

FOUR MARKS PARISH COUNCIL

**Minutes of the Full Council Meeting
Held on Wednesday 17th March 2021, commencing at 7.00pm
remotely via Zoom video conferencing**

MEMBERS PRESENT:	Cllr Janet Foster (Chairman)
	Cllrs Neil Bonter, Tim Brake, John Hammond, Shaun McCarthy, Bryan Timms, Mike Sanders, Simon Thomas and Anne Tomlinson
IN ATTENDANCE:	Sarah Goudie, Executive Officer (EO)
	Jo Tsigarides (AEO)
	District Councillors Ingrid Thomas and Diana Tennyson
	3 members of the public
APOLOGIES:	Cllr John Davis

21.39 CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed the Councillors, Officers, Mark Davies from CCLA and additional members of the public to the meeting.

21.40 OPEN SESSION - PUBLIC PARTICIPATION

Cllr Charles Clerk from Medstead Parish Council spoke with reference to ongoing development and primary school places and asked for support with a joint approach from all parishes in the ward and the anomalies with catchment areas.

The Chairman introduced Mark Davies from CCLA who had been invited to speak following queries on the Public Sector Deposit Fund.

Mr Davies gave a brief presentation on the history of CCLA, and the management of the funds, specifically The Public Sector Deposit Fund, and spoke on the security, liquidity and yield of the fund. Although over the past year the yield has dropped from the base rate from 0.75 to 0.024. Although not covered by the FSA, the risk is minimal. Cash deposits are made with a range of 30 banks chosen by the fund managers.

Questions on negative yield, the fund managers and risk were all posed and addressed to the satisfaction of the Councillors. Mr Davies was thanked for attending and would be happy to answer any further questions should they arise.

There being no further issues to raise, the Chairman closed the open session and opened the formal meeting at 7.30pm. Standing Orders were applied.

21.41 APOLOGIES FOR ABSENCE

Cllr Davis had offered an apology for the early part of the meeting, and indicated that he would be joining mid meeting, but did not attend.

21.42 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. Both Cllrs Bonter and the Chairman, Cllr Foster, declared a pecuniary and personal interest in Agenda item 8.3. (Minute 21.46.3), due to the nature of conversation, the EO advised that they should withdraw from the meeting at the appropriate point.

21.43 COUNCIL MINUTES

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

21.44 CHAIRMAN'S REPORT

The Chairman had nothing to report other than to remind Councillors to complete the Census.

21.45 DISTRICT COUNCILLOR REPORT

District Councillor Tennyson submitted a monthly report which had been circulated with the supplementary Council paperwork and is attached to the Minutes as Appendix 1.

District Cllr Tennyson was in attendance but had nothing further to add.

District Cllr Thomas advised that she was working with animal welfare on a campaign with reference to countryside behaviour and referred to recent incidences with reference to sheep worrying and asked if the Council would be prepared to help support the campaign. The EO confirmed that social media posts had been uploaded and had the posters ready for putting in the noticeboards. Cllr Thomas also confirmed that the Public Spaces Protection Order had been passed and now it was a matter of ensuring patrols were appropriately timed to catch the principal offenders.

Cllr Thomas also advised that Alton Town Council were addressing the issue of street traders on the Butts and queries whether the Parish Council had any issues, to which it was agreed not.

21.46 EXECUTIVE OFFICER'S REPORT

21.46.1 Report update and late correspondence

The EO on behalf of both herself and the AEO wished to personally thank the Councillors for their support and recognition of the work that has been carried out over the last year and the reward accordingly.

The EO advised of two late items of correspondence.

- An email from the Monitoring Officer at EHDC had been received requesting that Parish Councils adopt the EHDC new code of conduct, together with a link to the Local Government Standards in Public Life document, dated January 2019, which does advise Parish Council's to adopt their Local Authority's Code of Conduct or the model code, although an updated version is still under review. The EO confirmed that the Finance & General Purposes Committee had already reviewed the newly adopted EHDC Code of Conduct and agreed that, for the most part, it was not applicable for Parish Councils. The Committee, and subsequently, the Council agreed to wait until the new model code was updated and would consider adopting that version. EHDC would be notified accordingly.
- A notification from NALC, via HALC, had been received with reference to the ending of regulations on 7th May 2021 that allow remote meetings, and were advising those parishes not in an election year to hold their Annual meetings prior to this date. Many Councils are lobbying their MPs as, for six weeks, either way Councils will be acting unlawfully, either meeting in person or continuing to meet remotely. The Council agreed that Damian Hinds, the local MP, should also be contacted, however the Council have already agreed, provisionally, to hold the Annual Meeting on Wednesday 5th May if the regulations are not extended.
- The EO advised that the 10k will be held this year, but at the later date of 26th September, and asked all Councillors to put the date in their diaries. Alton Runners will be assisting with the running of the event as usual, but also hoped to involve the Four Marks & Medstead running group this year.

21.46.2 Covid 19 update

A summary of the road map out of lockdown had been circulated with the EO advising that sports areas would be open from 29th March. The various risk assessments and relevant documents would be updated after this date.

Cllrs Foster and Bonter temporarily left the meeting.

21.46.3 Approval of annual grant to Streetwatch

The EO confirmed that she had been approached by Streetwatch for consideration of a grant towards their insurance cost but had not received a formal application nor amount for consideration. The EO advised that there were funds remaining in the grant fund. The indication had been to pay for insurance costs, a previous grant had been given for £250, and it was agreed that, upon application, the Parish Council would be prepared to pay insurance costs up to £250.

Cllrs Foster and Bonter returned to the meeting.

21.46.4 CCLA Presentation and comments for consideration

Following the presentation in the open session, the Council agreed that, although there was a minimal risk and that there are always marginal risks with investing money, the security and liquidity of the fund were reassuring and a good reason to keep funds with the CCLA. The Investment Strategy would be brought back to Full Council for adoption at the next meeting.

21.47 OPEN SPACES COMMITTEE REPORT

Cllr Tomlinson, Chair of the Open Spaces Committee, gave a brief report of the meeting held on 3rd March 2021, following the circulation of the Minutes. In addition to the Minutes, Cllr Tomlinson reported on a site visit to look at fencing repairs at the Allotments and confirmed that the 10k would be going ahead this year.

21.47.1 To award the contract for the removal of Ash Trees at the Recreation Ground

The AEO presented a detailed comparison document highlighting the merits of each of the quotations received together with the two preferred options, as recommended by the Open Spaces Committee.

A detailed discussion took place on each quotation and the various methods of removal, which raised concerns primarily with reference to the removal of the containers and agreed that the risks of moving them outweighed the risks of leaving them in situ. The AEO was asked if the company with the preferred method of removal had carried out work for the Council previously, to which the AEO confirmed they had. When asked if there had been any issues, to which the EO confirmed there were concerns. The EO then reminded Councillors prior to making a decision, whilst Councillors have a duty to seek the best value for money, there is a high element of risk with one of the removals, and this had to be at the forefront of the decision.

Councillors acknowledged this by commenting that the Contractors will have their own insurance should there be any damage, although the Chairman acknowledged that if any damage were to be caused to property, the blame would undoubtedly lie with the Council.

There was also a further concern with reference to nesting birds, and it was confirmed that it would be an offence to remove a tree with nesting birds, and although the EO confirmed that health and safety issues would override this if necessary, it would be up to the contractor to ensure that there were no nests in the trees prior to their removal.

Following due consideration, the Committee's recommendation of Option 1 was proposed by Cllr McCarthy, seconded by Cllr Tomlinson, with 5 Councillors voting for, with one against, the motion was carried to award the contract to Option 1.

Cllr Thomas, acknowledging that the meeting was likely to exceed the two hours as stated in Standing Orders, proposed an extension to the meeting to conclude the existing business. The Chairman seconded the proposal which was agreed by all members.

21.48 PLANNING COMMITTEE REPORT

Cllr Thomas, Chair of the Planning Committee, gave a brief report of the meeting held on 3rd March 2021, following the circulation of the Minutes. Cllr Thomas confirmed the objection comment submitted for the cattery in Fairfield Green, and advised that although the transit pitches had been refused at Briar Lodge, there were now new applications for additional static pitches, which would be discussed at the next Planning Committee meeting.

21.48.1 Planning Application Reference no. 59141
Location: Oak Tree Cottage, Brislands Lane, Four Marks GU34 5AE
Proposal: Single storey extension to side and rear, conversion of roof space to habitable accommodation and detached garage

The Parish Council have no planning objections to this application, providing the proposals are compliant with Policy H16. However, the Council did raise some concern over some of the proposed materials, specifically the grey roof, which is out of character with the location, and refer to the Four Marks Village Design Statement planning guidance, 'where new development, including extensions to properties, should respect the character and form of development in the adjoining area', and would ask the Planning Officer to take these concerns into consideration.

21.48.2 Planning Application Reference no. 22365/009 Pre decision amendment
Location: Oakwood House, 102 Telegraph Lane, Four Marks GU34 5AW
Proposal: Retrospective application for gates, wall and fencing including landscaping (as amplified by landscaping details and plan submitted 4 March 2021)

The Parish Council have noted the additional information submitted but the objection to this application has not been adequately addressed. The application site is on the edge of a rural settlement, and the South Downs National Park, the extensive boundary fencing, wall and gates are urban in design and style, and out of keeping with the surrounding amenity. The wall is too high and dominant, and the Council would also question the walls proximity to the road, is it set far enough back for a gateway entrance?

The photographs showing the planting indicate a boundary line and the applicant claims that the fence has been erected inside the boundary and indicates that the hedgerow will be grown within the boundary. However, these photographs have raised several questions, as follows:

- Is the boundary line correct as the telegraph poles appear to be on the applicant's land, yet this is not the case along the rest of the Telegraph Lane, where hedges have grown towards the poles? The original boundary, before the original hedging was removed, was behind the telegraph poles.
- The Council note the planting of the Leylandii, although disappointed that a non indigenous species was chosen, note the reason for planting small and inconspicuous plants, however it will be years before any kind of feature hedgerow will be established, and will the hedgerow remain with the small marked boundary, or encroach further towards the road, when fully established?
- Does the applicant have plans to remove the fence once the feature hedgerow is established, this is not made clear?

The Parish Council's objection stands and asks the planning officer to seek clarification on the concerns raised as above.

21.48.3 Planning Application Reference no. 59143
Location: Land to the rear of 2-4 Willowfield, Watercress Way, Medstead
Proposal: Construction of 4 dwellings with parking and landscaping

The Parish Council strongly object to this application.

- The proposal is currently outside the Settlement Policy Boundary, and therefore contrary to EHDC Local Plan and Joint Core Strategy Policy CP19, and whether inside or outside the SPB, also contrary to Policy 1 of the Medstead and Four Marks Neighbourhood Plan.
- The area is currently covered by an area TPO, which would mean the loss of trees currently awarded protection.
- This small area of greenspace between Boyneswood Road and the Azalea development is a vital green lung which does have an important function mitigating the loss of the green space following the recent development.
- EHDC can clearly demonstrate a 6.11 years of housing land supply, therefore there is no identified need for additional development in this location. The proposal is for four 4 bedroomed dwellings, therefore not an appropriate housing mix, as identified in the Interim HEDNA (2018), where the need is for 2 and 3 bedroomed dwellings.
- The Design & Access statement incorrectly states that there is a regular bus service running through the village along Boyneswood Road (page 3), and that there is a bus stop by Boyneswood Close. The nearest bus stop and bus service is on the Winchester Road, Four Marks, some 800m away.
- The Ecology report is a preliminary report, carried out last Autumn, and only a site walkover survey visit. A more detailed survey needs to be carried out to assess the affect that the new development has had on the wildlife, flora and fauna in the area, which will have naturally migrated to the nearest green space. It is also noted the report refers to a development of up to 10 residential dwellings, which indicates that the green space either side is likely to be developed which would only increase the further detrimental effect on the existing wildlife.
- The Ecology report also reports that there are 4 SINC sites within 1km of the proposed site should, therefore a SANG mitigation need to be considered?
- The access to the development site is on a right angled bend and shares the only access point with the 80 occupants of the Azalea development, although each application should be assessed on its own merit, the accumulation of traffic movement must be considered. The cumulative affect on the single lane railway bridge on Boyneswood Road, and the Boyneswood Road junction with the A31, already over capacity with all recent junction easing and pedestrian safety proposals deemed undeliverable.
- A designated parking bay for the Azalea development will be removed to create the access, will this be replaced elsewhere as it removes 2 spaces from an agreed parking allocation within the Azalea development?
- The access driveway crosses a buffer zone along the length of the fence line.

The proposal is an incremental accumulation and encroachment onto a vital green lung and if approved will set a precedent of development by attrition, and therefore respectfully request that the Planning Officer refuses this application.

21.49 FINANCIAL REPORTS

21.49.1 To receive and approve payments, bank reconciliations and trial balance at 28th February 2021

Following circulation, proposal by Cllr Timms, seconded by Cllr Brake and agreement by all Councillors, it was RESOLVED, to approve the payments (as detailed below), bank reconciliations and trial balance as at 28th February 2021, as authorised at the meeting on 17th February 2021, with the following additions under delegated approval; £107.13 electricity account for the Pavilion, £81.71 electricity account for Oak Green, increase on usual usage due to the Christmas lights, and £534.00 for drain clearance, totalling £722.84 plus staff costs of £3,433.

List of Payments made between 01/02/2021 and 28/02/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
09/02/2021	Talk Talk Business	DD	33.54		Telephone/b/band
09/02/2021	Lloyds Bank Credit Card	DD	17.39		Credit Card
18/02/2021	Cllr Janet Foster	BACS	30.00		Expenses
18/02/2021	Acorn Office Supplies	BACS	19.09		Stationery

18/02/2021	Rialtas Business Solutions Ltd	BACS	145.20	Annual Support
18/02/2021	Hampshire Woodlands Ltd	BACS	4,920.00	Tree maintenance
18/02/2021	SSE Southern Electric	BACS	38.06	Bowls - Oct-Jan
26/02/2021	SSE Southern Electric	BACS	107.13	Pavilion - January
26/02/2021	SSE Southern Electric	BACS	81.71	Oak Green Oct-Jan
26/02/2021	Easy Clean Services	BACS	534.00	Storm drain clear
26/02/2021	Staff costs	BACS	3,433.41	February
Total Payments			9,359.53	

21.49.2 To receive and authorise March 2021 payments

Subsequent to the circulation of supplementary papers, it was RESOLVED to authorise the March 2021 payments, as presented, following proposal by Cllr Thomas, which was seconded by Cllr Timms and approved by all Councillors.

List of Payments for authorization between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2021	Eddie Hodkin	BACS	210.00		Oak Green Maint. Jan
08/03/2021	Talk Talk Business	DD	33.54		Monthly phone/b/band
11/03/2021	British Gas	DD	396.46		Pavilion gas account
11/03/2021	Lloyds Bank Credit Card	DD	79.46		Credit card payment
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 contract
18/03/2021	John Watson	BACS	712.50		Project consultancy fee
21/03/2021	Biffa Waste Services	DD	194.06		Pavilion waste collection
31/03/2021	Eddie Hodkin	BACS	225.00		Oak Green maint. Feb
Total Payments			2,154.80		

21.50 EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS

21.50.1 Allotments.

No report as Cllr Davis was not in attendance.

21.50.2 Benians Pavilion.

Nothing to report.

21.50.3 Oak Green.

Nothing to report.

21.50.4 Village Hall.

Cllr Brake confirmed that the Committee were having to replace the large hall boiler at a cost of £4,800, due to corrosion, commenting that the boiler was installed in the 1960s. He confirmed that they had the funds available for its replacement.

21.51 COMMUNITY FACILITY IMPROVEMENT PROJECT

The EO gave a brief report, updating the Council that the application for funding to EHDC had been submitted, although a decision would not be made until July, but the project team agreed to continue with the planning application, and confirmed that a pre-application meeting was awaited.

The EO had circulated a draft survey for Councillors comments, which would be circulated initially to existing groups within the village then included within Four Marks News and on the various social media platforms and website. Cllr Thomas advised that this survey was a vital step in moving forward in a bid to engage the community and get their support. The Annual Parish Meeting would be the first chance the community would get to view the initial concept designs.

All Councillors were in agreement and supportive of the document as presented, with one change to the phrasing of Question 10 which would be amended as proposed. The document would be enhanced ready for circulation, as detailed above.

21.52 ONGOING PROJECTS

The EO confirmed that HCC have now come back with design proposals for Phase 1 of the Village Gateway project, which will be discussed reviewed at the next Open Spaces meeting.

21.53 NEXT MEETING:

The next meeting will be held on Wednesday 21st April 2021.

20.54 The Chairman closed the meeting at 9.37pm

APPENDIX 1

DISTRICT COUNCILLOR REPORT

Public Space Protection Order (Dogs) Under Anti Social Behaviour and Police Act 2014 (PSPO):

District Councillor Ingrid Thomas, Portfolio Holder for Neighbourhood Quality, submitted a paper to Council for approval on 25 February. For reference, Cllr. Thomas provided further information in her district councillor's report for March.

Chawton Parish Council: Problems with dogs being let off the lead on footpaths and in fields around Chawton where sheep are grazing have been helpfully addressed by Chawton PC. A flyer warning dog owners about pregnant ewes in fields has been displayed around the village, and the PC have also attached copies to stiles and on fences at the 'Deadend'. Chawton is the home of the well-known novelist, Jane Austen, with two museums, Jane Austen's House Museum and Chawton House Museum. The latter has a large amount of grazing land leased to a local farmer who has raised concerns about 'sheep worrying'. It is important that dog owners keep dogs on leads while walking in fields where sheep are grazing, and at this time of year to avoid them completely if possible.

Dog training: During the pandemic many more people are now proud owners of dogs, but unfortunately dog training classes have not been permitted, and at this point in time, we cannot say when they might recommence. In the meantime, it is important to take some helpful advice, and who better than Graeme Hall, the 'dogfather', a well-known dog trainer who has appeared on Channel 4, 'Dogs Behaving Badly'. Further information is available on the website www.thedogfather.co.uk where links can be found for dog and puppy training.

EHDC ishare maps: Janet Foster, Four Marks Parish Council Chairman brought this link to our attention. Simply go to EHDC's website and type in ishare maps or 'where I live' which provides information on bin collection days, planning applications, councillors and MPs. 'Where I live' also lists services and information nearby and 'My maps' provides a very helpful interactive map. I use this link extensively for checking planning applications for tree felling and protected trees.

Climate Change Liaison Panel: At our January meeting I joined with two other district councillors to form a 'Natural Environment' sub-group. Trees and verges are part of our remit. EHDC are planting 250 thousand trees, one for each resident in East Hampshire. The first tree was an Oak tree planted by Cllr. Richard Millard at Gilbert White's House Museum, close to a mature Oak planted by Gilbert White, aged ten. Our role is to work with tree wardens in Easthants to a) protect mature and ancient trees and b) protect newly planted trees which are more vulnerable to Climate Change, and need monitoring and watering during droughts in order to survive.

Tree Warden Hub: We have nine tree wardens in Four Marks, Medstead and Chawton, and recently formed a tree warden 'hub' to include two new tree wardens from the nearby village of Newton Valence. We work closely with arboricultural officers, and the arboricultural manager at Easthants and Havant, as well as the Easthants Tree Warden Networking officer, Dr. Andy Moffat. We managed one indoor meeting last year before the pandemic, but further meetings were all held in the garden

where tree wardens could safely enter by a side gate, and self-distancing restrictions could apply. Andy will be dealing with a power point presentation at the next meeting of the Climate Change Liaison Panel which will cover the role of a tree warden, and how we can work to protect trees in our area.

District Councillors' Community grant scheme: Applications for the present tax year closed on 26 February and a form for new applications for 2021/22 will shortly be available on the EHDC website. One thousand pounds from councillors' grants must be for environmental projects. My grant for 2020/21 provided funds for the following:- Alton Foodbank, Alton Home Start, Jane Austen's House Museum writing competition, Tree planting for Four Marks Parish Council and for Chawton Parish Council, Native hedge planting for Medstead Parish Council and outdoor play equipment for Chawton Preschool.

Three district councillors represent Four Marks, Chawton and Medstead. We can all be contacted at our Email address on the EHDC website, as follows:-

Diana Tennyson, diana.tennyson@easthants.gov.uk , Ingrid Thomas, ingrid.thomas@easthants.gov.uk and Jonathan May, jonathan.may@easthants.gov.uk .

APPENDIX 2

EXECUTIVE OFFICER'S REPORT FOR THE FULL COUNCIL MEETING HELD VIA ZOOM VIDEO CONFERENCING ON 17TH MARCH 2021

Following the questions raised at the previous meeting, Mark Davies, from CCLA will be attending the meeting and will speak in the Open Session, giving a brief presentation on the Public Sector Deposit Fund, with the opportunity for Councillors to ask any questions. This item will then be discussed under Agenda item 8.4 where any additional comments can be made for consideration by the F&GP committee at their meeting on 31st March 2021.

Following last month's report, a site meeting has been carried out on both a suitable location for an SLR on Blackberry Lane and additional pedestrian safety signage in Brislands Lane/Gradwell Lane and we await the report. Unfortunately, this has come too late to use Cllr Mark Kemp Gee's grant for this project, however we have received £250 towards some Cemetery improvement works instead.

The footpath map has now gone to print. The Watercress Line have agreed to frame and erect the map on their wall, with some provisos, which were agreed by the Open Spaces Committee, the second map will be in a new noticeboard on the area of land at the Telegraph Lane junction with the A31 together with a new styled framed bench. Wildflowers have been planted and some new signs are being designed to identify areas being left to encourage bees, insects and pollinators.

The third map is going to be placed near Lymington Bottom Green, where there are already existing posts from a former similar map. The area will be cleared and smartened up ready for its installation.

Thanks to Jo for all her hard work on this project.
