



## **FOUR MARKS PARISH COUNCIL**

### **Minutes of the ANNUAL PARISH MEETING Held on Wednesday 28<sup>th</sup> April 2021, commencing at 7.00pm Held via Zoom Videoconferencing**

The Annual Parish Meeting was called by the Chairman and was held by Zoom videoconferencing, as per current Government temporary legislation, on Wednesday 28<sup>th</sup> April 2021, commencing at 7.00pm.

Cllr Janet Foster, Chairman of the Parish Council, opened the meeting and welcomed all attendees. The Chairman advised that this meeting, the Annual Parish meeting, is for the electorate of Four Marks and asked those who wished to ask a question to give their name and address for identification purposes. There would be the option of asking questions directly after each presentation or at the end of the meeting for any other questions not covered during the meeting. Questions will be asked via the chat forum, and will not be answered during the presentations.

Following the cancellation of last year's meeting due to the pandemic, the Chairman advised that this meeting, together with Parish Council meetings are currently allowed to be held remotely due to the temporary Government legislation and would be recorded for Minuting purposes but would also be live streamed on Facebook.

This year's meeting will start with an introductory overview by the current project team on the early stages of a possible new community building. Further meetings and detailed consultations will take place during the new Council year, and as with the Councillor reports any questions should be put in the chat box and will be answered at the end of the presentation.

The Councillor reports will follow this presentation.

Cllr Foster handed over to Cllr McCarthy, project lead, for the presentation.

#### **PRESENTATION BY THE COMMUNITY FACILITY PROJECT TEAM**

Cllr McCarthy gave a short presentation on the background of the project and the initial concepts for a new Community Building and Recreational Hub. The full presentation will be available on the website in due course.

A number of questions were asked, via the chat forum, after the presentation. Those questions not addressed will be available in a summary document and uploaded onto the website in due course.

## AGENDA

- 1. APOLOGIES FOR ABSENCE:**  
No apologies had been received.

**PRESENT:**

<b>Chairman:</b>	Cllr Janet Foster
<b>Parish Councillors:</b>	Neil Bonter, John Davis, John Hammond, Anne Tomlinson, Simon Thomas, Shaun McCarthy, Mike Sanders, Bryan Timms
<b>District Councillors:</b>	Jonathan May, Diana Tennyson, Ingrid Thomas
<b>County Councillor:</b>	Mark Kemp Gee
<b>Executive Officer:</b>	Sarah Goudie
<b>Assistant to the EO:</b>	Jodene Tsigarides
<b>Members of the public:</b>	16

- 2. ADOPTION OF MINUTES OF THE PREVIOUS ANNUAL PARISH MEETING, HELD ON 11<sup>TH</sup> APRIL 2019, AND ANY MATTERS ARISING:**

The Minutes were circulated to all Parish Councillors following the above meeting and it was agreed at the Parish Council meeting held on Wednesday 19<sup>th</sup> April, Minute 19.56, to accept them in principle. The Minutes were proposed by Cllr McCarthy and seconded by Cllr Davis as a true reflection of the meeting, and subsequently adopted as read. There were no matters arising.

- 3. PARISH COUNCIL CHAIRMANS REPORT  
CLLR JANET FOSTER**

In 2020 there were many challenges due to the Coronavirus pandemic which affected all our lives but also the business and works carried out by the Parish Council.

However, the council still continued serving the community and activities and work increased. With the three lockdowns, meetings were conducted using Zoom and councillors soon learnt the new skills required to enable council meetings to take place.

I would particularly like to thank Sarah Goudie, our Parish Executive Officer who had to move equipment and files and set up working from home with weekly visits to the parish office to collect post and other necessary files and documents, to carry on the work in the parish. Sarah has kept the council up to date with all the Government rules and the many changes that we had to adhere to.

The Government rules caused extra work with the closing and then opening of our play areas and exercise equipment. It was disappointing that some residents ignored the Government rules which the parish council had to put in place.

To help with the increased work we have now employed Jo Tsigarides in a part time role who has made a great contribution to the council. Jo also had to work from home, generating information of the various services and businesses that were available during the lockdowns, enabling residents who were shielding and isolating. Jo also supported Sarah with the many risk assessments required for safe working and uses of our open spaces, such as for the Remembrance service.

All councillors continued in their previous roles and as chairman I would like to thank them for giving their time with no monetary reward and working hard in helping to make Four Marks a better place. Particularly would like to thank Tim Brake for his many years of service as a Councillor and the community and wish him a happy retirement.

Thank you also to Four Marks News for their support of the Parish Council.

The following are some examples of what we have done in the past year:

- Grounds maintenance contracts in our open spaces, eg the recreation ground, cemetery, Lymington green, station gardens, and Swelling Hill pond with grass cutting, tree works, bin emptying, and tidying.
- Continuation of works at Swelling Hill pond with tree and wild flower planting.
- Maintaining the Benians Pavilion (FMPC property) and replacing the guttering.
- Putting two larger bins at Oak Green to help with the increased rubbish generated by the extra footfall.
- Kept our rights of way network free of obstructions and improved the surface of some footpaths.
- Organised a virtual Four Marks 10K and shorter fun runs.
- Commissioned footpath map boards to inform residents of our many footpaths.
- Installed a fire engine and four seater rocker in the children's play area and a new, and much requested, half pipe in the skate park area.
- Continued to support the Speed Watch and Street Watch teams and their volunteers who help create a safer community.
- Supported a variety of local charities and services.
- A total of 50 trees planted on Parish Council owned land, wildflower planting throughout the village and reduction in grass cutting frequency, supporting the Council's Climate and Nature Emergency Action Plan.
- A commemorative memorial tree in the Cemetery to celebrate VE75, although sadly all plans to celebrate last May were cancelled.

In planning we:

- Made comments on all planning applications in our parish and in the neighbouring parishes when applicable. Working closely with Medstead Parish Council, to ensure that we have a greater voice regarding planning issues that challenge our communities.

From the developer contributions totalling £23,908 we have carried out the following:

- New equipment for the play area £6,720
  - New equipment for the skate park area £17,188.
- With grants from our County Councillor and District Councillors:
- Replacement tree planting at Kingswood Copse, and wildflower seeds £490.00
  - New circular picnic bench in the Childrens play area following the vandalism of the existing one £465.78
  - New bench at the A31/Telegraph Lane open space area (to be installed imminently)
  - Shrub planting at the Cemetery £250.00

The Council's working group continued on the proposal for a new community building and recreational hub. We have employed a part time consultant with the relevant experience to guide and progress this project. With a presentation of the proposals by the project team to residents at the Annual Parish Meeting.

We have ended the year with the gradual releasing of the third lockdown. We are preparing for face to face meetings again when legislation allows.

Please check our website, notice boards & social media for meeting dates. Contact details can also be found in the Four Marks Village News.

#### **4. PARISH COUNCIL FINANCIAL REPORT SARAH GOUDIE, EXECUTIVE OFFICER**

##### **PROCEDURE**

In accordance with the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and Governance and Accountability for Smaller Authorities in England, the Parish Council accounts are audited each year by an independent internal auditor. Following a review in this last year financial year, the Council have appointed a new auditor for a three year term, Tim Light at Lightatouch.

An Annual Governance and Accountability Return (AGAR) is prepared by the Responsible Financial Officer (currently the Executive Officer) for the internal auditor to audit and sign following successful completion of audit. The AGAR will then be approved by the Parish Council and signed by the Chairman for submission to the external auditors, currently PKF Littlejohn LLP.

The external auditor compares the financial year's accounts with the previous year's accounts and can, if necessary, carry out further audit should they so wish.

The AGAR will be returned completed and signed by the external auditor and displayed for 21 days on the website and local notice boards together with a notice advising that anyone can request to see the documents in accordance with the Freedom of Information Act.

##### **2020/2021 REPORT**

Historically at the Annual Parish Meeting the previous two year's audited accounts were presented, together with the unaudited accounts for the recently completed financial year. However, as all previous years' accounts are now readily available on the website and upon request, this procedure changed two years ago, so only the previous year's audited accounts and the draft year end accounts are now presented for comparison.

At the 2019 meeting, there was a request to include the Parish Council's proposed budget within this report. The budget is prepared in the previous October and is based on projections at the half year period. An appropriate Precept amount will be calculated and, following approval at Full Council, will subsequently be requested through the Council Tax for the next financial year.

Last year's Annual Parish meeting was cancelled due to the Coronavirus COVID 19 pandemic, but a summary report was compiled and uploaded onto the website. This year, although the same restrictions apply, with the advances in technology and temporary legislation allowing remote meetings, this has enabled this meeting to be held, but virtually.

Please note, as always, that the figures contained within this report for the year ended 31<sup>st</sup> March 2021 are **provisional**, they are extracts from the draft accounts, but have not yet been audited, and therefore are subject to change.

The Accounts are attached as Appendix 1.

#### **5. DISTRICT COUNCILLORS' REPORTS**

##### **DISTRICT CLLR JONATHAN MAY**

What a year it has been glad to see all here and healthy, even though still via remote zoom meetings. The pandemic has taught us a few lessons. We have seen that the way we were living turned upside down and what was once taken for granted lockdowns have put mental

health to the test. The true community spirit of our three great villages has shone through with residents stepping up to help and assist fellow residents whether by getting some shopping or running a vital medical errand. Our villages strive to maintain a community spirit despite what has been thrown at it!

Our local shops have followed the covid guidelines and kept us safe and high levels of stock held so our vulnerable residents do not lose out. Our parish councillors have strived to deliver the excellent role within the parish ensuring they assist and help also where possible. I would like to personally thank each parish councillor and fellow councillor for their input.

The district council have also reacted and responded extremely well ensuring access to officers from home, the vital services have continued to support our residents when they need it most with very little disruption. Businesses have seen unprecedented support while trading has ceased or been restricted. I am pleased to have supported projects around the villages with my District Councillors grant support monies too. Hopefully with the government roadmap we can start to return to a new normal.

**DISTRICT CLLR INGRID THOMAS**

Thank you to Cllr May, and in addition, would like to add that even though we have been in lockdown, a huge amount of work has been carried out in order to support the community, and delighted that the District Councillors have all managed to spend their allocated grant money, and look forward to receiving applications for new projects in the coming year.

One of the major problems I have been tackling is 'dog mess' and getting a Public Spaces Protection Order in place, allowing officers to fine those offenders caught in the act not picking up after their dog. The PSPO also means that dogs must remain outside fenced off children's play areas and can now be fined for taking their dogs into the children's play area, which I know from the past has been an issue in Four Marks. There has also been an increased issue with sheep worrying this year and am trying to educate local residents to ensure their dogs are on leads in fields with livestock. A running sheep or jumping lamb is just too much of a temptation and can have serious consequences. One final point I would like to raise is verges. There is some disagreement as to whether they should be allowed to grow to allow wildflowers to flourish or mowed to be kept tidy, and that perhaps this could be a project that district and parish council could work on together and ask for a future Agenda item to discuss.

**DISTRICT CLLR DIANA TENNYSON**

I am currently working with the climate change liaison panel and on the natural environment sub-committee, which includes trees and verges. The District Council are planting 250,000 trees, one for each resident, but wardens are needed to monitor both the new and existing trees. Although it has been noted that the Parish Council have had their new trees watered, following a very dry April, and pleased to see they are all thriving. There have been issues raised on the litter along the A31 and other roads. At a recent meeting, a representative from the Council clarified the procedure for verge cutting and litter picking, bearing in mind that the A31 is 70 mph road, and as such there is legislation in place which tells us what can and can't be done, and it all needs trained staff, which is a costly business. The A31 was litter picked in February and the grass cut in April, the next pick is due in September after the final cut. Currently there are nine tree wardens representing Chawton, Medstead and Four Marks, with two additional representatives from Newton Valence, and working closely with the EHDC Arboricultural officers and tree wardens, who have managed to keep updated by meeting safely in people's gardens. Moving forward my next project is the protection of ponds, including Swelling Hill Pond, and to stop residents removing the wildlife from the pond areas.

## 6. COUNTY COUNCILLOR'S REPORT CLLR MARK KEMP-GEE

This has not been an easy year for anyone and the key part of last year has been working with both the Parish and District Councils, in a great spirit of co-operation and public service, which I would not have been able to achieve alone.

“Council tax capped at 2% increase plus another 3% for social care, primarily adult social care which now accounts for over £600 million a year or some 60% of County Council's non-educational budgets. Awaiting hoped for announcement of reform for financing if adult social care in the Queen's Speech in late May.

My main jobs at County Hall have continued as Chair of the £9 billion Hampshire Pension Fund for all local authority workers in the County and Chair of the Members' Code of Conduct Panel.

Much engaged during the year in the high level Four Marks/Medstead Highways Development Liaison Group along with your Chair and the DC's.

Work continues to bring the new pedestrian crossing at Lymington Bottom, to improve the safety of pedestrians over the Boyneswood Road railway bridge and the Group has also adopted plans to improve the drainage at Five Ways Junction outside the School. Thank both Chairman and the District Council for helping in this regard.

I am also working with a small group looking at possible proposals to enhance walking, scootering and cycling routes to the School.

It's been a busy year and I hope the current year will bring some of these proposals to fruition.”

Q. When is the work going to start on the A31/Lymington Bottom crossing.

A. Cllr Foster responded that she had already chased the project lead prior to this and the previous Council meeting but had been unsuccessful. Cllr Mark Kemp Gee agreed to chase again.

## 7. QUESTIONS FROM THE FLOOR.

Q1. Will Four Marks see any more gypsy sites in the future?

A. Cllr Thomas responded. Nobody knows, if land is sold to a developer, as happened in Alton Lane and Willis Lane, there could be an application. As we know Gypsy and Traveller planning applications have a different set of policies. A needs assessment would need to be carried out and added that it is not just Four Marks that has had applications.

Q2. Who is responsible for the bins outside the CO-OP?

A. This would be EHDC's responsibility.

Q3. It has been reported that bins provision and emptying has been introduced, was this as a direct result of the pandemic and will this be reviewed?

A. The response was this will be monitored, but due to an increase in residents and need everywhere within the village, it is unlikely that the Council will revert to less frequent emptying.

**Cllr Foster thanked all the presenters and members of the public who attended and closed the meeting at 9.00 pm.**

## APPENDIX 1



### FOUR MARKS PARISH COUNCIL

### PROVISIONAL ANNUAL FINANCIAL REPORT YEAR ENDED 31 MARCH 2021

### PROVISIONAL RECEIPTS AND PAYMENTS SUMMARY

DETAIL	Year ended 31 <sup>st</sup> March 2020 £	Year ended 31 <sup>st</sup> March 2021
<b>Opening Balance</b>	<b>185,032</b>	<b>208,959</b>
Add Total Receipts	175,329	191,011
<b>Subtotal</b>	<b>360,361</b>	<b>399,970</b>
Less Total Payments	151,402	156,921
<b>Closing Balance</b>	<b>208,959</b>	<b>243,049</b>
<b>Cumulative Funds represented by:</b>		
CCLA Deposit Fund	136,309	161,596
Benians Trust Fund – NS&I	38,281	38,557
Unity Trust Bank	34,369	42,896
<b>Total</b>	<b>208,959</b>	<b>243,049</b>
<b>Reserve Balances represented by:</b>		
Year end balance	23,927	34,090
General Reserves	62,159	53,462
Earmarked Reserves	122,873	155,497
<b>Closing balance</b>	<b>208,959</b>	<b>243,049</b>



**FOUR MARKS PARISH COUNCIL**  
**ANNUAL FINANCIAL REPORT (UNAUDITED)**  
**PROVISIONAL RECEIPTS**

	Year ended 31 <sup>st</sup> March 2020	Year ended 31 <sup>st</sup> March 2021
	£	£
<b>Receipts detail</b>		
Cemetery Fees	5,400	5,930
Grants <sup>(1)</sup>	4,882	1,702
Developers Contributions <sup>(2)</sup>	30,427	23,907
Sports Pavilion Income	4,000	4,000
Sports Pitches/ground hire <sup>(3)</sup>	2,209	0
Allotment income (EMR)	2,476	2,501
Wayleave	72	72
Reimbursements <sup>(4)</sup>	395	80
Entry Fees – Events <sup>(5)</sup>	1,334	246
Precept	113,200	128,000
Bank interest/dividend <sup>(6)</sup>	1,223	563
VAT reclaimed <sup>(7)</sup>	8,341	24,010
<b>Rounding</b>	<b>1</b>	<b>0</b>
<b>Total Receipts</b>	<b>175,329</b>	<b>191,011</b>

**+/- 15% Explanation of variances**

**Notes:**

1. Less grants applied for
2. Fewer projects and application scheme suspended
3. No hire fees charged due to national pandemic (Coronavirus COVID 19 - CV19)
4. Only one reimbursement, received for damage to Council property
5. Event cancelled, replaced with on-line event (reason: CV19)
6. All interest and dividend payments due to current financial climate (reason: CV19)
7. VAT, recovered quarterly, as per expenditure





**FOUR MARKS PARISH COUNCIL**  
**ANNUAL FINANCIAL REPORT (UNAUDITED)**

**PROVISIONAL PAYMENTS**

	Year ended 31 <sup>st</sup> March 2020	Year ended 31 <sup>st</sup> March 2021
	£	£
<b>Payments detail</b>		
<b>STAFF COSTS</b> (Box 4) (1)	<b>33,815</b>	<b>40,023</b>
<b>OTHER PAYMENTS</b> (Box 6)		
Mileage & Travel (2)	802	395
Chairman's allowance	26	30
Bank charges (3)	190	159
Administration – general (4)	3,113	1,908
Village Hall Hire (5)	332	18
Subscriptions (6)	1,233	1,445
Audit charges	1,005	1,080
Training & Publications (7)	1,133	445
Insurance	2,204	2,248
Election costs (8)	120	0
Legal & Professional fees (9)	350	40
Event expenses (10)	746	286
Utilities (11)	8,427	10,419
General – labour, servicing & materials	5,194	5,197
Open Spaces – labour, servicing & materials	43,670	44,094
Allotments expenses (EMR)	2,233	1,894
Developer contributions expenditure	25,427	23,908
Community Building Fund (EMR) (12)	0	1,257
Grants & Donations – (13)	2,867	4,233
Neighbourhood plan (14)	567	172
Capital expenditure (15)	1,750	1,470
VAT on payments (16)	16,198	16,198
<b>Rounding</b>	<b>0</b>	<b>2</b>
<b>Total payments</b>	<b>151,402</b>	<b>156,921</b>



**FOUR MARKS PARISH COUNCIL**  
**ANNUAL FINANCIAL REPORT (UNAUDITED)**

**PROVISIONAL PAYMENTS**  
**(Continued)**

**+/- 15% Explanation of variances**

**Notes:**

1. The costs have increased by 18.36% due to employment of assistant clerk
2. Less mileage costs incurred to no travel for meetings/training, staff working from home (CV19)
3. More payments made by bank transfer, less charges for cash/cheques
4. Less administration expenditure overall (CV19)
5. Meetings held remotely, therefore minimal room hire (CV19)
6. Increase in subscription charges and additional subscription (ICCM and Parish On line digital mapping)
7. Minimal training costs due to move to on line training (CV19)#
8. No election in this financial year
9. Reduction in legal requirements
10. Cancellation of main event
11. Increased charges and additional bins and emptying
12. Consultancy and fee costs incurred as project moves forward
13. Increase in amount of grants awarded due to CV19
14. Insurance costs only this year
15. Fewer capital items purchased
16. VAT is based on invoicing



**FOUR MARKS PARISH COUNCIL**  
**ANNUAL FINANCIAL REPORT (UNAUDITED)**  
**EARMARKED RESERVES**

<b>Earmarked reserve accounts</b>	<b>Opening balance</b>	<b>Net transfers</b>	<b>Closing Balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Benians Trust Fund	38,281.15	275.60	38,556.75
Kingswood Copse	2,014.70	-450.00	1,564.70
Badger Close	4,575.10	-980.00	3,595.10
Bus Shelters	846.83		846.83
Barry Seward Memorial Tree Fund	1,000.00		1,000.00
Defibrillator Fund	190.00		190.00
<i>Allotments</i>	<i>2,751.80</i>	<i>-67.30</i>	<i>2,684.50</i>
Tennis Courts	4,571.63	1,400.00	3,171.63
Community Building Fund	42,380.00	22,000.00	64,380.00
Election Provision	3,380.40		3,380.40
FM Youth Club Fund	9,561.79		9,561.79
Festival Committee	3,319.64		3,319.64
Playground Maintenance	10,000.00		10,000.00
Tree maintenance/planting	0	3,500.00	3,500.00
Legal Fees	0	3,960.00	3,960.00
S106 monies received – pending expenditure	0	5,000.00	5,000.00
Grant money received – pending expenditure	0	786.00	786.00
<b>TOTALS</b>	<b>122,873.04</b>	<b>32,624.30</b>	<b>155,497.34</b>



**FOUR MARKS PARISH COUNCIL**  
**ANNUAL FINANCIAL REPORT (UNAUDITED)**

**BENIANS TRUST ACCOUNT**  
**AS AT 31<sup>st</sup> MARCH 2021**

<b>DETAIL</b>	<b>Year ended 31<sup>st</sup> March 2020</b>	<b>Year ended 31<sup>st</sup> March 2021</b>
<b>Balance brought forward</b>	<b>£37,977.33</b>	<b>£38,281.15</b>
Add total receipts (1)	£303.82	£275.60
<b>Subtotal</b>	<b>£38,281.15</b>	<b>£38,556.75</b>
Less expenditure	0	0
<b>Balance carried forward</b>	<b>£38 281.15</b>	<b>£38,556.75</b>

**Note**

1. Bank interest (NS&I)



**FOUR MARKS PARISH COUNCIL**  
**ANNUAL FINANCIAL REPORT (UNAUDITED)**

**2021/2022 PROPOSED BUDGET**

	2020/2021 Agreed £	2020/2021 Actual £	2021/2022 Proposed £
<b>BUDGET INCOME</b>			
Cemetery Fees	4,000	5,930	5,000
Sports Pavilion Income	4,000	4,000	4,000
Sports Pitches/ground hire	2,500	0	0
Wayleave	70	72	70
Events/Entries	1,000	246	0
Bank interest dividend	600	563	0
PRECEPT	128,000	128,000	133,780
<i>Non-budgeted Income (including grants, developers contributions &amp; VAT repayment)</i>		<b>52,200</b>	
<b>Total</b>	<b>140,370</b>	<b>191,011</b>	<b>142,850</b>
<b>BUDGET EXPENDITURE</b>			
Net Salaries/PAYE	33,800	32,882	37,762
Pension contributions	6,900	7,141	8,220
Mileage and Travel	800	395	600
Chairmans Allowance	100	30	100
Bank charges	300	159	200
Administration	1,900	1,908	1,600
Village Hall Hire	200	18	150
Subscriptions	1,450	1,445	1,450
Audit charges	1,200	1,080	1,300
Training and publications	1,000	445	750
Insurance	2,250	2,248	2,250
Legal and Professional fees	4,000	40	2,000
Event expenses	1,000	286	0
Utilities (including rates and bins)	10,470	10,419	12,600
General; labour, annual servicing & materials	7,500	5,197	7,000
Open Space; labour, annual servicing & materials	55,000	43,178	46,150
Community Building Fund	6,300	1,257	15,000
Grants and Donations	5,000	4,233	4,000
Neighbourhood Plan	200	172	200
Capital Expenditure	1,000	1,470	1,000
<i>Non-budgeted expenditure</i>		42,918	
<b>Total</b>	<b>140,370</b>	<b>156,921</b>	<b>142,850</b>