramount for Climate Change and to prevent local flooding, and suggested that comments by the applicant that these trees are not worth retaining should be disregarded.

Chawton Park Farm (CPF): As some residents may recall this was one of the ten large sites originally proposed back in 2019. After considering all sites, EHDC planners decided that Whitehill and Bordon (WB) were the most suitable sites. New infrastructure had already been created, including new roads, play areas and playparks, ample supermarkets and shopping at The Shed and elsewhere. However, WB could not accept such a huge amount of development due to biodiversity concerns supported by Natural England.

Planning went back to the drawing board and looked again at CPF which they felt could accommodate the shortfall - approximately 400 dwellings and more, including a new school and community centre. District councillors and Chawton Parish Councillors were called to a hastily-arranged Zoom meeting with EHDC planners where the plans were revealed. Cllr. Ingrid Thomas describes the plan as entirely ill-thought out, and I am in agreement. Nothing has changed since district councillors attended a large public meeting convened to object at Chawton Village Hall in October, 2019

Alton Town Council and the Alton Society: We understand that both are opposed to this development, and a local action group has been formed. I have also expressed concern for the amount of traffic this development is likely to generate, and the fate of the one-way, Victorian Railway Bridge, close to a very tight bend at Northfield Lane. We also need to consider flooding very carefully. Both Chawton and Lower Farringdon were badly flooded in 2014 and it took months before the A32 reopened. Parts of Chawton were completely cut off, in particular Chawton House Museum and St. Nicholas Church, where the 'Lavant stream' burst its banks. Felling mature trees on site will only exacerbate local flooding issues. Rainfall 'dumps' on Four Marks and Medstead as the highest point at 644 ft above sea level. During heavy rainfall the A31 often resembles a river, flowing downhill towards Chawton in one direction and to Ropley in the other. Culverts and drains are kept clear to help ease the problem.

Importance of farmland: Lastly, it is important to retain agricultural and grazing land due to the likelihood of extreme weather events, rising temperatures, droughts and flooding in the future. We will need land to graze animals and to grow crops, otherwise future generations are predicted to face starvation. Sir David Attenborough also tells us that there will be social unrest, and his words should not be taken lightly. Loss of farmland used predominantly for grazing sheep at CPF is

important for migratory birds, as animal dung attracts insects when birds are nesting and feeding their chicks. If the animals disappear, I am afraid, so will the birds.

Swift presentation: Hampshire Swifts are giving a power point presentation to planning officers and councillors in September. This is a first as far as I am aware. It has taken some time to arrange, but perseverance won the day, and now everyone will know more about their decline due mainly to loss of habitat, nesting sites and foraging areas. Climate Change also affects migratory birds crossing the Sahara. I continue to work with Compliance at EHDC to install nesting boxes and swift bricks for these birds on the Azalea (Bellway) estate, off Chawton Park Road.

Pedestrian Crossing, Lymington Bottom (Four Marks): At the time of writing we await news of the new pedestrian crossing on the A31.

Footway and pavement, The Shrave (Chawton): I attended the parish council meeting for Chawton at the end of August. They still hold finance on account to cover the cost of the pavement in The Shrave, but no word yet when work is likely to commence.

Wildflowers and verges: Verges and green open spaces in our villages have been left uncut so that pollinators can benefit from wildflowers and grasses. In most areas this has worked very well, but the longer grass should not act as an invitation for dog owners not to pick up. So always important to carry a dog poo bag with you when out walking should you need it. Many verges in our villages have benefited from signs provided by a charity this summer asking for verges to remain uncut.

Three district councillors represent Four Marks, Chawton and Medstead. We can be contacted at our Email address on the EHDC website, as follows:-Diana Tennyson, diana.tennyson@easthants.gov.uk , Ingrid Thomas, Ingrid.thomas@easthants.gov.uk and Jonathan May, jonathan.may@easthants.gov.uk .

Correspondence items

FOUR MARKS PARISH COUNCIL
For the period 22nd July to 8th September 2021
CORRESPONDENCE ITEMS

Emails received:

22 nd July	HALC	LCPD News Summer 2021
2 nd August	CPRE Hampshire	CPRE Hampshire News and Views August 2021
2 nd August	SDNPA	South Downs Planning update
2 nd August	HCC Access Team	Latest newsletter
5 th August	Chris Patterson	Summer planning newsletter & SDNPA town and parish workshops presentations
13 th August	SDNPA	SDNPA Webinar on Nature Recovery 13 October
16 th August	Chris Patterson	South Downs Newsletter – August
24 th August	via District Cllr	More Police, Safer Streets: Police & Crime Plan Survey (circulated)
25 th August	HALC	Hampshire ALC Awards 2021
26 th August	via Chairman	FW: Letter of introduction - Donna Jones, Police & Crime Commissioner - Hampshire & The Isle of Wight (scanned and attached)
2 nd September	SLP Project	South Downs National Park Installation Update
7 th September	SCAS.NHS	South Central Ambulance Service NHS Foundation Trust Annual General Meeting

EHDC NEWS Releases:

26 th July	Press Release	Glass bins collection in the Alton area - 26 July
27 th July	Press Release	Glass collection update - 27 July
27 th July	Press Release	If you have had an email with 'Neill Payne has invited you to view the file' DO NOT CLICK ON IT
28 th July	Press Release	Bin collection update ☐ 28 July 2021
29 th July	Press Release	Bin collection update ☐ 29 July 2021
30 th July	Press Release	Glass recycling
30 th July	Press Release	Bin collection update ☐ 30 July 2021
5 th August	Press Release	Taking on climate change at the Community COP East Hampshire
19 th August	Press Release	Magnificent seven chosen to benefit from the Charity Walk for Peace
20 th August	Press Release	Garden waste update ☐ 20 August 2021
20 th August	Press Release	Volunteers turn verges into wildflower gardens
23 rd August	Press Release	Take a stand against Climate Change, EHDC's own COP26
26 th August	Press Release	Changes to rubbish and recycling collections
27 th August	Press Release	Garden waste update - 27 August 2021
1 st September	Press Release	Follow in the footsteps of East Hampshire's literary Greats
3 rd September	Press Release	Sign up now for COP26 East Hampshire
6 th September	Press Release	Enter EHDC's endangered wildlife art competition
7 th September	Press Release	Bin collection update - 7 September 2021

Regular monthly news bulletins:

21 st July	Community First	Community First eNews - 21st July 2021
23 rd July	Action Hampshire	Important stuff you need to know right now (63)
29 th July	Action Hampshire	Important stuff you need to know right now LITE

3 rd August	Community Energy	Community Energy South Newsletter
3 rd August	Community First	eNews - 3rd August 2021
6 th August	Active Places	Newsletter Summer 2021
12 th August	Action Hampshire	Important stuff you need to know right now
14 th August	CPRE Campaigns	Open to read our latest countryside news round-up
16 th August	Community First	eNews - 16th August 2021
6 th September	Active Places	Newsletter September 2021

PLEASE CONTACT THE EXECUTIVE OFFICER IF YOU REQUIRE COPIES OF ANY OF ABOVE.

August 2021

Email: janet.foster@fourmarks-pc.org.uk

Dear Cllr Janet Foster,

Since being elected in May 2021 as the new Police and Crime Commissioner for Hampshire and the Isle of Wight, I have hit the ground running. As I reach the end of my first 100 days in office, I am pleased to provide an update on the actions I have taken so far and to ensure you have my contact details.

I have been spending time with police officers, partners and speaking with the public to ensure they know I am a Commissioner who will listen to them and take action. I have had my first meeting with the Police and Crime Panel and have met with council leaders and MPs to ensure that I represent local concerns to leaders across the Hampshire constabulary policing area.

I pledged to recruit 600 new police officers by the end of 2023 and 302 new police officers have already been recruited so far from the Government's officer uplift. They will be more visible and out on local streets keeping residents safer. I have started a review into call handling to identify ways to make the service more customer-focused so that when people report a crime they are kept updated on progress.

Residents told me they are concerned about the rise of anti-social behaviour in their local communities and I have already set up an ASB task force to bring together police, local authorities and partners to tackle local problems. I have also met with the rural policing team to see how drones are being used to crack down on organised crime and I am being a voice for rural communities on crimes in their local communities.

I have been appointed as the national lead for victims across England and Wales, standing up for victims' rights at a national as well as local level, ensuring their voice is heard and their needs are at the heart of national debate and policy on policing. I am focused in sustainably improving the service victims receive from the criminal justice system, particularly victims of rape and serious sexual violence, by taking over as Chair of the Local Criminal Justice Board, and will push for improvements in the criminal justice system. I have also been appointed as national lead for Serious Organised Crime, ensuring Regional Organised Crime Units are supported to develop specialist capabilities, such as forensics, to work effectively on behalf of the public locally, regionally and nationally.

I have secured and issued substantial national funding to local projects to support victims and reduce crime. This includes cash for two Violence Reduction Unit projects to tackle the root causes of violence

 www.hampshire-pcc.gov.uk

 St George's Chambers, St George's Street, Winchester, Hampshire, SO23 8AJ

 01962 871 595

 opcc@hampshire.police.uk

and prevent young people from getting involved in crime, funding to stop the cycle of abuse at an early age by working with families and young people demonstrating abusive behaviours and funding to support victims of male rape.

Looking ahead to the next 100 days, I will be launching the consultation on the priorities in my 'More Police, Safer Streets' Police and Crime Plan. The priorities in the draft Plan have been developed based on what local residents have told me what concerns them the most and what they want the police to be doing to make them safer. I would like to invite you to share your thoughts on my priorities through the survey [here](#) and please also let your residents know my priorities are out for consultation.

With best wishes



Dennis Jones

Mrs Goudie
Executive Officer Four Marks Parish Council
Parish Office, Four Marks Sports Pavilion
Uplands Lane
Four Marks
Hants GU34 5AF

Address for correspondence
Victim Support
21a Hursley Road
Chandlers Ford
Hampshire SO53 2FS

09 August 2021

Dear Mrs Goudie

I write to thank your members for your cheque for £50.00 towards our services.

The donation is a most welcome contribution enabling us to provide help to victims of crime and their families in their local community. Your support of our organisation is very much appreciated.

Without the support of Councils such as yourselves we would not be able to provide the level of support that victims of crime in your area deserve.

Yours sincerely



Lisa Jones
Service Delivery Assistant
Email: hiow.areaoffice@victimsupport.org.uk

Councillor Training

FOR INFORMATION/ACTION

Now that we are moving forward tentatively after the pandemic with restrictions lifted, and with the Training and Development policy recently updated, in anticipation I have attached the current schedule of training sessions held by HALC, which are a mix of zoom and in person. Training is essential for both Staff and Councillors, particularly newly elected members, and the Council has a budget for training which was not spent last year. There are more details on all courses on the HALC website. Please have a through the schedule, and if you would like to attend any of these courses, then please let me know and I will book a place. Those Councillors who have attended some of below courses have found them extremely beneficial.

Councillor Development	The Knowledge & Core Skills Training for New Councillors -	Tuesday 14 September 2021	Venue - Holiday Inn Reading South	09:45 - 14:45hrs	Please email training@hampshirealc.org.uk
Information & Networking Event	Officers Update	Wednesday 22 September 2021	Venue - TBC	10:00 - 12:00hrs	£10 + VAT per person
Officer Development	Internal Controls	Tuesday 28 September 2021	Zoom	10:00 - 11:30hrs	£30 + VAT per person
Officer Development	What You Need to Know - New Clerk/Officer Training	Part 1 - 5 October & Part 2 - 19 October 2021	Venue TBA	10:00 - 12:30hrs	£95 + VAT per person
Councillor Development	Finance for Councillors	Tuesday 5 October 2021	Venue - Eastleigh/Winchester area	18:30 - 20:00hrs	£30 + VAT per person
Officer Development	Budgeting for Officers	Wednesday 6 October 2021	Zoom	10:00 - 11:30hrs	£30 + VAT per person
Development For All	Local Plans and Planning Policy for Local Councils (Advanced planning)	Thursday 14 October 2021	Zoom	18:30 - 21:00hrs	£45 + VAT per person
Councillor Development	Finance for Councillors	Thursday 21 October 2021	Venue - Newbury/Reading area	18:30 - 20:00hrs	£30 + VAT per person
Development For All	An Introduction to Planning for Local Councils	Tuesday 9 November 2021	Zoom	18:30 - 21:00hrs	£45 + VAT per person
Councillor Development	The Knowledge & Core Skills Training for New Councillors - Parts 1 & 2	Tuesday 16 November 2021	Venue TBC	09:45 - 14:45hrs	Please email training@hampshirealc.org.uk

AGENDA ITEM 10

10.1 July Payments

FOR APPROVAL

List of Payments made between 01/07/2021 and 31/07/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/07/2021	Talk Talk Business	BACS	35.96		Phone/b/band
08/07/2021	Hampshire Woodlands Ltd	BACS	480.00		Ground/tree maint.
08/07/2021	Semrah Landscape Management	BACS	1,278.00		Open Spaces Maint
08/07/2021	SSE Southern Electric	BACS	92.05		Electric - May
08/07/2021	C H Waste Services Ltd	BACS	120.00		Fly tipping – O/G
08/07/2021	RS Fencing & Agriculture	BACS	5,460.00		Badger Close
12/07/2021	Lloyds Bank Credit Card	DD	283.87		Credit Card
19/07/2021	British Gas	DD	30.19		Gas a/c - June
29/07/2021	Four Marks Village Hall	BACS	2,500.00	Minute 21.115.3	Annual Grant
29/07/2021	Reg Pullen	BACS	86.89	Minute 21.64.3 OS	Speedwatch Grant
29/07/2021	Eddie Hodkin	BACS	285.00		O/G Cleaning
29/07/2021	SSE Southern Electric	BACS	80.60		Electric - June
29/07/2021	Philip Porter Landscaping	BACS	2,022.00	S106	Well restoration
29/07/2021	SSE Southern Electric	BACS	54.92		Bowls Club Apr-Jul
30/07/2021	Staff Costs	BACS	4,021.94		July
Total Payments			16,831.42		

10.2 August Payments

FOR APPROVAL

List of Payments made between 01/08/2021 and 31/08/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/08/2021	Victim Support	300036	50.00	Minute 21.133.2	Grant payment
05/08/2021	Loos for Doos	BACS	213.00		Portaloos for 10K
05/08/2021	Greenbarnes Ltd	BACS	2,072.84	S106	Map Board A31
05/08/2021	SSE Southern Electric	BACS	39.66		Oak Green electric
05/08/2021	Rialtas Business Solutions Ltd	BACS	148.80		Annual software
05/08/2021	Talk Talk Business	DD	35.94		phone & b/band
09/08/2021	Lloyds Bank Credit Card	DD	3.00		Credit Card
18/08/2021	British Gas	DD	30.35		Gas a/c June
19/08/2021	Running Imp Ltd	BACS	444.54		Trophies/Medals
19/08/2021	Eddie Hodkin	BACS	255.00		O/G Cleaning
19/08/2021	SSE Southern Electric	BACS	81.15		Electric - July
19/08/2021	CPC UK Ltd	BACS	26.80		Office supplies
19/08/2021	Glasdon UK Limited	BACS	167.60		Dog waste Bin -RG

19/08/2021	Vision ICT	BACS	21.60	Additional email
19/08/2021	Semrah Landscape Management	BACS	2,076.00	Open Space Maint
19/08/2021	Vision ICT	BACS	330.00	Website hosting
31/08/2021	Staff Costs	BACS	4,003.30	August
		Total Payments	9,999.58	

10.4 Insurance Premium Renewal

FOR DECISION

Please see below 3 options for the Council's insurance provider.

EXISTING POLICY – RENEWAL OFFER

Thank you for insuring Four Marks Parish Council (Policy No. YLL-2720855363) with us.

Your Long term agreement (LTA) is due for renewal on 01/10/2021 and if your policy details remain unchanged, we'd like to offer you the following options:

- A 5-year LTA premium of £2293.65
- A 3-year LTA premium of £2405.99
- A 1-year standard premium of £2518.32

Please let us know how you would like to proceed. If we don't hear from you by 01/10/2021, we will issue your renewal documents based on the 1-year standard premium, without the LTA discount applied.

ADDITIONAL QUOTATION 1

YOUR LOCAL COUNCILS INSURANCE QUOTATION

Reference Number: LC/FOUR/25121-D71Z

Further to our conversation we thank you for your kind enquiry in relation to the above.

We are pleased to be able to provide a quote for our Local Councils policy from Aviva Insurance at a total premium of £1,961.84 including Insurance Premium Tax at 12% (where applicable).

Please refer to the enclosed schedule of cover which details the extent of the policy coverage you have selected. The Statement of Fact details the answers you have provided to the questions posed by the insurers. If you wish to revise any of these answers, select a revised limit of indemnity, or discuss anything contained within this quotation, please do not hesitate to call our BHIB Councils Insurance team on 0330 013 0036, or email us at enquiries@bhibaffinities.co.uk. It will help us find your quotation quickly if you could quote the reference number mentioned above, when calling or sending us an email.

BHIB Councils Website

Please visit our website at www.bhibcouncils.co.uk for further details relating to policy cover and benefits, our handy Risk Management Support Guide and our Knowledge base, which contains practical risk management and other related information, for you and your parishioners. We also have a no nonsense explanation of common (but technical) insurance language, on our 'Ask the Expert' page. You are invited to pose any question or query you might have, via this page, for example, if it's not convenient to call us during office hours.

We would draw your attention to the following attachments. Please read them carefully

- Our Terms of Business
- Quotation Schedule
- Statement of Fact
- Summary of Cover
- Policy Wording
- Statement of your Demands and Needs
- BHIB Cyber Policy information - see below

Arrange Your Council Insurance for 3 Years, Reduce your Premium and receive a free Parish Online Licence

You have the option to reduce your premium for the next three years, by agreeing to enter into a Long Term Undertaking with Aviva Insurance. Doing so also gives you the benefit of ensuring that your policy will renew for the next two years on the same rates as those used for this quotation. Should you choose to enter into the Long Term Undertaking, you are making a commitment to maintain this insurance policy until point of renewal in three years time. This Long Term Undertaking relates solely to this product and cannot be transferred to another policy or insurer

If you wish to take advantage of a Long Term Undertaking, your policy premium will be reduced.

Please contact the BHIB Councils Insurance Team for your reduced premium option and also to hear how our three year agreement enables you to obtain a free Parish Online licence. Visit our website to find out how the Parish Online scheme can benefit your council. www.bhibcouncils.co.uk

Policy Conditions and Exclusions

Please refer to the enclosed copy policy wording. It is vitally important that you take the time to read and understand all the conditions and exclusions noted in the policy. If you have any questions or require clarification on any part of the policy you do not understand, please call our Local Councils insurance team on the number listed above.

Additional Endorsements applicable (please refer to the policy for full details)

- Tree Felling and Lopping Cover
 - Fly Tipping Cover
 - General Exclusions - Coronavirus
 - Data Protection Act wording amendment (CLP)
 - Data Protection Act wording amendment (EL/PL)
 - Index Linking
 - Key Persons
 - Skate Park Endorsement
-

WHY CHOOSE BHIB CYBER FOR COUNCILS?

We have developed a new product which will help you in the event of a cyber-attack. We can now provide tailored protection and peace of mind for Local Councils from the risks of cyber-attacks and any liabilities that arise due to a breach of privacy legislation (GDPR).

The policy provides:

- **£250,000 Limit of Indemnity**
- **E-Theft** (social engineering/ Funds Transfer) Extension of **£25,000**
- **10 free device licences** for award-winning endpoint protection **AVAST Antivirus Pro Plus** and cloud data backups (RRP £400per annum) which satisfies policy conditions

Our policy has a range of benefits that are **exclusive** to our **BHIB Cyber for Councils** policy including:

- **Free EOS data breach alert** and monitoring service.
- **Premium of £299.99 including Insurance Premium Tax**
- Small councils can work in partnership and have a **joint policy** with **up to 3 other councils** to split the cost and share the 10 free Avast business Pro Plus device licences.
- **Free 1 Hour cyber/GDPR consultation** with compliance expert (who has experience as a councillor) to give advice and guidance. Further consultancy available at extra cost.

Please see the enclosed information for more details.

We hope you find our quotation to be acceptable, and we look forward to receiving your instructions, however if you have any queries or we can be of further assistance, then please do not hesitate to contact us.

This company also offer a free subscription to Parish Online, which the Council subscribes to already, so this wouldn't be a benefit, however they offer a number of additional services, such as templates and assistance with Risk Assessments and regular bulletins/updates.

The Parish Council have not used this provider before.

ADDITIONAL QUOTATION 3

Based on the information you have provided, we have assessed your demands and needs as those of a Council wishing to insure the risks shown, at the levels of cover set out in the attached schedule of insurance, with a reputable insurer and at a cost effective premium.

In preparing our personal recommendation for Four Marks Parish Council we undertook a full review of our panel of insurers and we recommend Four Marks Parish Council accepts the Hiscox quotation to meet your demands and needs as we have stated.

Policy Details	Recommendation
Insurer	Hiscox
Annual Premium (Including IPT)	£2,340.51
Administration Fee	£50.00
Total Annual Premium	£2,390.51
Our Quote Reference	443/0369
Cover Period	1st October 2021 to 30th September 2022

In handling this policy we will act as your agent when sourcing the policy and assisting you with any claims, but as agent of the insurer under a delegated authority when placing the business.

Hiscox entered the Local Council insurance sector in 2014 and are one of the UK's most highly respected insurance companies. Hiscox pride themselves on the excellent concierge claims service they provide to their policyholders.

In addition to the core covers automatically included with all Came & Company Local Council Insurance policies (see appendix 1), the Hiscox policy also benefits from:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Motor Contingent Liability – Loss of excess or no claims discount up to £250 per claim
- Contract Works cover up to £75,000
- Crisis Management cover up to £25,000
- Libel and Slander cover of £500,000
- Hirers Liability of £5,000,000
- Personal accident capital benefit of £100,000 and weekly benefit of £500

Long Term Agreement

In order to ensure rate stability, Four Marks Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox, at an LTA premium of £2,273.48. This means Four Marks Parish Council will commit to keep their policy with Hiscox for the period of the LTA, which will expire on .

In return Hiscox agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding 40% , releases Four Marks Parish Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf.

For further information please see the LTA wording contained within the attached Schedule of Insurance.

Our Remuneration

We arrange the policy with the insurer on your behalf. You do not pay us a fee for doing this. We receive commission from the insurer which is a percentage of the total annual premium.	
When you take out a policy with us we charge you an administration fee of £50.00. In addition, we receive commission from the insurer which is a percentage of the total annual premium.	✓

You are entitled, at any time, to request information regarding any commission which we may have received as a result of placing your insurance business.

HOW CAN WE HELP?

We can support you with a cyber insurance policy to mitigate data loss through a variety of tangible and relevant services for you. Our policy also provides a free 1 hour 'cyber and GDPR consultation' with a compliance specialist, who is also a councillor so fully understands the needs of this sector.

FEATURES AND KEY BENEFITS OF OUR CYBER INSURANCE

- » £250,000 Limit of Indemnity and £25,000 Crime Limit.
- » Includes cover for Continuing Operating Expenses
- » ENIL Excess for Remediation Costs
- » Includes up to 10 device licences for award-winning endpoint protection and cloud data backups from AVAST (RRP £400)
- » Premium £285 + IPT

These features will help assist you to minimise risks, provide practical cyber support, and offer emergency assistance should you be a victim of a cyber incident.

Policy limits and exclusions may apply, please see the policy wording for full terms and conditions.

The Parish Council have previously used this provider. Neither of the previous two charge an administration fee.

IN SUMMARY

The cheapest quotation is No.2, 1 and 3 are comparable. Company 3 provided a more in depth quotation but have introduced an additional administration fee. Quotation 1 only provided a renewal with no additional back up information. Quotations 2 and 3 both provide Cyber cover for a similar premium. Should the Council move forward with the new Community Building an additional premium for Works in Progress may need to be included, but this may be negotiated with the construction company. None of the companies charge an additional cost for updating the policy mid-term.

RECOMMENDATION: Based on the response to the quotation request, and the reduced premium, EO recommendation would be Quotation 2, but not tie into to an LTA to allow greater flexibility for any future changes, however members are asked to review all three quotations and approve one of the options.

AGENDA ITEM 11

FOR DISCUSSION/ACTION

Communication and Engagement Initiative

Following a member of the public's attendance at meetings and raising the issue that the Council could improve its community engagement, it was suggested that the Council set up a working group to discuss various ways, using modern technology, to get better interaction and attendance at meetings. This Agenda item is to discuss the feasibility of this initiative and if so, who would be prepared to form the working party.

As you will see, some of the various projects that have been 'work in progress' are finally coming to fruition; specifically, the boundary signs and footpath maps, which are now starting to be installed in the various locations. There is an update on the other projects in the Open Spaces Minutes.

AGENDA ITEM 13.3

FOR INFORMATION

Four Marks 10k

The Four Marks 10k is now just over two weeks away. Jo has taken over the organisation of the event and is looking forward to a good day, although entries are low compared to previous years, due to rescheduling of cancelled race clashes. However, entries are anticipated on the day. Thank you to those Councillors who have offered their services, however to those who haven't, if you are able to assist in any way, for a short period of time then please let her know. Local companies have been extremely generous with donations for prizes, who will all be thanked formally in due course.

AGENDA ITEM 13.4

FOR INFORMATION/DISCUSSION

Queens Platinum Jubilee

Jo has made a start trying to co-ordinate various local groups to ensure that Four Marks celebrate this amazing and historical milestone in style. Although it was never the idea to lead this event, I think it is very likely that the Council will end up co-ordinating at least some of the various suggested activities. An informative brochure of the event will be published showing what will happen, when and where, with a dedicated page on the Website.

The activities will take place over the four days of the bank holiday over various sites within the village. Suggestions so far have been a flower festival (both real and knitted), a pop up museum, and a school art competition of portraits of the queen throughout her reign. It has been suggested that maybe the Oak Green shops could organise a local colouring competition. There will be live music at the Pavilion on one of the evenings, and on the Sunday an afternoon picnic, with a thanksgivings service at 12.00, with bouncy castles, and a VIP picnic area for the Lunch Club. There is also a suggestion of joining in the national beacon lighting on the Thursday. Various meetings will be held leading up to the event and as some of the members that met for the first working party were former members of the Festival Committee, maybe the Festival Committee could reform and co-ordinate this event.