

**FOUR MARKS PARISH COUNCIL**

**Minutes of the Full Council Meeting  
Held on Wednesday 19<sup>th</sup> February 2020, commencing at 7.30pm  
At Four Marks Village Hall, Lyminster Bottom, Four Marks, Hampshire**

<b>MEMBERS PRESENT:</b>	<b>Cllr Janet Foster (Chairman)</b>
	<b>Cllrs Cllr Neil Bonter, John Davis, John Hammond, Mike Sanders, Bryan Timms, Simon Thomas and Anne Tomlinson</b>
<b>IN ATTENDANCE:</b>	<b>Sarah Goudie, Executive Officer (EO)</b>
	<b>Jo Tsigarides (Assistant to the EO)</b>
	<b>1 member of the public</b>
	<b>District Councillor Jonathan May</b>
<b>APOLOGIES:</b>	<b>Cllrs Tim Brake and Shaun McCarthy</b>

**20.17 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 19.30pm. Standing Orders were applied.**

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**20.18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Tim Brake and Shaun McCarthy, the apologies were acknowledged and accepted.

**20.19 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.

**20.20 COUNCIL MINUTES**

It was RESOLVED to approve the Minutes of the Full Council Meeting held on Wednesday 15<sup>th</sup> January 2020, previously circulated, following proposal as an accurate record of the meeting by Cllr Tomlinson, seconded by Cllr Thomas, agreed by all Councillors, and duly signed by the Chairman.

There were no matters arising.

**20.21 COMMITTEE MINUTES**

**20.21.1 Open Space Committee Meeting – Wednesday 5<sup>th</sup> February 2020**

The draft Minutes had been circulated prior this meeting. There were no additional issues raised.

**20.21.2 Planning Committee Meeting - Wednesday 5<sup>th</sup> February 2020**

The draft minutes had been circulated prior to this meeting. Cllr Thomas referring to the Minutes, gave a brief update on the following issues:

- Chapada, Kitwood Lane. The application discussed was for lawful permitted development only, the full application will return in due course.
- Rose Bungalow, Kitwood Lane, which had recently granted permission for a replacement dwelling, had submitted a subsequent application for a variation in condition to allow the change from hip to gable dormer windows. The Planning Committee had submitted a no objection comment, although subsequently had been copied on a neighbour's objection, which was noted for administration purposes.

**20.21.3 Finance & General Purposes Committee – Wednesday 29<sup>th</sup> January 2020**

The draft minutes had been circulated prior to this meeting. The Chairman referring to the Minutes, advised that the following policies had been updated due to various changes in legislation and, with reference to the Finance Regulations, to include regulations in respect of the newly issued Parish Council credit card. Following circulation and proposal by Cllr Tomlinson, seconded by Cllr Thomas and with Full Council approval, it was RESOLVED to:

- 20.21.3.1** Adopt the revised Standing Orders as read.
- 20.21.3.2** Adopt the revised Financial Regulations as read.
- 20.21.3.3** Adopt the new Gifts and Hospitality policy, as read.

**20.22 CHAIRMANS REPORT**

The Chairman reported the following issues:

- A meeting had been arranged with the Chairman of Mid Hants Railway following the recent Flying Scotsman visit, with reference to the various issues that arose, and to build a relationship moving forward. There had been several concerns raised as to whether there was an official right of way over the railway line at the Medstead and Four Marks Station, and whether MHR had the right to close it. Although there is a sign advising that it is a permissive right of way, this is being officially checked. The Chairman advised that this was separate to the meeting that Cllr Kemp Gee also has arranged following up from the meeting with HCC.
- The Chairman would be attending an Alton Sports Centre Project Development Group meeting on 2<sup>nd</sup> March and asked for any comments, positive or negative, to take to the meeting prior to that date.

**20.23 EAST HAMPSHIRE DISTRICT COUNCIL – DISTRICT COUNCILLOR REPORTS**

District Councillor May had circulated his report prior to the meeting and is attached as Appendix 1.

Cllr May, in attendance, advised that he had received the application for the Parish Council's grant for the VE Day celebrations. Although he confirmed that there was now no money left in his allocated fund following a flurry of late applications, advised that there may be some available in the central pot.

**20.24 FINANCIAL REPORTS**

**20.24.1 Approval of Financial Reports as at 31<sup>st</sup> January 2020**

The Executive Officer referred to the approved January payment list from the previous meeting and advised of the additional payments that had been made. There were no questions and, following Full Council approval, it therefore it was RESOLVED to authorise the updated schedule of payments, as below, for January 2020, bank reconciliations and trial balance following proposal by Cllr Thomas and seconded by Cllr Davis. Last month's query on the increased Benians Pavilion expenditure had been explained due to the Electrical Installation Condition Report (EICR) and subsequent compliance works, which had not been budgeted for.

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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		Parish Office new 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
16/01/2020	Lloyds Bank	BANK	50.00		Credit card arrangement fee
29/01/2020	Howard Carpenter	300030	328.48		Allotment expenses
30/01/2020	Glasdon UK Limited	BACS	1,455.31	DC Grant	New benches Pond/Cem.
30/01/2020	SSE Southern Electric	BACS	26.78		Bowls Club electric Nov-Jan
30/01/2020	Vita Play Limited	BACS	6,512.76	S106	Replacement safety surface
30/01/2020	ADDSigns	BACS	900.00		Recreation Grd/Pond sign
30/01/2020	Vision ICT	BACS	885.00		Design of new website -final
30/01/2020	Southern Ground Care	BACS	330.00		Maintenance to cricket sq.
30/01/2020	CPRE	300028	50.00		Annual subscription
30/01/2020	Home-Start Hampshire	300029	250.00	Minute 20.12	Annual grant
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
<b>Total Payments</b>			<b>43,018.77</b>		

#### 20.24.2.1 Approval of February 2020 payments.

Following circulation at the meeting, and following Full Council approval, it was RESOLVED to authorise the February 2020 payments as presented and detailed below, following proposal by Cllr Sanders and seconded by Cllr Thomas.

#### List of Payments made between 01/02/2020 and 29/02/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/02/2020	Talk Talk Business	DD	32.34		Office phone & b/band Jan
06/02/2020	Rialtas Business Solutions Ltd	BACS	145.20		Annual asset software sup.
06/02/2020	SSE Southern Electric	BACS	62.66		Oak Green elect. Oct-Jan
06/02/2020	Semrah Landscape Management	BACS	1,710.00		Hedge cutting and footpaths
06/02/2020	Jo Tsigarides	BACS	273.78		Administrative support
06/02/2020	JM & DH Foster	BACS	25.35		General tools and supplies
20/02/2020	Westcotec Limited	BACS	201.00		Batteries for SLRs
20/02/2020	Microsoft Ltd	BACS	79.99		Office 365 Subscription
20/02/2020	Four Marks Village Hall	BACS	30.00		January Village Hall Hire
20/02/2020	Eddie Hodkin	BACS	325.00		January maintenance
21/02/2020	British Gas	DD	533.19		Pavilion gas charges Oct-Jan
28/02/2020	FM01	BACS	1,716.14		Net Salary & Expenses - Feb
28/02/2020	HM Revenue & Customs	BACS	581.91		February PAYE/NI FM01
28/02/2020	Hampshire Pension Fund	BACS	495.64		Pension contribs Feb. FM01
29/02/2020	1&1 Ionos Internet Limited	DD	51.60		Monthly website fee & sup.
<b>Total Payments</b>			<b>6,263.80</b>		

#### 20.25 EXTERNAL BODIES REPORTS

**20.25.1** Allotments; Cllr Davis advised that there was nothing of note to report, although there are still 2 plots available, following non-renewal.

**20.25.2** Benians Committee; Cllrs Bonter and Davis and the EO attended the previous month's

Committee meeting. The main item of note was that, following the discovery of financial irregularities, a more stringent procedure had been put in place. A new treasurer had been appointed who could only originate the payment, with a separate person authorising. The missing money had been returned, and despite no final accounts being available, reassurance had been given that this would not be able to happen again. There was no further news on the extension. The issue of the Parish Council suspending sports activities on the Recreation Ground was discussed, the reasons explained and acknowledged and subsequent separate communication with the Archers had taken place on actions to be taken in the future.

**20.25.3** Festival Committee: Cllr Hammond advised that there was nothing of substance to report at this time. Cllr Foster asked if he was aware of the whereabouts of the bunting used for the St George's Day parade for use for the VE day celebrations, he was not, but agreed to investigate.

**20.25.4** Village Hall: Cllr Brake had attended the Committee meeting on 6<sup>th</sup> February, and had sent a report in his absence, attached as Appendix 2. Councillors expressed concern with reference to the figures as reported, although it was noted that there had been a spreadsheet error, now corrected, and whether they would have enough funds for the replacement roof by July. There was also a query on how many estimates had been sought for the roof works and it was requested that the EO circulates the minutes of the Committee meeting for information.

## **20.26 AREA REPRESENTATIVE REPORTS**

**20.26.1** Footpaths: there had been reports of trees blocking access on two footpaths following the recent inclement weather, both reported and awaiting action.

**20.26.2** Oak Green: the new occupants of the former cycle shop had opened for business of men's grooming, which had been well received to date.

**20.26.3** Recreation Ground: The EO reported the decision on the 'dug-outs' following several more complaints with reference to the anti-social behaviour. They would be removed as soon as the ground conditions allow, and the EO would liaise with the football club on alternative options.

## **20.27 EXECUTIVE OFFICER'S REPORT**

### **20.27.1 Correspondence items and officer report:**

Dates to note:

- HALC Conference, Wednesday 18<sup>th</sup> March at Chilworth, Southampton. For further details or to book a place, please contact the EO.
- The next EHAPTC meeting is being held on Wednesday 11<sup>th</sup> March (7.00 for 7.30 p.m.) at the Physic Garden Room in Petersfield, the main presentation would be on combatting climate change.

A formal thank you has been received from Home Start for their Annual Grant.

A Cemetery Management and Compliance Course, run by the ICCM, was being held on Tuesday 14<sup>th</sup> July at the Pavilion, two free places are offered to hosts, which would be taken by the EO and the Medstead Parish Council clerk.

The EO and her assistant have now received training on the new website and are already making adjustments to the layout and content and adding documents prior to going live. Once all changes are made and the website is ready to go live, the link will be sent to all Councillors for any final comments. The new email addresses will go live at the same time and the 'fourmarksvillage' emails will no longer be in use. The new website is fully compliant and

accessible for all and will allow the additional Council meeting paperwork to be added at the same time as the Agenda.

**Events:**

- **VE Day; outline of events**

Starting at 12.00pm with a Children's teddy bears picnic in the play area at with tea and sandwiches/cakes available at the pavilion from 1 until 2.30. Children's activities will be run by COGS and will include the popular miniature railway. Various items of memorabilia have been ordered, but the EO sought approval on ordering celebration mugs to be given away with the tea, which was agreed. The EO also raised the hiring of a piper to play Battles o'er at 3.00pm, prior to the ceremonial tree planting, Cllr Thomas advised he may know someone who would be able to do this and would confirm. The EO's assistant was thanked for her work on this event.

- **Four Marks 10k;**

Following a meeting earlier, the date of this year's run is confirmed as Sunday 5<sup>th</sup> July, as usual volunteers, specifically marshalls, will be required on the day. The EO asked Councillors to confirm if they are able to attend.

**20.27.2 Local cycling and walking infrastructure plan – public engagement survey**

The EO referred the above EHDC survey, as titled, a Council response would be compiled by the OS committee at their next meeting, however the Chairman indicated that it was important that everyone responds in a personal capacity.

**20.27.3 Great British Spring Clean 2020**

The EO confirmed that the Parish Council had signed up to Keep Britain Tidy campaign, as agreed at Open Spaces. The date of Saturday 4<sup>th</sup> April was agreed as the most suitable. Further details would follow, with press notices issued in due course.

**20.28 ITEMS FOR APPROVAL**

**20.28.1 Motion to propose digital archiving of historical life stories. Cllr Sanders.**

Cllr Sanders advised of a conversation with a local resident, who held information on local people's life stories, with accompanying pictures, and proposed that Parish Council take the project on to import the information into a digital archive. Upon discussion it was agreed that these should be collected and taken to the Hampshire Archives and Records office in Winchester for archiving under local history, rather than actioned by the Parish Council. It was also suggested that there could be a link to the stories on community life on the new website.

**20.28.2 Motion to approve local traffic surveys as proposed, following deferral from Open Spaces Committee**

As no confirmation had been received from Medstead Parish Council on whether to be included in the survey, it was RESOLVED to go ahead as originally proposed, with a reminder that the repeated locations need to be the same as those in the 2015 survey for direct comparison.

**20.29 CLIMATE CHANGE**

Cllr May advised that appropriate venues had now been found for the local Community Cupboard; the Gospel Hall in Four Marks and the Church Hall in Medstead, and the project was moving forward.

The EO confirmed that a tree planting plan was now in place, and the Open Spaces Committee would be discussing the proposal of a small wind turbine at their next meeting.

**20.30 COMMUNITY FACILITY IMPROVEMENTS PROJECT**

The meeting scheduled for this month had been cancelled and a new date would be arranged to summarise all the site visits and agree next steps. Cllrs Thomas and Sanders confirmed that they had both been to different venues to get information on business revenue, activities and had been given advice on what not to do. The

'fact finding' visits would enable the working party to prepare a business plan to be able to move forward with preparing relevant planning applications and subsequently in a position to seek grants and funding opportunities, although it was stressed that they were not at this stage yet, and no action in this regard had been taken. It had become apparent, however, that a certain point a specific project lead team would be required to drive the project forward, and not Councillors alone.

A further report would be given at the next meeting.

**The following item precludes members of the public and press due to the confidential nature of the items to be discussed, as per Standing Order 3 (d), and was conducted under a closed session.**

The EO and assistant to the EO left the meeting for Minutes 20.31.1 and 20.31.2

**20.31 COUNCIL MATTERS FOR APPROVAL**

**20.31.1 To propose and approve staff salary increase following appraisal.**

It was RESOLVED to increase the EO's salary to pay band 23 acknowledging the role of the Executive Officer, the positive appraisal and her performance.

**20.31.2 To propose and approve formal appointment of assistant to the Executive Officer.**

Following a lengthy debate, the motion to formally appoint the assistant was not proposed, being rejected by the majority of Councillors, two subsequent options were presented and it was decided to offer a further six-month contract, the motion would be brought back to Council for resolution if accepted.

**20.31.3 To discuss and agree response to FOI request received on 3<sup>rd</sup> February 2020**

The EO had circulated the Freedom of Information request with reference to the proposed Public Space Protection Order. A response to each question was agreed and the EO would formally respond to the requestor.

**20.32 NEXT MEETING:**

Wednesday 18<sup>th</sup> March 2020, 7.30pm, Village Hall.

**20.33 The Chairman closed the meeting at 21.08pm.**

## APPENDIX 1

### February District Councillor Report

Welcome to my first district councillors report of 2020.

On the 28th January a meeting was held at COGS to see what some residents thought of starting a food cupboard in Four Marks & Medstead. 31 residents turned up and 18 volunteered to help set up/run the cupboard. It was seen by all whom attended to be a good idea and would be well received and a great asset to the whole community. The main aim of the cupboard is reducing food waste in our villages, from our food outlets on allotments to help assist our climate emergency. The whole community can take from or give to the cupboard. It was felt that it would be a social get together, good way to share recipe ideas, suits young and old, get children involved. It was decided best to hold a cupboard in Four Marks and Medstead at two locations. Each week due to our villages not being walkable! Despite developers telling us it is walkable. Plus opening up the food cupboard to both villages, venues to hold the cupboard are being found and offered before the charity can be formed. I suggested that fridges and freezers could be provided as part of my district councillor community grant scheme to get the charity off the ground. The same scheme is currently run in Alton and is headed by Councillor Ginny Boxall whom is giving us the top tips on how the scheme works best. Venues are still being looked into and more information will be available soon.

The East Hampshire Sports Awards 2020 nominations deadline was the 28th February. Where you could nominate someone from School, Club or Organisation In different categories. The award ceremony will be held at the Old Thorns Liphook on 26th March.

Do you have an interest in trees? Why not become a tree warden. EHDC are looking for volunteers to keep an eye on our trees in the ward. By reporting damage or disease to help keep our trees stay in good order. Why not find out more at <https://www.easthants.gov.uk/news/tree-warden-scheme-blooms>.

The All New Alton Sports Centre, opened it's new doors in January and has been a huge success! The fantastic new Gym has all the latest equipment plus offering classes which get booked up very quickly. Two new pools one with an adjustable floor and we now have a Brand New Spa offering spa days or treatments for him or her, again a great new offering for Alton and the surrounding villages to enjoy. If you have not yet joined then speak to one of the Membership consultants at Everone Active Emily, Courtney or Joy would be more than happy to tell you what's on offer or give you a free tour of the new facility.

Watercress Line welcomed the record-breaking Flying Scotsman, the most famous steam locomotive in the world, for the first time. The locomotive was in public service during the 14th and 29th February and also on the 1st, 7th and 8th March 2020. This is fantastic for our villages, to be part of something special, the event sold out very quickly and some residents posted some fantastic photos on Facebook.

Ever wondered what happens at a Parish Council Meeting one is held every month in Four Marks, Medstead and Chawton so why not come along search on the internet for the next one I, Ingrid and Diana also attend these meetings in rotation to give district updates and assist Parish Councils. Take care, District Councillor Jonathan May

## APPENDIX 2

Village Hall meeting was held on Thursday 5/2/20

Thank you TO THE EO for providing. A copy of the original boundary of the village hall . It was greatly appreciated.

Treasure advised that currently at the end of January £14130 in their account. But felt it was time to raise the hiring costs. This was generally agreed and will be discussed at the AGM

Maintenance of the toilets was brought up, and new toilet seats will be fitted to both the ladies and men's toilets . Larger bins (Lockable) will now be acquired for nappy collection etc and additional collections will be made by the contractor. The men's toilet will also have flow savers fitted and a piping upgrade.

Roof - with now over £3000 ring fenced in their budget and grants promised the VH roof repair will be progressed this year as they believe that they will have enough money to carry out the work. It is anticipated to take 3 weeks and will hoped to be carried between 20.07.20 and 19.08.20. It will necessitate day time partial closure of the hall for health and safety reasons but should not effect evenings or weekend bookings These weeks have been select as it is summer holidays for the nursery and the quietest time . More details will follow.

Community cupboard.

It was agreed whilst this was an excellent idea the village hall facilities were not suitable place and the committee did not view it as a viable option as a venue.

The AGM will be held on 30/04.2020 at 1900 .

Hiring rates will be discussed with a view to increase rates so that a building contingency fund can be maintained. There has been no increase since 2017.

Please note VH will be used as a polling station Thursday 7/5/20 ( police commissioner election)