

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 9th February 2022

Dear Councillor

You are hereby summoned to attend a meeting of the Full Council to be held at **Four Marks Village Hall** on Wednesday 16th February 2022 at **7.00pm** for the purpose of transacting the undermentioned business.

Please note that social distancing will still be observed, and masks are still advised. 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 MEETING MINUTES

To approve the minutes of the Full Council meeting held on Wednesday 19th January 2022.

5. PLANNING COMMITTEE MEETING

5.1 To receive a report from the Planning Committee Chairman on the meeting held on Wednesday 2nd February 2022 and any late items to note.

5.2 To report on the EHDC Local Plan Large Sites Workshops and agree strategy for response.

6. OPEN SPACES COMMITTEE MEETING

To receive a report from the Open Spaces Committee Chairman on the meeting held on Wednesday 2nd February 2022.

7. FINANCE & GENERAL PURPOSES MEETING

To receive a report from the F&GP Committee Chairman and any matters arising:

7.1 To discuss and approve the Council's change in financial software provision

7.2 To adopt the updated Data Protection Policy

7.3 To adopt the updated Risk Assessment

7.4 To approve the Parish Council Newsletter

8. CHAIRMAN'S REPORT

To receive a report from the Chairman, as applicable.

9. DISTRICT COUNCILLOR REPORT

To receive a report from the Ward Councillor, as applicable

10. EXECUTIVE OFFICER REPORT AND CORRESPONDENCE

To receive the Executive Officer's report and any matters arising.

11. FINANCIAL ITEMS AND ACCOUNTING REPORTS

11.1 To receive and approve the January payments and bank reconciliations as at 31st January 2022.

11.2 To receive and authorise the February 2022 payments to date

11.3 To discuss and approve a donation to Home-Start Hampshire, deferred from last meeting

12. BENIANS PAVILION

To receive a report from the Benians Committee representative and discussion on the various issues arising from the recent meeting.

13. TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS (as applicable)

13.1 Allotments (Cllr Davis)

13.2 Oak Green (Cllr Foster)

13.3 Village Hall (Cllrs Pullen/Foster)

13.4 Passenger Transport Forum (Cllr Pullen)

14. TO NOTE COUNCIL PROJECT UPDATES (as applicable)

14.1 Community Building Project

14.2 Queen's Platinum Jubilee event weekend

PART 2

EXCLUSION OF PRESS AND PUBLIC

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the Council have the right to exclude the public and press from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest and may pass a resolution, without notice, to do so.

15. STAFF APPRAISALS

To report on the Staff Appraisals and any appropriate recommendations.

16. NEXT MEETING:

Wednesday 16th March 2022, 7.00pm at the Village Hall

AGENDA ITEM 7.1

The Finance & General Purposes Committee discussed in detail changing financial software and, taking the extract from the Minutes ; *gave due consideration to the above benefits and agreed that there was less risk, better access, with good support and willingness to work with their clients. Whilst additional functionality was not yet available, this reduction in risk of moving to a 'cloud based' software with associated support was considered good mitigation at an additional cost of c.£250 per year, and therefore would be recommending to Full Council to change to the Scribe software from the new financial year in April.*

Full details on the discussions and associated questions are contained within the Minutes.

Below is a summary from the provider

Councillors love Scribe because it is

- fully compliant with the Data Protection Act 2018, including changes after Brexit and the end of the European Secrecy agreement;
- reduced risk of mistakes and robust against scrutiny with full audit trails, in line with GDPR requirements;
- transparent and secure as backups run automatically;
- no hidden consulting and training fees;
- demonstrating best practice when managing public funds;

RFOs/Clerks love Scribe because it:

- compiles monthly reports with the click of a button;
- tracks budgets vs. actual expenditure + forecasting;
- easy VAT returns;
- accurate management of Asset Register included;
- easily manages Earmarked and General Reserve funds + track expenditure;
- Year End accounting is effortless - saving a lot of time, freeing Clerks up to attend to other important Council matters.

Scribe's web-accessible software subscription fee includes the following:

- Unlimited logins, including read-only for transparency to councillors and auditors;
- all upgrades, backups and feature enhancements;
- all training - online learning resources, Scribe Academy training sessions and online knowledge base for the full duration of your subscription regardless of staff changes at the council;
- uncapped account support - from structuring your accounts to streamlining your workflow, our experienced on-boarding and support staff are here to help;
- online knowledge base updates during peak times of year e.g. Year End or any changes in legislation at no extra charge.

AGENDA ITEM 7.2

FOUR MARKS PARISH COUNCIL

DATA PROTECTION POLICY

Four Marks Parish Council has a responsibility to comply with both the Data Protection Act 1998 (The Act) and the requirements from the General Data Protection Regulations 2018 (GDPR). Both pieces of legislation govern the use of personal data, and how it is processed and held. The Council, in its capacity as a public authority, has certain legal obligations and powers and the use of personal data is often necessary to fulfil its obligations. A full description of the personal data that the Council processes and for what purposes it is used for is set out in this Policy.

For the purposes of data processing, the Data Controller is Four Marks Parish Council. On occasion, data may need to be shared with other parties so that activities can be jointly carried out. This may include sharing data with contractors, community groups, charities and other data controllers such as local authorities. An example of this may be providing contact details to a contractor working on behalf of the Council.

What is personal data?

Personal data is information about a living individual which allows them to be identified from that data. This includes:

- Name
- Address
- Date and place of birth
- Photographs or videos (including CCTV footage)
- Contact details (such as telephone number, email etc)
- National identifiers (such as ID numbers, national insurance numbers, social security numbers, passport details, driver's license number)
- Education and training details (including educational history, professional qualification and experience, professional organisations, publications)
- Professional status
- Location
- Online identifiers, such as IP address
- Identifiers linked to employment (including but not exclusive to rate of pay, performance)
- Criminal records

Some personal data is classified as 'sensitive' under GDPR legislation and is given greater protection. This includes information relating to:

- Race
- Ethnicity
- Political opinion
- Religion
- Sex
- Physical or mental health conditions
- Trade Union affiliations
- Commission or alleged commission of offences and subsequent proceedings

When the data is used and how it is processed

Personal data is stored and used by the Council for various reasons. Examples of this include but are not limited to:

- Enabling the day to day running of the Council. This may involve holding data concerning staff, contractors and the wider public to effectively deliver services.
- Communicating what is happening. This may be via email, Facebook, WhatsApp or other forms of communication.
- Fulfilling legal and statutory obligations. An example of this may be the necessity to hold personal information to handle complaints or exercise due diligence.
- Promoting the interests of the Council.
- Maintaining accounts, records and relevant staffing information.
- Communicating with service users and hirers, notifying them of any changes.
- Seeking views, comments and opinions.
- Processing of financial transactions including grant applications, and payments for goods and services.
- Discouraging crime, for example by reviewing and using CCTV images.
- Preventing and detecting fraud and corruption in the use of public funds and any resulting law enforcement functions.

In terms of a timeline, there is no definition of a 'reasonable' time in the legislation, but the Council commits to keeping data on file for no longer than is necessary for the task or activity which that data relates to. With regard to employees, data will be kept for seven years after the employee has left unless it is material to legal proceedings or there is another legitimate reason for doing so. There may be some reasons relating to the financial functions of the Council which mean that data is held for a specific time but this will vary according to the activity.

In the case of sensitive personal data, the Council is required to give a higher level of protection to this information and will only process this data:

- where it is necessary to carry out legal obligations
- where it is needed in the public interest
- with express written consent.

In some limited circumstances, the Council may approach a person for written consent to process this data stating the reason that it is needed so that they can carefully consider whether they wish to agree to this data processing. A justification would need to be shown for collecting and processing this data. Examples of occasions where this special data would need to be handled are:

- Where information about physical or mental health is needed to monitor sick leave or make decisions about fitness for work.
- Where racial or ethnic origin or religious or similar information is needed in order to monitor equal opportunities legislation compliance.
- Where it is needed to comply with legal obligations.
- Where, less commonly, this data may be processed where it is relevant to legal claims or where it is needed to protect personal interests (or someone else's interests) and they are incapable of giving their consent, or where they have already made the information public.

Personal data and rights

Data protection legislation dictates that any personal data held must be:

- Used lawfully, fairly and in a transparent way
- Collected for a valid purpose that has been clearly explained and not used in a way that is incompatible with that purpose
- Relevant to the purpose that has been communicated and only limited to that purpose
- Accurate and up to date
- Kept only as long as necessary

- Kept securely and destroyed. This must be done in a manner that limits the opportunity for loss, theft or abuse of said data.

Rights regarding personal data:

1 The right to access personal data that is held by the Council

At any point, a 'subject access request' may be submitted to the Clerk where details can be requested about the data held, where it was obtained and who has access to it. There will not be a charge for this and unless there is a material reason to prevent it, a response should be given within one month.

2 The right to correct and update personal data

If the data held is out of date, incomplete or incorrect, a request can be submitted to update it.

3 The right to object to processing of the data or restrict it to certain purposes

Any request received objecting to or restricting the data held will be considered and the Council will advise if there is a legal obligation to continue processing the data that needs to be complied with.

4 The right to have personal data erased

Personal data will no longer be used if a request is received to have it erased.

5 The right to withdraw consent to the processing of data at any time to which the consent was obtained

Consent to the processing of data can be withdrawn at any time by contacting the Clerk.

6 The right to lodge a complaint with the Information Commissioner's Office

Complaints should be lodged with the Data Commissioners Office on 0303 123 1113 or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Transfer of Data Abroad

Any personal data that is shared or transferred to countries or territories outside of the European Economic Area (EEA) will only be placed on systems that have processes in place that comply with the legislation noted in this document. Please note that the Council's website is accessible from overseas and so, any information included on it may be accessible in other countries. An example of this might be a news article on the website.

Further processing

If the Council wishes to use personal data for a new purpose which is not covered by this Policy, a new notice will be provided setting out the purpose and processing conditions. Where necessary, consent will be sought.

For further information please contact the Parish Office.

AGENDA ITEM 10

EXECUTIVE OFFICER REPORT

Following last month's meeting, Home-Start Hampshire have now sent a full set of accounts, which due to the expanse of the document will be circulated separately for your perusal prior to the re-discussion on this Agenda item. They have requested £500 towards the £1300 costs detailed in the supporting document, previously circulated, but attached the document again to the Agenda for your perusal prior to the discussion. The Parish Council supported Home-Start Hampshire (formerly WeyWater) for many years.

There was no further response from other deferred grant request from EBP South, so this item has not come back to this month's Agenda.

The ESSO Pipeline project team responded to the confirmation that the Council would be interested in a presentation prior to works starting in the area, and provisionally will be attending the June Full Council meeting.

Damian Hinds MP has responded to the request for assistance in chasing a response to the PWLB application and contacted the relevant department on behalf of the Council. It appears that original application would have been sent to the DMO, the DMO then send it to the newly named DLUHC for approval. It is very likely that due to the recent changes, this is where it has got 'stuck'. The DMO are going to chase DLUHC, and they will let Damian Hinds know the status, unless I hear beforehand. The response was received on 31st January, and I will chase Ann, Damian's assistant, if nothing has been heard by the end of the month.

Cllr Budden has noted the Council's suggested training sessions and will be getting back to the Council in a few weeks. Following Cllr Knights referral to pop in, pop out training sessions, Cllr Thomas was contacted, and although had no detail, has advised contacting Democratic Services for more information.

With reference to recent correspondence, the rescheduled date for the HCC Liaison event is Thursday 17th March, with two places available per Council. HCC Planning have also advised of the date of the consideration by the Regulatory Committee for the planning application for the Alton Materials Recovery Facility on 23rd February 2022 at 10.00 at the Council's offices. The Parish Council can speak upon application to the Chief Executive 7 days prior to the hearing. As always please ask for copies of any correspondence items listed.

With reference to the items for approval following the Finance & General Purposes Committee, the Committee will be recommending transferring to the new software package from 1st April 2022. Full details and associated questions are contained within the Financial & General Purposes Committee Minutes. Detailed information on the new software package was circulated with the F&GP Agenda paperwork, however a summary is included within the Agenda supporting paperwork.

The Data Protection Policy and Risk Assessment have been updated and require approval at this meeting, specifically the Risk Assessment to comply with the stipulations contained within the AGAR end of year accounts. The fixed asset schedule needs further amendment following several notified changes and will be presented at the March meeting for approval, also required for the AGAR. The business continuity plan needs further information and more detailed input, so has been deferred to the next F&GP meeting for additional discussions.

**FOUR MARKS PARISH COUNCIL
CORRESPONDENCE ITEMS
For the period to 13th January and 9th February 2022**

Emails received:

17 th January 2022	SCAS/NHS	Appointment of new Chair and Non-Executive Director
18 th January 2022	South East Water	Have your say - meeting the south east's growing water supply challenge
19 th January 2022	SLPP	Southampton to London Pipeline – offer of presentation
19 th January 2022	SDNPA	SDNPA January newsletter
19 th January 2022	Southern Water	Futureproofing our water supplies – WRSE's emerging regional plan consultation (end date 14 th March 2022)
25 th January 2022	Local Resident	Concerns over WI Memorial bench situated adjacent to Bentley Court on the A31 Winchester Road
26 th January 2022	HCC	RE: TEMPORARY CLOSURE OF SOLDRIDGE ROAD (15 th February 2022)
26 th January 2022	CCLA	PSDF – AMC Increase (letter attached to list)
31 st January 2022	HCC ROW	February Countryside Access Volunteer Newsletter
1 st February 2022	SDNPA	The Glover Landscape Review: Government Response and Consultation
1 st February 2022	HCC	NEW DATE - Parish and Town Council Event - 17 March 2022
7 th February 2022	HCC	RE: TEMPORARY CLOSURE OF SOLDRIDGE ROAD (2 nd March 2022)
7 th February	HCC Planning	Alton Materials Recovery Facility, A31, Alton GU34 4JD (application number 33619/007) – to be heard by the Regulatory Committee on 23 rd February, at 10.00am)
7 th February	HCC Pensions	Statutory requirement for contribution payments, AVC reminder and 2022/23 employee contribution bands (not applicable to FMPC)

EHDC NEWS Releases:

19 th January 2022		Don't miss out on a grant for your business
21 st January 2022		Partnership announcement update
21 st January 2022		Work proceeds on Pinewood Village Hall pods for Homeless
21 st January 2022		Learn to live well with dementia at the East Hampshire Dementia Festival
24 th January 2022		Seven cheques for seven charities thanks to Walk for Peace
27 th January 2022		Woodlands Community Hall - ready to hire
2 nd February 2022		Three new bridges dedicated at Deadwater Valley
4 th February 2022		Tree Planting - Volunteers needed !!!
4 th February 2022		CIL bidding now open until 18 th March
4 th February 2022		Free Virtual Suicide First Aid- Lite Training
7 th February 2022		Woodlands Hall is available to hire

Regular monthly news bulletins:

14 th January 2022	Sport England	Active places newsletter
18 th January 2022	Community Energy	Community Energy Business Plans - getting prepared for 2022 – Free masterclass
20 th January 2022	CPRE Hampshire	CPRE Hampshire January 2022. Happy New Year and the latest news.

Letter:

January	CPRE Hampshire	Letter of thanks for donation
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PLEASE CONTACT THE EXECUTIVE OFFICER IF YOU REQUIRE COPIES OF ANY OF ABOVE.

26 January 2022

Dear Shareholder

The Public Sector Deposit Fund ("the Fund"), a sub-fund of CCLA Public Sector Investment Fund

In light of ultra-low Sterling interest rates, which had reduced the income distribution to investors, a further temporary reduction of the Annual Management Charge ("AMC") has been applied to the Fund since 12 May 2021. This saw the AMC reduced to 0.06% from 0.08%.

This reduction has been kept under constant review with the intention of reverting once interest rates increased to a higher and sustainable level. Following the Bank of England's decision in December to increase its Official Bank Rate, Sterling money market interest rates have risen subsequently, and sufficiently enough to reverse the May 2021 AMC reduction.

This letter is to give you notice that the temporary reduction of the AMC will cease on 31 March 2022 and will revert to the previous 0.08%.

Please note: The AMC for the Fund is 0.10% and is inclusive of all other charges. The AMC was reduced to 0.08% on a temporary basis in November 2015 to improve the income distribution, due to low interest rates. In May 2021, the AMC was temporarily reduced further to 0.06% and this reduction is now being reversed.

Any costs associated with the changes outlined in this letter will be borne by CCLA.

Further information

This letter is for your information, and you do not need to take any action as a result of it. However, if you have any questions on the contents of this letter or would like additional information, please contact Jamie Charters on 0207 489 6147 or jamie.charters@ccla.co.uk.

Yours faithfully



Alison ~~Jermey~~

Head of Client Services

AGENDA ITEM 11.3

TO DISCUSS AND APPROVE A DONATION TO HOME-START HAMPSHIRE FOLLOWING ADDITIONAL INFORMATION

Introduction

The core purpose of Home-Start Hampshire is to provide support to Families with children aged between 0 and 11 so Families can provide their children with the best possible start in life. Home-Start Hampshire is a local charity providing trained volunteers and expert support helping families with young children through their challenging times. We are there for parents when they need us the most.... because childhood can't wait.

Our trained volunteers, managed by a professional Family Coordinator, offer support and friendship to families with children up to the age of 11, either one-to-one or in groups. These are the vital years when children learn resilience, self-esteem and confidence and develop good mental and physical health which can last a lifetime.

Our charity helps individual families *now*, but our actions reach much further and wider than this. Society as whole benefits from adults who have grown up in secure, loving and supportive circumstances, and these adults then go on to lead successful lives and become good parents to their own children. However a poor start in life can so often lead to adults needing professional interventions which can be disruptive and costly.

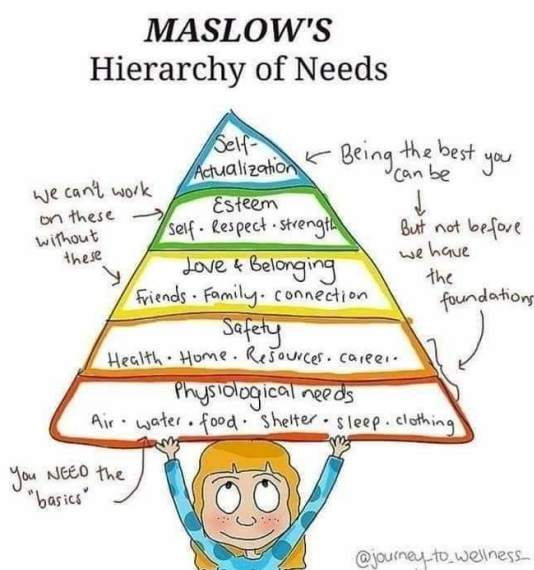
Pyramid Project

Our project is a programme of three strands of support based on the Maslow's hierarchy of needs:

Parenting – parents will develop strong and loving parenting skills and gain strategies for establishing family routines which leads to children feeling secure.

Mental health – parents and children are helped with mental health difficulties by putting coping strategies in place to encourage their well-being.

Social isolation – parents who feel isolated and excluded are helped to integrate into their communities by friendship, encouragement and practical help such as lifts to local groups.



The Effects of the Pandemic

This is a particularly difficult time for our charity and for the families in the Alton, Bordon and Liphook areas we cover. Our regular fund-raising activities are only just beginning to return after the disruption of the coronavirus pandemic so our income greatly reduced, yet the families we support need us more than ever.

Now that government restrictions have been lifted however, it has still not been easy for everyone to return to a normal way of life. Many of the people we support have lost confidence, or have been bereaved or lost their social support networks, or have had to deal with changes to their working lives.

The volunteers working in your area may not have been visiting families but they have kept in touch by phone or social media channels to continue their essential support where possible. We are aware of the need to reconnect and rebuild support for current families in need and we are aware that new families will be referring themselves soon with traditional Home-Start support needs.

National research indicates a huge negative impact on parents and on infants born during lockdown. New mothers battling with post-natal depression, isolation, physical health problems or bereavement really do benefit from the kindness and understanding of a volunteer who checks in regularly with them, listens without judgement and finds practical solutions to some of their problems. Home-Start UK is a member of the Maternal Mental Health Alliance and sits on the steering group for the First 1001 Days Movement.

School readiness for many has been impacted due to less socialisation and attendance at play sessions. Schools are already indicating that primary school children have had significant dips in their reading and writing skill levels and physical fitness. These are all local needs we can address with additional volunteer home visits, phone support, sign-posting, group sessions and local family outings.

Hampshire's Starting Well document says 'there are clear links between educational attainment, absenteeism and both current and future health outcomes for children and young people. Good educational attainment and skills are part of the key to breaking the intergenerational cycle of inequalities in income and employment opportunities which impact on health'. This is why Home-Start concentrates on supporting families in the early years and why we focus on building parenting skills.

How You Can Help

We are determined to take local action now, to tackle problems before families reach crisis point. We have the volunteers and the knowledge, but what we need is your funding to ensure that we can sustain and increase the training and management of our volunteers, ensure they are informed and upskilled about mental health support and the other impacts of the pandemic. We need to ensure in these overwhelming times that our paid staff are available to local families, volunteers and referrers so that the quality and safe performance of our service provision is maintained and new project work can extend our local impact.

We know from qualitative research and feedback that our work is really vital to the wellbeing of our families and cannot be over-emphasised in its importance. Most parents report positive changes in their children's behaviour, health and happiness following their six to nine month relationship with one of our volunteers and this can lead to a step change in their outlook and ability to thrive later as young adults and, eventually, as parents themselves.

Your donation to our work, so important in any year, is vital now.

Our Request: It costs approximately £10,000 per year for the 'average' local council to support one child in need. (Source: Aldaba and EIF analysis of Department for Education, Section 251, total expenditure National Statistics, Characteristics of children in need; Looked after children, p22) – so our preventative support is highly cost effective.

Please will you consider making any donation towards our project costs:

£1300 provides one-to-one support for 1 family who are in crisis for up to 1 year, or 2 to 3 families for shorter periods. The support is flexible and tailored to their needs, and includes weekly volunteer home visits, regular reviews to measure progress and identify additional needs, liaison with other agencies to help with more complex concerns and the opportunity to attend group sessions, outings and much more.

£5000 provides one-to-one support for 4 families for up to 1 year or 8 families for 6 months.

£8500 funds a Home-Start Family Group facility supporting 20 – 25 families a year. This provides social and emotional support, models positive parenting strategies and provides parents with coaching on play, language or other child development issues for improved school readiness. Groups also identify mental health concerns and provide advice on budgeting, healthy eating, access to local services etc.

£10,000 covers the staffing cost of managing a pool of local volunteers for a year, managing induction and on-going training, effecting skilled and sensitive family referrals and ensuring children are safe-guarded.

We are happy to provide any further information required. Reports and reviews can be provided for any donations received, both qualitative and quantitative, to demonstrate how the money has been utilised to support families and we would be keen to share our learning with yourselves and other organisations.

The Government Health and Social Care Committee said the first 1,000 days of a child's life are critical, but not enough is being done; please help us to do more.