

**FOUR MARKS PARISH COUNCIL**

**Minutes of the Full Council Meeting  
Held on Wednesday 28<sup>th</sup> July 2021, commencing at 7.00pm  
At Four Marks Village Hall**

<b>MEMBERS PRESENT:</b>	<b>Cllr Janet Foster (Chairman) Cllrs Neil Bonter, John Davis, John Hammond, Kellie Knight, Shaun McCarthy, Reg Pullen, Bryan Timms, Mike Sanders, and Anne Tomlinson</b>
<b>IN ATTENDANCE:</b>	<b>Sarah Goudie, Executive Officer (EO) Jo Tsigarides (AEO) 3 members of the public</b>
<b>APOLOGIES:</b>	<b>No apologies for absence</b>

**21.123 CHAIRMAN'S WELCOME AND INTRODUCTION**

The Chairman opened the meeting and welcomed everyone

**21.124 APOLOGIES AND APPROVAL OF ABSENCES**

There were no apologies for absence.

An apology had been received from District Councillor Tennyson.

**21.125 OPEN SESSION - PUBLIC PARTICIPATION**

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

A Telegraph Lane resident raised their concerns over the increase in speeding traffic in Telegraph Lane, particularly commercial and farm traffic. Referring to traffic awareness week, wondered whether the Parish Council would be able to do anything to address this issue, and suggested communicating with local businesses. The resident was advised that speeding issues was very much at the forefront of Council discussions and liaising with HCC on various speed reduction initiatives. Cllr Pullen confirmed that Speedwatch do operate in Telegraph Lane when possible, however they are always looking for volunteers to assist with patrols. The suggestion of on street parking was briefly discussed, but the resident confirmed that this seemed to just cause abuse from drivers rather than alleviate the problem. The Council would consider the suggestion of contacting local businesses.

A second resident in attendance thanked Cllr Bonter for his support to a previous query on greater publicity for Council meetings, however believed more should be done to get the community engaged. Reference was made to the Alton Town Council publication that is sent to all properties however the costs for printing, circulation and the administration costs meant that something similar in Four Marks would not be financially viable. There was a suggestion of a introductory flyer to be lodged with local estate agents and it was agreed that this would be investigated further. The resident also queried that the Agenda and supporting documents were removed from the website once the Minutes were uploaded.

A third resident wished to thank the Council for allowing the virtual cub camp and camp fire to take place at the Recreation Ground earlier in the month.

Cllr McCarthy raised whether there was a parking time limit at Oak Green car park as there appeared to be cars parked there all day. Whilst confirming that there are notices, it was acknowledged that they could do with being more prominent and updated.

**The Open Session concluded at 19.20pm, Standing Orders were applied.**

#### **21.126 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.

#### **21.127 TO REVOKE THE COVID 19 BUSINESS CONTINUITY PLAN**

The EO reminded the Council that they were still operating under the adopted Covid 19 business continuity plan and suggested that this needed to be revoked to return to normal business. Councillors agreed that as the Council was now able to operate without restrictions, it was therefore RESOLVED to revoke the adopted continuity plan with immediate effect.

#### **21.127 COUNCIL MINUTES**

The EO advised Councillors that the following changes had been made to the Minutes. Minute 21.115 a typographical error had been corrected and Minute 21.117 the word 'insinuated' was replaced with 'suggested' at the suggestion of Cllr Davis.

Following acknowledgement and agreement to the changes, it was RESOLVED to approve the Minutes of Full Council held on Wednesday 23<sup>rd</sup> June 2021 following proposal by Cllr Davis and seconded by Cllr Sanders and agreed by all Councillors as a true reflection of the meeting and were duly signed by the Chairman.

#### **21.128 PLANNING COMMITTEE**

Cllr Sanders, Chairman of the Planning Committee, gave a brief report on the meeting held on Wednesday 7<sup>th</sup> July 2021. There was nothing to add to the Minutes as circulated, however in conjunction with the Neighbourhood Plan Steering Group and Medstead Parish Council, the Planning Committee would be reviewing the proposed sites 014 and 016 in the draft Local Plan to ensure all parties were in accordance with any comments. Commenting further on these sites, Cllr Sanders also advised that these two sites if approved will alter the Settlement Policy Boundary which will affect the existing and adopted Neighbourhood Plan. He also advised that the Barn Lane site previously identified had now been removed from the draft Local Plan.

##### **21.128.1 Planning Application Reference: 49761/005**

Location: Fleetwood, 11 Penrose Way, Four Marks, GU34 5BG

Proposal: Extension of existing garage and garage roof to the side of the main house

The Parish Council have no objections in principle to this application, however do share concerns over the proposed increase in ridge height and would like to suggest that the applicant reconsiders the roof design so it is more sympathetic to the neighbouring property's amenity.

##### **21.128.2 Local Plan Briefing sessions**

Cllr Sanders and Cllr Foster had recently attended a Local Plan briefing session advising of future workshops on the Local Plan moving forward, however Cllr Sanders said they were not really 'workshops' as such but more sessions to make comments, although it has been made clear that comments cannot be made on developments outside of their parish, for example Four Marks and Medstead Councils will not be able to comment on the proposed Chawton Park Farm development.

#### **21.129 OPEN SPACES COMMITTEE**

Cllr Tomlinson, Chairman of the Open Spaces Committee, gave a brief report on the meeting held on Wednesday 7<sup>th</sup> July 2021, bringing the following items to the Council's attention.

- A second dog waste bin was being installed cricket pitch side of the Recreation Ground as the current provision is just not coping with demand.

- The recent RoSPA safety inspection had raised concerns over the wear and tear of some of the safety surfacing and the Committee were putting together a rolling plan to replace all of the existing Grasslok matting to the harder wearing mulch surface.
- Following no success at promoting cricket or the use of the pitch it had been agreed to stop maintaining the cricket square, and if interest was reignited in the future, the Council would consider the provision of an artificial wicket.
- The Well has now been refurbished at Swelling Hill Pond.

Cllr Knight, responding to the removal of the cricket square and provision of new dog waste bin, asked the Council would consider the introduction of Dogs on Leads on the football pitch side of the Recreation Ground which it was agreed to discuss at the next Open Spaces meeting.

### **21.130 FINANCE & GENERAL PURPOSES COMMITTEE**

Cllr Foster, Chairman of the Finance & General Purposes Committee, referred to the meeting held on Wednesday 21<sup>st</sup> July 2021 and, following recommendations agreed at that meeting, asked for Council approval on the following Agenda items:

#### **21.130.1 To adopt the Committee's Terms of Reference**

Following proposal by Cllr Foster, seconded by Cllr Tomlinson, with all in agreement, it was RESOLVED to adopt the Committee's Terms of Reference as circulated.

#### **21.130.2 To adopt the amended Financial Regulations**

Following proposal by Cllr Pullen, seconded by Cllr Davis, with all in agreement, it was RESOLVED to adopt the amended Financial Regulations, as circulated.

#### **21.130.3 To acknowledge and agree the amendments to all reviewed policies as summarised**

Following proposal by Cllr Sanders, seconded by Cllr McCarthy, with all in agreement, it was RESOLVED to adopt the proposed amendments as recommended by the Finance & General Purposes Committee to all reviewed policies as circulated.

### **21.131 CHAIRMAN'S REPORT**

The Chairman reported that works to provide the A31 Lymington Pedestrian Crossing, should commence September of this year.

### **21.132 DISTRICT COUNCILLOR REPORT**

No report had been circulated prior to the meeting and as there was no District Councillor in attendance there was nothing to report.

### **21.133 EXECUTIVE OFFICER'S REPORT**

#### **21.133.1 Late correspondence and any matters arising.**

There were no comments on the list of circulated correspondence.

#### **21.133.2 To approve grant request from Victim Support**

At the Executive Officers' recommendation, it was RESOLVED to approve the grant request by Victim Support for the amount of £50 to Victim Support, following proposal by Cllr Timms, seconded by Cllr Hammond, and agreed by all Councillors.

#### **21.133.3 To approve grant request from Four Marks Football Club**

At the Executive Officer's recommendation, it was RESOLVED to approve the grant request to the value of £575.98 to provide two new portable and collapsible seating and covers for Four Marks Football Club to purchase new portable dug outs, following proposal by Cllr Pullen, seconded by Cllr McCarthy and agreed by a majority of Councillors. There was one abstention from the vote as the Cllr did not believe that these were suitable nor practical replacements.

#### **21.133.4 Review of Parliamentary Constituencies**

It was concluded, after a brief discussion, that the proposals were not specific to Four Marks, although supportive of the programme, no comments would be submitted.

#### **21.133.5 Code of Conduct**

The EO, having been advised that the Chairman wished to address a sensitive issue on the Code of Conduct, advised moving the item to the end of the meeting and held under a closed session without members of the public present. On the EO's advice, the Chairman asked for approval to this suggestion from the Councillors and with no objections, this was duly agreed.

The item was discussed in detail, and as there was no motion on the Agenda, a vote could not be taken, and therefore Councillors were asked to reflect on the discussions and email the EO with their opinions as to whether they believed there had been a breach in the Code of Conduct.

### **21.134 FINANCIAL AND ACCOUNTING REPORTS**

#### **21.134.1 To receive and authorise June 2021 payments as circulated.**

It was RESOLVED TO approve the June 2021 payments, as circulated and detailed below, following proposal by Cllr Foster seconded by Cllr Davis and agreed by all Councillors.

#### **List of Payments made between 01/06/2021 and 30/06/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/06/2021	WEL Medical Ltd	BACS	1,142.82		Batteries for Defibrillators
04/06/2021	Hampshire Woodlands Ltd	BACS	360.00		Tree work - storm damage
04/06/2021	Cato Computers	BACS	78.97		Printer Ink Cartridges
04/06/2021	M Welby Ltd	BACS	432.00		Tree survey- CP.
05/06/2021	Talk Talk Business	DD	36.10		May phone/b/band
09/06/2021	Lloyds Bank Credit Card	DD	116.39		Credit Card Payment
20/06/2021	Biffa Waste Services	DD	194.06		Pavilion waste collection
21/06/2021	British Gas	DD	63.95		Gas account Pavilion
24/06/2021	Eurofire Protection Ltd	BACS	99.00		Annual Fire equip. inspection
24/06/2021	Vesper Conservation & Ecology	BACS	840.00		Ecology report - CP
24/06/2021	Merritt Tree Specialists Ltd	BACS	5,940.00	Minute 21.47.1	Removal of Ash Trees
24/06/2021	David Ogilvie Engineering	BACS	1,106.40		Decorative bench
24/06/2021	Medstead Parish Council	BACS	647.16		50% share- notice board - LB
24/06/2021	Eddie Hodkin	BACS	300.00		Open Spaces maint.
24/06/2021	Semrah Landscape Management	BACS	1,266.00		Open Spaces maint.
24/06/2021	East Hants District Council	BACS	230.00		Rates - Benians Pavilion
24/06/2021	Acorn Office Supplies	BACS	137.67		Stationery provisions
24/06/2021	Glasdon UK Limited	BACS	64.93		Bin liner - skate park
24/06/2021	David Ogilvie Engineering	BACS	58.80		Bench - plaque - paid in error
30/06/2021	Unity Trust Bank	BANK	28.80		Quarterly bank charges
30/06/2021	Unity Trust Bank	BANK	1.80		Service charge -cheques
30/06/2021	Staff Costs	BACS	4025.30		June Staff costs
<b>Total Payments</b>			<b>17,170.15</b>		

#### **21.134.2 To receive and approve the bank reconciliations and trial balance as at 30<sup>th</sup> June**

It was RESOLVED to approve the June Trial Balance and Bank Reconciliations, following proposal by Cllr Sanders, seconded by Cllr Tomlinson, and agreed by all Councillors.

#### **21.134.3 To receive and authorise the July payments**

It was RESOLVED to authorise the July payments as presented, and detailed below, following proposal by Cllr McCarthy, seconded by Cllr Davis, and agreed by all Councillors.

## List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/07/2021	Talk Talk Business	BACS	35.96		Montly phone/b/band
08/07/2021	Hampshire Woodlands Ltd	BACS	480.00		Ground/tree maint.
08/07/2021	Semrah Landscape Management	BACS	1,278.00		Open Spaces Maintenance
08/07/2021	SSE Southern Electric	BACS	92.05		Electric - Pavilion (May)
08/07/2021	C H Waste Services Ltd	BACS	120.00		Fly tipping - Oak Green
08/07/2021	RS Fencing & Agriculture	BACS	5,460.00		Re-fencing Badger Close
12/07/2021	Lloyds Bank Credit Card	DD	283.87		Credit Card Payment
19/07/2021	British Gas	DD	30.19		Gas a/c - Pavilion - June
29/07/2021	Four Marks Village Hall	BACS	2,500.00	Minute 21.115.3	Annual Grant
29/07/2021	Reg Pullen	BACS	86.89	Minute 21.64.3	Grant for Speedwatch
29/07/2021	Eddie Hodkin	BACS	285.00		Open Spaces Maintenance
29/07/2021	SSE Southern Electric	BACS	80.60		Electric - Pavilion - June
29/07/2021	Philip Porter Landscaping	BACS	2,022.00	S106	SHP - Well restoration
29/07/2021	SSE Southern Electric	BACS	54.92		Bowls Club Apr-Jul
30/07/2021	Staff Costs	BACS	4021.94		July Staff Costs
<b>Total Payments</b>			<b>16,831.42</b>		

### 21.135 COMMUNITY FACILITY IMPROVEMENT PROJECT

Cllr McCarthy confirmed that the Council had conditionally been awarded a grant by EHDC, from funds accumulated by central CIL fund for Infrastructure projects. Of the 9 projects submitted only two recommendations were made, the Council's and Bohunt School. The school's grant had been awarded unconditionally, however the Council's award is conditioned on securing the PWLB, planning permission, a detailed business plan and no other CIL funding could be applied for. The award will only be granted once these conditions have been fulfilled. Due to the award being conditional, EHDC had not made the grant award public at this stage.

The next step is to submit a planning application, and meetings have taken place with 4 different architects, all submitting a variety of proposals, one of which has already been discounted. However, until such time as the PWLB loan is secured, no money will be spent on the application process.

Cllr McCarthy advised that the costings will need to be monitored very carefully as materials were in short supply and therefore costs are ever increasing.

A member of the public had agreed to join the project team and would offer the technical assistance required on the PID.

Cllr Timms questioned whether the architect will ratify the drawings and take the project through to full planning, which was confirmed. The successful architect would then be invited to tender for the build stage. Cllr McCarthy confirmed that the design and planning application needed to be outsourced as the project team do not have the expertise required.

Cllr Hammond wished to raise his concern over the fact that the Scouts would no longer have their own facility which would be a huge loss to this community group, and the impending loss of a community asset, and had the team considered an alternative location which would mean the Scout hut could remain? Cllr McCarthy confirmed that the Scouts were the first community group that had been consulted with on this project and confirmed that they were on board and engaging with the project. Their initial concern over why they had not been approached prior to the survey had been resolved.

Cllr McCarthy also confirmed this location was the only logical site as the Parish Council own the Recreation Ground and as the Recreation Ground is outside the Settlement Policy Boundary, the proposed location is

effectively a brown field site replacing existing buildings. To site the building anywhere else on the Recreation Ground would result in an unacceptable loss of green and open space which was one of the major concerns identified within the previous survey. The team had already discussed, following further concerns identified over the Scouts temporary facility loss, providing a temporary facility while the building is under construction.

## **21.136 EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS**

### **21.136.1 Allotments.**

Cllr Davis reported a mole issue and that a working party had carried out work to reinstate the paths to alleviate the trip hazards. The Scouts have relinquished their plot and the waiting list had been reduced to 3.

### **21.136.2 Benians Pavilion.**

It was confirmed that the Benians Committee AGM was to take place the following evening at 7.30pm. Cllr Bonter, the Benians representative, confirmed he was unable to attend but Cllr Davis was going in his place. The accounts for the previous two years had now been prepared and would be presented together with proposals for re-opening. Cllr Bonter raised a concern, on their behalf, that the new community building would have a licence and bar facility that would affect the pavilions income. Cllr McCarthy confirmed there were no proposals to include a bar, and any functions would need to apply for a temporary licence and provide a mobile bar themselves. The café may apply for a licence to sell alcohol with food, but that this was unlikely to affect the pavilions income.

### **21.136.3 Oak Green.**

Following concerns over the state of the raised beds, three applicants had submitted quotations and proposals to take over their maintenance together with other areas where gardening work is required, which will be considered at the Open Spaces meeting next week. The fly tipping that tends to be from the flat residents moving out, was dealt with at a small cost to the Council. It was also confirmed that the flower shop had closed and as yet no details as to who would be taking the shop over.

### **21.136.4 Village Hall.**

Cllr Pullen advised that the roof works had been delayed due to a required application for building regulations, although this was now resolved, the installation has now been delayed until 27<sup>th</sup> August. The outside of the hall is due to be repainted before the roof is done. The inside corridor will also be redecorated. The new boiler for the main hall has been installed but still currently awaiting a part for the flue. A new cleaner has been appointed and is proving to be very good.

## **21.137 ONGOING PROJECTS**

The EO confirmed that the boundary signage was not as far advanced as initially thought but was hoping the preparation work would begin shortly and have been promised an update in August.

## **21.138 NEXT MEETING:**

The next meeting will be held on Wednesday 15<sup>th</sup> September 2021 at the Village Hall, at 7.00pm. There is no meeting in August.

## **21.139 The Chairman closed the meeting at 9.30pm.**

## **APPENDIX 1**

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

As of Monday 19<sup>th</sup> July, the Covid-19 restrictions have been lifted, although many people will keep to the guidance, the wearing of masks is no longer lawful. However, the Council will still meet in the large hall this month and the tables will be comfortably spaced, with sanitiser available. One of the first items will be to revoke the Covid-19 business continuity plan, for the time being, although I amongst many others remain unconvinced that there won't be another lockdown in the Autumn/Winter and the document would be updated for consideration and approval should it be necessary for staff to work from home again.

Last month's meeting included several planning applications, one of which was for a staircase to the rear of Oak Green, since that meeting it has transpired that there is an anomaly on the Land Registry Deeds and it appears that the Parish Council do not own the small corner of the car park where the staircase is to be located. The actual land owners have granted permission.

It is always satisfying when long awaited projects come to fruition and the refurbishment of the Well at Swelling Hill Pond has now been completed, with the rubble being reused to fill the potholes in the car parking area. It looks amazing and matches the Parish Council theme of brick and flint. Swelling Hill Pond is a very special area of Four Marks and future improvements will include the shoring of the bank and refencing the boundary, when Land Registry finally finish their investigations and the boundary is re-registered.

Four Marks Cubs sent a thank you for allowing their 'virtual camp' at the Recreation Ground and for allowing a small camp fire which was situated on the old garage hardstanding, despite the awful weather, they all had a great time and appreciated the Parish Council's support with this event.

There is one planning application for discussion this month, with a link to the application on the portal and scans of documents in this document for perusal, there will be no screen presentation.

Review of Parliamentary constituencies has been added as an Agenda item, the email on the proposed changes has already been circulated. Any comments will be noted and the Council need to agree whether any of the changes affect the Parish and whether a response needs to be submitted.

Code of Conduct. I am currently liaising with HALC to provide Code of Conduct training as EHDC no longer offer this session. The outcome of the recent consultation is still awaited however, the Code of Conduct is attached to this report, and this is the Code that all Councillors should adhere to.