

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

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Wednesday 13th October 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 20th October 2021 at **7.00pm** for the purpose of transacting the undermentioned business.

The meeting will be held in the Large 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. Thank you.

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 15th September 2021.

5. PLANNING COMMITTEE

To receive a report from the Planning Committee Chairman on the meeting held on Wednesday 6th October 2021 and any updates as appropriate.

6. OPEN SPACES COMMITTEE

To receive a report from the Open Spaces Committee Chairman on the meeting held on Wednesday 6th October 2021 and any updates as appropriate.

7. CHAIRMAN'S REPORT

To receive a report from the Chairman

8. DISTRICT COUNCILLOR REPORT

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** 10k Summary report
- 9.3** Community Engagement

- 9.4 To agree in principle grant funding for the Queens Platinum jubilee weekend.
- 9.5 To agree and approve a donation to Hampshire Archives
- 9.6 Remembrance Sunday

10. FINANCES AND ACCOUNTING REPORTS

- 10.1 To receive and approve the September payments, bank reconciliations and trial balance as at 30th September 2021
- 10.2 To receive and authorise the October 2021 payments (*to follow*)
- 10.3 To note the Conclusion of Audit for the year ended 31st March 2021
- 10.4 To approve the transfer of £30,000 to the CCLA PSDF
- 10.5 Budget items for consideration

12. TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS

- 12.1 Allotments
- 12.2 Benians Pavilion
- 12.3 Oak Green
- 12.4 Village Hall
- 12.5 Passenger Transport Forum

13. TO NOTE COUNCIL PROJECT UPDATES

- 13.1 Community Building Update
- 13.2 Village gateways
- 13.3 Queen's Platinum Jubilee event weekend

14. NEXT MEETING:

Wednesday 17TH November 2021, 7.00pm at the Village Hall

Welcome to this month's report. Where has this year gone? It's been another busy month in the district, I'm glad that things are getting back to a new normal. Apologies on behalf of EHDC and Norse for the disruption of emptying bins around the ward. Due to the ongoing shortage of HGV drivers. If your bin is missed, please leave it out and it will be emptied as soon as the team are able, they are even working weekends to catch up. The new Bin calendars are available to download via the EHDC website, go to the 'where I live' section and enter your address.

The three of us have received a vast amount of emails not surprisingly, related to the Chawton Park Farm development being part of the Option 2 of the Local plan. It is vital we have a local plan to stop speculative build that our 3 villages have seen happen many times over recent years. At full council after a long debate, it was good news with regards to Chawton Park Farm now being considered equally to all other sites and now will be evidence based to ensure the development site is chosen having considered all implications. Ingrid was unable to attend this meeting due to a serious family illness, and we send her our best wishes. Diana voted against the proposal because this is building on farmland and due to climate change and extreme weather predicted in the future, we will need farmland for grazing animals and for agriculture. The Government's planning for the future white paper mentions enhancing natural environments rather than not just harming them. I'm on the sub-group for natural environment at Climate Change committee with two other members, therefore voted against the proposal of the plan.

The long awaited new crossing is nearing completion, and will now be a safe haven for children to cross the A31 at Lymington Bottom. We've also received a lot of comments on the verge cutting along the A31 and the impact of the rubbish that is sprawled along the carriageway. The Environmental officer at EHDC said " We do the litter pick after the cut because although the litter gets shredded, if you try to pick in long grass, you miss too much, and it looks dreadful afterwards anyway. The A31 is a high-speed road and not safe to work on without booking road space and traffic management. The traffic management is expensive, and the road space is not always available when we want it, it must fit around the demands of others working on the highway. It would cost twice as much to litter pick before and after. I don't think more litter bins or recycling litter bins would help as any responsible person would use the existing bins or take it home. Less plastic packaging might make a difference. Sonja Reames in Environmental Enforcement might know if it's possible to fine car owners for litter coming from vehicles." We have thanked Rachael for this response. If there are any other areas where the litter is bad, report it via the MyEHDC portal on the website and it will go direct to Norse. Should you have anything we can help with please let either myself, Diana or Ingrid know. Stay safe.

Jonathan May District Councillor Four Marks, Medstead & Chawton.

AGENDA ITEM 9**EXECUTIVE OFFICER REPORT INCLUDING CORRESPONDENCE****CORRESPONDENCE ITEMS**For the period 9th September to 12th October 2021**Emails received:**

9 th September	SDNPA	September newsletter
14 th September	Kirsty Cope	Fw: Alton Sports Centre Project Development Group Meeting
16 th September	Damian Hinds MP	COP26 East Hampshire - Alton Maltings, Friday 8th October
19 th September footpath	Local resident	Thank you—clearance of Hazel Road/Thorn lane
24 th September	CPRE Hampshire	CPRE Hampshire 'Influencing your Local Plan' Free Workshop - 5th October [circulated]
28 th September	SDNPA	FW: Community-based Renewables TAN - Input from Town and Parish Councils
29 th September	Community Energy	Essex Climate Fund for Community Actions
29 th September	HCC	Hampshire Passenger Transport Forum dates
1 st October	HCC Access	Welcome to the October Edition of the Rights of Way Volunteer Newsletter
2 nd October	Local Resident	Thanks for clearance works, Lymington Btm Road
4 th October	SDNPA	Reminder; parish webinar, nature recovery
6 th October	HALC	HALC AGM 2021 6 th November 10-1 venue tbc
11 th October	Keep Britain Tidy	Support Your Volunteers!
11 th October	CPRE Hampshire	Autumn Events
13 th October	South East Water	Have your say - South East Water's draft Climate Change Adaptation Report consultation

EHDC NEWS Releases:

10 th September	Press Release	Walkers take strides to raise money
10 th September homeless	Press Release	Pinewood Hall pods pioneer way to help the
13 th September East	Press Release	Lord Deben to deliver keynote speech at COP26 Hampshire
13 th September	Press Release	Book now for the Creative Footsteps festival
13 th September	Press Release	Garden Waste collections in East Hants week commencing 13 September
16 th September	EHDC generic	COP26 East Hampshire - town and parish councils
22 nd September COP26	Press Release	Don't be daunted by carbon neutral deadline - can help
23 rd September	Press Release	Build your business with a free course this October
28 th September	Press Release	More evidence needed on Local Plan sites as EHDC calls for fairer housing targets
28 th September	Press Release	New bin calendars now available
4 th October East	Press Release	Take action against climate change at the COP26 Hampshire
5 th October	Press Release	Reminder - New bin calendars now available
5 th October	Press Release	Pitch perfect for Pompey pair
12 th October	Press Release	Have your say on Woodlands Hall, Headley Down
12 th October	Press Release	Community commitment to climate change at COP26 East Hampshire

Regular monthly news bulletins:

9 th September	Action Hampshire	Important stuff you need to know right now (70)
18 th September	CPRE Campaigns	A big win for the countryside
20 th September	Community First	Community First eNews - 20th September 2021
23 rd September	Action Hampshire	Important stuff you need to know right now (72)
28 th September connections	Action Hampshire	AH News Flash: Grow your business and
1 st October	CPRE	Watch and share Victoria's story
7 th October	Action Hampshire	Important stuff you need to know right now (74)
9 th October	CPRE Campaigns	Another campaign win
11 th October Evening	Action Hampshire	Newsflash - AH News Flash: SSE Graduation
13 th October	CPRE Hampshire	Invite
13 th October	Energy South	CPRE Hampshire - Autumn Appeal 2021 Community Energy South Newsletter

Letters received:

29 th September	Trethowans	Section 26 Notice, piece of land situated at the Recreation Ground
September	CPRE Hampshire	Hampshire Views publication.

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

9.1 Correspondence items and matters arising

I would like to bring Councillors' attention to the following correspondence items.

An email from a resident has been received thanking the Council for the clearance of the footpath from Hazel Road to Thorn Lane, the footpath is owned by EHDC, but has not been cleared for many years. However, with Cllr Tennyson's intervention, this prompted EHDC to finally clear the pathway, so would like to offer the Council's thanks to Cllr Tennyson.

An email was received by a resident thanking the Parish Council for clearing the overgrowth on the area of land opposite Rivers, which was cleared last month by the Parish Lengthsman. This area has been subject to much discussion over the years as to whose responsibility it is to clear, however as it is owned by HCC, the responsibility should be theirs, particularly as clear access is required for HCC to empty the soakaways to stop flooding on Lymington Bottom Road. By requesting the Lengthsman to carry out the work, effectively they are paying for it to be cleared, and it may be that this is the way forward. This issue will be discussed at the next liaison meeting.

The overgrowth on the footpath on the North side of Winchester Road is an annual problem, and despite being reported, at the time of writing, remains uncut. The owner of the hedge has been served formal notice by HCC, but following contact with our County Councillor, Mark Kemp Gee, this has been escalated and the contractors carrying out the pedestrian crossing works have offered to cut it back imminently. Thank you to Mark Kemp Gee for his intervention with this issue.

The HALC AGM is being held this year on Saturday 6th November, 10.00am to 1.00pm, but it has not yet been decided whether this meeting will be held in person or virtually. If you are interested in attending, please let me know and I will forward on the registration details. Donna Jones, the new Police & Crime Commissioner, has been confirmed as the Speaker.

A letter has been received from Trethowans Solicitors in Southampton, serving the Parish Council with a Section 26 Notice under the Landlords and Tenants Act 1954. Legal advice is being sought before discussion and subsequent response.

9.2 Four Marks 10k Summary Report

There are some great photographs in October's Four Marks News of this year's event. Although entries were lower than previous years, with 62 in the 10k and 16 in the 5k, it was a successful morning, enjoyed by all. This could have been due to the change of date, or maybe other clashes and the current situation. A meeting will be held early in 2022 to decide the date of next year's race. This has now become a popular event in the local running calendar, and therefore see no reason for it not to continue all the time we have the volunteer assistance we rely on. Thank you to Jo for an excellent job organising her first event. I would also like to thank all those who turned out on the day to help; Councillors, and ex-councillors, volunteers from Alton Rotary, and Streetwatch and of course to all the members of Alton Runners, particularly Philip Scrase, without whom the event would not go ahead. A special thank you to the landowners, particularly the owner of Old Down Wood, with whom Jo worked collaboratively with to get the footpaths cleared earlier than they would normally, and of course huge thanks to all our local Sponsors.

This year's event broke even with entry fees totalling £858, and expenditure at £823, the small 'profit' will be earmarked for next year's event. This year's event in conjunction with the Council's Climate and Nature Emergency Policy, had no single use plastics, and runners were presented with eco friendly medals.

9.3 Community Engagement

For discussion and agreement

At last month's meeting, there was a detailed discussion on Community Engagement. Following that meeting I have sought clarification on costings for producing a Parish Council information leaflet. The local example that I was referring to is distributed by a local company who are given a map of the areas to deliver, approximate cost £300, it costs about the same to print, although Four Marks would only need approximately 4000, whereas they produce 13,000. It is produced in house, drafted and approved by a working party, and put together by a member of staff, approximately 1 day's work. I would suggest maybe an annual leaflet based on the APM reports may be a good way of notifying all residents of what the Council have done, and are doing, throughout the year. It may also be a useful and proactive way, as and when the Community building project moves forward, of involving the whole community.

The other suggestion was for the Council to hold 'Parish Council surgeries', and I think it would be good to explore this initiative further, and would like to suggest trialling this out, with maybe a Saturday morning pop up surgery, possibly at Oak Green. I think it would need at least two Councillors at each session, but if these were held, for example, every other month, that would mean only one session per Councillor in a Council year.

Recommendation:

In a bid to promote improved community engagement, Council agreement is sought to move forward with either one, or both, of the proposals as suggested above.

9.4 To approve in principle a grant donation to the Queens Platinum Jubilee working party

For discussion and approval in principle

A request has been made by a member of the working party for a grant towards organising the various events during the celebration weekend. Although no expenditure details have been provided, this Agenda item is to agree an amount, in principle, that the Council would be prepared to donate towards the event. Other grant sources will also be applied for, including District Councillor Grants. Former members of the Festival Committee have been approached, however, have decided that this event would not be appropriate expenditure for the funds held in their earmarked reserve.

9.5 Approve a donation to Hampshire Archives

For discussion and approval

Having recently had the need to remove files from the Archives for research and confirmation of decisions made by previous Council as recorded in early Minutes, the Chairman has asked the Council to consider a donation to the Hampshire Archives for their service.

9.6 Remembrance Sunday

For noting and approval

This year's Remembrance Sunday parade and service is currently scheduled to be held as per pre-Covid on Sunday 14th November, 10.45am. Confirmation is sought from the Parish Council for permission to use the open space, and to erect the knitted Poppy display as previously. A further request has also been made to use the open space for the display, once again, of the knitted Christmas Trees.

AGENDA ITEM 10

FINANCES AND ACCOUNTING REPORTS

10.1 and 10.2 Financial Reports attached in separate document

10.3 Notice of Conclusion of Audit For noting

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **FOUR MARKS PARISH COUNCIL – HA0107**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Four Marks Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Four Marks Parish Council for the year ended 31 March 2021 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Four Marks Parish Council on application to:	
(a) <u>SARAH GOUDIE, EXECUTIVE OFFICER</u> <u>PARISH OFFICE, FOUR MARKS SPORTS PAVILION</u> <u>UPLANDS LANE, FOUR MARKS</u> <u>HAMPSHIRE GU34 5AF</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>By APPOINTMENT</u> <u>MONDAY, WEDNESDAY OR THURSDAY</u> <u>10.00 AM - 12.30 PM</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £___ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>SARAH GOUDIE, EXECUTIVE OFFICER</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>13TH SEPTEMBER 2021</u>	(e) Insert the date of placing of the notice

10.4 To approve transfer of funds from Unity Trust Bank to CCLA PSDF Motion to approve

To approve the decision agreed in principle for the transfer of £30,000 to the CCLA PSDF to alleviate risk of funds held in the current account.

10.5 To note items for 2022/2023 budget

Councillors are asked to consider budget items for discussion at the Finance & General Purposes budget meeting to be held on Wednesday 27th October 2021