

Minutes of the ANNUAL PARISH MEETING Held on Wednesday 27th April 2022, commencing at 7.00pm Held at Four Marks Village Hall, Lymington Bottom, Four Marks

The Annual Parish Meeting was called by the Chairman and was held at Four Marks Village Hall on Wednesday 27th April 2022, commencing at 7.00pm.

Cllr Janet Foster, Chairman of the Parish Council, opened the meeting and welcomed all attendees.

Due to the late arrival of one of the presenters, the Chairman advised of a slight change in Agenda order, and that the meeting would begin with the Greening Campaign presentation and the Community Building presentation would take place later during the meeting

Jo Tsigarides gave an introductory presentation on the Greening Campaign which would be officially launched on 14th September 2022, further details would be available during the months leading up to the launch with information available at the Big Jubilee lunch and in local publications. Mrs Tsigarides also updated the attendees on other initiatives that the Council were looking into with reference to climate change.

Sarah Goudie then gave a brief update on one of the future projects currently in the design process, specifically the village gateway scheme, which she highlighted was in conjunction with other initiatives to try and suppress the speeding vehicles through the village. The sign designs had not been available to present but indicated that they would be in the same design as the new boundary signs at Lymington Bottom Road and Boyneswood Road. Ms Goudie also reminded attendees that the public could at any time put forward ideas for projects and improvements in the village.

The Chairman advised that any questions on either of the first reports could be asked later in the meeting.

The Chairman then moved the meeting on to the main body of the meeting and the Councillor and financial reports.

AGENDA

1. APOLOGIES FOR ABSENCE:

Apologies had been received in advance from District Councillors Diana Tennyson, Ingrid Thomas, and Councillor Bryan Timms

PRESENT:

Chairman: Cllr Janet Foster

Parish Councillors: Neil Bonter, John Davis, John Hammond, Anne Tomlinson, Mike

Sanders, Kellie Knight, Reg Pullen

District Councillor:
County Councillor:
Executive Officer:
Assistant to the EO:
Jonathan May
Mark Kemp-Gee
Sarah Goudie
Jodene Tsigarides

Members of the public: 18

2. ADOPTION OF MINUTES OF THE PREVIOUS ANNUAL PARISH MEETING, HELD ON 28TH APRIL 2021, AND ANY MATTERS ARISING:

The Minutes were circulated to all Parish Councillors following the above meeting and it was agreed at the Parish Council meeting held on Wednesday 23rd June 2021 to accept them in principle. The Minutes were proposed by Cllr Sanders and seconded by Cllr Foster as a true reflection of the meeting, and subsequently adopted as read. There were no matters arising.

3. PARISH COUNCIL CHAIRMANS REPORT CLLR JANET FOSTER

During the last year the Council operated normally serving the community with some meetings having to adhere to the appropriate Covid rules.

I would particularly like to thank Sarah Goudie, our Parish Executive Officer and Jo Tsigarides, assistant to Sarah who worked diligently and patiently with all the demands from the public, official authorities, and councillors. Sadly, there have been media posts where abuse has occurred towards both of them but they have overcome and handled these issues in a professional manner.

All councillors continued in their previous roles and as chairman I would like to thank them for giving their time and expertise with no monetary reward, working hard to make Four Marks a better place. I particularly would like to thank Simon Thomas for his many years of service particularly with planning and to Shaun McCarthy for his works with the Community Building project. I wish them success in their future endeavours.

Thank you also to Four Marks News for their support of the Parish Council.

The following are some examples of what we have done in the past year:

- Grounds maintenance contracts in our open spaces, e.g. the recreation ground, cemetery, Lymington Green, Station Gardens and Swelling Hill pond with grass cutting, tree works, bin emptying, and tidying.
- Improved the maintenance and planting at Oak Green
- Kept our rights of way network free of obstructions and improved the surface of some footpaths.
- Organised the Four Marks 10K and shorter fun runs.
- Continued to support the Speed Watch and Street Watch teams and their volunteers who help create a safer community.
- Supported a variety of local charities and services.
- The removal of dying ash trees and planting new trees on Parish Council owned land.
- Prepared for wildflower planting throughout the village and reduced the frequency of grass cutting, supporting the Council's Climate and Nature Emergency Action Plan.
- Installed a water fountain.
- Sent out our first newsletter to every household in Four Marks. Thank you to Mr Cooper who
 delivered them.

In planning we:

 Made comments on all planning applications in our parish and in the neighbouring parishes when applicable. Met with EHDC planning team discussing possible large developments. Worked closely with Medstead Parish Council, to ensure that we have a greater voice regarding planning issues that challenge our communities.
 From specified allocated developer contributions held of £2000 we provided local illustrative

From specified allocated developer contributions held of £2000 we provided local illustrative footpath maps in three locations and refurbished the Well at Swelling Hill Pond as part of the ongoing improvements and maintenance project of £1685 from funds held over from the previous year.

With grants from our County Councillor and District Councillors:

- A new planting scheme at the Cemetery, with grants from both the District and County Councillor
- Replacement defibrillator cabinets, with additional funding from Four Marks News
- Tree planting with commemorative plaque for the Queens Platinum jubilee.

The Council's working group continued with the proposal for a new community building and recreational hub. Applying for funding with a grant from EHDC and Government Public Works Loan which have both been successful, allowing the project to move on to the next stage. With updates at every Full Council meeting by the project team and at the Annual Parish Meeting and there will be further interaction as the project progresses.

We currently have a vacancy for a councillor and if you would like to serve your community in this way then please contact Sarah Goudie.

Please check our website, notice boards and social media for meeting dates. Contact details can also be found in the Four Marks Village News.

The Chairman added her thanks to Jo for her presentation, and reiterated her thanks to local resident, Nigel Cooper who had been carrying out a number of voluntary tasks to assist the Parish Council.

To finish the Chairman read out a letter from a concerned resident with reference to dog waste and request for additional bins in certain locations after having cleared several bags left by the side of the footpaths themselves. A general discussion took place on this issue and all attendees agreed that dog waste was an ongoing and very unpleasant issue.

4. PARISH COUNCIL FINANCIAL REPORT SARAH GOUDIE, EXECUTIVE OFFICER

PROCEDURE

In accordance with the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and Governance and Accountability for Smaller Authorities in England, the Parish Council accounts are audited each year by an independent internal auditor. The Council's current Internal Auditor is Tim Light at Lightatouch.

An Annual Governance and Accountability Return (AGAR) is prepared by the Responsible Financial Officer (currently the Executive Officer) for the internal auditor to audit and sign following successful completion of audit. The AGAR will then be approved by the Parish Council and signed by the Chairman for submission to the external auditors, currently PKF Littlejohn LLP.

Notice of public rights and publication of unaudited Annual Governance and Accountability Return. The accounts will be available for inspection, by appointment for 30 working days inclusive, following the date of announcement, which will be agreed at the Annual Council meeting in May, but the period must include the first 10 working days in July.

The external auditor compares the financial year's accounts with the previous year's accounts and can, if necessary, carry out further audit should they so wish.

The AGAR will be returned completed and signed by the external auditor and displayed for 21 days on the website and local notice boards together with a notice advising that anyone can request to see the documents in accordance with the Freedom of Information Act.

2021/2022 REPORT

Historically at the Annual Parish Meeting the previous two year's audited accounts were presented, together with the unaudited accounts for the recently completed financial year. However, as all previous years' accounts are now readily available on the website and upon request, this procedure changed three years ago, so only the previous year's audited accounts and the draft year end accounts are now presented for comparison.

At the 2019 meeting, there was a request to include the Parish Council's proposed budget within this report. The budget is prepared in the previous October and is based on projections at the half year period. An appropriate Precept amount will be calculated and, following approval at Full Council, will subsequently be requested through the Council Tax for the next financial year.

Last year's Annual Parish meeting was held virtually via Zoom videoconferencing following temporary legislation allowing remote meetings.

Please note, as always, that the figures contained within this report for the year ended 31st March 2022 are **provisional**, they are extracts from the draft accounts, but have not yet been audited, and therefore are subject to change.

The Accounts are attached as Appendix 1.

5. DISTRICT COUNCILLORS' REPORTS DISTRICT CLLR JONATHAN MAY

Cllr May started by apologising for the absence of both Ingrid and Diana who were unable to attend due to prior engagements. Cllr May listed several projects that they had all supported throughout the year, and various initiatives they were all currently engaged with supporting the community. In particular, the Community Cupboard, which has proved to be a great success and is part of the 'green' initiative to stop food waste.

Cllr May also apologised for the ongoing issues with the garden waste collections, a combination of shortage of drivers and other operational issues, which it was hoped would be addressed soon.

Questions from the attendees:

Q1. Kellie Knight questioned whether EHDC could produce welcome packs for new residents advising of services provided by the Council, to which Cllr May agreed would be a good idea and would investigate the feasibility of this. Another resident in attendance confirmed that COGS currently put together welcome packs with the latest edition of the Four Marks News for new residents but only if they are informed.

- Q2. Cllr May was asked about his funding provision for the speed camera on Roe Downs Road, and whether he would consider supporting Four Marks to purchase similar equipment, particularly for Telegraph Lane. A discussion took place on the average speed camera initiative in Beech, and whether Four Marks could look at introducing a similar scheme. It was noted that, currently, the police are currently not recognising the data, however the new PCC, Donna Jones, had been very proactive in this regard in other areas and was currently being lobbied to assist. Cllr May then took the opportunity to ask Cllr Kemp-Gee whether there had been any progress on the traffic control using the pedestrian crossings, serving as a gentle reminder.
- Q3. John Davis asked Cllr May, with reference to development outside the Settlement Policy Boundary, is he confident that EHDC have a 5 year housing land supply to fend off speculative development, to which Cllr May responded, yes.

6. COUNTY COUNCILLOR'S REPORT CLLR MARK KEMP-GEE

Cllr Kemp-Gee started his report by saying how good it is to, finally, get back out and about to attend the 16 or so APM's he attends every year in this County Council Division of Alton Rural, being one of 78 County Councillors at HCC.

Cllr Kemp-Gee offered thanks for being re-elected last May. He then offered huge thanks to the partnership between Four Marks Parish Council, EHDC and HCC with the Parish Clerk being a big ally too!

He continued, after two hugely difficult years 'we' kept the show on the road which we would not have done without the heroic band of volunteers and the dedication of public service workers on the ground, working in our schools, working on our roads, clearing our rubbish and doing all the other things that makes life tick - many of whom work for the County Council and District Council. The Civil Servants in Westminster played their part working from home no doubt but there has never been a greater recommendation of Local Government and the continuing decline of Central Government which grabs our taxes and gives locals very little now apart from the NHS.

On finance, the council tax is up 3% this year, Hampshire has one of the lowest council taxes in England. Our schools are the best. With 180,000 students out of our 1.4 million population. 3rd most populous county in England, 15% urban, 85% rural. We have 500 foster carers and 10 children's homes. 90% of children get to their preferred choices of school. 1000 residents reach 85 every year and social care - old and young - takes 70% of council tax so roads suffer. Police got a 14% council tax increase – and as such I expect them to police Four Marks. We have over 1000 Ukrainian families coming to Hampshire.

On more local matters, the application for the Incinerator was refused after over 5000 objections, despite being recommended by HCC's own officer. The Highways Development Liaison Panel meets regularly, and always high on the Agenda the Four Marks primary school traffic and getting to school safely on foot or cycling which the late and much valued Chris King-Smith wanted and that would be a great legacy for him. The revised EHDC Local plan looms and there will be very large HCC implications - not least roads and infrastructure. Altogether I continue to be extremely busy.

Q1. Cllr Kemp-Gee was questioned over his reference to the local plan and the proposed large sites that may or may not be allocated to Medstead and Four Marks, and could the Councils rely on Highways support over the already over capacity at the various junctions with the A31. Cllr Kemp-Gee referred to the bridges being a real constraint to the proposals

Medstead side of the railway line, however, was concerned that Four Marks is more exposed and vulnerable, however would do what he could to ensure support.

The meeting then continued with the presentation from Shaun McCarthy on the new community building.

Mr McCarthy gave a brief introduction and explained how he had become involved with the project being new to the village with a fresh set of eyes and no bias in any direction. Although no longer a Councillor he would be continuing as project lead.

Following the presentation, the following questions were asked:

- Q1. There are several residents that live very close to the proposed new building, the scale and positioning is worrying. How will you work with residents to ensure that that their concerns are taken into consideration?
- A1. There will be public consultations, and the option, to join the working party, to ensure the concerns are looked at from the outset.
- Q2. The precept was increased by 23.68% this year, is this a 'one off' increase or will it keep increasing year on year?
- A2. This was a 'one off' large increase to ensure the Council can effectively run its current facilities and afford a regular repayment. It is not intended to increase the Precept in the future other than for marginal increases on general services.
- Q3. A building of this size will need to have a paid manager, you cannot expect a charity group to do this kind of work.
- A3. Agreed, which is why staff costs have been factored into the running costs.
- Q4. Have you any idea how much the building will cost to run, is it feasible and will you have a QS to manage build costs to stop them escalating.
- A4. Yes, to both questions, and running costs have been estimated on the pessimistic side to ensure affordability.
- Q5. Build costs have escalated are you going to have to seek additional funding?
- A5. Yes, this is likely to be a constraint, but further funding streams are being sourced to try and make up the balance to ensure that a fully future proof building can be provided.
- Q6. Will you be having electric car charging points?
- Q6. Yes, the building will be fully sustainable with green credentials where possible.
- Q7. Brislands Lane residents had to endure a huge amount of discomfort during the build process of the Medstead Farm, what measures will you be putting in place to prevent similar issues?
- A7. We are acutely aware of that issue and will be putting together a detailed CMS to mitigate the disruption to local residents/clubs.
- Q8. Do other villages you have visited have similar multiple buildings in close proximity with each other, is there any conflict?
- A8. Yes, in Hook, and there is no conflict as they work in conjunction with each other.
- Q9. Have security/vandalism been considered?
- Q9. There will be various security measures considered, however we can't fence the building off to protect it, so we have to hope that any potential vandalism is minimal.

7. QUESTIONS FROM THE FLOOR.

A general question was raised as to how residents can be informed of local activities and the new project if they don't have the internet. The response was that notices are in local publications and on the various noticeboards around the village, but there has to be some onus on residents to seek the information out.

A further question queried the material of the jubilee flowers, which were confirmed as being recyclable.

Clir Foster thanked all the presenters, Councillor May and Councillor Kemp-Gee and all members of the public who attended and closed the meeting at 9.05 pm.



PROVISIONAL ANNUAL FINANCIAL REPORT YEAR ENDED 31 MARCH 2022

PROVISIONAL RECEIPTS AND PAYMENTS SUMMARY

DETAIL	Year ended 31 st March	Year ended 31st March
	2021	2022
Opening Balance	208,959	243,049
Add Total Receipts	191,011	171,607
Subtotal	399,970	414,656
Less Total Payments	156,921	163,865
Closing Balance	243,049	250,791
Cumulative Funds		
represented by:		
CCLA Deposit Fund	161,596	191,724
Benians Trust Fund – NS&I	38,557	38,561
Unity Trust Bank	42,896	20,506
Total	243,049	250,791
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Reserve Balances		
represented by:	0.4.000	7.740
Year end balance	34,090	7,742
General Reserves	53,462	75,382
Earmarked Reserves	155,497	167,667
Closing balance	243,049	250,791



ANNUAL FINANCIAL REPORT (UNAUDITED) YEAR ENDED 31st MARCH 2022 **PROVISIONAL RECEIPTS**

	Year ended 31st March 2021	Year ended 31st March 2022
	£	£
Receipts detail		
Cemetery Fees (1)	5,930	3,035
Grants (2)	1,702	3,445
Developers Contributions (3)	23,907	2,000
Sports Pavilion Income	4,000	4,000
Sports Pitches/ground hire (4)	0	2,340
Allotment income (EMR)	2,501	2,966
Wayleave	72	72
Reimbursements (5)	80	115
Entry Fees – Events (6)	246	858
Precept	128,000	133,780
Bank interest/dividend (7)	563	132
Festival Committee (8)	0	1,010
Queens Platinum Jubilee (9)	0	2,000
VAT reclaimed (10)	24,010	15,855
Rounding	0	(1)
Total Receipts	191,011	171,607

+/- 15% Explanation of variances

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- 1. Fewer burials
- 2. Additional grants applied for and received
- 3. Only specified Developer Contributions can be applied for, still on hold from local authority
- Sports rental was suspended during the Covid 19 pandemic (2020/2021) 4.
- Rate repayment 5.
- Event took place, previous year held as a virtual event. Interests reduced due to global issues 6.
- 7.
- Grants received 8.
- 9. New event
- VAT reclaimed based on annual expenditure 10.



ANNUAL FINANCIAL REPORT (UNAUDITED) YEAR ENDED 31st MARCH 2022 PROVISIONAL PAYMENTS

Year ended 31 st March 2021		Year ended 31 st March 2022	
	£	£	
Payments detail			
STAFF COSTS (Box 4) (1)	40,023	49,094	
OTHER PAYMENTS (Box 6)			
Mileage & Travel	395	356	
Chairman's allowance (2)	30	18	
Bank charges	159	166	
Administration – general	1,908	2,076	
Village Hall Hire (3)	18	190	
Subscriptions	1,445	1,380	
Audit charges	1,080	1,088	
Training & Publications (4)	445	925	
Insurance (5)	2,248	1,867	
Legal & Professional fees (6)	40	1,214	
Event expenses (7)	286	853	
Utilities (8)	10,419	7,186	
General – labour, servicing & materials	5,197	4,713	
Open Spaces – labour, servicing & materials (9)	44,094	59,484	
Allotments expenses (EMR)	1,894	1,803	
Developer contributions expenditure (10)	23,908	3,735	
Allotment maintenance (11)	0	1,086	
Community Building Fund (EMR) (12)	1,257	2,513	
Grants & Donations	4,233	4,707	
Neighbourhood plan	172	172	
Capital expenditure (13)	1,470	307	
Grants received expenditure (14)	0	1,250	
Queens Platinum Jubilee (15)	0	1,847	
Water Fountain Rental (16)	0	631	
VAT on payments (16)	16,198	15,206	
Rounding	2	(2)	
Total payments	156,921	163,865	



ANNUAL FINANCIAL REPORT (UNAUDITED)

PROVISIONAL PAYMENTS (Continued)

+/- 15% Explanation of variances

Notes:

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1.	The costs have increased by 22.66% due to increased hours of assistant clerk and pension increase
2.	Less expenditure
3.	Move from virtual back to in person meetings.
4.	Additional training and qualification costs for assistant clerk
5.	New three year agreement with new provider, reduction in cost
6.	Additional legal requirement following Section 26 notice served on lease agreement
7.	Event took place this year, as opposed to virtual event the previous year
8.	Water rate reimbursement and less usage in first half of year
9.	New security lighting and floodlighting for MUGA, and increase in tree maintenance works
10.	Reduced spending, only 2 projects carried out this year. Unable to access S106 contributions.
11.	Tree maintenance and new boundary fencing
12.	Consultancy and fee costs incurred as project moves forward
13.	Fewer capital items purchased
14.	Expenditure from grants received, Cemetery Planting project
15.	QPJ Event expenditure, from ring fenced funds
16.	Rental charges for Water Fountain
17	VAT is based on invoicing



ANNUAL FINANCIAL REPORT (UNAUDITED)

EARMARKED RESERVES

Earmarked reserve accounts	Opening balance £	Net transfers	Closing Balance £
Benians Trust Fund	38,556.75	3.86	38,560.61
		3.00	•
Kingswood Copse	1,564.70	4 400 00	1,564.70
Badger Close	3,595.10	-1,190.00	2,405.10
Bus Shelters	846.83		846.83
Barry Seward Memorial Tree Fund	1,000.00		1,000.00
Defibrillator Fund	190.00	-135.00	55.00
Allotments	2,684.50	1,257.33	3,941.83
Tennis Courts	3,171.63	1,000.00	4,171.63
Community Building Fund	64,380.00	12,487.00	76,867.00
Election Provision	3,380.40	•	3,380.40
FM Youth Club Fund	9,561.79		9,561.79
Festival Committee	3,319.64	1,010.00	4,329.64
Playground Maintenance	10,000.00	1,01010	10,000.00
Tree maintenance/planting	3,500.00		3,500.00
Legal Fees	3,960.00		3,960.00
O .	•	-1,685.00	•
	5,000.00	-1,000.00	3,315.00
expenditure	700.00	740.40	00.07
Grant money received – pending	786.00	-746.13	39.87
expenditure			
Queens Platinum Jubilee	0	167.50	167.50
TOTALS	155,497.34	12,169.56	167,666.90



FOUR MARKS PARISH COUNCIL ANNUAL FINANCIAL REPORT (UNAUDITED)

BENIANS TRUST ACCOUNT AS AT 31st MARCH 2022

DETAIL	Year ended 31st March 2021	Year ended 31st March 2022
Balance brought forward	£38,281.15	£38,556.75
Add total receipts (1)	£275.60	£3.86
Subtotal	£38,556.75	£38,560.61
Less expenditure	0	0
Balance carried forward	£38,556.75	£38,560.61

Note

1. Bank interest (NS&I)



ANNUAL FINANCIAL REPORT (UNAUDITED)

2022/2023 PROPOSED BUDGET

	2021/2022 Budget	2021/2022 Actual	2022/2023 Proposed
	£	£	£
BUDGET INCOME			
Cemetery Fees	5,000	3,035	4,000
Sports Pavilion Income	4,000	4,000	4,000
Sports Pitches/ground hire	2,500	2,340	2,500
Wayleave	70	72	70
Tennis Courts	0	0	1,000
Events/Entries	0	858	1,000
Bank interest dividend	0	132	0
PRECEPT	133,780	133,780	166,230
Non-budgeted Income (including grants,		27,390	
developers contributions & VAT repayment)			
TOTAL	142,850	171,607	178,800
DUDGET EXPENDITURE			
BUDGET EXPENDITURE Net Salaries/PAYE	20,000	40.226	44.000
Pension contributions	38,000 8,500	40,336	41,000
	600	8,758 356	9,000 600
Mileage and Travel Chairmans Allowance	100	18	100
	200	166	200
Bank charges Administration	1,600	2,076	1,600
Village Hall Hire	1,600	190	250
	1,450	1,380	1,600
Subscriptions Audit charges	1,300	1,088	1,300
Training and publications	750	925	750
Insurance	2,250	1,867	2,000
Legal and Professional fees	2,000	1,214	2,000
Event expenses	2,000	853	1,000
Utilities (including rates and bins)	12,600	7,186	13,050
General; labour, annual servicing & materials	7,000	4,713	6,000
Open Space; labour, annual servicing &	7,000	4,710	0,000
materials	46,150	59,484	37,650
Community Building Fund	15,000	2,513	20,000
Grants and Donations	4,000	4,707	5,000
Neighbourhood Plan	200	172	200
Capital Expenditure	1,000	307	1,000
PWLB repayments	0	0	34,500
Non-budgeted expenditure	· ·	25,556	2.,000
TOTAL	142,850	163,865	178,800