

FOUR MARKS PARISH COUNCIL

**Minutes of the Annual Meeting of the Full Council
Held on Wednesday 18th May 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, Anne Tomlinson, Bryan Timms
IN ATTENDANCE:	Sarah Goudie, Executive Officer (EO)
	Jo Tsigarides (Assistant to the EO)
	District Councillor Tennyson
	4 members of the public
APOLOGIES:	None

22.64 CHAIRMAN'S WELCOME AND INTRODUCTION

Cllr Foster, as Chairman, welcomed Councillors and all attendees and opened the meeting.

22.65 APOLOGIES AND APPROVAL OF ABSENCES

There were no formal apologies for absence. District Councillor May had sent his apologies due to a clash of work engagements.

22.66 ELECTION OF CHAIRMAN

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

Cllr Foster was nominated by Cllr Davis to continue as Chairman. Cllr Foster indicated, when questioned, that she would be prepared to continue as Chair of the Council for the coming year, and there being no other nominations, the nomination was seconded by Cllr Sanders, and agreed by a majority vote. The motion was therefore carried, and Cllr Foster was duly elected as Chairman of the Parish Council for the coming year. Cllr Foster thanked Councillors for their support and signed the Declaration of Acceptance of Office.

22.67 ELECTION OF VICE CHAIRMAN

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

22.68 OPEN SESSION - PUBLIC PARTICIPATION

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

A resident asked the Council to consider dogs on leads through the skate park area and suggested that a camera deterrent may help to address the ongoing graffiti issue. A question was asked as to what action can be taken against offenders, particularly people with dogs off leads, and the EO confirmed that until EHDC had officially put in place the PSPO, no action can be taken. District Cllr Tennyson was asked if she had any information on this issue but was unable to assist.

Action: These items would be added to the Agenda of the next open spaces meeting.

Cllr Pullen asked if the Council would support an initiative to provide Average Speed Cameras through the village as part of the Council's initiative to reduce speeding through the village.

Action: This would be added to the next Open Spaces Agenda.

Cllr Hammond asked if the Council, as part of their green agenda commitment, would consider adding bird, bat and owl boxes at appropriate locations in the village.

Action: This item would be added to the next Open Spaces Agenda.

Cllr Foster advised that she had received a letter from a resident asking for the Council's assistance with the ongoing sheep escaping issue and subsequent destruction of their garden, and she asked for Council's agreement to respond directly to the resident on behalf of the Council. **Agreed.**

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

22.69 DECLARATIONS OF INTEREST

There were no declarations of interest.

22.70 COUNCIL MEETING MINUTES

On the proposal of Cllr Pullen, which was seconded by Cllr Tomlinson, and with all Councillors in agreement it was

RESOLVED

To approve the Minutes of the Full Council meeting held on Wednesday 20th April 2022 as a true reflection of the meeting and were duly signed by the Chairman.

22.71 COUNCILLOR CO-OPTION

At the time of the circulation of meeting papers only one formal application for Councillor Co-Option had been received and was due to be considered at this meeting. However, the Council was informed that a subsequent application had been sent the previous week but had not been formally responded to until the day before the meeting, due to the absence of the EO. In the interest of fairness, it was agreed to defer the co-option to allow the second applicant time to submit details for circulation and consideration at the next meeting.

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

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

This item was deemed to be premature in Agenda order and would be agreed following the discussions later in the Agenda on existing and new committees.

It was then subsequently

RESOLVED

To keep the existing Committee delegation arrangements currently in place, and that each Committee would review and bring any changes back to Full Council, if appropriate, for approval.

22.73 REVIEW OF TERMS OF REFERENCE FOR COMMITTEE

It was

RESOLVED

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

22.74 APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

22.74.1 Planning Committee;

The following Councillors offered themselves as members of the Planning Committee; Cllrs Sanders, Pullen, Hammond, Tomlinson and Foster. Cllr Sanders was nominated as Chairman of the Planning

Committee, following proposal by Cllr Hammond, seconded by Cllr Tomlinson, with all committee members in agreement.

22.74.2 Open Space Committee;

The following Councillors offered themselves as members of the Open Spaces Committee: Cllrs Tomlinson, Davis, Bonter, Foster and Pullen. Cllr Tomlinson was nominated as Chairman of the Open Spaces Committee, following proposal by Cllr Davis, seconded by Cllr Foster, with all committee members in agreement.

22.74.3 Finance & General Purposes Committee;

As per the Committee's Terms of Reference, the Chairman, Vice Chairman, and the two Committee Chairs, when appointed should form the Committee. As Cllr Tomlinson was nominated for both Vice Chairman and Open Spaces Committee Chairman, Cllr Foster asked if any other Councillors would like to join the Committee. Cllrs Davis and Pullen offered themselves as additional members.

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

22.75.1 To appoint a committee/sub-committee for the New Community Building

After a lengthy deliberation as to whether the new community building should be a full committee or sub-committee of a standing committee, after due consideration on how both would operate, and against the advice sought from HALC by the EO, on the proposal of Cllr Timms, seconded by Cllr Tomlinson, and with a majority vote, it was

RESOLVED

That a special committee, as opposed to a sub-committee, would be formed to take forward the project. The Terms of Reference and Chairman would be agreed at the first meeting.

On the delegated authority level of the Committee, following proposal by Cllr Pullen, seconded by Cllr Tomlinson, and with a majority vote, it was

RESOLVED

To grant a delegated authority level of £10,000 for expenditure items related to the planning application and subsequent general expenditure.

The following Councillors offered themselves as members of the new Committee; Cllr Sanders, Cllr Pullen, and Cllr Timms. The EO expressed concern that the Committee must have a quorum of 3 and with only 3 Councillor members could leave the Committee vulnerable as non-councillors will not have a vote on the financial aspects of the project, Cllrs Foster and Tomlinson offered to put themselves forwards as reserves. There was also a question as to whether a non-councillor can chair the Committee, to which the EO agreed to investigate.

22.76 REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

On the proposal of Cllr Tomlinson, seconded by Cllr Davis, and agreed by a majority, it was

RESOLVED

To approve the amended Standing Orders, New Code of Conduct and Financial Regulations as circulated. Any additional proposed changes would be reviewed by the F&GP Committee, as appropriate.

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

- Hampshire County Council, the County Councillor and six month liaison meetings.
- EHDC; both via the EHAPTC meetings and the District Councillors, as available
- Local clubs; Bowls Club, Angling Club, Football Club, Scouts
- Community groups; Streetwatch and Speedwatch.
- Festival Committee, although now not operational, the former parties are still under obligation to meet to agree expenditure, liaison is with Cllr Hammond.
- Four Marks News; EO and Chairman reports, to advise the demographic of Four Marks not able to use internet and social media.
- Neighbourhood Plan steering group; Cllrs Sanders and Tomlinson

- Medstead Parish Council; to continue proactive integration of both parishes.
- PCC. The PCC was invited to the Annual Parish Meeting but had been unable to attend. The EO is trying to build a new relationship with the new PCSO, following the retirement of David Nopps.

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

- Allotments, agreed, representative to be appointed.
- Benians Committee, agreed, representative to be appointed.
- Village Hall, agreed, representative to be appointed.
- Four Marks Primary School. Currently the Chairman, communicates with the school on an ad hoc and as necessary basis
- Oak Green, agreed, representative to be appointed
- Footpaths, agreed, no representative and would be monitored by the Open Spaces Committee

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

It was

RESOLVED

To agree that the review of all assets would continue to be carried out by the Finance & General Purposes Committee on an annual basis.

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

The EO confirmed the current Insurance Policy in place is valid until 30th September 2022. A new 3 year Long Term Agreement (LTA) was agreed with a new provider last September, the premium would not therefore increase unless there were any tax changes or required increase in cover.

22.81 REVIEW COUNCIL AND EXECUTIVE OFFICER SUBSCRIPTIONS TO OTHER BODIES

The EO advised the Council of the current memberships and subscriptions, and with all Councillors in agreement, it was

RESOLVED

to approve to continue with all current subscriptions to HALC/NALC, CPRE, SLCC, ICCM, and the ICO. The subscription to parish online was now included with the Insurance policy.

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

It was

RESOLVED

to agree to the review all policies at the Finance & General Purposes Committee Meeting in July and agree an ongoing review timetable.

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

With no amendments, the schedule of meetings approved in principle at a previous meeting, it was

RESOLVED

to approve the schedule of meetings as circulated.

22.84 APPOINTMENT OF COUNCIL REPRESENTATIVES

22.84.1 Allotments Association; Cllr Davis

22.84.2 Benians Committee; Cllr Bonter and Cllr Davis

22.84.3 Village Hall Committee; Cllr Pullen

22.85 APPOINTMENT OF ROLES WITHIN THE COUNCIL

22.85.1 Footpaths officer. No officer appointed and would be monitored by the Open Spaces Committee
22.85.2 Oak Green; Cllr Foster

22.86 CHAIRMAN'S REPORT

The Chairman had nothing to report but offered her thanks for supporting her chairmanship for another year.

22.87 DISTRICT COUNCILLOR REPORT

District Councillor Tennyson's report is attached as Appendix 1.

With reference to her report, Cllr Tennyson was asked if Cllr Kemp Gee was intending to support Four Marks by liaising with Hampshire Highways with reference to potential development of the Four Marks South site, as there had been no response to emails sent, Cllr Tennyson advised that she, although not allowed to speak, would be attending the presentation on the Four Marks Site together with the other District Councillors and would endeavour to find out.

Cllr Tennyson also advised the recently adopted EHDC Climate Change policy, although 199 pages long, was well worth the read, and requested a copy of the year's Council meeting schedule.

22.88 PLANNING ITEMS FOLLOWING THE CANCELLATION OF THE PLANNING COMMITTEE MEETING

22.88.1 Planning Reference: [57180/003](#)

Location: 89a Winchester Road ,Four Marks, GU34 5HS

Proposal: T1-Ash-Reduce crown height by 12m, leaving a crown height of 13m. Reduce crown spread by 7m, leaving a crown spread of 7m. T2-Sycamore-Reduce crown height by 3m, leaving a crown height of 17m. Reduce crown spread by 6m, leaving a crown spread of 9m. T3-Oak-Reduce crown height by 1.5m, leaving a crown height of 13.5m. Reduce crown spread by 3m, leaving a crown spread of 8m. T4-Reduce crown height by 1.5m, leaving a crown height of 13.5m. Reduce crown spread by 3m, leaving a crown spread of 9m

In line with the Parish Council's Tree Management Policy, recognising the importance and amenity value of trees (and hedgerows) within the environment, would only support work to, and removal of, trees (or hedgerows) that would not be detrimental to the health and stability of any remaining trees, and necessary for reasons of essential maintenance, or health and safety of persons and property.

With reference to this application, the Council although queried whether some of the proposed works were excessive, defer to the planning officer's knowledge and subsequent decision in this regard.

22.88.2 Planning Reference: [25536/003](#)

Location: Dell House Farm, Hawthorn Lane, Four Marks

Proposal: Prior Approval for a proposed change of use of agricultural building to dwellinghouse (Class C3)

The Parish Council raise an objection to this application. The proposed design is not in keeping with its countryside location and raise concerns as to whether the demolition and subsequent development of the site may give rise to contamination issues.

The Council would also query that, as this is development in the countryside, whether it would be contrary to local policies such as Policy 1 of the Medstead and Four Marks Neighbourhood Plan and EHDC Local Plan Policy CP19?

22.88.3 Planning Reference: [30005/033](#)

Location: High Acres, Willis Lane, Four Marks

Proposal: Change of use of an existing stable building and associated paddock area to a sui generis use as part of a doggy day care operation

No objection.

22.89 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 4th May 2022, advised of the lengthy discussion that had taken place with reference to the potential sub-committee, with the action to bring to Full Council as there was no agreement, and that, as noted in the Minutes, a discussion had taken place with reference to a social media post with reference to the Football club, which it was agreed should be discussed under a closed session.

A query was received as to why the confidential Minute detailing the discussion had not been made available. The EO confirmed that, although sometimes she did issue a confidential minute separately, it was not a requirement but would discuss further with the AEO as to whether it was applicable in this instance. The item would be discussed later in the meeting.

22.90 ANNUAL PARISH MEETING

With one amendment with reference to apologies for absence, the Minutes were approved in principle and would be proposed for adoption at the Annual Parish Meeting next year.

22.91 YEAR END 31ST MARCH 2022

22.91.1 To approve the Internal Auditors report and any matters arising

The audit report was noted, acknowledged, and the Chairman offered her thanks to the EO for another successful audit report, with no recommendations.

22.91.2 To approve and sign the Financial Accounts for the year ended 31st March 2022

The EO advised Councillors of a typing error in the supplementary documents, which had been amended, and acknowledging the change, on the proposal by Cllr Tomlinson, seconded by Cllr Davis, it was

RESOLVED

To approve the Annual Accounts, which would be signed by the Chairman and EO.

22.91.3 To approve and sign the Annual Governance Statement 2021/2022

The EO read out each section of the Annual Governance Statement 2021/2022 from 1 to 9, all agreed yes to each section, and on the proposal by Cllr Pullen, seconded by Cllr Sanders, it was

RESOLVED

To approve the Annual Governance Statement 2021/2022

22.91.4 To approve and sign the Accounting Statements 2021/2022

On the proposal by Cllr Foster, seconded by Cllr Tomlinson, it was

RESOLVED

To approve the Accounting Statements 2021/2022

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

The EO asked for approval for the date of announcement to be made on 9th June 2022, and the period of exercise of public rights to take place between Monday 13th June and Friday 22nd July 2022, which includes the first 10 working days of July as required. On the proposal by Cllr Foster, seconded by Cllr Davis, it was

RESOLVED

To approve the date of announcement and period of public rights as presented

22.92 FINANCIAL AND ACCOUNTING REPORTS

22.92.1 To receive and authorise April 2022 payments and bank reconciliations

On the proposal of Cllr Foster, seconded by Cllr Pullen, and all agreed, it was

RESOLVED

To approve the April 2022 payments and reconciliations as detailed below.

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/04/2022	Talk Talk Business	DD	35.94		Mar. phone/b/band
07/04/2022	Excel FSE	BACS	118.62		Intruder Alarm
07/04/2022	Excel FSE	BACS	264.00		Fire Alarm Maint.
07/04/2022	D W Dolby	BACS	1,200.00		Tree storm damage
07/04/2022	Hampshire Woodlands Ltd	BACS	1,584.00		Maintenance/Storm
07/04/2022	Hampshire Woodlands Ltd	BACS	1,008.00	DC Grant	Tree Planting - QPJ
07/04/2022	Paul Vince	BACS	100.00		O/S Garden maint.
07/04/2022	John Watson	BACS	161.90		Consultancy Fee
07/04/2022	ICCM	BACS	95.00		Annual membership
07/04/2022	Cato Computers	BACS	52.18		Printer issue/ink
07/04/2022	Four Marks Village Hall	BACS	18.00		Hall Hire - March
11/04/2022	Lloyds Bank Credit Card	DD	405.18		Credit card
21/04/2022	Eddie Hodkin	BACS	195.00		Oak Green Maint
21/04/2022	Idverde Limited	BACS	1,965.60		Bins - Oct-Dec 21
21/04/2022	Idverde Limited	BACS	1,965.60		Bins - Jan-Mar 22
21/04/2022	SLCC	BACS	36.00		CoC Training
21/04/2022	WKL Building Supplies	BACS	6.50		Padlock
21/04/2022	Broxap	BACS	207.60		Bin liners - O/G
21/04/2022	SLCC	BACS	270.00		Annual Membership
21/04/2022	HALC	BACS	955.01		HALC Fees
21/04/2022	Loos for Dos	BACS	219.00		Portaloos for
22/04/2022	British Gas	DD	123.73		March Gas a/c BP
29/04/2022	SSE Southern Electric	DD	294.69		Electric - Pavilion
29/04/2022	Staff Costs	BACS	4,425.27		April
Total Payments			15,706.82		

**Bank – Cash and Investment Reconciliation as at 30th April 2022
Confirmed Bank & Investment Balances**

Bank Statement Balances

30/04/2022	Unity Trust Bank	88,953.50
30/04/2022	CCLA Deposit Fund	191,801.02
30/04/2022	Benians Trust National Savings	38,560.61
30/04/2022	Lloyds Bank Credit Card	0.00

22.92.2 To receive and authorise the May 2022 payments

On the proposal of Cllr Timms, seconded by Cllr Davis, it was

RESOLVED

To authorise the May 2022 payments to date as presented, and detailed below

List of Payments made between 01/05/2022 and 31/05/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/05/2022	CPRE	BACS	50.00		CPRE Annual Membership
05/05/2022	Blachere Illumination UK Ltd	BACS	1,577.66		Christmas light annual hire
05/05/2022	East Hants District Council	BACS	225.28		Pavilion business rates
05/05/2022	Paul Vince	BACS	80.00		Garden maintenance
05/05/2022	Hampshire Woodlands Ltd	BACS	528.00		Tree maint/storm damage
05/05/2022	Lightatouch	BACS	312.50		Final Internal Audit 21-22

05/05/2022	Vision ICT	BACS	354.76	Annual website/email fee
05/05/2022	Vision ICT	BACS	21.60	Additional email hosting
06/05/2022	Talk Talk Business	DD	35.94	Monthly Telephone/b/band
10/05/2022	Lloyds Bank Credit Card	DD	3.00	Credit card payment
19/05/2022	Hampshire Woodlands Ltd	BACS	3,528.00	Tree removal
19/05/2022	Four Marks Village Hall	BACS	31.50	April Hall Hire
19/05/2022	Eddie Hodkin	BACS	306.00	Oak Green Maint.
19/05/2022	SSE Southern Electric	BACS	43.22	Bowls Club electric
19/05/2022	Nat. Assoc. of Local Councils	BACS	38.93	Climate change event
19/05/2022	CPC UK Ltd	BACS	24.38	General materials
19/05/2022	Hands On Graphics	BACS	45.39	QPJ PVC Banners
19/05/2022	Loos for Dos	BACS	423.00	Portable toilets QPJ
19/05/2022	Cato Computers	BACS	211.08	Computer issues/ink
19/05/2022	British Gas	DD	91.46	Gas a/c - Pavilion
29/05/2022	SSE Southern Electric	DD	287.74	Pavilion electric
Total Payments			8,219.44	

22.93 EXECUTIVE OFFICER'S REPORT

22.93.1 To receive the Executive Officer's report and correspondence

There were no matters arising from the Executive Officer's report (attached as Appendix 2).

The EO advised that EHDC are circulating various emails and bulletins with reference to the guests from Ukraine, if anyone is interested in receiving the communications, in hosting, or knows anyone who is hosting a family and needs clothes or guidance, then please contact the parish office.

22.93.2 Cemetery regulations:

The EO had circulated two items for consideration:

To ensure that there is space for Four Marks residents in the Cemetery for many years to come, the EO asked the Council to consider the following for approval:

1. That any future applications for 'out of parish' burials requests must provide proof of former residency, or current connection with a Four Marks resident (ie. close family member) and the Council reserves the right to refuse any such burials where there is no previous or current connection with Four Marks.
AGREED, wording to be reviewed by the F&GP Committee.
2. That the Council reviews its fees this year, as with no increases since 2019, the Council has now fallen out of comparison with other local cemeteries.
AGREED to be considered at the F&GP budget preparation meeting.

22.93.3 Social Media Interaction

The EO had been asked to remind all Councillors with reference to social media interaction, a report had been attached with the associated paperwork. As there was some disparity on the issue, it was agreed that a further discussion would be had under a closed session at the end of the meeting.

22.94 TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS

22.94.1 Allotments. Cllr Davis

Cllr Davis reported briefly on chemical attacks on plants and trees at the Allotments, but that no action had been taken.

22.94.2 Benians Committee Cllr Bonter

Cllr Bonter advised that there were no issues of note to report. It was confirmed that the first quarterly payment had been made that day.

22.94.3 Oak Green. Cllr Foster

Cllr Foster had nothing of note to report.

22.94.4 Village Hall. Cllr Pullen

Cllr Pullen advised that the new door had now been fitted with keys issued to all users.

22.95 COMMUNITY FACILITY IMPROVEMENT PROJECT

22.95.1 To receive an update

The EO referred to the latest meeting report, which had inadvertently been missed off the circulation list and agreed to circulate as soon as possible after the meeting.

With the formation of the new committee, the role of the working party would be reviewed by the new Committee.

22.95.2 To approve fee submission for Mechanical & Electrical Engineers Survey

Referring to the fee submission, on the proposal of Cllr Pullen, seconded by Cllr Sanders, with all Councillors in agreement, it was

RESOLVED

To engage the Mechanical & Electrical Engineers Survey, as presented

Further expenditure items received since the meeting paperwork was circulated would be presented to the new committee for approval.

22.96 QUEEN'S PLATINUM JUBILEE WEEKEND

A final meeting of the working party had taken place prior to the meeting, which had tied up all the loose ends. Banners were now on display around the village together with flyers detailing all the activities, and ongoing information on social media. The AEO confirmed the details of all events, with one final plea for volunteers, and thanked everyone who had already come forward.

22.97 NEXT MEETING:

The next Full Council meeting will be held on Wednesday 15TH June 2022 at the Village Hall, at 7.00pm.

22.98 The Chairman closed the meeting at 9.30pm

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. On the proposal of Cllr Foster, seconded by Cllr Tomlinson, the meeting was closed to discuss Agenda item 30.3 in more detail.

There were no action points agreed, however Councillors were again reminded to make sure that they must make it clear when they are acting, or commenting, in a personal capacity and to address incidences where they are inadvertently named as Councillors, when known or informed. Councillors were also reminded that the Council is a body and individual Councillors must not act or represent the Council unless the Council has agreed to that action. Councillors were further reminded of the Code of Conduct and that they should not be behaving in a way that could purportedly bring the Council into disrepute.

APPENDIX 1

DISTRICT COUNCILLOR REPORT CLLR DIANA TENNYSON

‘Willowfield’, Medstead: It is important to mention the planning application to fell woodland in order to build four dwellings on land to the rear of 2 – 4 Willowfield, Medstead. This planning application was refused at Committee at Easthants on 28 April. The site lies outside the Settlement Policy Boundary (SPB) which identifies it as development in the countryside (CP19) which is not permitted. The countryside is protected for its own sake. This site provides an important green lung between two developments which helps support climate change due to density of undergrowth and mature trees, all important habitats for nesting birds and insects.

Information provided to members on the planning committee relating to development in the countryside appeared to be confusing to say the least. Simply because a site is surrounded by development does not mean that it fails to ‘serve any countryside functions’. This is in my view an appalling statement. It does in effect mean that any SINCs (sites of importance for nature conservation) or SSSIs (sites of special scientific interest) serve no countryside function if surrounded by development.

Wildlife Corridor: At the time of writing, I am still striving to ensure that the wildlife corridor and wildflower planting is carried out on the Azalea estate. Access to the above site in Medstead lies across the wildlife corridor. I have been corresponding with Compliance at EHDC on the matter for sixteen months! Bird and bat nesting boxes were finally installed in December, 2021, after complaints received from residents.

Eleven trees are protected on site, but most of this small area of woodland could be destroyed if the development is approved at some future date. Felling trees and removing shrubs and undergrowth is contrary to the *Climate Change and Sustainable Construction Supplementary Planning Document (SPD)* which received support from all members at full council on 14 April.

However, in my mind, this document does not go far enough and ‘preserving local ecology/trees in the design of developments’, is far too vague. It states that ‘new developments should preferably retain existing trees and plants, and schemes should where possible be built around existing trees (in particular mature trees).’

Another point, ‘adaption to climate change – habitats, planting and landscapes’, also lacks adequate force, and I quote, ‘Flora and fauna may also be susceptible to changes in climate, and there is evidence that this is starting to happen, for example the rapid drying-out of wetlands, heathlands, and aquatic areas. By 2050 Climate change could significantly impact a range of species and habitats. Already some native species and pollinators are under threat. Effective design of green infrastructure will need to take account of changing wildlife habitats as a result of climate change’. The SPD is in the public domain and anyone can access a copy of the 199 page document for further reading.

Very often information I provide for the local wildlife group links directly to the Climate and Environment Liaison Panel at EHDC and the work we do to help protect and support important habitats - woodland, farmland, pond and nature reserves, etc. A statement from the CEO at Buglife in early May should alert us all to insect decline - a 34 per cent decline in the last decade is 'scary'.

Natural England: Tony Juniper, Chairman of Natural England, made a statement on 3 May relating to 'nature recovery' to building, and advice and guidance for local planning authorities. He stated that this clashes at present, but that it will be resolved.

Four Marks South: We are advised by planners that an evening 'workshop' is being arranged in June for Four Marks South to be included in the emerging Local Plan as a large development site. We understand that this is purely a 'evidence gathering' event and will focus on urban design. Planning officers are expected to present an overview and site promoters will provide information. The workshop is intended to gather the views of local parish councillors. District Councillors are also permitted to attend, but at this point in time we are uncertain whether we will be able to speak or ask any questions, etc.

Children's Art Competition: This year's art competition for school and preschool children has just been launched. The theme is 'pond life', so plenty of scope for some exiting and imaginative artwork from anyone aged from two and a half years. Swelling Hill Pond, owned and maintained by Four Marks Parish Council, has plenty of seating and space to observe pond life. It is advisable to ensure that children aged below sixteen years of age are accompanied by an adult. Another local pond where new pond planting has just taken place can be found at Newton Valence, a short distance along the A32.

War in Ukraine: No words can express my horror at events continuing to unfold in the Ukraine. I am aware that many people in Easthants have offered accommodation and a safe refuge to fleeing families with children. There have been several fund-raising events for the Disaster Emergency Appeal nationwide. We are advised that the best way of helping is to donate online. I am therefore repeating information for charities providing aid as follows:- UNICEF, The International Rescue Committee (to assist people whose lives have been affected by conflict and disaster), Vostok SOS, Medecins Sans Frontieres/Doctors Without Borders (MSF), Sunflower of Peace and Save the Children UK.

Three District Councillors represent Four Marks, Medstead and Chawton and readers are welcome to contact us. Our Email addresses are as follows:- Jonathan.May@easthants.gov.uk, Ingrid.Thomas@easthants.gov.uk and diana.tennyson@easthants.gov.uk .

APPENDIX 2

EXECUTIVE OFFICER REPORT

SARAH GOUDIE

The Annual Meeting is a lengthy meeting and the statutory Agenda items are dictated by Standing Orders and include various procedural actions, including the approval of the previous year's accounts, if audited, which this year, they are. If there is anything that any Councillor is unsure of prior to the meeting, then please contact me for clarification.

2022-2023 is the final year of this four-year term, and it has already been a very different and challenging one, and this will continue and to that end it is extremely important that Councillors are well versed in all the policies and procedures. The meeting schedule will be included in the Council paperwork.

With reference to the statutory Agenda, the Code of Members Conduct has been amended further to the queries raised at last month's meeting, and a section added on gifts and hospitality, and the paragraph on respect expanded. The Standing Orders have not been changed and remain as circulated but with the amended Code of Conduct. There was a suggested change to the wording of 3(b), however this is one of the statutory standing orders and I will be seeking further clarification as to whether it is appropriate to change. Any further suggested changes to the Standing Orders should be discussed at the Finance & General Purposes meeting.

I have updated the supplementary personal and prejudicial advice note and blank register of interest forms will be circulated. I am asking all Councillors to check their current Register of Interest forms and ensure that they are correct using the guidance notes. Please amend where appropriate and send the new documents to forward on to the monitoring officer, within 28 days of this meeting. If you would like a hard copy, then please let me know.

There are three planning applications to consider this month, a PDF will be available at the meeting summarising the applications. The link to the documents is contained within the Agenda for ease of reference prior to the meeting.

Councillor co-option. At the time of writing there is currently one application for co-option and details of the candidate will be included within the meeting paperwork. If any further applications are received, they will be circulated prior to the meeting, the deadline being the start of the meeting.

Community Building Project. At the recent Open Spaces, there was a discussion on how the community project working group should operate now that the project is moving forward, as per the previous meeting's directive, and this is an Agenda item, under the statutory items to discuss further and agree. To summarise, the proposal to create of a sub-committee is to ensure that the working group can evolve and operate autonomously with delegated powers. This would enable the authorisation of small expenditure items (less than £5k) to be agreed without having to wait for a Full Council meeting for approval, either by the sub-committee if they are granted delegated powers, or by the Open Standing Committee to which they will be affiliated. If any Councillor requires further clarification on how a committee/sub-committee structure operates then please contact me prior to the meeting.

This month the project team are seeking approval from the Council to allow the architects to commission a Mechanical & Electrical Engineers Survey, which will be required for the planning application. The specification and fee details are attached to supporting documents.

Correspondence items to note

- The monthly newsletter from HALC was circulated upon receipt.
- CCLA have issued their monthly bulletin, and you will have noted from the financial reports that the dividend has significantly increased this month. If you would like a copy, then please contact me.
- I have also included a copy of the EHDC bulletin on the upcoming Esso pipeline works within this and neighbouring parishes for information.

- The workshop being held by the developers with reference to the 'Four Marks South' proposed site, has been scheduled for Monday 6th June at Penns Place. If anyone, who has not received the circulated invite would like to attend please let me know. They have reiterated that *'the Council has not made any decision about the site and the workshop will not be looking into the question of whether it should be included in the Local Plan in preference to others. The workshop will instead be focused on understanding the parish councils' views of its design-related constraints and opportunities'*.
- An email has been received from HCC Homes for Ukraine Scheme, and if anyone is interested in this document, or would like to receive further information, then please let me know.
- HALC are once again running their Village of the Year award scheme, with additional categories, as follows:
 - a. Best Parish Council Community Engagement Project
 - b. Best Open Spaces and Recreational Project
 - c. The Pub as a Community Hub or other economic related project
 - d. Best Village Feature

If the Council would like to consider submitting an entry, then I suggest this is reviewed at the next Open Spaces committee.

- NALC also have their own awards scheme, the * Star Council awards 2022, and I am now back on the NALC circulation list after a few years of absence, they offer various training general training courses as well as HALC. The five categories for the awards are:
 - Clerk of the Year
 - County Association Project of the Year
 - Young Councillor of the Year
 - Councillor of the Year
 - Council of the year (public vote)

Nominations need to be in by 27th May.

If anyone is interested in the bulletins in the future, please let me know.

- The regular bulletin from HCC Countryside Access Community Engagement contains details of bluebell walks and other useful information.
- Bulletin from the PCC Donna Jones updating on the recent Police and Crime Commissioner Awards