

FOUR MARKS PARISH COUNCIL

**Minutes of the Full Council Meeting
Held on Wednesday 15th January 2020, commencing at 7.30pm
At Four Marks Village Hall, Lymington Bottom, Four Marks, Hampshire**

MEMBERS PRESENT:	Cllr Janet Foster (Chairman)
	Cllrs Cllr Tim Brake, Neil Bonter, John Davis, Mike Sanders, Bryan Timms, Simon Thomas and Anne Tomlinson
IN ATTENDANCE:	Sarah Goudie, Executive Officer (EO)
	Jo Tsigarides (Assistant to the EO)
	No members of the public
APOLOGIES:	Cllrs John Hammond and Shaun McCarthy

20.01 OPEN SESSION

The Chairman welcomed all members and asked if there were any items to be raised under the Open Session.

There were no issues to raise, the Chairman closed the open session and opened the formal meeting at 7.35pm. Standing Orders were applied.

20.02 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs John Hammond and Shaun McCarthy, the apologies were acknowledged and accepted. Cllr Thomas had also sent a holding apology as delayed in transit.

Cllr Diana Tennyson had also sent her apologies due to a clash of meetings at EHDC.

20.03 DECLARATIONS OF INTEREST

The Chairman reminded all Councillors of their obligation to declare any declarations of either pecuniary or personal interest in any Agenda items.

There were no declarations of interest.

20.04 COUNCIL MINUTES

It was RESOLVED to approve the Minutes of the Full Council Meeting held on Wednesday 18th December 2019, previously circulated, following proposal as an accurate record of the meeting by Cllr A Tomlinson, seconded by Cllr Davis, agreed by all Councillors, and duly signed by the Chairman.

There were no matters arising.

20.05 COMMITTEE MINUTES

20.05.01 Open Space Committee Meeting – Wednesday 8th January 2020

The draft Minutes had been circulated prior the meeting. Cllr Tomlinson referring to the meeting wished to report further on the following issues:

- There was currently an ongoing project developing information on footpaths.

- Whilst the desilting works at Swelling Hill Pond were finished, works were continuing with the reshoring of the banks.

The EO raised an issue with the bin contractor who had been visiting site to empty bins on a weekly basis rather than fortnightly as they were constantly overflowing, as a goodwill gesture but had suggested that the Parish Council consider purchasing bigger capacity bins. After a brief discussion it was agreed that it would be more cost effective to increase the collection frequency to weekly all year round. All Councillors agreed, and a formal motion to propose this would take place at the next meeting.

Cllr Thomas entered the meeting.

20.05.02 Planning Committee Meeting - Wednesday 8th January 2020

The draft minutes had been circulated prior to the meeting. Cllr Thomas referring to the meeting gave a brief report following the circulation of the Minutes of the above meeting.

- Chapada, Kitwood Lane, of the two applications discussed, one was prior notification and the other for a lawful development certificate to meet planning regulations.
- A further strong objection was submitted for the detached stable for 2 and 3 Briar Lodge, as the description is deceptive, and the proposal remains overbearing on the site.
- The additional car parking space at Lily Road was granted permission despite strong objection and Cllr Thomas vehemently disagreed with the planning officer's report.
- No further news on Janeland, although it was expected to be heard at the Local Authority Planning Committee meeting at the end of the month. Cllr Foster would speak on behalf of the Parish Council.

20.06 CHAIRMANS REPORT

Cllr Foster reported on attendance at two recent HCC Meetings;

- Hampshire 2050, Vision for the future. A very interesting meeting, with a presentation on a local greening campaign in Petersfield. Cllr Foster had approached her to present at the APM, however following numerous requests, Ms Plowright confirmed that she would not be able to present at any parish or town council meeting but would be sending an information video which could be shown at the relevant meetings instead.
- HCC Highways, Developer Funded Highway Priorities meeting. Confirmed that the A31 Lymington Bottom crossing had been delayed to the third quarter and was currently awaiting procedural funding confirmation. Boyneswood Road/A31 junction improvements were now on hold due to the options proposed not passing safety audits, and they are also looking at reverting the priority at the bridge on Lymington Bottom Road to avoid traffic backing up to the A31.
- Cllr Foster also advised of a tree warden meeting to be held on Monday 27th January, at the Festival Hall Petersfield at 1930. If any Councillors, other than those attending already, are interested please contact the EO for further details.

20.07 EAST HAMPSHIRE DISTRICT COUNCIL – DISTRICT COUNCILLOR REPORTS

There had been no report circulated prior the meeting and no District Councillor in attendance.

20.08 FINANCIAL REPORTS

20.08.1 Approval of Financial Reports as at 31st December 2019

It was RESOLVED to approve the updated schedule of payments for December 2019, as presented at the December meeting, bank reconciliations and trial balance, as circulated, following proposal by Cllr Brake and seconded by Cllr Sanders, and agreed by all Councillors. Cllr Sanders and Foster raised comments on the Benians Pavilion general expenditure, which the EO agreed to investigate and circulate response as appropriate.

Payments as detailed below:

List of Payments made between 01/12/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/12/2019	Acorn Office Supplies	BACS	65.44		Stationery items
05/12/2019	Four Marks Village Hall	BACS	2,000.00	Minute 19.166.1	Annual grant
05/12/2019	Cato Computers	BACS	170.10		Computer supplies/advice
05/12/2019	CPRE Hampshire	BACS	100.00	Minute 19.166.2	Annual grant
05/12/2019	RS Fencing & Agriculture	BACS	954.00		General outdoor maint.
06/12/2019	Talk Talk Business	DD	32.34		Monthly phone b/band Nov
19/12/2019	Semrah Landscape Management	BACS	1,556.40		Open Spaces maintenance
19/12/2019	Four Marks Village Hall	BACS	25.00		Village Hall hire November
19/12/2019	Eddie Hodkin	BACS	270.00		Open Spaces maintenance
19/12/2019	ADDSigns Designs Ltd	BACS	500.00	Deposit	Information signs Rec/Pond
19/12/2019	Hampshire Flag Company	BACS	284.11	CC Grant	Replacement FM Flag
19/12/2019	Rachel Hudson Illustration	BACS	690.00	DC Grant	Design & artwork Pond sign
19/12/2019	Glasdon UK Limited	BACS	325.99		Dog waste bin/bag dispenser
22/12/2019	Biffa Waste Services	DD	174.10		Waste removal - Pavilion
31/12/2019	FM01	BACS	1,708.94		December Net salary & exp.
31/12/2019	HM Revenue & Customs	BACS	581.91		December PAYE/NI FM01
31/12/2019	Hampshire Pension Fund	BACS	495.64		Pension contribs. Dec FM01
31/12/2019	1&1 Ionos Internet Limited	DD	8.44		Monthly website support fee
31/12/2019	Unity Trust Bank	BANK	27.60		Quarterly bank charge
31/12/2019	Unity Trust Bank	BANK	2.40		Manual credit handling chg.
Total Payments			9,972.41		

20.08.02 Approval of January 2020 payments.

Following circulation at the meeting, it was RESOLVED to approve the January 2020 payments as presented, following proposal by Cllr Thomas and seconded by Cllr Brake, and agreed by all Councillors, as detailed below:

List of Payments made between 01/01/2020 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/01/2020	BKP Waste & Recycling	300025	24,000.00		Desilting-Swelling Hill Pond
03/01/2020	Citizens Advice East Hampshire	300026	500.00	Minute 19.181.1	Annual grant
03/01/2020	Blachere Illumination UK Ltd	BACS	2,846.40		Christmas lights annual hire
05/01/2020	Talk Talk Business	DD	33.10		Monthly phone/b/band Dec
09/01/2020	Idverde Limited	BACS	757.80		Quarterly bin empty
09/01/2020	Jodene Tsigarides	BACS	273.78		Office admin assistance
09/01/2020	Four Marks Village Hall	BACS	30.00		December Village Hall Hire
15/01/2020	Allgood	300027	29.90		Office replacement key
16/01/2020	SSE Southern Electric	BACS	721.18		Pavilion electric Oct-Dec
16/01/2020	SSE Southern Electric	BACS	-1.12		Pavilion electric - credit
16/01/2020	Eddie Hodkin	BACS	210.00		Oak Green maintenance
31/01/2020	1&1 Ionos Internet Limited	DD	8.44		Monthly website fee
31/01/2020	FM01	BACS	1,740.21		January net salary/expenses
31/01/2020	Winchester City Council	BACS	3.00		Parking - HCC Meeting
31/01/2020	HM Revenue & Customs	BACS	582.11		January PAYE/NI
31/01/2020	Hampshire Pension Fund	BACS	495.64		January Pension Contribs
Total Payments			32,230.44		

20.09 EXTERNAL BODIES REPORTS

20.09.1 Allotments; Cllr Davis confirmed that the annual subscription had been held at £25, and due

to several plot owners not renewing their subscriptions, there were currently some available plots. It was suggested that the EO could refer to the availability within her report in Four Marks News.

- 20.09.2** Benians Committee; the next meeting is due to be held the following week; Cllrs Bonter, Davis and the EO will be attending as there are several issues to raise.
- 20.09.3** Festival Committee; nothing to report.
- 20.09.4** Village Hall; no meeting and nothing to report. A reminder of the fund raising Retro Disco on Saturday 18th January.

20.10 AREA REPRESENTATIVE REPORTS

- 20.10.1** Footpaths; Cllr Timms had no issues to report. Jo Tsigarides gave a brief report on her work in progress on mapping and checking all the footpaths in preparation for a detailed map and checking signage. .
- 20.10.2** Oak Green; Cllr Foster confirmed that the Christmas lighting scheme will be removed on 25th January. She also reported that the Cycle shop was closing but that there was already a prospective new tenant.
- 20.10.3** Recreation Ground; Quotations were now being sought to remove the dug outs. The EO commented further that the Football Club were asking for proposals for their replacement, this would be discussed at the next Open Spaces meeting. Cllr Davis would be attending a playground inspection course next month.

20.11 OFFICER REPORT, CORRESPONDENCE AND MATTERS ARISING

20.11.1 Correspondence items and officer report:

Following last month's query relating to the signing of legal documents, it states in Standing Orders that any two Councillors can sign legal documents on behalf of the Parish Council, so no further action required.

Vendy Tregast, the last remaining member of the original HALC team, sadly passed away on Christmas Eve, the EO will be attending funeral on behalf of the Council.

The response from Citizens Advice on the Council's query with reference to the lack of progress on providing an outreach pop up service in Four Marks was attached to the correspondence. The EO referred to an EHDC press release highlighting the outreach proposal in Headley Down, which had been funded by the relevant Parish Council. In summary if Four Marks and Medstead want a local outreach service, it would need additional funding of around £5,000. Justification to spend public funds on this service would need to be investigated.

A volume and speed survey request has been submitted to HCC.

VE celebrations. JT will be co-ordinating events and emails will be sent to all organisations, all Parish representatives on local external committees are asked to raise at their respective meetings. COGS were approached to change the date of the Village Picnic, but currently they have expressed a wish to keep the two events separately.

The EO confirmed that she was in communication with the Fields in Trust (on behalf of the National Playing Fields Association) with reference to an existing covenant on Football pitch. There is no record on file of the original covenant, although there is a 'memorandum' on the original conveyance to this effect. They have asked for a copy of the original conveyance, which will be forwarded on in due course.

With reference to last month's request for an out of office contact for emergencies, they have been asked to contact a ward Councillor in the event of an emergency that cannot wait until the next working day.

20.11.2 Declarations of interest

In the absence of updated Code of Conduct and a recent query on personal and prejudicial interests, the EO circulated a flow chart as a guide as to whether, or not, they have an interest in either a planning or other Agenda item and whether it should be declared. A detailed document summarising declaration of interests will be circulated at the next meeting.

20.11.3 Draft website

The EO gave a further update on the new website. New photographs were still being taken, and the EO asked for any additional comments.

20.11.4 Draft 2020/2021 Schedule of meetings,

A draft 2020/2021 schedule of meetings was circulated, and approved in principle, the formal schedule will be approved at the first meeting in May.

20.12 ITEMS FOR APPROVAL

To approve the Annual Grant for Home start

The EO had previously circulated all documents relating to this application, the amount requested is £500, last year's grant was £250.

Cllr Sanders commented on their accounts, staff costs and volunteer ratio and questioned the efficiency of the organisation. It was noted that all the local Homestart operations have now been brought under one organisational 'umbrella', which may account for the current bank balance of £500,000. It was agreed however that the work they carry out is very important, and despite a query over whether this was appropriate for Four Marks support, following proposal by Cllr Tomlinson, seconded by Cllr Brake and approval by a majority of Councillors, it was RESOLVED to approve a grant of £250.00.

20.13 CLIMATE CHANGE

The Alton Community Cupboard initiative had proved a great success and a Four Marks Community Cupboard was now being pursued. All the Parish Council had been approached by the Alton District Councillor championing the Alton project, District Councillor Jonathan May will be leading the Four Marks project and any approaches or queries should now be directed to him. The purpose of the Community Cupboard initiative is to cut down on food waste.

A suitable venue needs to be sourced, and although approaches have been made to the Village Hall Committee, they did not have the availability that suited the specific requirements. The Benians Pavilion does although it was thought not to be the most appropriate location. A further suggestion was the Gospel Hall church. A meeting has been organised for Tuesday 28th January, 7.00pm, at COGS to discuss the project, and the Parish Council all agreed that this should be fully supported. The EO was asked to re-contact the Village Hall to see if there was any flexibility. The Benians' Committee would be approached at their meeting the following week.

20.14 COMMUNITY FACILITY IMPROVEMENTS PROJECT

Cllr Thomas gave a brief report on current progress and recent site visit to Hook Village Halls and he detailed their facilities, management and fee structure, likening them to what the working party are trying to achieve. A further site visit was taking place the following week and a working group follow up meeting would take place after that. There was also a one to one meeting with the National Lottery on 3rd February to discuss funding opportunities.

20.15 NEXT MEETING:

Wednesday 19th February 2020, 7.30pm, Village Hall.

20.16 The Chairman closed the meeting at 21.05pm.