

**FOUR MARKS PARISH COUNCIL**

**Minutes of the Full Council Meeting  
Held on Wednesday 21<sup>st</sup> April 2021, commencing at 7.00pm  
remotely via Zoom video conferencing**

<b>MEMBERS PRESENT:</b>	<b>Cllr Janet Foster (Chairman) Cllrs Neil Bonter, John Davis, John Hammond, Shaun McCarthy, Bryan Timms, Mike Sanders, Simon Thomas and Anne Tomlinson</b>
<b>IN ATTENDANCE:</b>	<b>Sarah Goudie, Executive Officer (EO) Jo Tsigarides (AEO) 1 member of the public</b>
<b>APOLOGIES:</b>	<b>No apologies for absence</b>

**21.55 CHAIRMAN'S WELCOME AND INTRODUCTION**

The Chairman welcomed the Councillors, Officers, member of the public to the meeting and opened with a tribute to HRH The Duke of Edinburgh.

HRH Prince Philip made an impact with his decades of extraordinary public service in this country and around the world, evident in the worthy causes as patron, in the environmental efforts he champion, in the members of the armed forces that he supported and the young people he inspired and of course so much more. We give thanks for his life and remember those who are mourning particularly the Queen this day whose birthday it is and the members of the royal family. We will now have a minutes' silence to reflect on his life of public service.

The Chairman continued that she would be sure Prince Philip would approve of our logo, First the Community, as we as Councillors serve the Community.

The Council continue to meet virtually while Government regulations allow, although this may change at some point in the future.

**21.56 OPEN SESSION - PUBLIC PARTICIPATION**

The Chairman then asked if there were any items to be raised under the Open Session, as there were none, the formal meeting commenced at 7.05pm. ***Standing Orders were applied.***

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**21.57 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**21.58 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.

**21.59 COUNCIL MINUTES**

It was RESOLVED to approve the Minutes of the remote Full Council Committee Meeting held on Wednesday 17<sup>th</sup> March 2021 following proposal by Cllr Sanders and seconded by Cllr Thomas and agreed by all Councillors as a true reflection of the meeting and would be signed by the Chairman at the next available opportunity.

The EO advised the Councillors that the Minutes had been updated to show that Cllrs Bonter and Foster and both left and returned to the meeting before and after Agenda item 8.3, Minute 21.46.3, which was duly noted.

## **21.60 CHAIRMAN'S REPORT**

The Chairman reiterated the importance of having the correct names on the screens, and thanked Councillors for doing so, this being especially important for the Annual Parish Meeting next week.

The Chairman also advised that she had tried to get an update on the pedestrian crossing on the A31 Lymington Bottom junction, either for this meeting or the Annual Parish Meeting, but had not received it in time for the meeting. Cllr Thomas asked if both the District and County Councillor were aware that there had been no update, to which the Chairman replied that the County Councillor had been copied on all correspondence.

## **21.61 DISTRICT COUNCILLOR REPORT**

There had been no report provided for this meeting.

## **21.62 EXECUTIVE OFFICER'S REPORT**

### **21.62.1 Report update and late correspondence**

The EO advised that from May, the Assistant Executive Officer, would be taking over the administration of the Open Spaces committee, including Agenda, Minutes and actions arising.

With reference to correspondence, the EO wished to reiterate that any planning compliance issues should be reported on-line and not via email to officers, as they can be missed and not logged onto the system.

The EO then added three late items of correspondence:

- Following a discussion prior to the meeting with reference to the proposal for the provision of additional Speed Limit Repeater signs, quotations are still awaited and would be brought to Council for discussion when received. Funding would be sought from either S106 contributions or HCC.
- There had been an email received with reference to someone seen removing wild flowers from verges. Any information or sightings should be reported to the police as this act is unlawful.
- Confirmation had been received that this year's Boomtown festival would not be going ahead.

Cllr Timms referred to an item of correspondence with reference to Scouts concerns over the proposals arising from the launch of the survey that had been circulated prior to the meeting and commented that had that been circulated earlier, it may have prevented the confusion and subsequent concerns that arose prior to it being circulated. The EO acknowledged that it should have been circulated earlier but had intended to raise it in this meeting.

Cllr Timms raised the issue of the letter that had been received from the Scouts with reference to the Community building and questioned why it had not been circulated with the correspondence list. The EO initially thought it had been received as part of the survey, and the intention was to raise it at the appropriate Agenda item. Cllr Timms commented that if it had been circulated earlier it may have avoided concerned Councillor communications.

### **21.62.2 Moving forward with Face-to-Face meetings and approval in principle of proposed schedule**

A new draft schedule had been circulated with the meeting paperwork, which would formally be approved at the Annual meeting next month. Despite the lifting of restrictions expected on 21<sup>st</sup> June, every precaution would be taken to keep Councillors and members of the public safe with appropriate procedures in place.

The proposed schedule was agreed in principle and agreed to carry to the Annual Meeting of the Council next month for formal approval.

The EO advised that the Village Hall may not be available for the July and August dates due to proposed roofing works and that the Church was being approached to see if they could accommodate the meetings in case the Village Hall was out of commission. Cllr Thomas queried whether Council meetings can be held in places of worship, and the EO agreed to clarify.

### **21.62.3 Approval of temporary delegation to the Executive Officer during the period 7<sup>th</sup> May to 21<sup>st</sup> June 2021**

Under Section 101 of the LGA (1972) there is provision for delegating authority to the Proper Officer for making decisions on behalf of the council as and when appropriate. The purpose of introducing the temporary scheme of delegation to the Executive Officer is to ensure that the Council can still operate with full compliance with the current Government restrictions in legislation.

Following Council approval, a 'Terms of Reference' document on delegation of power would be prepared and included within the Covid 19 Business Continuity Plan, as follows:

#### *To take action on any issue that cannot wait until the next Parish Council meeting*

*The Executive Officer will address any need/resolution to all councillors by email. Action taken should be routinely done with the input of at least two Councillors. The EO would normally be expected to consult with Chairman & Vice Chairman, or Committee Chairman, to take their views into account.*

#### *Planning Applications*

*To prepare and submit response to planning applications on behalf of the Council, following recommendations from the Planning Committee, via meeting or email.*

#### *Financial thresholds*

*To authorise expenditure on items where the Council within a budget approved by the Council has agreed to the expenditure.*

*To incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure submit to a limit of £1,000.*

*To take any action regarding minor repairs (up to a cost of £1,000) and to report minor matters to the relevant authority.*

#### *Record keeping.*

*Record keeping and the maintenance of a solid trail (particularly around decision making in any form) should be retained in writing and reviewed and certified to ensure good documentary evidence.*

*Delegated actions should be in accordance with Standing Orders and Financial Regulations and in line with directions give by the Council from time to time and this Scheme of Delegation and where applicable any other rules/regulations and legislation.*

#### *Reporting back to Full Council*

*Shall be reported back to the next available Council meeting.*

Cllr Thomas commented that he would be reluctantly agreeing to this but believed it a fundamental blow to democracy and asked that the noted decision is sent to our local MP and his colleague, Robert Jenrick MP, the minister in charge, to get something done about this as it is ridiculous that power has to be delegated to the Executive Officer in this stupid situation. In particular, as we are constantly being told that we are an important part of local democracy and supporting the community, and they need to sort this, and fast

Cllr Davis also wished to note that this should only be temporary and not extended beyond the proposed period.

Therefore, following proposal by Cllr Foster, seconded by Cllr McCarthy, and agreed unanimously and therefore RESOLVED, to approve the recommendation to introduce the outlined temporary scheme of delegation to the EO for the period May and June 2021.

### **21.63 OPEN SPACES COMMITTEE REPORT**

Cllr Tomlinson, Chair of the Open Spaces Committee, gave a brief report of the meeting held on 7<sup>th</sup> April 2021, following the circulation of the Minutes. In addition to the Minutes, Cllr Tomlinson reported additionally, documents referring to the Kingswood Copse communications had now been circulated, and comments sent back to Executive Officer, so that issue had now been actioned.

On the proposed new gateway signs, Cllr Tomlinson confirmed that the Committee had agreed to write a courtesy letter to Medstead Parish Council to advise of the proposals.

On the newly planted trees, Cllr Tomlinson confirmed that the trees were being watered regularly, to ensure there was no loss, due to the current lack of rainfall.

Cllr Hammond raised a question on the location of the proposed village gateway sign and a reference in the Neighbourhood Plan to potential junction works at that location. The EO confirmed that there were currently no proposals to change the junction as Hampshire Highways had been unable to find a solution that would pass a safety audit. The Neighbourhood Plan review would be discussed later, and this issue would be addressed further then.

### **21.64 PLANNING COMMITTEE REPORT**

Cllr Thomas, Chair of the Planning Committee, gave a brief report of the meeting held on 7<sup>th</sup> April 2021, following the circulation of the Minutes.

Cllr Thomas wished to thank Tim Brake, who retired from the Council last month, the best for his retirement and to thank him for all his input both with the Planning Committee and across all activities of the Council.

Cllr Thomas then summarised a couple of applications discussed. The pre-decision amendment to the Mullions, Lymington Bottom Road application on the junction with Tawny Grove, where there had been a change of layout submitted, which now provided two small 3 bed dwellings, although supportive continued to raise concerns with the drainage. Oakwood House, south of Telegraph Lane, one of a succession of repeat applications, which was strongly objected to. The two gypsy and traveller pitch applications at Briar Lodge, submitted following the refusal of transit sites, they have now applied for gypsy pitches with mobile home, touring caravan and day room, the Committee unanimously and strongly objected to these applications using the same reasons as previously on the cumulative effect and back land development. The District Councillor is liaising with the Planning Officer in this regard.

A number of interesting decisions this month, including permission for an open roof terrace in Lapwing Way, High Acres, Willis Lane, a retrospective six month temporary approval for dog day care. Garthowen Garden Centre were also granted permission for their new sales area which is positive for the local business community. Although Medstead, the application for 45 Dwellings at Friars Oak, which was original dismissed at Appeal in September 2019, the decision was 'declined to determine' as they had re-submitted their application within two years of being dismissed at Appeal, which they are not allowed to do.

Finally, received this week, refusal for a dwelling north of Kia Ora, Lymington Bottom. Thanks were given to Cllr Sanders for raising the TPO anomaly, and the local residents for their involvement.

Cllr Timms complimented the Committee on their comprehensive refusal for the two Briars Lodge applications, however asked that if this application is refused, would appreciate this Council not sending thanks, referring to a previous communication from Cllr Thomas allegedly thanking the officers for their success in getting the transit applications refused. However, in response, Cllr Thomas reaffirmed that he did not thank planning officers, nor would do so, and that his thanks were to the District Councillors for supporting the Council in

getting these applications refused. Although Cllr Timms disagreed with the interpretation, the Chairman agreed that interpretations can be tricky and differ but that lessons be learned from this issue.

## **21.65 FINANCE & GENERAL PURPOSES COMMITTEE REPORT**

The Chairman, Cllr Foster, referred to the Minutes as circulated and advised that the following policy documents required approval and adoption.

### **21.65.1 Four Marks Cemetery – Updated Rules and Regulations**

With no additional amendments, it was RESOLVED to adopt the updated Cemetery Regulations following proposal by Cllr Davis, seconded by Cllr Tomlinson, and agreed unanimously by all Councillors.

### **21.65.2 Use of Public Open Space Policy**

With no additional amendments, it was RESOLVED to adopt the Use of Public Open Space policy following proposal by Cllr Foster, seconded by Cllr Sanders, and agreed unanimously by all Councillors.

### **21.65.3 Recreation Ground Rules of Use Policy**

With no additional amendments, it was RESOLVED to adopt the updated Regulation Ground Rules of Use Policy following proposal by Cllr Tomlinson, seconded by Cllr Sanders, and agreed unanimously by all Councillors.

### **21.65.4 Hire of Council Facilities by Third parties**

With no additional amendments, it was RESOLVED to adopt the updated Hire of Council Facilities by Third Parties application form following proposal by Cllr Davis, seconded by Cllr McCarthy, and agreed unanimously by all Councillors.

### **21.65.5 Maintenance of Council Facilities by Third Parties**

With no additional amendments, it was RESOLVED to adopt the new document, Maintenance of Council Facilities by Third Parties, following proposal by Cllr Foster, seconded by Cllr Thomas, and agreed unanimously by all Councillors.

### **21.65.6 Unmanned Aerial Systems Policy**

With no additional amendments, it was RESOLVED to adopt the updated Unmanned Aerial Systems Policy following proposal by Cllr McCarthy, seconded by Cllr Timms and agreed unanimously by all Councillors.

### **21.65.7 Investment Strategy 2021-2022**

With no additional amendments, it was RESOLVED to adopt the Investment Strategy 2021-2022 following proposal by Cllr Timms, seconded by Cllr Tomlinson and agreed by all Councillors.

Cllr Timms raised that last month's speaker from CCLA advised that they only traded in banks, but he had noted that they are now investing in a public company that is not a bank. It was suggested that there maybe a change of direction, but the Chairman thanked Cllr Timms and noted that it was good to see it being monitored.

## **21.66 FINANCIAL REPORTS**

### **21.66.1 To receive and approve payments, bank reconciliations and trial balance at 31<sup>st</sup> March 2021**

Following circulation, proposal by Cllr Davis, seconded by Cllr Tomlinson and agreement by all Councillors, it was RESOLVED, to approve the payments (as detailed below), bank reconciliations and trial balance as at 31<sup>st</sup> March 2021, as authorised at the meeting on 17<sup>th</sup> March 2021, with additional payments as detailed below made under delegated approval;

SSE Electric £100.71; Excel FSE £96.00, Howard Carpenter £350.93, Tim Cannons £1250; Vita Play £174.57, Idverde £1591.20, Sign of the Times £61.20, Hands on Graphics £150.00, Staff costs £3986.23 and bank charges £28.80.

## List of Payments made between 01/03/2021 and 31/03/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2021	Eddie Hodkin	BACS	210.00		Jan O/G Maint.
08/03/2021	Talk Talk Business	DD	33.54		Telephone/b/band
11/03/2021	British Gas	DD	396.46		Pavilion gas
11/03/2021	Lloyds Bank Credit Card	DD	79.46		Credit car
18/03/2021	Cato Computers	BACS	152.76		Computer supplies
18/03/2021	HALC	BACS	54.00		Clerk training
18/03/2021	Excel FSE	BACS	97.02		Alarm maintenance
18/03/2021	John Watson	BACS	712.50		Project consultancy
21/03/2021	Biffa Waste Services	DD	194.06		Pavilion bin waste
31/03/2021	Eddie Hodkin	BACS	225.00		Feb O/G Maint.
31/03/2021	SSE Southern Electric	BACS	100.71		Pavilion electric
31/03/2021	Excel FSE	BACS	96.00		Annual Fire Alarm
31/03/2021	Howard Carpenter	BACS	350.43		Allotment expenses
31/03/2021	Unity Trust Bank	BANK	27.60		Qtr bank charges
31/03/2021	Tim Cannons	BACS	1,250.00		Guttering pavilion
31/03/2021	Vita Play Limited	BACS	174.57		Playground maint.
31/03/2021	Idverde Limited	BACS	1,591.20		Bins Jan-Mar
31/03/2021	Sign of the Times	BACS	61.20		Replacement Sign
31/03/2021	Hands On Graphics	BACS	150.00		Artwork for maps
31/03/2021	Staff costs	BACS	3986.23		March Salary &
31/03/2021	Unity Trust Bank	BANK	1.20		Cheque charges

**Total Payments** 9,943.94

The EO advised that the first draft of the year end accounts had been prepared, and hoped to be able to submit them, in draft format, to the auditor by the end of the month, in preparation for the Internal Audit on 19<sup>th</sup> May, and that the Accounting Statements would be submitted for Council approval at the May meeting.

### 21.66.2 To receive and authorise April 2021 payments

Following the circulation of the April payments, there was a query on the breakdown of the invoice for tree planting and subsequent watering regime, and the EO clarified the cost allocation and reason for the additional watering costs. The EO also confirmed that although the current account was sitting at £109,000, £24,000 above the risk level of £85,000, there would be payments totalling that amount paid within the next month, which would reduce the current account level back within the £85,000 assured amount.

There being no further questions, it was RESOLVED to authorise the April 2021 payments, as presented, following proposal by Cllr Timms which was seconded by Cllr Thomas and approved by all Councillors.

### List of Payments for authorization as at 21<sup>st</sup> April 2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/04/2021	Talk Talk Business	DD	33.54		Tel/Broadband charge
05/04/2021	British Gas	DD	146.40		Pavilion Gas monthly chg
22/04/2021	ICCM	BACS	95.00		ICCM Annual membership
22/04/2021	John Watson (JMKW)	BACS	356.25		Project consultancy work
22/04/2021	Blachere Illumination UK Ltd	BACS	1,559.66		Annual hire of Xmas lights
22/04/2021	Streetwatch	BACS	250.00	Minute 21.46.3	Streetwatch - Grant
22/04/2021	Hampshire Woodlands Ltd	BACS	4,752.00		Tree Planting - Open Spaces
22/04/2021	Hampshire Woodlands Ltd	BACS	552.00		Hedge Cutting
22/04/2021	Semrah Landscape Management	BACS	2,376.00		Open Spaces Maintenance
22/04/2021	HALC	BACS	938.24		HALC/NALC Affiliation fees

22/04/2021	Eddie Hodkin	BACS	300.00	Open Spaces Maint.
22/04/2021	SSE Southern Electric	BACS	96.50	Pavilion Electric March
22/04/2021	Hampshire Woodlands Ltd	BACS	150.00	Tree maintenance - watering
22/04/2021	Vision ICT	BACS	84.00	Additional website charges
22/04/2021	SLCC	BACS	262.00	SLCC Annual Membership
<b>Total Payments</b>			<b>11,951.59</b>	

### 21.66.3 To approve transfer of General Reserves to Ear Marked reserves

The EO recommended the following actions at the year end for movement from General reserves to ear marked reserves, as below:

- i. **£3960** to Legal Fees (2020-2021 budget, carried over to cover potential legal costs)
- ii. **£5000** into a new EMR (unspent developers' contributions – paid by EHDC but not yet spent [Swelling Hill Pond])
- iii. **£786** into a new EMR (unspent grants) received for new bench and planting, not yet spent.
- iv. **£5000** into the Community Building pot (allocated funds in 2020-2021 budget not allocated)
- v. **£2750** into the Playground Maintenance fund (allocated funds in 2020-2021 budget not spent, which takes reserves for playground maintenance back up to £10,000)

The recommendations were RESOLVED following proposal by Cllr Foster, which was seconded by Cllr Thomas, with all Councillors in agreement.

Cllr Thomas wished to thank the EO for good due diligence in this regard.

## 21.67 EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS

### 21.67.1 Allotments.

There is currently a waiting list of 8. There has been an issue of ground damage likely to have been caused by badgers, and Cllr Davis raised concern that this could potentially affect the Recreation Ground. Cllr Thomas suggested approaching Cllr Tennyson for advice.

### 21.67.2 Benians Pavilion.

At the time of the meeting there was no update to report.

### 21.67.3 Oak Green.

Cllr Foster reported that there had been some fly tipping at the rear of the stairwell, to which it is assumed that its from the flats above. The EO suggested contacting the flat owners, however Cllr Foster agreed to monitor the waste as it may yet be removed and would deal with the issue accordingly.

Cllr Sanders asked about the frequency of weeding of the raised beds as they were becoming overgrown. The EO agreed to speak to the open space contractor and advise but had noted that the lower beds had now all been planted with daffodils.

### 21.67.4 Village Hall.

As Tim Brake, the Council representative had retired there was no formal report. However, the EO advised that the new boiler was being fitted during the May half term and the flat roof was being replaced during the Summer holidays. The hall was due to partially re-open from 17<sup>th</sup> May 2021 with current restrictions in place.

## 21.68 COMMUNITY FACILITY IMPROVEMENT PROJECT

### 21.68.1 To confirm the details of the Annual Parish Meeting

Following a project team meeting, Cllr McCarthy advised that the presentation that had been shown to both the Council and EHDC had been reduced to 5 or 6 slides and removing superfluous wording to allow a more project specific presentation. There would be a moderated question and answer session using the Zoom chat forum. The questions would be monitored and summarised during the meeting in specific topics to avoid duplication. All questions received on the night, including those not answered, would be summarised in a report, including those received on the live Facebook feed.

#### **21.68.2 To receive an update on the progress to date**

Cllr McCarthy then advised that following pre-application advice, the recommendation is to apply for full planning rather than outline then reserved matters and confirmed that this would have an effect on the PID timeline. Acknowledging that it had been agreed at the previous meeting to circulate the PID, but as it was now out of date, it would be updated to reflect the changes in phases and incorporate the advice received. Cllr McCarthy added that due to not hearing the outcome of the funding application until July, this would also have an effect on how much work would be carried out prior to receiving confirmation, and subsequent ongoing expenditure of moving forward with the planning application.

In addition, the EO confirmed that just over 100 surveys had been completed to date and a summary document with the analysis and details of comments received contained within that document would be available next month and published alongside the Q&A sheet from the APM.

Cllr Hammond queried the change in timelines and asked if this would delay the project or bring it forward, as the initial intimations had been that there could be a spade in the ground as early as Autumn. Cllr McCarthy confirmed that both the change in planning process and funding confirmation would undoubtedly move the project back. The EO questioned where the Autumn time frame had come from as in the proposed phasing detail, early 2022 had been the anticipated start date. Cllr McCarthy did confirm that the original comment may have been an ambition referred to in the early stages of the project.

Cllr Foster asked whether the current Zoom platform would cope with a higher number than usual of people logging on for the meeting. The EO confirmed that they had looked at upgrading the package to allow unlimited attendees, but the cost to do so was not justifiable, and agreed that by live streaming on Facebook this would allow any who could not log on full access.

Cllr Timms raised the issue of the Scouts expressing their concern, through their recent letter, over being excluded from the process. However, Cllr McCarthy had retrieved historical information from 2018 of two meetings and various communications with the Scouts on this project but could not confirm whether the detail of those meetings and emails had been distributed appropriately. The Scouts have always been discussed as the prime user and the project team have never ignored their involvement. Although understand their grievance with the short notice of the survey going public. However, the project is a long way from meeting with user groups to discuss their usage. The building is designed to be modular so the size can be reduced or extended dependent upon funding.

#### **21.69 NEIGHBOURHOOD PLAN**

The monitoring report for the Neighbourhood Plan had been circulated prior to the meeting, and the purpose of the document was summarised by Cllr Thomas who explained the reason why this report requires Full Council approval prior to submission to EHDC being an adopted planning document. He confirmed that a detailed review and substantial changes would need to go to a referendum for approval, and it is likely that this would need to be carried out if there are material changes resulting from the new Local Plan. However, in the interim and following current Government guidance, and to ensure the Neighbourhood Plan is as up to date as possible, this monitoring report has been prepared, having taken lead from other local plan areas, following a discussion and meeting of the Steering group.

Cllr Hammond raised several areas for clarification on the updated document. Those agreed as requiring amendment prior to submission to EHDC are detailed as below:

#### **Review Section 14, Page 9, Transport in Medstead and Four Marks**

- *Hampshire Highways are investigating the possibility of improving the flow of traffic exiting from Boyneswood Road by providing two lanes, one for eastbound traffic and one for westbound traffic.*

Action: Remove as the Executive Officer advised that HCC have not accepted the proposed improvement on Safety Grounds.

#### **Review Policy 9 Medstead & Four Marks Green Infrastructure Network, page 8**

- *The link from the Four Marks Cricket Ground to the Barn Lane (91/20/1) has also not been completed.*

Action: Remove as currently FMPC are trying to dissuade members of the public from using this as an informal footpath

#### **Numeration Changes:**

Adjust the numeration of the Appendices within the document:

- *Changes to Village Shops and Retail Centres page 6 Was appendix 6, corrected to Appendix 7.*
- *Community Assets page 7 Was Appendix 7, corrected to Appendix 8*

With those amendments agreed and noted by the Council, it was RESOLVED following proposal by Cllr McCarthy, seconded by Cllr Thomas, with all Councillor agreement, to approve the monitoring report as presented for submission to EHDC.

#### **21.70 ONGOING PROJECTS**

The EO confirmed that the first of the three footpath maps and noticeboard was due to be delivered imminently and the proposed design for Phase 1 of the Village Gateway signage had been sent to HCC and currently awaiting the revised design for approval.

Cllr Hammond confirmed that the contact who was working on the production of the Swelling Hill Pond sign is now back in action following furlough and Covid, and the project will be resumed.

#### **21.71 NEXT MEETING:**

The next meeting will be the Annual Meeting of the Full Council and will be held via Zoom video conferencing on Wednesday 5<sup>th</sup> May 2021 at 7.15pm.

#### **20.72 The Chairman closed the meeting at 8.35pm**

## **APPENDIX 1**

### **EXECUTIVE OFFICER'S REPORT – APRIL 2021**

This month's report starts with a tribute to HRH Prince Philip, The Duke of Edinburgh, and his extraordinary length of service to the Queen and this country. Having met him personally in a former life, he had time, a witty comment, cheeky smile or cheery wave for everyone. His presence will be much missed by everyone.

The Duke's death added another dimension to this extraordinary job. Thank you to the Chairman for hot footing it to Oak Green to lower the flag. There is a tribute and photograph on both the website and social media, which will be removed following the day of his funeral. A minute's silence will be held after the Chairman's welcome and tribute at the meeting in remembrance.

The change in regulations and the gap between not allowing virtual meetings and being allowed to meet personally is 5 weeks, which has proved particularly difficult in trying to negotiate how to hold meetings that are lawful and compliant. A draft schedule with changes proposed for May, June and July has been prepared as below for agreement in principle, Agenda item 8.2, for formal approval at the Annual meeting on 5<sup>th</sup> May. It is not ideal, but hopefully we can work with it. Government are still being lobbied over this issue, and although to date they say that as this was temporary legislation it cannot be extended, there is huge pressure for them to consider an update to Local Government Administration Act, to allow remote meetings, or remote attendance, under exceptional circumstances. Updated guidance on meetings in person will be sent with meeting Agendas.

This leads to Agenda item 8.3. Approval for delegation to the EO for any decisions as recommended by the Committees. This will enable the committees to meet either remotely or in person, discuss relevant issues, but not make any decisions which would not be lawful as the meetings will not be compliant. Agendas will be published as usual, and meetings Minuted. The delegation would be a temporary measure for May and June only. Everything will revert to normal from 1<sup>st</sup> July 2021.

The list of correspondence is included within this report and as always if you require copies of any of the emails not circulated, please let me know. A reminder that any planning enforcement/compliance enquiries must be submitted via their online planning enforcement enquiry forms only, not be email to officers.

A formal thank you has been received from Streetwatch for the grant as agreed at last month's meeting.