

FOUR MARKS PARISH COUNCIL

**Minutes of the Full Council Meeting
Held on Wednesday 20th April 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, John Hammond, Kellie Knight, Reg Pullen, Mike Sanders, and Anne Tomlinson
IN ATTENDANCE:	Sarah Goudie, Executive Officer (EO) District Councillor Tennyson 2 members of the public
APOLOGIES:	Cllr Bryan Timms

22.48 APOLOGIES AND APPROVAL OF ABSENCES

An apology for absence was received from Cllr Bryan Timms, which was acknowledged and accepted.

22.49 OPEN SESSION - PUBLIC PARTICIPATION

One resident queried the recently adopted East Hampshire District Council Climate Change and Sustainable Construction Supplementary Planning Document. The EO unable to respond, asked the resident to refer his enquiry to the District Councillor.

A second resident queried the Standing Orders, that were due to be reviewed, and why there was no direction within them as to what happens if the Chairman is behaving inappropriately, just other Councillors. The EO confirmed that any Parish Councillor can call a point of order and challenge the Chair's behaviour at any time, however the point was noted and would be investigated. The resident also asked if there was a proposed timeline available for the construction of the new Community Facility. The Chairman responded that there would be an update at the Annual Parish Meeting the following week.

Cllr Pullen asked whether the Council should be considering installing wind turbines at the Recreation Ground, although discussed previously, it was agreed to add to a future Open Space Committee Agenda.

District Councillor Tennyson responded to the discussion by the Open Spaces Committee on the open space area off Pine Road and confirmed that a children's play area so close to the Badger sett and dell, would be inappropriate, however any other suggested improvements should be sent as a proposal to EHDC. The Council confirmed that they did not want to take the area on, but would be requesting EHDC to carry out and maintain the improvement works.

There being no further items to raise, the Open Session concluded at 7.15pm. **Standing Orders were applied.**

22.50 DECLARATIONS OF INTEREST

Cllr Davis and Cllr Pullen, as members of the QPJ working party, did not participate or vote in respect of the request for a grant, however remained in the room whilst the discussion took place.

22.51 COUNCILLOR CO-OPTION

There had been no applications received for Councillor Co-option, therefore the item was deferred.

22.52 COUNCIL MEETING MINUTES

It was RESOLVED to approve the Minutes of Full Council meeting held on Wednesday 16th March 2022 following proposal by Cllr Pullen, 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.

The EO, at the agreement of the Chairman, read a statement responding to the issues raised at the previous meeting which is attached as Appendix 1.

22.52 FINANCE & GENERAL PURPOSES COMMITTEE MEETING

22.52.1 To adopt the amended Grants Policy and Application Form

It was RESOLVED to adopt the amended Grants Policy as circulated, following proposal by Cllr Sanders, seconded by Cllr Pullen, and all Councillors in agreement.

22.52.2 To adopt the Business Continuity Plan and Temporary Scheme of Delegation

It was RESOLVED to adopt the Business Continuity Plan and Temporary Scheme of Delegation as circulated, following proposal by Cllr Pullen, seconded by Cllr Davis, and all Councillors in agreement.

22.52.3 To discuss and agree the updated Councillors' Code of Conduct, for adoption in May 2022

Cllr Davis questioned some of the wording and asked for some grammatical changes. With reference to the new Model Code of Conduct, it was generally agreed that the shorter more abridged version carried the same message but in a more reader friendly way. The inclusion of a declaration of hospitality and gifts section was suggested, and the EO agreed to check the new model code to see if there was any additional information in the new code that had been missed in the proposed document. The amended document would be presented at the Annual meeting next month for adoption.

22.52.4 To discuss and agree the amended Standing Orders, for adoption in May 2022

Cllr Davis questioned the wording of Standing Order 3 (b) and whether it could be changed to replace the word 'break' to bank holiday to improve the understanding. The EO agreed to look at options to reword the Standing Order. Two further queries on Standing Order 3 (p) and motions without notice were addressed. There were no further comments, and the amended document would be presented at the Annual meeting next month for adoption.

22.53 PLANNING COMMITTEE MEETING

Cllr Sanders, Chairman of the Planning Committee, following the circulation of the Minutes held on Wednesday 6th April 2022, updated the Council on the situation with reference to planning application 59143, land to rear of Willowfield, Medstead. This application is due to be heard at the EHDC planning committee later in the month and had already been subject to several democratic anomalies. Only Medstead Parish Council have been invited to speak at the meeting, but it would be a combined submission. The planning officer's decision report was being brought into question and would be challenged.

Cllr Sanders also referred to a communication from the EHDC Planning Policy Team, just prior to this meeting, inviting both Four Marks and Medstead Councillors to a workshop to discuss the Four Marks South proposal for up to 856 dwellings between Blackberry Lane and Alton Lane. The EO agreed to circulate the email and Councillors were asked to advise if they wished to attend and which of the suggested dates were preferred. However, following a brief closure of the meeting to allow a member of the Neighbourhood Plan steering group to speak, it was agreed to ask for some June dates to allow further time to work on the design document for reference at the workshop. The EO would liaise directly with the Planning Policy team as requested.

22.54 OPEN SPACES COMMITTEE MEETING

Cllr Tomlinson, the Chairman of the Open Spaces Committee, in addition to the Minutes circulated of the meeting held on Wednesday 2nd March 2022, advised that a meeting was scheduled with the Chairman of the Benians Committee to work through the Licence to Occupy and constitution.

Cllr Davis raised concern over the response he had received when questioning uncertainty on a particular Open Space Agenda item, to which the Chairman responded and subsequently apologised for any offence caused.

22.55 CHAIRMAN’S REPORT

The Chairman had nothing to report.

22.56 DISTRICT COUNCILLOR REPORT

District Councillor Thomas’s report is attached as Appendix 2. There were no questions for Cllr Tennyson.

22.57 EXECUTIVE OFFICER’S REPORT

22.57.1 To receive the Executive Officer’s report and correspondence

There were no matters arising from the Executive Officer’s report (attached as Appendix 3), however raised the following late correspondence items, for information.

- Email from HCC with reference to the latest Operation Resilience works; repairs to footway (28th April)/carriageway (3rd May – 3 days) in Gloucester Close,
- The monthly email from the SDNPA, and the EO asked if any Councillor was interested in receiving this email in the future to advise, or they will be filed as appropriate.
- A press release from EHDC with reference to the East Hants lottery, which had just celebrated its 2nd year anniversary.
- An email had been received advising of the Statement of Adoption of the East Hampshire District Council Climate Change and Sustainable Construction Supplementary Planning Document, referred to earlier in the open session.

22.57.2 To note the report on the SLCC Practitioners conference

Following the report, which was noted, the Chairman re-iterated the importance of training and asked the EO to send out details of all the appropriate up and coming training sessions. Cllr Pullen advised that a recent course he had attended had been of varied content and extremely interesting. Cllr Sanders had noted from the report how few Councillors of the Councils surveyed had undertaken training in the period since the election.

22.58 FINANCIAL AND ACCOUNTING REPORTS

22.58.1 To receive and authorise March 2022 payments and bank reconciliations

It was RESOLVED TO approve the March 2022 payments, as detailed below, and reconciliations following proposal by Cllr Sanders, which was seconded by Cllr Tomlinson and agreed.

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2022	Home-Start Hampshire	BACS	250.00	Minute 22.26.3	Home-Start - Grant
03/03/2022	MIW Water Cooler Experts	BACS	757.58		Water fountain-rent
08/03/2022	Talk Talk Business	DD	36.28		Feb phone/b/band
14/03/2022	Lloyds Bank Credit Card	DD	279.88		Credit card
17/03/2022	Four Marks Village Hall	BACS	18.00		February Hall Hire
17/03/2022	Eddie Hodkin	BACS	255.00		Oak Green Maint.
17/03/2022	Howard Carpenter	BACS	547.50		Allotment expenses
17/03/2022	C&D Trees Limited	BACS	1,140.00		Ash – Badger Close
17/03/2022	Veolia Environmental Services	BACS	565.56		Soil Conditioner
17/03/2022	Paul Vince (W&P)	BACS	300.00		Open Space maint.
17/03/2022	Greening Campaign	BACS	50.00		Greening-Phase 1
17/03/2022	Hampshire Woodlands Ltd	BACS	288.00		Storm work-B/Close
18/03/2022	British Gas	DD	211.95		Pavilion
20/03/2022	Biffa Waste Services	DD	220.74		Trade Waste- BP
24/03/2022	SSE Southern Electric	DD	223.54		Pavilion

31/03/2022	Unity Trust Bank	BANK	29.25	Qtr Bank Charges
31/03/2022	A J Vazquez-Masson	BACS	1,250.00	Cemetery Planting
31/03/2022	Rialtas Business Solutions Ltd	BACS	145.20	Support Licence
31/03/2022	Active Training World	BACS	30.00	10K Events
31/03/2022	T Jays Fun 4 All	BACS	1,776.00	T Jays Fun 4 All
31/03/2022	Staff Costs	BACS	4,882.93	March
31/03/2022	Unity Trust Bank	BANK	0.90	Cheque charge

Total Payments 13,258.31

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

Bank Statement Balances

31/03/2022	Unity Trust Bank	20,506.52
31/03/2022	CCLA Deposit Fund	191,724.09
31/03/2022	Benians Trust National Savings	38,560.61
31/03/2022	Lloyds Bank Credit Card	0.00

263,116.12

22.58.2 To receive and authorise the April 2022 payments

The EO advised of one additional payment received since the payment schedule was circulated, £219.00 to Loos for Dos for the 10k event.

Noting the additional payment, it was RESOLVED to authorise the April payments to date as presented, and detailed below, following proposal by Cllr Pullen, which was seconded by Cllr Davis, and agreed.

List of Payments to be made between 01/04/2022 and 30/04/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/04/2022	Talk Talk Business	DD	35.94		Office phone/b/band March
07/04/2022	Excel FSE	BACS	118.62		Annual Intruder Alarm Maint.
07/04/2022	Excel FSE	BACS	264.00		Annual Fire Alarm Maint.
07/04/2022	D W Dolby	BACS	1,200.00		Tree storm damage - SHP
07/04/2022	Hampshire Woodlands Ltd	BACS	1,584.00		Maint./Storm damage Rec.
07/04/2022	Hampshire Woodlands Ltd	BACS	1,008.00	DC Grant	Tree Planting–QPJ DC Grant
07/04/2022	Paul Vince	BACS	100.00		O/S Garden maintenance
07/04/2022	John Watson	BACS	161.90		Project Consultancy Fee
07/04/2022	ICCM	BACS	95.00		ICCM Annual Membership
07/04/2022	Cato Computers	BACS	52.18		Printer diagnostics/Ink
07/04/2022	Four Marks Village Hall	BACS	18.00		Village Hall Hire - March
11/04/2022	Lloyds Bank Credit Card	DD	405.18		Credit card payment
21/04/2022	Eddie Hodkin	BACS	195.00		Oak Green Maint. March
21/04/2022	Idverde Limited	BACS	1,965.60		Bin emptying - Oct-Dec 21
21/04/2022	Idverde Limited	BACS	1,965.60		Bin emptying - Jan-Mar 22
21/04/2022	SLCC	BACS	36.00		Code of Conduct Training
21/04/2022	WKL Building Supplies	BACS	6.50		Padlock - Badger Close
21/04/2022	Broxap	BACS	207.60		Replacement bin liners - O/G
21/04/2022	SLCC	BACS	270.00		SLCC Annual Membership
21/04/2022	HALC	BACS	955.01		HALC Affiliation Fees
21/04/2022	Loos for Dos	BACS	219.00		Portaloos for 10k event
22/04/2022	British Gas	DD	123.73		March Gas a/c BP
29/04/2022	SSE Southern Electric	DD	294.69		March Electric - Pavilion
Total Payments			11,281.55		

22.58.3 To note the draft Annual Return and associated accounts for the year ending 31st March 2022 prior to the internal audit on 3rd May 2022.

The EO circulated the cashbook for the Credit Card at the meeting, at the request of Cllr Sanders, which had been omitted from the end of year reports. The EO advised that the total fixed asset figure on the draft Annual Return, and supporting accounts, was incorrect as the figure had not been updated following the changes. The accounts were noted, and with no additional comments, were agreed for submission to the Internal Auditor.

22.59 TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS

22.59.1 Allotments. Cllr Davis

Cllr Davis had nothing to report.

22.59.2 Benians Committee Cllr Bonter

Cllr Bonter advised that he had been liaising with the Chairman of the Benians Committee as part of the agreed improvements with communication and reported that despite only having re-opened midway through the year, there had been a small profit after all the financial commitments had been made, and that there were some new volunteers helping with the running of the Pavilion.

22.59.3 Oak Green. Cllr Foster

Cllr Foster had nothing to report.

22.59.4 Village Hall. Cllr Pullen/Cllr Foster

The AGM has been scheduled for 25th May, and there would be a further report after that. The front door had not yet been replaced due to supply issues.

22.60 TO RECEIVE AN UPDATE ON THE COMMUNITY BUILDING AND RECREATIONAL HUB

A question was raised, as the project lead was no longer a Councillor, who would be updating the Council with the progress. The EO suggested that, as the project was now moving forward, that a sub-committee should be formed at the Annual Meeting next month, but it needed to be agreed which Committee it would be best placed to be a sub-committee of. This would mean in future, that meetings would be formally Minuted and could be attended by the public. There was a question raised as to why a full standing committee should not be formed. Initial discussions would take place at the Open Spaces meeting next month.

Cllr Sanders advised that the first site meeting with architects had taken place, with another pending. The next stage is to move forward with the various surveys for the planning application, which as the project team did not currently have delegated financial authority, need Council approval, and therefore presented as below.

22.60.1 To approve expenditure for planning application surveys

The details of three surveys required to move forward with the planning application were circulated prior to the meeting. The Council RESOLVED to authorise the surveys; topographical, transport and detailed tree survey at £1,650, £1,950 and £2,135 (in three stages) respectively, following proposal by Cllr Pullen and seconded by Cllr Sanders, with all in agreement.

22.61 TO RECEIVE AND UPDATE ON THE QUEEN'S PLATINUM JUBILEE

The AEO gave a detailed update on the confirmed activities over the jubilee weekend, from the reading of proclamation by the cubs, flower festival, art exhibition, pop up museum, live music, and barbeque at the Pavilion, to the grand finale of the big jubilee lunch on the Sunday, including the unveiling of the commemorative plaque. However, as the funding has now been used up, additional funding is required for the final few expenditure items, and a detailed request had been submitted to the Parish Council for additional funding up to £1000.

There was a question as to what happens if it rains, to which the AEO responded that they were trying to source as many gazebos as possible.

22.61.1 To approve a grant application from the working party

The Council RESOLVED to approve a grant of £1000 towards the costs of the Queens Platinum Jubilee event weekend, following proposal by Cllr Tomlinson, seconded by Cllr Sanders and agreed by all Councillors who were able to vote.

22.62 NEXT MEETING:

The Chairman reminded Councillors of the Annual Parish Meeting the following week.

The next Full Council meeting will be the Annual Meeting of the Full Council, to be held on Wednesday 18th May 2022 at the Village Hall, at 7.00pm.

22.63 The Chairman closed the meeting at 8.40pm

APPENDIX 1

DISTRICT COUNCILLOR REPORT – APRIL 2022

District Councillors report 13th April 2022 Ingrid Thomas

As I write the hedgerows are coming into leaf and flower and so I thought I'd briefly mention wildflower verges and cutting hedges. We have been trying for some years now to establish wildflower verges that can be a haven and food source for wildlife and importantly provide for bees. This has often been a little contentious as some people like to have everything cut back whilst others are full of support for our pollinators and other wildlife. We are fortunate to have some of the wild orchids, violet helleborine growing in our villages which we need to protect carefully. It's also nesting time so a little reminder not to cut hedges until the baby birds have fledged. In the last week there have been reports of two accidents on the A31 on the approach to the villages. This piece of road seems to be so dangerous and yet people drive so fast there. We have had deaths in the past and more would be awful, let's try to all slow down a bit, we have been trying for a long time to get further traffic calming near the Shrave but so far have not succeeded. Applications are currently causing much concern and upset to many of both long time and new residents. We as district councillors are trying to ensure that the local plan and neighbourhood plan are respected by developers. When the new local plan is ready then is the time for developers to apply not right now. Once again we are seeing crazy suggestions for access to sites. This is a major concern for many residents, who can recognise the dangers and want any development to take note and respect them. Development should be about making good homes in the right places that enhance our villages not cause trouble and dissent. Plans are gaining pace for the celebration of the Jubilee which I hope will be much enjoyed by many people please make sure you are aware of what is happening. The grant funding that district Councillors have available for village projects that benefit residents are once again open for applications. If you are involved with a suitable project that needs funding please talk to one of us. The projects we supported last year were very varied and came from all parts of the villages. If we can be of any help to you on District Council matters please contact one of us.

Ingrid Thomas

Diana Tennyson

Jonathan May

APPENDIX 2

EXECUTIVE OFFICER REPORT

Councillor Vacancy. As a by-election has not been called, the vacancy is now being advertised, unfortunately at the time of the issue of the meeting paperwork, no candidates have yet come forward. If any candidates are identified prior to the meeting, relevant information will be circulated.

As Councillors will note, following the recent Finance & General Purposes meeting, there are several documents to be approved. However, the amendments to the Standing Orders and the new Code of Conduct are for approval in principle for adoption at the Annual meeting in May. EHDC advised the Council some time ago that the Council's Code of Members Conduct should be updated, and the version attached for consideration is a shorter and more appropriate for Parish Council level, of EHDC's own current Code of Conduct. In addition, last week, I attended a webinar on the LGA's new model Code of Conduct and have also included this with Council paperwork for information and consideration. The new model code is still based on the seven Nolan principles but has been expanded and is far more detailed and should also be given due consideration. Council will be asked which version should be put forward for adoption next month.

I have also prepared and included a supplementary document to the Code of Conduct which should assist Councillors to decide whether they have a pecuniary, personal or prejudicial interest, and what should be declared, both during meetings and on the Declaration of Interest Forms held by the Monitoring Officer at EHDC.

The amendment to the Standing Orders has been suggested by the NALC forum to future proof Councils moving forward. The Standing Orders have also been amended throughout to be compliant with the Equality Act, and apart from the word 'Chairman', all references to Councillors are now non-binary. This is also a good opportunity for Councillors to re-read Standing Orders and refresh themselves on the various points, including voting and conduct at meetings.

The F&GP Committee also agreed that rather than present an amended Licence to Occupy to the Benians Committee that a pre-meeting should take place, to ensure that both parties are happy prior to the document being signed at the Benians Committee AGM next month.

As most Councillors will be aware there has been a spate of anti-social behaviour around Four Marks but more recently culminating in an assault at the Recreation Ground. There has been damage to property with many households being affected. The police are building a case and working to resolve this situation. If any Councillor is approached on this issue, please refer them to either Jo or myself, so we can ensure that the case is not compromised. The Open Spaces Committee are looking at ways to improve security and will continue to work with the police in this regard.

Queens Platinum Jubilee, as you will note from the grant application for approval, is moving forward and is going to be quite an event. The working party are currently short on volunteers for various aspects of the events over the four days. If you can offer an hour of your time, at any time, over the weekend, then please contact Jo, it would be good to get a 100% turnout from the whole Council at some point during the festivities.

Community Building Project. Some expenditure is required in preparation for the planning application, including a topography survey and transport survey. The details of which are detailed below. The architects have sought quotations for these services, and the costs are standard, however as two of the items currently awaiting confirmation currently exceed the £1000 delegated allowance, Council approval is required. I will be proposing that the project team are reformed as a sub-committee in May and given a delegated authority level of £5000 at the Annual Meeting next month.

Correspondence

Correspondence items this month have included as usual, press releases, as from EHDC, including the confirmation of the separation from Havant Borough Council, and that EHDC have the financial stability to separate. The new bin collection calendars are now available on line, and Easter collection services continue as normal.

Notification has been received of a consultation from South East Water, on a draft 25 year environmental plan, which will run throughout April. If you require further details, then please contact me.

Notification has been received from CPRE Hampshire, detailing their Virtual AGM and Talk on Saturday 23rd April at 10am, please contact me for details.

The monthly newsletter from HALC was circulated upon receipt.

APPENDIX 3

Statement from the EO

Last month there were questions raised with reference to potential 'non compliance' with the Localism Act 2011, Part 1, Chapter 7 (2) (b) 'other pecuniary interests', during the debate with reference to the Benians Pavilion. Following a query at my attendance at a recent Code of Conduct webinar, I can now confirm whether various Councillors did have conflicts of interest in the matter discussed.

Cllr Davis attended the Benians Committee meeting as a representative from the Allotment Committee and did confirm that when raising a question on the accounts, as he did at the Parish Council meeting. Following that meeting he raised those concerns, plus additional issues, with the Council Chairman and prepared a report to give at Full Council. Unbeknown to Cllr Davis, I had also raised the same concerns with the Council Chairman, completely independently. However, it was agreed that Cllr Davis would present the report. In response to the question as to whether Cllr Davis had a conflict of interest that should have been declared, then the answer is yes, as a representative member of the Benians Committee, and regardless in what capacity he was there, he did and should, once he had given his report, not entered any further debate unless questioned. However, he had every right whether as a concerned committee member, a member of the public or as a parish councillor to raise those concerns. The Benians Pavilion is a community asset, and if there are any questions on its management in any capacity that could ultimately affect the Parish Council, and thus public funds, then these should be raised in this environment as any action has to be agreed by the Council as a body, not by any one representative.

With reference to Cllr Knight, the answer is yes again, Cllr Knight had a conflict of interest being the Treasurer of the Benians Committee, and when any financial reference is made, this should be declared, however Cllr Knight is entitled, as Cllr Davis, to remain in the meeting to answer any questions.

Cllr Bonter, as Parish Council representative of the Benians Committee would not have a conflict of interest, as he would have been acting in his appointed role.

With reference to myself as EO, the answer as correctly surmised, I had no conflict of interest, as I am not a Councillor, but an employed officer of the Council. However, my position was conflicted, as I was unable to act appropriately in either capacity without being detrimental to the other, and therefore although should have been worded differently, my position remains in this regard, untenable.

It had been suggested, prior to last month's meeting, that the Code of Conduct should be updated to be more in line with the new model Code of Conduct, and in conjunction with the updated document to be discussed later, a supplementary document was prepared to assist all Councillors ascertain where or whether they should be declaring an interest, which hopefully should be useful reference for the future. However, if in doubt, please ask, either Jo or myself, or contact the Monitoring Officer at EHDC for advice. As officer's we cannot tell Councillors to declare an interest, only advise as to whether there is one.

In addition, and following the discussion at last month's meeting, it is not for Councillors to act in an accusatory capacity, particularly within an open meeting environment. Meetings are for constructive debate, and appropriate conduct should always be maintained. The updated Code of Conduct explains succinctly how all Councillors should behave when acting in that role and I look forward to listening to the debate on the updated Code of Conduct later in the meeting.