

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

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Friday 12th December 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Full Council to be held at **Four Marks Village Hall** on Wednesday 17th December 2025 at **7.00pm** for the purpose of transacting the undermentioned business.

Yours faithfully

Locum Clerk

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 ordinary Council meeting held on Wednesday 19th November 2025.

5. CHAIRPERSON'S REPORT

To receive a report from the Chairperson, as applicable.

6. DISTRICT COUNCILLOR REPORT

To receive a report from the Ward Councillor, as applicable.

7. COMMUNITY FACILITIES COMMITTEE

7.1 To receive the draft minutes of the meeting of the Community Facilities Committee meeting held on 26 November 2025.

7.2 To consider a recommendation from the Committee that, with effect from January 2026, the Committee should meet every month on the second Wednesday of each month; to consider the staffing implications thereof.

8. BENIANS PROJECT

8.1 To receive an update from the Chairman of the Community Facilities Committee.

8.2 In accordance with Standing Order 23 to resolve to execute (as a deed) the funding agreement with East Hampshire District Council; to agree which two councillors will sign on behalf of the Parish Council

23. Execution and sealing of legal deeds

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b Subject to standing order 23(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

8.3 To approve any parking layout changes required after EHDC have confirmed the quantity of spaces required.

8.4 To approve proposals for design changes to the building required by the planning officer.

8.5 To approve project phasing so that the first phase is fully funded without reliance on developer contributions not yet received.

9. PLANNING COMMITTEE

- 9.1** To receive the draft minutes of the Planning Committee meetings held on 5 November and 3 December 2025.
- 9.2** **EHDC-25-1391-HSE** 4 Beech Grove, Four Marks, Alton, Hampshire, GU34 5GP, Two storey side extension with internal alterations
- 9.3** **EHDC-25-1297-FUL** Oakwood House, 102 Telegraph Lane, Four Marks, Alton, Hampshire, GU34 5AW
Demolition of existing outbuilding and erection of two dwellings with garages and car barns, with associated accesses and landscaping. One dwelling to be delivered as a self-build unit.
- 9.4** **EHDC-25-1438-PAQ3A** Raynards Rest Willis Lane, Four Marks, Alton, Hampshire, GU34 5AP, Change of use of Agricultural Building to Dwelling.
- 9.5** **EHDC-25-1386-HSE** 138a Winchester Road, Four Marks, Alton, Hampshire, GU34 5HZ, Development to provide a single storey rear extension with roof lantern.
- 9.6** **EHDC-25-1405-FUL** 2 Gloucester Close, Four Marks, Alton, Hampshire, GU34 5HX Subdivision of the plot at 2 Gloucester Close for two new additional dwellings
- 9.7** Late Applications

10. FINANCIAL ITEMS.

- 10.1** To receive the following reports for the Financial Year 2025/26 to 30 November 2025:
- Expenditure against budget
 - Balance Sheet
 - Earmarked Reserves
- 10.2** To note bank balances at end of November 2025 and receive the Bank Reconciliations
- 10.3** To receive and approve the payments for November 2025.
- 10.4** To discuss and agree the process and timetable for setting the 2026/27 precept.

11. INTERIM INTERNAL AUDIT

To receive the report of the internal audit carried out on 13 November 2025

12. ASSET REGISTER

To review the current Asset Register.

13. POLICIES FOR REVIEW

- 13.1** Hire of Council Facilities by Third Parties Policy
- 13.2** Registration of Gifts and Hospitality Policy

14. ITEMS FOR DECISION

- 14.1** To approve a proposal that charges for third party use of floodlighting on the football field be set at £10 for a two-hour session.
- 14.2** To approve the Council's potential participation in an asset mapping pilot - Asset Based Community Development 'ABCD' which involves creating a living map of the village that highlights local assets, people and places. To agree up to four individuals to attend a training/introduction day to held on 14th January 2026 in Petersfield.

15. ITEMS FOR CONSIDERATION

- 15.1** To review the list of projects to be funded from developer contributions.

16. CORRESPONDENCE

17. OPEN SPACES COMMITTEE

To note that the Open Spaces Committee meeting scheduled for 3 December 2025 was opened and immediately closed being unable to proceed because inquorate.

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

- 18.1** Allotments -Locum Clerk
- 18.2** Benians Committee – Cllr Smith
- 18.3** Oak Green - Cllr Briggs
- 18.4** Village Hall – Cllr Briggs
- 18.5** Highways – Cllrs R Pullen and Medhurst.
- 18.6** EHAPTC – Cllrs R Pullen.

19. Next meeting: 21st January 2026.