

**FOUR MARKS PARISH COUNCIL**

**Minutes of the Full Council Meeting  
Held on Wednesday 19<sup>th</sup> January 2022, commencing at 7.00pm  
At Four Marks Village Hall, Lymington Bottom, Four Marks**

<b>MEMBERS PRESENT:</b>	<b>Cllr Janet Foster (Chairman) Cllrs Neil Bonter, John Davis, John Hammond, Kellie Knight, Reg Pullen, Mike Sanders, Bryan Timms and Anne Tomlinson</b>
<b>IN ATTENDANCE:</b>	<b>Sarah Goudie, Executive Officer (EO) Jo Tsigarides (AEO) 2 members of the public</b>
<b>APOLOGIES:</b>	<b>Cllr Shaun McCarthy</b>

**22.01 APOLOGIES AND APPROVAL OF ABSENCES**

An apology for absence was received from Cllr Shaun McCarthy, which was acknowledged and accepted.

**22.02 OPEN SESSION - PUBLIC PARTICIPATION**

One resident referred to and commended EHDC's Climate Change Supplementary Planning Document. A second resident acknowledged the report on future website document publication.

**The Open Session concluded at 7.05pm, Standing Orders were applied.**

**22.03 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**22.04 COUNCIL MEETING MINUTES**

It was RESOLVED to approve the Minutes of Full Council meeting held on Wednesday 15<sup>th</sup> December 2021 following proposal by Cllr Tomlinson, which was seconded by Cllr Davis and agreed by all Councillors as a true reflection of the meeting and were duly signed by the Chairman.

**22.05 PLANNING COMMITTEE MEETING**

Cllr Sanders, Chairman of the Planning Committee, in addition to the Minutes circulated on the meeting held on Wednesday 5<sup>th</sup> January 2022, brought the following additional items to the Council's attention.

Referring to the proposed inclusion of two large sites in Medstead within the new Local Plan, two workshops were being scheduled to discuss the proposals with the planning policy team and respective developers. Four Marks being invited as the neighbouring parish. At a recent policy meeting, Cllr Sanders had pointed out that both sites were against Policy 1 of the Medstead and Four Marks Neighbourhood Plan, and that both the Boyneswood Road and Lymington Bottom Road junctions were at 100% and 92% capacity. Hampshire Highways trigger point for being at capacity is 85%, and as Hampshire Highways had not been able to find an improvement scheme that would pass a safety audit, it would be interesting to see how the developers would be approaching this issue. There had not, as yet, been any further information on training courses on the design codes.

Cllr Timms asked if any other sites were being considered, to which Cllr Sanders responded that the Medstead sites were only now being potentially included as it was becoming more unlikely that the Chawton Park Farm site would be considered deliverable, no other sites had been identified at this stage.

## **22.06 OPEN SPACES COMMITTEE MEETING**

Cllr Tomlinson, Chairman of the Open Spaces Committee, in addition to the Minutes circulated on the meeting held on Wednesday 5<sup>th</sup> January 2022, brought the following additional items to the Council's attention.

The first 10k working group meeting was to be held early February to agree a date for this year's race. The Committee are considering the location and species for tree planting to commemorate the Queens Platinum Jubilee and were seeking expert advice on the proposed scheme.

## **22.07 CHAIRMAN'S REPORT**

The Chairman reminded Councillors to submit any comments for the EO and AEO's appraisals before 24<sup>th</sup> January 2022.

The Chairman reported on her attendance at a recent meeting with Donna Jones the current Police and Crime Commissioner who was announcing the launch of an average speed camera initiative on the A272/A32. This being the culmination of negotiations between Donna Jones, both local MP's, Hampshire Highways, local action groups and the two specific police representatives.

## **22.08 DISTRICT COUNCILLOR REPORT**

A written report was circulated just prior to the meeting, however as there were no District Councillors in attendance, the EO agreed to contact the District Councillor Thomas with queries raised.

## **22.09 EXECUTIVE OFFICER'S REPORT**

### **22.09.1 Correspondence and any matters arising.**

There were no comments on the Executive Officer's report as circulated, which is attached as Appendix (2), however Cllr Timms questioned the EO on an item of correspondence with reference to the termination of the agreement between EHDC and Havant Borough Council. District Councillor Thomas would be advising the Council further as more information becomes available.

The content of the email received from Cllr Budden was discussed and it was agreed that both Code of Conduct and Planning and Enforcement training should be re-introduced, together with a course for planners on Design Codes. Cllr Knight referred to a conversation with DC Thomas with reference to some pop in/pop out training sessions that EHDC hold, and the EO agreed to investigate these further. The EO confirmed, following Cllr Knight's concern over training sessions in the working day, that EHDC training sessions were generally early evening. The EO would formally respond to Cllr Budden.

The EO referred to 5 additional items of late correspondence.

- An email had been received from the head of water resources South east water with reference to a consultation open until 14<sup>th</sup> March on meeting the south east's growing water supply challenge in conjunction with all water providers and proposed actions on preventing a shortfall on the provision of drinking water and to future proof drinking water supplies for the next 75 years.
- An email had been received from EHDC Planning Policy team 'Four Marks and Medstead Infrastructure Delivery Plan' for comments by 25<sup>th</sup> February and will be liaising with the Clerk to Medstead Parish Council before responding.
- An email had been received from SCAS/NHS advising on the appointment of new Chair and Non-Executive Director.
- A letter, and confirmation of annual membership, had been received from CPRE Hampshire thanking the Council for their recent donation.
- An email from the Esso Pipeline SLP Project team had been received offering a presentation on the replacement of the underground fuel pipeline and the proposed works in the parish. Councillors agreed a presentation would be useful and the EO would respond accordingly

### **22.09.2 Draft Meeting Schedule**

The 2022/2023 draft meeting schedule had been circulated for information, there were no comments.

## 22.10 FINANCIAL AND ACCOUNTING REPORTS

### 22.10.1 To receive and authorise December 2021 payments and bank reconciliations

It was RESOLVED TO approve the December 2021 payments, as detailed below, and reconciliations following proposal by Cllr Pullen, which was seconded by Cllr Sanders and agreed by all Councillors.

#### List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2021	CPRE Hampshire	BACS	100.00	Minute 21.193.4	Donation
01/12/2021	DMS Electrics	BACS	256.80		Defib installation
01/12/2021	SLCC	BACS	410.00		Cilca Fee (JT)
01/12/2021	Medstead Parish Council	BACS	172.36		50% N/Plan Ins.
06/12/2021	Talk Talk Business	DD	35.94		Phone/Broadband
10/12/2021	Lloyds Bank Credit Card	DD	57.08		Credit card
16/12/2021	Benians Sports Committee	BACS	439.90		Donation – N/Board
16/12/2021	Surrey Hills Solicitors	BACS	1,140.00		Legal fees
16/12/2021	Industrial Heaters (Sthn) Ltd	BACS	180.00		Boiler call out
16/12/2021	Hampshire Woodlands Ltd	BACS	216.00		Tree work - Allots
16/12/2021	Hampshire Woodlands Ltd	BACS	96.00		Xmas Tree O/G
16/12/2021	Acorn Office Supplies	BACS	70.93		Office Stationery
16/12/2021	WKL Building Supplies	BACS	5.24		Padlock for barrier
16/12/2021	Four Marks Village Hall	BACS	21.00		Nov Hall Hire
16/12/2021	SSE Southern Electric	BACS	251.71		Pavilion Electric
16/12/2021	W & P Garden Services	BACS	616.48		O/S maint.
16/12/2021	Eddie Hodkin	BACS	255.00		Oak Green Maint.
19/12/2021	Biffa Waste Services	DD	220.74		Pav. Bin empty
20/12/2021	British Gas	DD	142.25		Pavilion Gas
21/12/2021	S J Heath	BACS	150.00		Repairs (damage)
31/12/2021	Unity Trust Bank	BANK	32.40		Qtr Bank Charge
31/12/2021	Semrah Landscape Management	BACS	1,794.00		O/S Maint.
31/12/2021	Industrial Heaters (Sthn) Ltd	BACS	629.46		Boiler repair.
31/12/2021	Staff Costs	BACS	4171.56		December
31/12/2021	Unity Trust Bank	BANK	2.70		Service charge
		<b>Total Payments</b>	<b>11,467.55</b>		

#### Bank – Cash and Investment Reconciliation as at 31<sup>st</sup> December 2021 Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/12//2021	Unity Trust Bank	34,770.41
31/12/2021	CCLA Deposit Fund	161,634.13
31/12/2021	Benians Trust National Savings	38,556.75
31/12/2021	Lloyds Bank Credit Card	<b>0</b>

### 22.10.2 To receive and authorise the January 2022 payments

It was RESOLVED to authorise the January payments to date as presented, and detailed below, following proposal by Cllr Sanders, which was seconded by Cllr Davis, and agreed by all Councillors.

## List of Payments for authorisation

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/01/2022	Citizens Advice East Hampshire	BACS	1,000.00	MInute 21.208.3	Citizens Advice Donation
06/01/2022	Royal Images	BACS	93.60		HM The Queen Portrait
06/01/2022	Philip Porter Landscaping Ltd	BACS	240.00		Uplands Lane pothole repair
06/01/2022	Four Marks Village Hall	BACS	21.00		December Village Hall Hire
06/01/2022	Four Marks Village Hall	BACS	-21.00	EO error input	Hall Hire - credit
06/01/2022	Four Marks Village Hall	BACS	18.00		December Village Hall Hire
12/01/2022	Lloyds Bank Credit Card	DD	3.00		Credit card payment
18/01/2022	British Gas	DD	170.04		Pavilion montly gas a/c
18/01/2022	Castle Water	DD	61.12		6 month water rates - BP
18/01/2022	Castle Water	DD	405.12		6 month water rates - Allots
20/01/2022	SLCC Enterprises	BACS	36.00		SLCC Enterprises
20/01/2022	Cato Computers	BACS	81.38		Printer ink cartridges
20/01/2022	SSE Southern Electric	BACS	288.68		Pavilion Electric - Dec.
20/01/2022	Eddie Hodkin	BACS	255.00		O/G maintenance
25/01/2022	Talk Talk Business	DD	35.94		Dec phone/b/band
		<b>Total Payments</b>	<b>2,687.88</b>		

The EO also advised of £4522.32 receipts to date, however advised that £3,500 were ring fenced grants.

### 22.10.3 To approve a donation to Home Start Hampshire

The Council discussed the application received for a donation to Home-Start Hampshire. The EO confirmed that although the budget allocation for grants and donations had already been exceeded there would be enough funds from another nominal code to use, should the Council be minded to approve their request. It was also noted that the grant could be delayed until the next financial year. An initial proposal by Cllr Pullen to award £750 within this financial year was rejected, as was a second proposal to award £750 at the beginning of the new financial year. Some Councillors were unhappy with the lack of information provided and agreed that the applicant should have provided their accounts, as other applicants have had to do. It was agreed to defer the item to the next meeting to allow time for the applicant to submit further information for consideration.

### 22.10.4 To approve a donation to EBP South

As with the previous item, the Council were keen to receive additional information on the charity making the application, and it was suggested that they were contacted to provide a more detailed breakdown on their work. This item was also deferred to the next meeting, and the Chairman was asked to make a direct approach for further information.

Cllr Hammond reminded the Council that the Council had also agreed to award the Village Hall additional money, should there be any funds left the budget. It was agreed that charities who apply for grants and donations, that are not Four Marks based, should be treated differently, and subject to stricter scrutiny and further due diligence carried out.

## 22.11 TO APPROVE THE AMENDED BUSINESS CONTINUITY PLAN AND TEMPORARY SCHEME OF DELEGATION

The amended Covid 19 continuity plan, with associated temporary scheme of delegation, had been circulated prior the meeting, however as all restrictions were due to be lifted next week there was little point adopting this document. A more generic business continuity plan would be discussed at the next Financial and General Purposes meeting.

## **22.12 TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS**

### **22.12.1 Allotments. Cllr Davis**

Cllr Davis advised that there were currently 4 available plots. As the Committee currently had some surplus funds they were considering replacing the wooden sleepers, now rotted, on the raised beds.

### **22.12.2 Benians Pavilion. Cllr Bonter**

The next Committee meeting is scheduled to take place the following week and there would be a full report at the next meeting. Cllr Knight, the Committee treasurer, was advised on EHDC's current hospitality grant streams for loss of income that may be applicable to the Benians Pavilion.

### **22.12.3 Oak Green. Cllr Foster**

Nothing to report although there were some items awaiting collection under the stairwell and Cllr Foster would contact the respective shop proprietor if they are not removed shortly.

### **22.12.4 Village Hall. Cllr Pullen**

There had been no meeting. The contractors had been back to rectify some snagging and the situation was being monitored. The new door had been put on hold due to the additional roof works but it was hoped that it would be replaced shortly.

## **22.13 TO NOTE COUNCIL PROJECT UPDATES**

### **22.13.1 Community Building Product**

The project team were meeting the following evening to discuss the draft business plan, and a meeting with the Scout leaders. A letter was being sent to Damian Hinds MP to ask for his assistance in chasing the government borrowing department for an outcome on the application for the PWLB loan.

Cllr Timms asked if there was a 'plan B', and perhaps if the loan was not approved and funds not forthcoming, Plan B could be an infrastructure request within the new Local Plan, which was noted.

### **22.13.2 Queens Platinum Jubilee event weekend Thursday 2<sup>nd</sup> – Sunday 5<sup>th</sup> June 2022**

A working party meeting had taken place the previous week and the schedule of events was now coming together, with a flower festival, beacon lighting and family fun day at the Golf Club on the Thursday, a party at the Pavilion on the Friday, with live bands and the Scouts hosting a barbecue, culminating with the picnic lunch at the Recreation Ground on Sunday. Cllr Davis was collating items for a 'pop up' museum, with a request for any suitable items for display. A leaflet with event details and map was being produced for circulation with the Parish Council newsletter to ensure all villagers are made aware of the activities. There is an EHDC co-ordinator who is putting together a collaborative document detailing all the events district wide. Four Marks News is dedicating a special area in each month's edition leading up to the event with a countdown clock.

### **22.14 NEXT MEETING:**

The next Full Council meeting will be held on Wednesday 16<sup>th</sup> February 2022 at the Village Hall, at 7.00pm unless advised otherwise.

### **22.15 The Chairman closed the meeting at 8.15pm.**

## **APPENDIX 1**

### **District Councillor's Report: February 2022**

#### **Ingrid Thomas**

Yet again I'm late with sending a report to our patient editor, I try to wait for updates but sadly have not yet received them.

We're waiting for several planning applications to be determined and we have all been doing our best to try to get a good outcome, we will see how successful we are later. We're all also waiting to hear about the Wey Incinerator with everything crossed that it is refused.

I have done a considerable amount of work this month on enforcement issues, I am still baffled by why people cannot abide by conditions that are only attached to a permission for the benefit of all. The enforcement team have hundreds of cases to sort out at the moment and are still hampered by covid ways of working and restrictions.

The issue of bins and the refuse collection staff being affected by the need to isolate continues. I can tell you that the teams are working additional hours and trying to catch up including starting early and working weekends and ask you to be patient whilst the current problem of sickness causes havoc. I even saw a complaint that they had started to empty bins at 7am! Please make sure your bins are out the night before and if the team don't empty your bin please leave it out until it is done.

The other major news from Easthants is that the long arrangement with Havant Borough Council is coming to a close. Whilst this was a sound arrangement at the time with benefits for both authorities some of those benefits are no longer so clear. This should make little difference to us all as residents and mainly affects the staff who will work for one authority instead of splitting their time. Easthants will be able to pursue the welfare and environmental projects that are so important and use officers in the best way possible to achieve better outcomes for our residents. I will pass on more news of this as it becomes available but as you can imagine this is a recent decision and there is much to do to achieve the final separation.

As ever if we can help in any way please get in touch

Ingrid Thomas

Diana Tennyson

Jonathan May

## APPENDIX 2

### EXECUTIVE OFFICER REPORT

Most of the correspondence items received after December's meeting were primarily seasonally related so were circulated prior to the Christmas break, both those items and the ones received since Christmas are included in this report. As always, please contact me if you require copies of any items listed.

In addition, a thank you was received from Helen Drake from Citizens Advice East Hampshire for the Council's donation, which was paid early this month.

Also included in this report is the draft meeting schedule for the Council meetings 2022/2023 for information. The schedule, with any suggested amendments, will be formally approved at the Annual meeting of the Council in May.

There are two grant requests this month. One from Home-Start Hampshire and the second is a request from the Education Business Partnership (EBP) South, a charity that for over 20 years has linked schools and businesses to help young people understand more about career options and help bridge the skills gap, this is their first approach to the Council and the request is £200. The Council has supported Home-Start for many years, last year's donation was £750. Further details on both applications are contained within the Agenda pack.

You will note that the Covid 19 Business Continuity Plan is once again on the Agenda, as the current climate remains uncertain. Whilst various groups continue to lobby parliament to allow remote or hybrid meetings to take place lawfully in England, meeting face to face continues with most Councils but many would prefer the option of being able to meet as a hybrid or remotely if their technology allows. The Council's previous Covid 19 Business Continuity Plan was rather prematurely revoked back in July 2021. The Council are being asked to adopt this updated document to avoid calling an EGM between scheduled meetings should an urgent need arise, although it does appear we may be moving in the right direction, it would seem prudent to take this measure. Although it is hoped that the Council will not be in this position again for years to come, this has highlighted the importance of having such a policy in place and to that end, a new document will be drafted for consideration at the next Finance & General Purposes meeting (F&GP).

Further to some Councillors concerns over the financial reporting, and lack of detail contained within the monthly reports, I have attended a demonstration of a similar financial software package which may have a more flexible reporting system. This will be presented at the next F&GP meeting for consideration, with any changes being made with effect from 1<sup>st</sup> April 2022. I also have a session booked with our Internal Auditor to discuss both software providers and any potential issues moving forward.