

FOUR MARKS PARISH COUNCIL

**Minutes of the Annual Meeting of the Full Council
Held on Wednesday 5th May 2021, commencing at 7.15pm
remotely via Zoom video conferencing**

MEMBERS PRESENT:	Cllr Janet Foster (Chairman) Cllrs Neil Bonter, John Davis, John Hammond, Shaun McCarthy, Bryan Timms, Mike Sanders, Simon Thomas and Anne Tomlinson
IN ATTENDANCE:	Sarah Goudie, Executive Officer (EO) Jo Tsigarides (AEO) District Councillor Ingrid Thomas 5 members of the public
APOLOGIES:	No apologies for absence

21.73 CHAIRMAN'S WELCOME AND INTRODUCTION

The current Chairman opened the meeting and welcomed all attendees. The Chairman continued that this meeting was still currently allowed to be conducted remotely, and was being recorded for Minuting purposes.

21.74 APOLOGIES AND APPROVAL OF ABSENCES

There were no apologies for absence.

21.75 ELECTION OF CHAIRMAN

The first item of business was to elect a Chairman for the coming year. Cllr Foster asked for nominations for Chairman.

Cllr Davis nominated Cllr Foster to continue as Chairman. Cllr Foster accepted the nomination, the nomination was seconded by Cllr McCarthy and, as there were no further nominations, with all Councillors in agreement, the motion was carried, and Cllr Foster was duly elected as Chairman of the Parish Council for the coming year. Cllr Foster thanked all Councillors for their support and signed the Declaration of Acceptance of Office.

21.76 ELECTION OF VICE CHAIRMAN

Cllr Thomas nominated Cllr Tomlinson to continue as Vice Chairman, Cllr Tomlinson accepted the nomination, the nomination was seconded by Cllr Hammond, and as there were no further nominations, with all Councillors in agreement, the motion was carried, and Cllr Tomlinson was duly elected as Vice Chairman of the Parish Council for the year.

21.77 OPEN SESSION - PUBLIC PARTICIPATION

The Chairman then asked if there were any items to be raised under the Open Session,

Cllr Thomas raised an issue that had occurred over the previous weekend with a food trading outlet that had operated from the entrance to Lily Road, near the 'deer crossing' into the Recreation Ground. The Council, at the last meeting, had adopted a 'Use of Public Open Space' Policy, but the paragraph with reference to street traders had been removed. Cllr Thomas asked if the Policy could be amended to include statutory guidance on the operation of food trading stands at the Recreation Ground. With all Councillors in agreement, the policy would be amended, and added as an Agenda item at the next Open Spaces meeting, and subsequently at the next Full Council meeting.

Cllr Timms wished to offer his compliments to Cllrs McCarthy and Thomas for their presentation at the Annual Parish Meeting, which was acknowledged with thanks.

The formal meeting commenced at 7.45pm. ***Standing Orders were applied.***

21.78 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.

21.79 COUNCIL MINUTES

It was RESOLVED to approve the Minutes of the remote Full Council Committee Meeting held on Wednesday 21st April 2021 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 available opportunity.

Cllr Thomas commended the Chairman on her tribute to HRH The Duke of Edinburgh at the previous meeting, and for the prompt action in lowering the flag, which is something the larger Councils had struggled to do.

Cllr Sanders asked if the letter had been sent to Damian Hinds MP with reference to the current situation on no longer allowing remote meetings and the lack of democracy. The EO confirmed it had not yet been carried out but would be sent imminently.

The discussion for the next item would be conducted under a closed session, due to the personal and sensitive nature of the discussions.

However, prior to the deliberations, the two candidates were asked a variety of questions by Councillors and were given the opportunity to speak and propose what they would like to achieve as a Councillor. A note of the questions and responses is attached to the Minutes for information as Appendix 3.

The meeting was then closed to the public.

21.80 COUNCILLOR CO-OPTION

All Councillors agreed that both candidates were exceptional, and that the Council were in an unenviable position and whatever the decision, it would mean losing a great asset to the Council and the EO was asked that the candidate who was not selected should be encouraged to reapply should another vacancy arise.

There was a question raised on holding a secret ballot, but the EO advised that this was not a democratic process, but confirmed that the discussions should, in her opinion, be held under a closed session primarily as this is equivalent to a job interview.

Each Councillor deliberated on both candidates and were then asked to vote on each candidate. With a majority vote, it was RESOLVED to co-opt Kellie Knight onto the Council. Both candidates would be advised of the decision the next day. Declaration of Acceptance of Office would be signed at the next meeting.

The meeting was then re-opened to the public.

The following items are discussed in accordance with Standing Order 5 for approval at the Annual Meeting of the Council, not in an election year.

21.81 REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, AND EXECUTIVE OFFICER

Notwithstanding the current temporary delegation arrangements, it was RESOLVED to keep the existing Committee delegation arrangements currently in place, and that each Committee would review and bring any changes back to Full Council, if appropriate, for approval.

21.82 REVIEW OF TERMS OF REFERENCE FOR COMMITTEE

It was RESOLVED that each Committee would review their own Terms of Reference at the first respective Committee meeting, and any changes would be brought back to Full Council for approval and adoption, as appropriate.

21.83 APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

21.83.1 Planning Committee;

The following Councillors offered themselves as members of the Planning Committee; Cllrs McCarthy, Tomlinson, Hammond, Sanders and Thomas.

21.83.2 Open Space Committee;

The following Councillors offered themselves as members of the Open Spaces Committee: Cllrs Foster, Davies, Tomlinson, and Bonter.

21.83.3 Finance & General Purposes Committee;

As per the Committee's Terms of Reference, the Chairman, Vice Chairman, and the two Committee Chairs, when appointed should form the Committee. An additional member would be asked to join, should either the Chairman or Vice Chairman be a Chairman of a Committee. Cllr Davis was thanked for the experience and accounting knowledge he has brought to the Finance Committee over the past few years.

21.84 APPOINTMENT OF ANY NEW COMMITTEES IN ACCORDANCE WITH STANDING ORDER 4.

Cllr Bonter suggested that with the current climate change crisis, was this now the time to have an Environmental Committee? Cllr McCarthy also suggested that consideration be given to a Queens Platinum Jubilee event committee. Both suggestions were supported and could be sub-committees of the Open Spaces Committee and discussions would take place accordingly.

21.85 REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

It was RESOLVED to approve the current Standing Orders and Financial Regulations as circulated. However, both documents will be reviewed in July by the Finance & General Purposes Committee with all policy documents. The EO following recommendation from the Internal Auditor suggested increasing the delegated authority level, and there were some regulations that required reviewing following changes in procedures. It was agreed that the Finance & General Purposes Committee would review at their next meeting.

21.86 REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES

- Hampshire County Council, with the County Councillor and six month liaison meetings
- EHDC; both via the EHAPTC meetings and the District Councillors
- Local clubs; Bowls Club, Angling Club, Football Club, Scouts
- Community groups; Streetwatch and Speedwatch.
- Festival Committee, although now not operational, the former parties are still under obligation to meet to agree expenditure, liaison is with Cllr Hammond.
- Four Marks News; EO and Chairman reports, to advise the demographic of Four Marks not able to use internet and social media
- Neighbourhood Plan steering group; Cllrs Thomas and Tomlinson
- Medstead Parish Council; to continue proactive integration of both parishes.
- PCC, it was suggested that in conjunction with neighbouring parishes a communication and working link should be set up with the new PCC and encourage a police representative at meetings.

21.87 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

- Allotments, representative appointed
- Benians Committee, representative appointed
- Village Hall, representative appointed

- Four Marks Primary School, currently the Chairman, on an ad hoc and as necessary basis
- Oak Green, representative appointed
- Footpaths, currently AEO in liaison with the Rights of Way team and local ramblers

21.88 REVIEW OF INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

The review of all assets will be carried out by the Finance & General Purposes Committee annually.

21.89 CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

The EO confirmed the current Insurance Policy in place is valid until 30th September 2021. The LTA with the current insurers expires this year. It was agreed that the Finance & General Purposes Committee will be tasked to review the insurance provision at the July meeting.

21.90 REVIEW COUNCIL AND EXECUTIVE OFFICER SUBSCRIPTIONS TO OTHER BODIES

It was RESOLVED to approve all current subscriptions, as detailed by the EO to HALC/NALC, CPRE, SLCC, ICCM, ICO and Parish Online. The EO confirmed that the ICCM and Parish Online were new subscriptions and would not be increased this year. There had been no increase in the CPRE subscription, with marginal increases in the HALC and SLCC subscriptions this year.

21.91 AGREE REVIEW FOR COUNCIL'S COMPLAINT PROCEDURES, AND POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION, PRESS/MEDIA POLICIES, EMPLOYMENT POLICIES AND PROCEDURES

It was RESOLVED to agree to the review those policies that had not been updated already this year at the Finance & General Purposes Committee Meeting in July.

21.92 APPROVE SCHEDULE OF DATES AND TIMES OF ALL MEETINGS (Attached)

The re-arranged schedule of meetings had been approved in principle at the previous meeting, there being no additional amendments it was RESOLVED to approve the schedule of meetings as circulated.

21.93 APPOINTMENT OF COUNCIL REPRESENTATIVES

- 21.93.1** Allotments Association; Cllr Davis
- 21.93.2** Benians Committee; Cllr Bonter
- 21.93.3** Village Hall Committee; Cllr Foster

21.94 APPOINTMENT OF ROLES WITHIN THE COUNCIL

- 21.94.1** Footpaths officer, AEO in conjunction with the Open Spaces Committee
- 21.94.2** Oak Green; Cllr Foster
- 21.94.3** Recreation Ground; Open Spaces Committee

21.95 APPOINTMENT TO CURRENT PROJECT TASK GROUPS

- 21.95.1** Community Project team; Cllrs McCarthy, Thomas and Sanders. Cllr Thomas reiterated that this is an important task and new members, either now or at a later date, would be welcomed.

21.96 CHAIRMAN'S REPORT

The Chairman thanked the Council again for their support and for the nomination to continue for another year.

21.97 DISTRICT COUNCILLOR REPORT

This month's District Councillor report is attached to the Minutes as Appendix 1.

District Cllr Ingrid Thomas, in attendance, advised that the report is short as without face to face meetings it is difficult to keep up with what is going on, however was pleased to advise Councillors that a new tree strategy was currently going through due process at EHDC, which it is hoped will make life easier to resolve tree compliance issues. Other than being involved with small individual issues, there was not much else to report.

Cllr Hammond asked when will the tree strategy be in the public domain, to which District Cllr Thomas confirmed after approval at the next Portfolio meeting. Cllr Hammond asked District Cllr Thomas if, once approved, she would be able to share the content of the document in more detail, to which she confirmed she would.

District Councillor Thomas apologised that District Councillor May was unable to attend due to a clash with Medstead Parish Council's annual meeting and District Councillor Tennyson was unwell.

21.98 FINANCIAL AND ACCOUNTING REPORTS

21.98.1 To receive and approve list of April 2021 payments

Following circulation of the April payments, it was RESOLVED to approve the payments as presented following proposal by Cllr Thomas, seconded by Cllr Davis, and agreed by all Councillors, as below.

List of Payments made between 01/04/2021 and 30/04/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/04/2021	Talk Talk Business	DD	33.54		Telephone/Broadband
05/04/2021	British Gas	DD	146.40		Pavilion Gas monthly chg
09/04/2021	Lloyds Bank Credit Card	DD	362.68		Credit card payment
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
30/04/2021	Staff Costs	BACS	4001.22		April staff costs
Total Payments			16,315.49		

21.98.2 To receive and approve the bank reconciliations and trial balance as at 30th April 2021

This item was deferred to the June Full Council meeting for approval, as the bank statements had not been received in time for the meeting, due to the earlier date.

21.98.3 To receive and authorise May 2021 payments as received

It was RESOLVED TO authorise the May 2021 payments to date, as circulated, following proposal by Cllr Foster, seconded by Cllr Tomlinson, and agreement by all Councillors.

List of Payments made between 01/05/2021 and 31/05/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/05/2021	Baudelaire Ltd	BACS	10,815.37		Electrical Installation work
06/05/2021	Baudelaire Ltd	BACS	2,364.11		Floodlighting, MUGA
06/05/2021	CPRE	BACS	50.00		CPRE Annual Membership
06/05/2021	HALC	BACS	36.00		HALC Training SG
06/05/2021	HALC	BACS	408.00		HALC Training JT (Cilca)
06/05/2021	Talk Talk Business	DD	33.54		Telephone/Broadband
10/05/2021	Lloyds Bank Credit Card	DD	116.39		Credit Card Payment
18/05/2021	British Gas	DD	90.88		April gas a/c Pavilion
Total Payments			13,914.29		

21.98.4 To approve and sign the Financial Accounts for the year ended 31st March 2021

Cllr Timms questioned the high VAT reclaim, to which the explanation was given due to high expenditure of developers' contributions, and a slightly distorted figure as the final quarter of 2019/2020 is included in this year's figure. Cllr Davis advised of an amendment required to page 6, where the wrong figure had been allocated to box 2. Following agreement to this amendment, it was RESOLVED to approve the Annual Accounts following proposal by Cllr Timms, seconded by Cllr Tomlinson, and agreed by all Councillors.

21.98.5 To approve and sign the Annual Governance Statement 2020/2021

The EO read out each section of the Annual Governance Statement 2020/2021 from 1 to 9, all agreed yes to each section, therefore it was RESOLVED to approve the Annual Governance Statement 2020/2021 following proposal by Cllr Timms, seconded by Cllr Thomas, and agreed by all Councillors.

21.98.6 To approve and sign the Accounting Statements 2020/2021

Following circulation of an amended AGAR due to a missed figure, and being no further questions, it was RESOLVED to approve the Accounting Statements 2020/2021 following proposal by Cllr Foster, seconded by Cllr Davis, and agreed by all Councillors.

21.98.7 To approve the date of announcement and period of exercise of public rights

The EO asked for approval for the date of announcement to be made on 17th June 2021, and the period of exercise of public rights to take place between Monday 21st June and Friday 30th July 2021, which includes the first 10 working days of July as required. It was RESOLVED to approve the date of announcement and period of public rights as presented following proposal by Cllr Foster, seconded by Cllr Thomas, and agreed by all Councillors.

21.100 EXECUTIVE OFFICER'S REPORT

21.100.1 Late correspondence and any matters arising.

The EO referred to the latest Court ruling, following the decision that Council's must now meet in person but allowing restrictions to public access. The court has ruled that local authority meetings must be open to the public in a physical sense. References to a meeting being "open to the public" or "held in public" and the definition of. In the Courts view this means the physical attendance by the public and that the public can attend in person and councils have to provide such facilities This should however be provided and managed in line with current restrictions and public health advice, so in practical terms Councils have no choice but to control the numbers of people physically in the room at any one time to comply with the Government's Covid restrictions in place. Councils can still provide live streaming/broadcasts to allow wider public access.

In the Courts view there is a difference between the public accessing the meeting as objectors, applicants or appellants. Based on the above additional judgement, the latter's attendance must be in person but in the broader sense, the meeting must still be open to the public, even those not participating albeit in compliance with the Covid restrictions in place for the time being. However, as always, the onus is on each authority to take its own view.

The EO reminded Councillors to respond to the Government's Local Authority Remote meetings: Call for Evidence, which is open until 17th June 2021.

The EO reminded Councillors to keep their DPI forms up to date and to contact her if there have been any changes for a new form to complete and submit.

The VE 75 Day plaque will be unveiled on Saturday at the Cemetery, and current guidance allows up to 15 to attend. Cllr McCarthy would be doing the tribute on the day, and currently there will be representatives from RAF and Army and that it would be nice to have a Navy representation. A resident was identified, and Cllr Hammond agreed to make contact. The AEO is organising the event and will be in contact prior to the event confirming details.

The EO referred to a speculative letter on business rates contained within the correspondence list, which has not be actioned, as EHDC had separately sent a form to review the business rates after this letter had been received.

Cllr Timms referred to the Freedom of Information requests contained within the report, to which the EO advised that although they have been received, they did not need Council input at this stage. One was a standard request, which has already been responded to, the second, a complaint from the ICO was being dealt with directly with the ICO being an ongoing issue. The Chairman confirmed that she was fully aware of both requests.

21.100.2 To approve, in principle, designs for parish boundary signage

The EO had circulated the proposed design and wording for the new boundary signage for Lymington Bottom Road and Boyneswood Road. The signs include a motif of an Oak Tree. Cllr Hammond advised the Council that he had approached a local artist for a quotation to design a specific logo for the signs, who had subsequently submitted a quotation for consideration. Although the Chairman expressed reticence in designing a special logo when the one shown was more than adequate, Cllr Hammond advised the Council that this was originally a Festival Committee project to give Four Marks a sense of place and personalise the signs and be unique to Four Marks within the standard format, and that it would be a shame to miss this opportunity. Cllr Tomlinson suggested that this discussion should move to Open Spaces as a decision needed to be made as to whether to go ahead with the commission or not, as this had yet to be agreed. Cllr Tomlinson approached Cllrs Bonter and Davis, the other Open Space committee members, for their opinion, who both agreed that the fee was small and had no issues with giving approval. It was therefore agreed to commission the design of a logo of an Oak Tree for presentation at the next Open Spaces Committee meeting, at the cost as quoted. The EO/AEO would take this forward and contact the artist and commission the work for consideration.

21.100.3 To approve annual grant request from the Village Hall Committee

The request for the annual grant had been received but no amount requested. Councillors raised concern that they had not requested a specific amount, and that they should send a formal request with an amount specified and how it will be spent as any other organisation does. A member of the public in attendance, following a brief closure of the meeting, as a member of the Village Hall Committee, agreed to speak to the Chairman of the Village Hall Committee and ask them to resubmit a formal request for next month.

21.101 EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS

21.101.1 Allotments.

Cllr Davis had nothing to report.

21.101.2 Benians Pavilion.

The EO confirmed that the Pavilion would re-open once all the restrictions are lifted, and that there will be an AGM in June prior to re-opening. Cllr Bonter, the committee representative, expressed concern over the lack of information and decision making, and confirmed that he would attend the AGM and contact the Committee members in due course.

21.101.2 Oak Green.

The fly tipping has now been removed. The new bigger bins now seem to be coping with the slightly reduced footfall. The grit bin needs to be moved back into the cupboard, and Cllr Foster asked for assistance with this. Cllr Foster, referring to the concerns with reference to the weeds in the beds, confirmed that there were some small weeds, but the major ones were no longer in evidence.

21.101.3 Village Hall.

Nothing to report this month. The Village Hall Committee would be advised of the new representative following this meeting.

21.102 COMMUNITY FACILITY IMPROVEMENT PROJECT

Cllr McCarthy confirmed that the presentation had been well received and that a summary document of all the questions, which will include some of the comments from the paper submissions from the survey will be generated. Cllr Thomas is preparing a summary analysis sheet of the responses to the initial survey, prior to a more detailed consultation at a later date. The project team have already had two meetings since the presentation and are moving forward, but there is a lot of work to do. The EO was thanked for all her additional

time on the project, particularly over the last couple of weeks despite the high workload of statutory Council duties.

21.103 ONGOING PROJECTS

The AEO gave a brief update on the progress of the wildflower and no mow signs, and the school competition, and the progress of the Footpath maps. It was confirmed that both the HCC grant and the specified S106 developers' contributions for this project had now been successfully awarded.

21.104 NEXT MEETING:

The next meeting will be held on Wednesday 23rd June 2021 at the Village Hall, at 7.00pm.

20.105 The Chairman closed the meeting at 9.33pm.

APPENDIX 1

DISTRICT COUNCILLOR REPORT – MAY 2021

As we start to make our way slowly towards opening society back up the District Council has been working with businesses to try to ensure they can open in a covid secure way and to pass on any grant money that is available as quickly as possible.

There are licences to be issued for premises to use outside seating on pavements if it is possible bearing in mind pedestrians still need to be able to use the pavements and pass by easily. There are food hygiene certificates to be updated, taxis registration to keep on top of and replies to be made to complaints. The teams have been busy trying to maintain a balance so that all can get on with normal ways of doing things. Officers have now begun to catch up on the visits inside that have had to be on hold so pest control officers are back to normal service for example.

Jonathan, Diana and I have carried on answering questions and trying to solve residents' problems throughout but are also looking forward to be able to meet people face to face.

Currently Diana is working with the tree wardens and checking the wildflower verges. We are trying to get the cutting of verges onto a less frequent cycle so that flowers have time to bloom to provide for bees and other insects whilst not causing difficulties with visibility when turning out of junctions.

We have had a lot of complaints about walkers not having their dogs on leads whilst walking across farmers' fields and complaints from walkers about the speed that some drivers are travelling at. Just because there is a speed limit does not mean that is the speed one should drive down our lanes.....maybe we all need to slow down a bit and enjoy the countryside and not frighten walkers as we go past.

I would like to thank councillor Tim Brake who has recently retired from the Parish Council for all the many years and hours he has spent working for our community. He has always freely given the expertise he has on traffic and speeding matters and supported others on a long list of projects. The Parish Council will miss him but I look forward to working with whoever volunteers to try to replace him.

If I can be of assistance to you on any district council matter please contact me

Best Wishes

Ingrid Thomas

01420 561552

APPENDIX 2

EXECUTIVE OFFICER'S REPORT – MAY 2021

This report is for the Annual Meeting of the Council where the election of Chairman and Vice Chairman are elected and appointments to the various Committees, area representatives and working groups take place. Currently there are some exciting projects ongoing and coming up and this may be the opportunity to get involved with the respective Committee or group.

This is also a good opportunity, the beginning of a new Council year, to check your Register of Interests, have there been any changes? If you think there has been, then please contact me for a new blank form for submission to EHDC for retention.

As usual the correspondence list is attached for information. There is a scanned copy of a letter at the end of this document, whether or not to take action needs further discussion.

May and June are going to be a bit different, unless we hear anything to the contrary, (*the result of the Court case is due to be heard 28th April 2021*), but hopefully we can get through this time with the same efficiency that has been carried out through the past year. The Minutes of the last year's meetings will make interesting historical documents for future Councillors and Clerks.

All financial paperwork will be circulated separately this month as the meeting is being held only 2 working days after month end, and bank statements for reconciliations may not be available in time for the meeting. If that is the case, the reconciliations will need to be deferred to June's meeting for formal approval. Although approval of May payments is on the Agenda, it is likely that there will be no payments requested by the time of meeting however, if there are, they will be circulated prior to the meeting.

The Year End documentation is attached separately for ease of reference, and these will include the draft Annual Accounts, Annual Governance Statement and Accounting Statements (AGAR), and proposed date of announcement for the exercise of public rights.

We have recently received two Freedom of Information requests. One of which, dated 16th April, has already been responded to. This was on the subject of litter and fly tipping and was a generic request sent to many Councils which was primarily for County and District Councils. The second is directly from the ICO as a complaint that the Parish Council has not provided the information requested, this is an ongoing issue, and an evidenced case needs to be put together that the Council has fully complied, a further update will be given at the meeting, as appropriate.

APPENDIX 3

CO-OPTION CANDIDATES QUESTIONS AND RESPONSES

CANDIDATE 1.

- Q1.** Cllr Davis. You have listed all the things you are currently involved with in the Community, do you think you will have enough time to commit to being a Parish Councillor?
- A. Yes, that is easy to answer, I have looked at my current commitments, and have worked out I can commit to at least 6 to 10 hours a month for Council business, not including other existing Parish commitments, like Speedwatch, which I believe is more than enough time.
- Q2.** Cllr Thomas. Outside of Speedwatch and speeding within the village, what is the major thing you would like to try and address to help our residents to improve their lifestyle for a better quality of life in Four Marks?
- A. Interesting question, I think generally to see an improvement in the litter issue we currently have in the village, whether it be more bins or better education, and to improve the environment.
- Q3.** Cllr McCarthy. As project lead for the new community building and recreational hub, do you believe that your current commitments could see you having a conflict of interest in this project, and how would you manage that potential conflict?
- A. I don't believe I have a conflict of interest, although a member of the VH committee, I am fully aware of the lack of facilities and supportive of the new project and know there is a need for this additional provision within the village.

CANDIDATE 2

- Q1.** Cllr Thomas. From your previous time as a Councillor what is main thing that you took out or learnt from being on the Parish Council?
- A. I learnt that a lot of people in the village are not aware of the Parish Council and what they do. There is a lot of misinformation passed on by people that do not have an understanding of what each of the Councils do, and I believe there needs to be more of an insight into what Four Marks Parish Council are about and make people aware that this is a voluntary service. There needs to be more publicity.
- Q2.** Cllr Sanders. What would you like to do or see changed should you be successful?
- A. As I said in my previous question, I think there needs to be a point of contact that can pass on and publicise what the Parish Council are doing and find a way of reaching out to the wider community.
- Q3.** Cllr McCarthy. As project lead for the new community building and recreational hub, do you believe that your current commitments could see you having a conflict of interest in this project, and how would you manage that potential conflict?
- A. I do not believe I have a conflict of interest, although I work behind the bar and now do the accounts for the Benians Committee, it is all voluntary. A new building would be great asset to the ever growing village, with new clubs always looking for space and the idea of a business pop up hub, would be an

excellent benefit to the village. It is a great project and all the buildings, being community buildings within the Parish of Four Marks, should work well together and compliment each other.

Both candidates were then asked if they wished to say anything to support their application prior to Councillor deliberations.

Candidate 1

I have been in the village for just over 30 years now and have been involved with a multitude of activities across the village, including Speedwatch. I would like to review the defibrillator provision in conjunction with facilities supporting mental health and general wellbeing, which is so important now.

Candidate 2.

I have been part of the village for many years and have a business within the village. Also helping out voluntarily at the Pavilion and on their Committee, puts me in a good position to liaise with the community on issues in a social and less heated environment.