

FOUR MARKS PARISH COUNCIL

**Minutes of the Full Council Meeting
Held on Wednesday 21st October 2020, commencing at 7.30pm
Held remotely via Zoom video conferencing**

MEMBERS PRESENT:	Cllr Janet Foster (Chairman)
	Cllrs Neil Bonter, Tim Brake, John Davis, John Hammond, Shaun McCarthy, Bryan Timms, Simon Thomas and Anne Tomlinson
IN ATTENDANCE:	Sarah Goudie, Executive Officer (EO)
	Jo Tsigarides, AEO (part)
	District Councillor May
	No members of the public
APOLOGIES:	Cllr Mike Sanders

20.128 CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed the Councillors and District Councillor May to the meeting.

20.129 OPEN SESSION - PUBLIC PARTICIPATION

The Chairman then asked if there were any items to be raised under the open session.

Cllr Brake asked for information on Remembrance Sunday, which the EO confirmed would be discussed under her report.

Cllr Thomas advised of a communication received from a local resident who was starting a local campaign on speeding within the village having lost two cats very recently, and wanted to make the Parish Council aware.

Cllr Timms reported that he had been invited to Derek Seaton's funeral in Grayshott, together with the Chairman of the putting club and Wey Valley radio with whom he had former connections, it had been a very moving but fitting tribute.

There were no further issues to raise, the Chairman closed the open session and opened the formal meeting at 7.40pm. Standing Orders were applied.

20.130 APOLOGIES FOR ABSENCE

There was an apology for absence received from Cllr Mike Sanders, which was acknowledged and accepted.

20.131 DECLARATIONS OF INTEREST

The Chairman reminded all Councillors of their obligation to declare any declarations of either pecuniary or personal interest in any Agenda items.

There were no declarations of interest.

20.132 COUNCIL MINUTES

It was RESOLVED to approve the Minutes of the remote Full Council Committee Meeting held on Wednesday 16th September 2020 following proposal by Cllr Thomas and seconded by Cllr Tomlinson and agreed by all Councillors as a true reflection of the meeting and would be signed by the Chairman at the next meeting held in person.

20.133 CHAIRMAN'S REPORT

The Chairman thanked the AEO, Jo, on her hard work with the virtual VE day race which enabled the Council to send a donation to Help for Heroes, the charity that was due to benefit from the VE 75 Day celebrations

A resident had sent the Chairman a communication on a new initiative 'Cycle for Four Marks' which is due to published in next month's Four Marks News, which was acknowledged. After a brief discussion it was suggested that whilst the Parish Council are unable to get involved in campaigns, they could be approached in the future for support via grant funding, if or when appropriate.

A reminder that the Four Marks and Medstead Community Cupboard would be having its inaugural opening the following day at the Church of the Good Shepherd.

The Chairman also wished to advise the Council that she had been made aware of the passing of a former Councillor, Mick Budd, recently, and the Council offered its condolences to his family.

20.134 DISTRICT COUNCILLOR REPORT

The report from District Councillor Tennyson had been previously circulated and is attached to Minutes as Appendix 1.

District Councillor May was in attendance and had no further updates, there were no questions from Councillors.

20.135 EXECUTIVE OFFICER'S REPORT

20.135.1 The EO report had been circulated with the Council paperwork, attached as Appendix 2, together with recent correspondence. The EO advised that the HALC mini conference scheduled to be held the previous day had been postponed due to lack of interest, the one scheduled for 4th November was still going ahead, which unfortunately clashes with the Committee meetings.

Remembrance Sunday. Although the Council had previously agreed to scale down the service, to comply with the rule of 6, further guidance had been released from the Government, and subsequently EHDC, on how to organise a Remembrance Service outdoors, although there were a number of measures that would need to be put in place. The EO asked the Council whether they wished to reconsider the original decision, based on the new guidance, but after a discussion it was decided to remain with the original decision. A number of options were discussed that would enable everyone who wished to lay a wreath to do so. One was to have a wreath laying service on both Sunday 8th and Wednesday 11th November, at 11.00am or a staggering of times, for example up to 6 at 10.45am and another group at just after 11.00am on Sunday 8th November, the first option being preferred. It was agreed to contact each organisation who have previously laid wreaths to ascertain how many places would be required, and whether it was necessary to have two separate time slots. The AEO had already prepared a draft risk assessment which could be tweaked as appropriate. The EO and AEO would liaise with all parties. The EO confirmed that the notice that the parade and service had been cancelled was already in the November edition of the Four Marks News, but it was agreed that this should be as widely publicised as possible, both on Notice Boards and on social media.

20.135.2 Items for approval

20.135.2.1 Prayers at Oak Green, following receipt of the information requested from the original request, it was agreed to allow this low key but hopefully helpful activity.

20.135.2.2 Council approval for grant for local event. The EO had circulated the request and presented

the publicity material at the meeting, it was RESOLVED unanimously to support this event and award the requested grant of £137.

20.135.3 SLCC Conference Update. The EO confirmed that she had attended this year's virtual SLCC conference, and would provide a detailed report at the next meeting.

20.136 OPEN SPACES COMMITTEE REPORT

Cllr Tomlinson, as Chair of the Committee, reported the following from the meeting held on Wednesday 7th October 2020.

Following the circulation of the Minutes, Cllr Tomlinson wished to highlight the satisfactory resolution of the boundary issues at Swelling Hill Pond, following agreement with the adjacent landowner.

Cllr Hammond asked the EO how the site meeting with the Hampshire Highways representation had gone with reference to the new signs at the Lymington Bottom Road and Boyneswood Road bridges. Although there would be a more detailed report for the Open Spaces Committee, the EO confirmed that ownership of the land was now being ascertained and an application would be submitted in due course as part of the CFI scheme. This would form part of a two phase project for these signs to be followed by Village Gateways as part of a traffic calming scheme currently under investigation together with drainage proposals by the School.

20.137 PLANNING COMMITTEE REPORT

Cllr Thomas, as Chair of the Committee, reported the following from the meeting held on Wednesday 7th October 2020.

Cllr Thomas referred Councillors to the Minutes, highlighting that the majority of applications at this meeting were tree related, and the refusal of the 5 dwelling development in the Shrave, although situated in the Parish of Chawton.

20.138 FINANCIAL REPORTS

20.138.1 Following circulation, and with no further comment, following Full Council approval, it was RESOLVED to approve the payments (as detailed below), bank reconciliations and trial balance as at 30th September 2020, following proposal by Cllr Timms, and seconded by Cllr Davis.

List of Payments made between 01/09/2020 and 30/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/09/2020	FM01	BACS	20.52		August Expenses
03/09/2020	Glasdon UK Limited	BACS	964.87		Replacement bins
03/09/2020	Glasdon UK Limited	BACS	46.91		Dog waste bags
03/09/2020	Vita Play Limited	BACS	581.52		Part - play area
03/09/2020	Elite Industrial Supplies Ltd	BACS	65.27		FMPC High Viz
05/09/2020	Talk Talk Business	DD	32.34		July phone b/band
09/09/2020	Lloyds Bank Credit Card	Statement	239.06		Credit Card pay
11/09/2020	ICO Date Protection	DD	35.00		Annual registration
16/09/2020	British Gas	DD	29.58		Monthly bill
17/09/2020	Semrah Landscape Management	BACS	792.00		Grass cutting
17/09/2020	Vita Play Limited	BACS	3,300.00		Remedial works
17/09/2020	PKF Littlejohn LLP	BACS	480.00		External audit
17/09/2020	Howard Carpenter	BACS	261.63		Allotment expenses
20/09/2020	Biffa Waste Services	DD	194.06		Pavilion bins
21/09/2020	Eddie Hodkin	BACS	285.00		Open Spaces Maint
21/09/2020	Help for Heroes	BACS	246.00		Donation VE Day
21/09/2020	Zurich Insurance plc	BACS	2,248.36		Insurance renewal
30/09/2020	FM01	BACS	1,949.48		Sept Net Salary

30/09/2020	FM04 - JT	BACS	300.44	Sep Net Salary
30/09/2020	HM Revenue & Customs	BACS	761.94	Sept PAYE/NI
30/09/2020	Hampshire Pension Fund	BACS	665.70	Sept Pension
30/09/2020	Unity Trust Bank	BANK	28.95	Qtr Bank charge
30/09/2020	Unity Trust Bank	BANK	2.40	Handling Charge

Total Payments 13,531.03

20.138.2 Following circulation of supplementary papers, with no queries or comments, and following Full Council approval, it was RESOLVED to authorise the October 2020 payments as presented, following proposal by Cllr Thomas and seconded by Cllr Brake which would be signed in due course, as below.

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/10/2020	Talk Talk Business	DD	32.34		Office telephone/b/band
09/10/2020	Hampshire Woodlands Ltd	BACS	312.00		Tree replacement - Play area
09/10/2020	Industrial Heaters (Sthn) Ltd	BACS	352.80		Boiler Service - Pavilion
09/10/2020	WKL Building Supplies	BACS	281.14		F/C Materials garage roof
09/10/2020	Idverde Limited	BACS	1,029.60		Bin emptying
09/10/2020	Cato Computers	BACS	74.00		Computer supplies
09/10/2020	Acorn Office Supplies	BACS	133.21		Office Stationery
09/10/2020	SLCC Enterprises	BACS	30.00		National Conference-training
12/10/2020	Lloyds Bank Credit Card	Statement	17.39		Credit card payment
19/10/2020	British Gas	DD	31.02		Monthly gas/pavilion
22/10/2020	Semrah Landscape Management	BACS	2,310.00		Open Spaces maintenance
22/10/2020	Eddie Hodkin	BACS	315.00		Open Spaces maintenance
22/10/2020	SSE Southern Electric	BACS	289.32		Qtr Pavilion electric
22/10/2020	J Warwick	BACS	480.00		Roof materials-Football Club
22/10/2020	Excel FSE	BACS	96.00		6 mth fire alarm check
22/10/2020	RS Fencing & Agriculture	BACS	84.00		Playground fencing maint.
30/10/2020	Blachere Illumination UK Ltd	BACS	2,189.10		Xmas light installation
30/10/2020	FM01	BACS	1,755.32		Net Salary - October
30/10/2020	FM01	BACS	35.30		October Expenses
30/10/2020	FM04 - JT	BACS	271.44		October net salary
30/10/2020	HM Revenue & Customs	BACS	624.17		October PAYE/NI
30/10/2020	Hampshire Pension Fund	BACS	587.18		October Pension contribs.
Total Payments			11,330.33		

The EO confirm there had been no receipts this month.

20.139 GOVERNMENT WHITE PAPER 'PLANNING FOR THE FUTURE' CONSULTATION

Cllr Thomas gave a detailed presentation with reference to his work to date on the above Consultation, the proposed reform of the planning system, which could have serious implications for Four Marks. A video recording was also shown of the local MP, Damian Hinds, raising his concerns and mentioning Four Marks in his speech at the House of Commons.

Cllr Thomas asked for any comments by the latest, Sunday 25th October, to enable finalisation of the submission, which the EO would submit by the deadline on 28th October.

Cllr Thomas was thanked for the detailed and time consuming work already carried out working his way through all the consultation proposals and summarising them for the Council. Cllr Timms asked Cllr Thomas if he was

now more optimistic about the outcome, to which the response was yes, due to the widespread concerns being raised both locally and nationally.

20.140 COMMUNITY FACILITY IMPROVEMENT PROJECT

20.140.1 Update from working party

Cllr McCarthy gave a brief update on the previous working party meeting and the recent site visit that had taken place. Following site meetings at various facilities, it had been agreed that it would be beneficial to seek advice on the concept drawings from one of the community managers, which had then prompted the working party to pursue the feasibility of engaging a project manager, with relevant experience, to take the project forward. This action had been agreed in principle at the previous Council meeting.

The aforementioned community manager had been contacted previously to see if they would be agreeable to assisting in the interim until such time as a project manager could be identified. However, when contact was finally made, it became apparent that due to an unforeseen change in circumstances that not only could they assist, but could offer more direct involvement and, when asked, were extremely keen to do so. With their credentials already evident, it seemed logical to pursue their engagement, and a draft proposal was put together, for approval at this meeting.

Although it was noted that best practice would have been to put a proposal together and advertise for a contractor for this role, the working party had already been working with the ideal candidate. The Council were asked by the working party for a dispensation to allow their engagement on the basis that they had already met and seen the candidate's experience and qualities first hand, and under the current circumstances the process to source a project manager, would be challenging and lengthy. It would also be difficult to advertise for a role that could, potentially, only end up with only a few weeks work, as there were several stages that could halt the whole process.

After deliberation, all Councillors were, in agreement. It was, therefore, RESOLVED to allow the dispensation to suspend Standing Order 18(d) being of the opinion that this course of action would only benefit the Council, and Community, long term, having also had confirmation that there was no infringement on contract rules.

Due to the confidential information to be discussed, the following item was held under a closed session.

20.140.2 To approve the contract for engaging a project manager

A proposal had been circulated for comment and subsequent approval following detailed discussions. There were several amendments and suggestions, and the agreed terms would be drafted for approval prior to issue.

20.141 EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS

20.141.1 Allotments. There were no updates to report.

20.141.2 Benians Pavilion. Nothing further to report other than the Pavilion remains closed.

20.141.3 Footpaths. Cllr Timms wished to advise that Footpath 18 from Hawthorn Road to Footpath 7 had been cleared and cut back and asked if this had been done by the Council. It was confirmed that it was the landowners. Cllr Thomas confirmed that similar clearance work had taken place on Footpath 3. He also suggested sending a thank you to the landowners, this was supported and agreed.

20.141.4 Oak Green. The EO confirmed the Christmas lights would be installed on 2nd December. Cllr Foster confirmed that the new bins and bollard to be reinstated should take place over the coming weekend.

20.141.5 Village Hall. Cllr Foster had attended the recent AGM and subsequent meeting, and had noted the following:

AGM

- Minutes from 2019 agreed.
- Other items agreed eg accounts agreed.
- Committee members as before, with new secretary Karen Wakeland.
- No members of the public and no questions raised. Meeting took 6 minutes

COMMITTEE MEETING

- Takings during Aug & Sept were reduced along with expenditure.
- Butterflies and other incomes will cover the usual costs but not any large expenditure ie, EICR (due), boiler maintenance, fire equipment checks, costs.
- Some groups not returning but others slowly. Blood Donor session 25 Nov.
- £10K grant will help loss of income. Discussion about roof works but no real conclusion as to when this will be done or if total cost is available. Crowd funding or similar to be investigated.
- Broken/damaged windows have been replaced/fixed.
- Brown bin to be purchased.
- Replacement front door (to improve security). Quotes to be sought
- Next meeting. No date fixed but members to email issues / subjects to be sent round the committee

20.142 ONGOING PROJECTS

20.142.1 Festival Committee projects. Cllr Hammond gave an update on the Swelling Hill Pond sign, advising that certain queries had been raised on both size and material of the posts, which he acknowledged. After further discussions it was agreed that a slight reduction in size somewhere between AO and A1 would be requested and that a wood effect plastic would be the most durable and therefore, the preferred, option.

20.143 NEXT MEETING:

The next meeting will be held on Wednesday 18th November 2020

20.144 The Chairman closed the meeting at 10.00pm.

APPENDIX 1

District Councillor's Report: October, 2020.

It was only a few months ago that I wrote up another report and mentioned that we either needed to be immune or immunised in order to cope with a life with some 'normality', and I use the term loosely, during the Covid19 pandemic. Unfortunately nothing has altered, although children have been able to return to school and preschools in September. Universities and colleges have their own approach and are arranging for lectures to be held online, while seminars and tutorials for small groups can still be dealt with in person. Practical work, e.g. healthcare, archaeology, science subjects, etc., will also be in person with restrictions for self-distancing observed.

Ban on social gatherings: From Monday, 14 September, the Government was obliged to announce another ban on social gatherings of more than six people, and ensure that meeting in large groups 'for fun will become illegal', in order to prevent a sharp increase in coronavirus. The Prime Minister fears that 'people were becoming complacent about social-distancing rules as the rate of infections fell over the summer' period.

The onset of Winter and colder weather is unfortunately deemed to help the virus spread, but we are still encouraged to take as much exercise as possible out of doors at present. We are advised to be particularly careful not to cluster or congregate indoors, or at gatherings, and be exceptionally careful to follow 'hygiene and distance guide lines'.

Community Cupboard: A 'Community Cupboard' (Food and More) has been set up in Four Marks by Cllr. Ginny Boxall, councillor for Alton, Whitedown, following the success of the Alton Community Cupboard. The idea is very welcome and will be helpful to families locally. It will provide local produce from allotments, excess and surplus food items from supermarkets and other shops to the community, free of charge. These items would otherwise go to waste or be composted.

Initially all three local district councillors representing our villages met up with Cllr. Boxall in February at Benians Pavilion, Four Marks, to discuss the best the place to set it up. The Church of the Good Shepherd (COGS) in Lymington Bottom was chosen as the best location.

We offered help and Cllr. May agreed to be the contact and arranged to meet again at COGS to help organise the project. We now understand that Cllr. Boxall has arranged the Four Marks Community Cupboard independently and we were not consulted again until 7th September. We understand that the opening is likely to be in early October at COGS. At this point in time, I note that insurance and a risk assessment have to be set in place prior to the opening, and hope that this can be dealt with in time.

White Paper: At present we are all being briefed on the new Government's White Paper by officers at EHDC. At the time of writing we have attended two briefings via Skype which have been very helpful. Parish and town councils will also be briefed and updated on 21st September. We will be progressing through the 'consultation' stage which will last twelve weeks from 6th August until 29th

October, 2020. Information will be available which will relate to Climate Change which is extremely worrying at this time, so we await a further update.

No Wey Incinerator: I commented and made a written representation to HCC and to EHDC on the subject, and received a copy of the report from Nick Upton, Development Management Team Leader at EHDC. He mentioned the adverse effect on Upper Froyle, a conservation area, and I thought his comment, 'an alien feature', was extremely apt. Additionally, that the proposal, 'does not address the main issue,' i.e. the amount of waste that cannot be recycled or 'safely disposed of'. I particularly agreed with his comment that this proposal, 'simply kicks the can down the road', and 'the issue of waste disposal continues to escalate', something I also mentioned.

Nick also mentions rather worryingly that waste will be brought in from far and wide, and has concerns that emissions could affect human health. The other point I raised was the disposal of 'toxic residue'. He also flagged this up, 'to indefinitely store two million tonnes of toxic waste over the next twenty years is storing up problems for future generations'. The waste is presently being stored in disused salt mines in deep caves in the Cheddar area. I also mentioned that locals had also been concerned about spillage, dust, noise and lorry movements in Cheddar, but permission was granted nonetheless.

Presentation of Prizes: On 23rd August I was delighted to present prizes to most of the winners of the Wildlife Tree Art competition at Jane Austen's House Museum (JAHM). It was chosen as the best location as social distancing could be observed outside in the garden. Five of the nine winners were able to attend and posed for photographs with their prizes.

I spoke about JAHN and the work that Lizzie Dunford, their new director, is doing to make the garden more wildlife friendly. She also has plans to recreate Mrs. Austen's vegetable garden, so of interest to everyone growing their own produce next Spring. I also mentioned Chawton House where a replanting scheme is underway to plant Spring bulbs and flowers, as well as creating new areas for country walks.

The competition was initially arranged with Gilbert White's House Museum (GWHM) in Selborne to coincide with their Nature Festival which sadly had to be cancelled. I spoke about the young Gilbert, who at the age of ten years, planted an Oak in the grounds. He was almost the age of some of our young artists. The purpose of the competition was to draw children's attention to trees, especially mature trees which are very important wildlife habitats.

We hope that the original works of art will now be displayed in the long gallery at GWHM from early October until December, so everyone will be able to admire the pictures.

Tree Warden Meeting: A further meeting for Tree Wardens was held outside on 11th September. Information is presently being followed up with Dr. Andy Moffat for Tree Preservation Orders and other matters discussed. A further update and copy of the minutes will be available shortly, but this will be our final outside meeting for 2020.

Play Areas: Lastly it is important to note that while playgrounds, play areas and skate parks are open in our villages, it is important to comply with the guidance notices provided by Parish Councils in respect of the following:- self-distancing (2 metres), sanitising hands before and after use, washing hands thoroughly afterwards, and not consuming any food or drink in the play area. We are reminded that all play areas are used entirely at our own risk, and if appear to be crowded, or busy, to wait or return later.

Three district councillors represent Four Marks, Medstead and Chawton. I am writing up the report for October. We can be contacted by Email as follows:- diana.tennyson@easthants.gov.uk , ingrid.thomas@easthants.gov.uk and jonathan.may@easthants.gov.uk . Contact details for us all can also be accessed via the EHDC website.

APPENDIX 2

EXECUTIVE OFFICER'S REPORT FOR THE FULL COUNCIL MEETING TO BE HELD VIA ZOOM VIDEO CONFERRING ON 21ST OCTOBER 2020

It seems every report starts with current Government guidance. Four Marks is currently in a medium risk area, therefore tier one. The office remains staffed, but not open to the public.

Correspondence list is attached separately detailing emails received over the last 10 days, and one letter, scanned and attached to list. I would like to highlight the HALC mini conference, which is being held on two dates, Tuesday 20th October and Wednesday 4th November, I have send the proposed Agenda out, so if you would like to attend, please let me know.

Update on issues arising at last month's meeting

- The basketball club held a successful fund raising event, which was carefully marshalled with temperature scanners and QR code for NHS Test and Trace, and full risk assessments in place. Thanks to Jo for all her work in assisting the club with this event.
- Remembrance Sunday. As I write the report, we are still discussing the format, but hope to have an update at the meeting.
- The action to hand discussions on alcohol controlled areas over to the Open Spaces Committee had been deferred to November's meeting.