

FOUR MARKS PARISH COUNCIL

**Minutes of the Full Council Meeting
Held on Wednesday 16th February 2022, commencing at 7.00pm
At Four Marks Village Hall, Lymington Bottom, Four Marks**

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

22.16 APOLOGIES AND APPROVAL OF ABSENCES

An apology for absence was received from Cllr John Hammond, which was acknowledged and accepted.

22.17 OPEN SESSION - PUBLIC PARTICIPATION

There were no items to raise under the open session. **Standing Orders were applied.**

22.18 DECLARATIONS OF INTEREST

There were no declarations of interest.

22.19 COUNCIL MEETING MINUTES

It was RESOLVED to approve the Minutes of Full Council meeting held on Wednesday 19th January 2022 following proposal by Cllr Mike Sanders, which was seconded by Cllr Bryan Timms and agreed by all Councillors as a true reflection of the meeting and were duly signed by the Chairman.

22.20 PLANNING COMMITTEE MEETING

22.20.1 Planning Committee Report

Cllr Sanders, Chairman of the Planning Committee, in addition to the Minutes circulated of the meeting held on Wednesday 2nd February 2022, had only one additional item to bring to the Council's attention and that was the Appeal documentation for Land North of Kia Ora has now been received.

22.20.2 EHDC Local Plan Large Sites Workshops and agree strategy for response.

Following the two workshops detailing the proposals, the first site's presentation and the consultation response sheets had been circulated. The second presentation, when received, would also be circulated.

The initial concern raised is that the Council is only being asked to respond on the proposed design rather than the principle of development in these locations. Cllr Sanders, within the boundaries of what he was allowed to divulge at this stage, asked the Council whether a separate or joint response with Medstead Parish Council should be submitted, and the Council's preference was two separate responses. Due to the very short time scale for response, it was agreed that the Planning Committee should hold a workshop with invites to all Councillors who wished to attend. A draft response would be compiled and circulated for comment. A joint meeting with representatives from Four Marks Parish

Council, Medstead Parish Council and the Medstead and Four Marks Neighbourhood Plan Steering Group (NPSG) would be held after both Council's had met individually.

A working party meeting would be scheduled for Wednesday 23rd February 2022, at 7.30pm, via Zoom. Cllr Sanders agreed to circulate the log in details.

The meeting was closed briefly at 7.22pm to allow a member of the public and member of the NPSG to confirm both their and the Chairman's lack of availability.

22.21 OPEN SPACES COMMITTEE MEETING

Cllr Tomlinson, Chairman of the Open Spaces Committee, in addition to the Minutes circulated of the meeting held on Wednesday 2nd February 2022, brought the following item to the Council's attention.

The Great British Spring Clean Community litter pick will be on Saturday 2nd April 2022 from 10.00am to 12.00pm.

22.22 FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Cllr Foster, Chairman of the Finance and General Purposes Committee, in addition to the Minutes circulated of the meeting held on Wednesday 2nd February 2022, referred to the following item which had been discussed at the meeting during the Open Session.

Hampshire County Council were allocated £1.45m to spend in Four Marks. After adding to the specific developer contributions for the new pedestrian lights on the A31 and some drainage works, they currently have £1.03m left. In a bid to try and alleviate the regular flooding at Five Lanes End, they have proposed digging out the gullies along Alton Lane and Kitwood Road, and ditch clearance work, the total cost of which will be £202,000. HCC have asked if the Parish Council would endorse the proposals and expenditure. The Committee recommended that the Council agree to the proposed works. The Council were fully supportive in this regard.

In addition, it was suggested that some of the funds could be spent on speed prevention signs at either end of the village and it was agreed to investigate this proposal further

22.22.1 To discuss and approve the Committee's proposal to change the financial software provision

Due to the release of new information on the current software provider who are now offering a similar option to the new proposed software, it was agreed to defer this item until more information could be ascertained for comparison.

22.22.2 To adopt the Data Protection Policy

It was RESOLVED to adopt the updated Data Protection Policy as circulated, following proposal by Cllr Tomlinson, seconded by Cllr McCarthy, and majority approval.

22.22.3 To adopt the updated Risk Assessment

It was RESOLVED to adopt the updated Risk Assessment as circulated, following proposal by Cllr Sanders, seconded by Cllr Davis, and majority approval.

22.22.4 To approve the Parish Council newsletter

The circulated draft of the proposed inaugural newsletter was approved with one small amendment, and it was agreed to date it March rather than February.

The meeting was closed briefly at 7.45pm to allow the member of public to speak who had offered to hand deliver the newsletter to all the properties in Four Marks. He indicated it would take approximately a week, there were additional offers of assistance by other Councillors. It was also agreed only to post to houses in the Parish of Four Marks due to the reference to the Precept, but the Queens Jubilee leaflets could be distributed separately to those dwellings in the Shrove that are not in Four Marks itself.

22.23 CHAIRMAN'S REPORT

The Chairman had nothing to report.

22.24 DISTRICT COUNCILLOR REPORT

A report had not been submitted in time for the meeting however is now attached as Appendix 1.

22.25 EXECUTIVE OFFICER'S REPORT

The circulated report is attached as Appendix 2.

The EO referred to the date of the postponed HCC Liaison event, which had been rescheduled to Wednesday 17th March 2022. Cllrs Foster and Pullen agreed to represent the Parish Council.

The EO had also received notification of the next EHAPTC meeting, also scheduled for the evening of Thursday 17th March 2022, unfortunately no other Councillors were available or offered to attend this meeting and the EO agreed to send apologies on the Council's behalf.

Separately to the EHDC workshops, a policy plan briefing update session had been held the previous week on Wednesday 9th February 2022, and had subsequently sent out the presentation slides, which will be circulated to Councillors in due course.

Late items:

One late item of note is notification of the CPRE annual star count. The EO asked Councillors to email if they would be interested in participating.

22.26 FINANCIAL AND ACCOUNTING REPORTS

22.26.1 To receive and authorise January 2022 payments and bank reconciliations

It was RESOLVED TO approve the January 2022 payments, as detailed below, and reconciliations following proposal by Cllr Pullen, which was seconded by Cllr Davis and agreed by a majority.

List of Payments made between 01/01/2022 and 31/01/2022

<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	Grant
06/01/2022	Royal Images	BACS	93.60		Queen's Portrait
06/01/2022	Philip Porter Landscaping Ltd	BACS	240.00		Pothole Repair
06/01/2022	Four Marks Village Hall	BACS	18.00		Dec. Hall Hire
12/01/2022	Lloyds Bank Credit Card	DD	3.00		Credit card fee
18/01/2022	British Gas	DD	170.04		Pav. gas a/c
18/01/2022	Castle Water	DD	61.12		Water rates- BP
18/01/2022	Castle Water	DD	405.12		Water rates - allots
20/01/2022	SLCC Enterprises	BACS	36.00		Training
20/01/2022	Cato Computers	BACS	81.38		Printer ink
20/01/2022	SSE Southern Electric	BACS	288.68		BP 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
31/01/2022	SSE Southern Electric	BACS	41.02		Bowls Oct-Dec
31/01/2022	Staff Costs	BACS	4,081.03		January
		Total Payments	6,809.93		

**Bank – Cash and Investment Reconciliation as at 31st January 2022
Confirmed Bank & Investment Balances**

Bank Statement Balances

31/01/2022	Unity Trust Bank	33,482.80
31/01/2022	CCLA Deposit Fund	191,648.74
31/01/2022	Benians Trust National Savings	38,560.61
29/12/2021	Lloyds Bank Credit Card	0.00

22.26.2 To receive and authorise the February 2022 payments

The EO advised of three additional payments received since the payment schedule was circulated, Vision ICT for £259.20, Howard Carpenter for £137.18 and C&D Trees for £984.00.

Noting the additional payments, it was RESOLVED to authorise the February payments to date as presented, and detailed below, following proposal by Cllr Sanders, which was seconded by Cllr Pullen, and agreed by a majority.

List of Payments for authorisation between 01/02/2022 and 24/02/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/02/2022	Talk Talk Business	DD	35.94		Monthly phone/b/band
09/02/2022	Lloyds Bank Credit Card	DD	3.00		Credit card payment
17/02/2022	John Watson	BACS	312.50		Project consultancy fee
17/02/2022	Currys	BACS	284.99	EO	FM01 Brother Printer
17/02/2022	Wildly Upbeat Printers	BACS	12.00		Letterhead stickers
17/02/2022	Four Marks Village Hall	BACS	62.50		January Hall Hire
17/02/2022	SSE Southern Electric	BACS	80.34		Electric _ Oak Green
17/02/2022	Howard Carpenter	BACS	338.41		Allotment expenses
17/02/2022	W & P Garden Services	BACS	240.00		Open Space Maintenance
17/02/2022	Eddie Hodkin	BACS	255.00		Open Space Maintenance
17/02/2022	Loos for Dos	BACS	423.00		Portable loos for QPJ event
17/02/2022	Vision ICT	BACS	259.20		Hosted email a/cs annual fee
17/02/2022	Howard Carpenter	BACS	137.18		Allotment expenses
17/02/2022	C&D Trees Limited	BACS	984.00		Ash tree removal
18/02/2022	British Gas	DD	269.96		Pavilion Gas - January
24/02/2022	SSE Southern Electric	DD	241.77		Pavilion monthly electric
Total Payments			3,939.79		

22.26.3 To approve a donation to Home-Start Hampshire

Following deferral from last month, and request for further information, Home-Start Hampshire sent a copy of their annual accounts, which were duly circulated, with the donation request for £500.

Following a lengthy discussion on the apparent health of their accounting position and whether they assist the residents of Four Marks, Cllr Tomlinson proposed at compromise donation of £250, which was seconded by Cllr Pullen, and agreed by a majority.

22.27 BENIANS PAVILION

Following the recent Benians Pavilion Committee meeting, Cllr Davis, in the absence of Cllr Bonter the Council representative, gave the Council a detailed report on issues of concern arising from that meeting, which need to be addressed before consideration is given to entering into a long term arrangement. The report is attached as Appendix 3.

After a lengthy discussion, Cllr McCarthy moved to support, with Council agreement, Cllr Davis's recommendations as follows:

- That a short term arrangement, rather than a formal lease, is put in place temporarily until such time as good governance is established.
- The Committee members update or introduce a new Constitution so there is a better understanding of how the Committee should be involved in the management in the future.

It was also agreed that due to the conflict of interest, the EO should resign as acting secretary.

The EO was asked to set up a meeting between Parish Council representatives and Committee representatives to discuss the concerns raised and give the Committee the opportunity to respond and work together on the suggested recommendations and the future moving forward.

22.28 TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS

22.28.1 Allotments. Cllr Davis

The Committee would be holding their AGM next month, where they are proposing a change to the constitution to allow those with a Four Marks postal address as well as those in the Parish to apply for plots. A recent Four Marks News article had successfully generated interest in the available plots.

22.28.2 Oak Green. Cllr Foster

The old fridges left in the alley had now been removed. The use of the area under the stairs as temporary rubbish storage was continually being monitored.

22.28.3 Village Hall. Cllr Pullen/Cllr Foster

Although heating had now been fixed in the large hall, it remains too noisy for meetings, and it was agreed to raise this again with the Committee. The leak in the new roof was still evident, and the door will be replaced by the end of the month. Each user will be allocated a key, but additional keys would need to be paid for.

22.28.4 Passenger Transport Forum Cllr Pullen

Cllr Pullen had attended a recent on line passenger transport forum, held by HCC, and reported as follows.

All parishes in Hampshire are attempting to 'join up' bus services with train services within Hampshire. EHDC are also looking at ways to resolve this issue, particularly as there is no station at Bordon, so residents are having to travel in four different directions for trains. There is £1.4m available to look at the best way to move this project forward and integrate the two services.

22.29 TO NOTE COUNCIL PROJECT UPDATES

22.29.1 Community Building Project

There had been no further news following the communication to Damian Hinds, and the EO would be chasing again for a decision on the PWLB government loan application.

22.29.2 Queens Platinum Jubilee event weekend Thursday 2nd – Sunday 5th June 2022

A meeting was held the previous week remotely to approve the 'save the date' leaflet. The flower festival currently has 60 exhibitions but the pop-up museum needs more artefacts and volunteers for the various days. A children's art competition is being held by Four Marks Primary school, and there will be a party at the Pavilion with live music and a barbecue by the Scouts, a family fun day and beacon lighting with the big jubilee lunch on the Sunday. This will also be the platform to launch the greening campaign.

EXCLUSION OF PRESS AND PUBLIC In accordance with the Public Bodies (Admission to Meetings) Act 1960, the Council have the right to exclude the public and press from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest and may pass a

resolution, without notice, to do so. The following item, due to the confidential nature of the discussion was held under a closed session

22.30 STAFF APPRAISALS

Both the AEO and EO had been appraised, with a summary report from the Appraisers, which was detailed within the meeting. Recommendations were discussed and the following agreed.

It was RESOLVED following proposal by Cllr Tomlinson, seconded by Cllr Davis, with the majority of Councillors in agreement, to award the AEO a two point rise to pay scale 20 with effect from 1st April 2022, with an additional point and new title of Deputy Clerk upon receiving her CiLCA qualification. It was also agreed that the AEO should be paid for all her additional hours spent at meetings for the Queens Platinum Jubilee and attendance at the Full Council meetings with immediate effect.

It was RESOLVED following proposal by Cllr Tomlinson, seconded by Cllr Pullen, with the majority of Councillors in agreement to award the EO a two point rise to pay scale 30 with effect from 1st April 2022.

22.31 NEXT MEETING:

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

22.32 The Chairman closed the meeting at 9.15pm.

APPENDIX 1

DISTRICT COUNCILLOR REPORT – FEBRUARY 2022

CLLR JONATHAN MAY

Welcome to this month's report, another busy month for the 3 of us. It's been good to see that we were not too affected by flooding in the last bout of storms which some of our roads can suffer badly with and many of our mature trees survived the beating too.

So, this year's District Councillor grants have now come to an end. Diana, Ingrid, and I have spent all the allocation totalling over £16,000 and we have managed to support some very worthwhile community benefits. This includes new signs at Swelling Hill pond to help educate local children on wildlife and welcome to Four Marks signs around the access roads to the village. Support with Jubilee celebrations in June within the ward. Plentiful tree planting around the ward within Medstead, Four Marks & Chawton and encouraging the parishes to plant more trees and concentrate on environmental projects around the ward. Support with the Community food cupboard. Joint ventures for the children at Four Marks school.

The new crossing at Lymington Bottom is working well and proving a safe crossing for school children and residents too.

It will shortly be time for our next round of District Councillor grants for 2022/23 so if you have a community project that you would like support with, please reach out to Diana, Ingrid, or myself for assistance. It's good to start to see how life is getting back to normal post covid and the communities can start to flourish in coming back together. Take care and stay safe.

APPENDIX 2

EXECUTIVE OFFICER REPORT

Following last month's meeting, Home-Start Hampshire have now sent a full set of accounts, which due to the expense of the document will be circulated separately for your perusal prior to the re-discussion on this Agenda item. They have requested £500 towards the £1300 costs detailed in the supporting document, previously circulated, but attached the document again to the Agenda for your perusal prior to the discussion. The Parish Council supported Home-Start Hampshire (formerly WeyWater) for many years.

There was no further response from other deferred grant request from EBP South, so this item has not come back to this month's Agenda.

The ESSO Pipeline project team responded to the confirmation that the Council would be interested in a presentation prior to works starting in the area, and provisionally will be attending the June Full Council meeting.

Damian Hinds MP has responded to the request for assistance in chasing a response to the PWLB application and contacted the relevant department on behalf of the Council. It appears that original application would have been sent to the DMO, the DMO then send it to the newly named DLUHC for approval. It is very likely that due to the recent changes, this is where it has got 'stuck'. The DMO are going to chase DLUHC, and they will let Damian Hinds know the status, unless I hear beforehand. The response was received on 31st January, and I will chase Ann, Damian's assistant, if nothing has been heard by the end of the month.

Cllr Budden has noted the Council's suggested training sessions and will be getting back to the Council in a few weeks. Following Cllr Knights referral to pop in, pop out training sessions, Cllr Thomas was contacted, and although had no detail, has advised contacting Democratic Services for more information.

With reference to recent correspondence, the rescheduled date for the HCC Liaison event is Thursday 17th March, with two places available per Council. HCC Planning have also advised of the date of the consideration by the Regulatory Committee for the planning application for the Alton Materials Recovery Facility on 23rd February 2022 at 10.00 at the Council's offices. The Parish Council can speak upon application to the Chief Executive 7 days prior to the hearing. As always please ask for copies of any correspondence items listed.

With reference to the items for approval following the Finance & General Purposes Committee, the Committee will be recommending transferring to the new software package from 1st April 2022. Full details and associated questions are contained within the Financial & General Purposes Committee Minutes. Detailed information on the new software package was circulated with the F&GP Agenda paperwork, however a summary is included within the Agenda supporting paperwork.

The Data Protection Policy and Risk Assessment have been updated and require approval at this meeting, specifically the Risk Assessment to comply with the stipulations contained within the AGAR end of year accounts. The fixed asset schedule needs further amendment following several notified changes and will be presented at the March meeting for approval, also required for the AGAR. The business continuity plan needs further information and more detailed input, so has been deferred to the next F&GP meeting for additional discussions.

APPENDIX 3

BENIANS COMMITTEE REPORT

The Benians Pavilion was built with help from Sport England. They imposed certain covenants which meant that the most appropriate way to govern the relationship between the Parish Council and the Benians Association was by way of a Licence to Occupy, which was agreed a joint mediated meeting back in 2016. The covenants have now time expired and there is no necessity to fall back on a Licence to Occupy any longer. The normal course would be to negotiate a lease which would give the Benians Association security of tenure. However, with my experience as Parish Council representative on the Benians committee, I am deeply uneasy to the point where I would want to see changes made before any long term lease is entered into. There was a meeting of the Benians committee at the end of January, the first since July 2021, due to two unavoidable cancellations. Our Executive Officer had volunteered to act as secretary to the Benians committee and was expecting to receive the signed copy of the Licence to Occupy covering the year ending 31st March 2022, already ten months into its term. She was considerably surprised to be told by the chairman that it had not been signed because he had taken legal advice on one of the clauses. There may well be a clause or clauses that do not suit the Benians Association but we would expect that we would hear about them at the beginning of the Licence term, not towards its end. The absence of a signed agreement has meant that there has been a legal vacuum in respect of the Pavilion's operations over the last ten months, although the rental has been paid. This was not reported to the committee at the meeting. What was not foreseen, although glaringly obvious, was that it placed their Secretary and our Executive Officer in a conflict of interest situation where her only course has to be to resign as Secretary. There had been previous difficulties in getting the secretarial function carried out fully, so this is a real loss to the Committee. The meeting included the usual Treasurer's report and the profit and loss account produced was merely a summary of receipts and payments. This may be down to the new accounts software, but there was no balance sheet circulated, no trading summary showing bar profit or stock, or report of the stock write off due to the Covid shutdown or current bank balances. More worryingly, no-one questioned this at the meeting. When the previous Treasurer had defrauded the Association of some £5,000 this was not revealed to the committee for nearly a year, and when this was revealed, the committee did not question the delay. The Committee members don't ask for better explanations or stricter financial control, they don't question expenditure made without their consultation (eg. Sky Sports purchase). It does appear that some at least of the members are unsure of their role, and what their powers, rights, responsibilities and duties are. The Committee cannot act if they do not know what is going on, as they didn't about the unsigned Licence. Although acknowledge that the Pavilion has had a difficult two years, it is now operating again although not yet at its previous capacity. It needs to be made clear that the pavilion is a facility for the sports clubs and it is the interest of those clubs that must be paramount. They each appoint members to the management committee and it will be to their own detriment if that committee does not actually 'manage'. At the moment there is no evidence that the Committee members have any real say in the running of the Pavilion, whether by choice or otherwise, so their interests may be compromised. It is acknowledged that all committee members and officers are volunteers, but there needs to be some governance in place. If things do go wrong at the Pavilion, it would be difficult to justify granting a lease when the Council are aware of the current shortcomings.

Therefore, my recommendation would be; 1. That a short term arrangement is put in place, rather than a formal lease, until the Council is satisfied that the Committee/Association is showing good governance. 2. Their Constitution is updated to clarify the rights and responsibilities of each officer and committee member of the Association.