

**FOUR MARKS PARISH COUNCIL**

**Minutes of the Full Council Meeting  
Held on Wednesday 18<sup>th</sup> March 2020, commencing at 7.30pm  
At the Benians Pavilion, Uplands Lane, Four Marks, Hampshire**

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

**20.34 OPEN SESSION**

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

Cllr Sanders questioned the height of the bollards at Oak Green, referring to the knocked down one in front of the bicycle racks. The Chairman advised that they are standard size and this one was to protect the cycle racks which were always getting damaged. The EO advised that the police had the details of the person who hit it but would not divulge them due to GDPR, however it would be possible via DVLA. Although it was noted that it may be easier to just cement it back in as the post itself did not appear to be damaged. The EO was asked to contact the fencing contractor for assistance.

Cllr Sanders offered assistance with the video conferencing software, Zoom, should legislation change and virtual conferencing be allowed at some point in the future.

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

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**20.35 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Neil Bonter, Tim Brake, John Hammond, Shaun McCarthy and Bryan Timms, all apologies were acknowledged and accepted.

**20.36 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.

**20.37 COUNCIL MINUTES**

It was RESOLVED to approve the Minutes of the Full Council Meeting held on Wednesday 19<sup>th</sup> February 2020, previously circulated, following proposal as an accurate record of the meeting by Cllr Sanders, seconded by Cllr Davis, agreed by all Councillors, and duly signed by the Chairman.

Cllr Thomas referred to the Minute 20.25.4 Village Hall, and asked if the Minutes had been circulated, as agreed. The EO advised that they had not yet been received and would be circulated when they had been. Concern and sympathy was expressed, due to the current circumstances and lack of hire fees now coming in, as to whether the Village Hall Committee will still be in a position to repair the roof at the proposed time in July.

## **20.38 COMMITTEE MINUTES**

### **20.38.1 Open Space Committee Meeting – Wednesday 4<sup>th</sup> March 2020**

The draft Minutes had been circulated prior to the meeting, the following items were agreed for recommendation for Full Council approval:

- 20.38.1.1 To approve the Committee’s recommendation to install and hire for a period of 36 months a water refill station.** It was RESOLVED to approve the Open Spaces Committee recommendation.
- 20.38.1.2 To approve the Committee’s recommendation to purchase a second-hand cricket roller.** It was RESOLVED to approve the Open Spaces Committee’s recommendation.
- 20.38.1.3 To approve the Committee’s recommendation to construct a designated structure for the storage of the cemetery spoil.** It was RESOLVED to approve the Open Spaces Committee recommendation.

### **20.38.2 Planning Committee Meeting - Wednesday 4<sup>th</sup> March 2020**

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

The application for two new dwellings at Sunnybank, Gradwell Lane, had been strongly objected to with 43 additional residents’ objections on the portal. Should the planning officer recommend approval under delegated powers, a request would be submitted for the application to be heard at the EHDC Planning Committee.

A permitted development application had been discussed with reference to Melrose, Alton Lane, following their Appeal’s dismissal.

There was still no decision on Janeland, Willis Lane, nor a date yet for it to be heard at Committee.

There has been a good deal of activity and discussion with reference to the Large sites’ consultation with the comments now available on the EHDC website.

Cllr Thomas was thanked for circulating the explanatory documents.

## **20.39 CHAIRMANS REPORT**

The Chairman gave a brief report on the recent EHAPTC meeting. The EO was asked to circulate the Parish Council’s policy on unauthorised encampments following a discussion on the subject.

## **20.40 EAST HAMPSHIRE DISTRICT COUNCIL – DISTRICT COUNCILLOR REPORTS**

District Councillor Tennyson had circulated her report prior to the meeting, attached as Appendix 1.

It was noted that reports sent as emails were getting missed and it was agreed to request that monthly reports are submitted by a separately uploaded document.

## **20.41 EXECUTIVE OFFICER’S REPORT**

### **20.41.1 Correspondence items, officer report and matters arising:**

The EO advised that the HALC conference and CPRE meeting in April had been cancelled.

### **CORONAVIRUS COVID 19**

Two documents had been circulated to attendees prior to the meeting containing information and recommendations in the light of the above current pandemic and global emergency.

### Risk Assessment and Business Continuity Response to COVID 19.

The document detailed information, risks and recommendations moving forward in these uncertain times, although noted that it is an ever-changing document, and potentially already out of date, it will, however, be updated at appropriate times. It was RESOLVED to approve the Risk Assessment as circulated and working from home policy as soon as appropriate.

### Business Continuity Plan

The Council RESOLVED to approve the following recommendations from the document as circulated:

- Staff and Councillors
  - to protect parish office staff, the recommendation to close the parish office to the public was agreed, with effect from 19<sup>th</sup> March 2020
  - to protect Councillors, the recommendation to cancel all committee and council meetings until at least 17<sup>th</sup> June 2020, with the proviso that; the government allow the delay of the annual meeting in May or allow video conferencing or an urgent decision is required at short notice, was approved
- Committee and Council Meetings
  - meetings only take place where necessary business/decisions are required and cannot be postponed or delegated to the Executive Officer, and that such meetings should only take place if new legislation is introduced to permit videoconferencing or if attendees are not in isolation or in the 'At Risk' category
  - Annual Meeting of the Parish Council, Wednesday 20<sup>th</sup> May, to proceed on the agreed date via video conferencing or postpone until June, if legislation allows.
  - Meeting to approve the Annual Accounts and Annual Return, Wednesday 17<sup>th</sup> June, if practical and permitted proceed with the approval of the annual return and accounts at the June Full Council meeting, either in person or by video conferencing, dependent upon the situation at the time
  - April Committee and Council meetings 1<sup>st</sup> April and 15<sup>th</sup> April; cancel both Committee meetings and Full Council
  - May and June Committee Meetings - 6<sup>th</sup> May and 3<sup>rd</sup> June; cancel all Committee meetings unless potentially controversial planning or open spaces issues arise, then each chairman will decide on whether to hold the meetings *either in public or by videoconferencing or as subsequent legislation dictates*
- Public Events
  - Great British Spring Clean, Saturday 4<sup>th</sup> April, postponed until the Autumn.
  - VE Day Celebration, Friday 8<sup>th</sup> May, postponed, with a view to re-organising in August in conjunction with VE Day.
  - Four Marks 10k, too early to make a decision as yet.
- Services
  - Benians Pavilion; proposed increase in annual rental rescinded
  - Play Areas/Open Space Areas/Pitches/Footpaths and Cemetery
    - the Executive Officer continue with the delegated authority to manage the operation of Open Spaces maintenance and take whatever decisions are necessary in line with the Council's Risk Assessment and Government legislation
    - the Executive Officer be authorised to utilise short term and temporary contractors where necessary to keep essential services running
- Communication
  - An additional laptop is purchased to enable Assistant Executive Officer to work from home

- The purchase of video conferencing software should legislation be lifted and advice to not hold public meetings becomes longer term will be discussed and agreed when applicable.
- The purchase of a designated council phone was not discussed as call divert has been set up on the office telephone.

In response to the COVID 19 outbreak in the UK and as it is no longer possible to convene Council meetings due to Government guidance, the Delegation of Authority Policy was approved unanimously by the Council, giving delegated authority to the Executive Officer to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible in line with the policy and consultation with members by electronic means or telephone. The EO will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations (unless suspended). Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. The delegated authority ceases upon the first meeting of the Council after the Council meeting at which the delegation was put in place.

#### 20.41.2 Website

The website was, upon final approval, due to go live on Friday, however due to the unfolding events, a week's delay was agreed.

#### 20.41.3 Committee meetings change of venue.

It was agreed that once meetings were being held again, Committee meetings would now take place at the Benians Pavilion.

### 20.42 FINANCIAL REPORTS

#### 20.42.1 Approval of Bank Reconciliation as at 29<sup>th</sup> February 2020

Following circulation and with no further comments, following Full Council approval, it was RESOLVED to authorise the bank reconciliations and associated trial balance report following proposal by Cllr Thomas and seconded by Cllr Tomlinson.

#### 20.42.2 Approval of March 2020 payments.

Following circulation and with no further comment, following Full Council approval, it was RESOLVED to authorise the March 2020 payments as presented and detailed below, following proposal by Cllr Foster and seconded by Cllr Davis, duly signed and filed.

#### List of Payments made between 01/03/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/03/2020	FM04 - JT	BACS	243.36		Administrative support
05/03/2020	Loos for Dos	BACS	51.00		50% deposit - VE Day
07/03/2020	Talk Talk Business	DD	32.78		Office phone/band Feb
11/03/2020	Lloyds Bank Credit Card	CC	49.20		Monthly credit card trans.
13/03/2020	Alton Town Council	BACS	644.00		RoSPA training JF/JD
18/03/2020	Medstead Sports Club	300031	1,350.00	Minute 20.38.1	Purchase of cricket Roller
18/03/2020	Howard Carpenter	300032	509.82		Allotment exp. reimburse.
19/03/2020	Four Marks Village Hall	BACS	30.00		February Hall Hire
19/03/2020	CPC UK Ltd	BACS	10.12		Cable ties for goal nets
19/03/2020	Petersfield Town Council	BACS	1,110.00		Open Spaces maintenance
19/03/2020	Cato Computers	BACS	643.54		Computer & supplies
19/03/2020	WKL Building Supplies	BACS	5.04		Open Space supplies
19/03/2020	Eddie Hodkin	BACS	240.00		February open space maint.
19/03/2020	Hampshire Woodlands Ltd	BACS	1,296.00		Tree planting
19/03/2020	Merritt Tree Specialists Ltd	BACS	2,820.00		Tree removal - Rec. Ground

22/03/2020	Biffa Waste Services	DD	194.06	Pavilion waste collection
31/03/2020	Unity Trust Bank	BANK	28.50	Quarterly Bank charge
31/03/2020	1&1 Ionos Internet Limited	DD	8.44	Monthly website support fee
31/03/2020	Hampshire Pension Fund	BACS	495.64	March pension contrib FM01
31/03/2020	HM Revenue & Customs	BACS	581.91	March PAYE/NI FM01
31/03/2020	FM01	BACS	1,710.08	Net Salary & Expenses
31/03/2020	Test Valley Borough Council	BACS	2.40	Car parking FM01
31/03/2020	Vision ICT	BACS	259.20	New Email Accounts
<b>Total Payments</b>			<b>12,315.09</b>	

- 20.42.3** To receive and consider the report and recommendations that:
- 20.42.3.1** The Council resolves to approve the EO's recommendation for the appointment of the Open Spaces contract for the next 12 months.  
Following proposal by Cllr Thomas, seconded by Cllr Sanders and approved by all Councillors, it was RESOLVED to approve the EO's recommendation.
- 20.42.3.2** The Council resolves to approve the appointment of the Assistant to the Executive Officer on the proposal as agreed following discussions at the previous meeting.  
Following a detailed discussion it was agreed to change the proposal as noted on the Agenda, and having taken into account the current situation and to underpin the current resilience plan, to formally offer a contract of employment from 1<sup>st</sup> April 2020, on the agreed six hours per week.  
The new proposal was proposed by Cllr Davis, seconded by Cllr Sanders and agreed unanimously, and therefore RESOLVED.

#### **20.43 EXTERNAL COMMITTEE REPORTS**

- 20.43.1** Allotments; Cllr Davis. There are currently still two vacant plots. A new battery operated lawnmower has been purchased. Cllr Thomas asked if any spare produce would be available for those in need as the Community Cupboard initiative has been put on hold, Cllr Davis indicated that this may be possible.
- 20.43.2** Benians Committee; Cllrs Bonter and Davis. No meeting has taken place, and unlikely to happen in the immediate future, the new contract would be signed at the next most appropriate occasion.
- 20.43.3** Festival Committee; No report due to the absence of Cllr Hammond. Work on the Pond information sign would recommence upon his return to Council business.
- 20.43.4** Village Hall; No meeting had taken place.

#### **20.44 AREA REPRESENTATIVE REPORTS**

- 20.44.1** Footpaths; a report on the AEO's recent attendance at the footpaths warden meeting had been circulated prior to the meeting and included in the meeting papers. The AEO was formally thanked for the informative and detailed report and work to date.
- 20.44.2** Oak Green; a discussion with reference to the bollard had taken place in the Open Session and Minuted as appropriate.
- 20.44.3** Recreation Ground; Cllrs Foster and Davis had recently attended a RoSPA play area inspection training course, hosted by Alton Town Council.

#### **20.45 ANNUAL PARISH MEETING**

The EO reported that even though Government had not at the time of the meeting suspended legislation to allow the cancellation of the Annual Parish Meetings; it was agreed that in order to comply with government advice on social gatherings, this meeting would be postponed. A full report would be

compiled and circulated and available on the website at the end of April with a view to holding a climate change event in the Autumn

## **20.46 COUNCILS ONGOING PROJECTS**

### **20.46.1 Community Facility Improvements Project**

A meeting was held on Monday 9<sup>th</sup> March, which summarised the site visits and having taken into account various comments, the working design was reassessed. It was agreed that the next step would be to hold one to one sessions with potential users to get an insight into the facilities local users would ideally like to be considered and included as appropriate. A list of contacts was being compiled with a view to setting up 15 minute sessions with invitees only. However, due to the current situation with Coronavirus COVID 19 and the restrictions in place, this would need to be postponed until further notice.

### **20.46.2 Climate Change Action Plan**

The EO confirmed that five new trees had been planted, three at the Recreation Ground and two at Station Gardens, and apart from the memorial tree to be planted in commemoration of VE 75, the tree planting initiative would continue in the Autumn.

It was confirmed that the Community cupboard initiative had been postponed.

### **20.47 NEXT MEETING:**

Wednesday 17<sup>th</sup> June 2020, 7.30pm, at the Village Hall, however this will dependent upon the government legislation in place at that time. This is likely to be the postponed Annual Meeting of the Council which should be held in May.

### **20.48 The Chairman closed the meeting at 21.30pm.**

## APPENDIX 1

### District Councillor Report – Cllr Diana Tennyson

**Tree Warden Group:** I chaired the first meeting in Four Marks on 28 February. Most tree wardens are members of Four Marks Parish Council, we have one from Chawton PC, and currently a volunteer from Medstead. We also have a number of 'tree spotters' who are keen to become involved, but prefer a less formal role and have offered to keep an eye on trees close to where they live.

Briefly we discussed the following points at our meeting:-

- How to locate trees with TPOs on the Council website
- Trees with TPO potential and trees at risk
- Hedgerow protection
- Felling licences, when applicable and 5.5 cubic metre rule
- Ecological surveys
- Healthy and diseased trees with TPOs
- Wildflower and tree protection on Highway verges
- Canopy cover assessments
- Woodland Trust and tree planting
- Warden responsibilities and procedure
- Tree spotters and family groups
- Walking and assessing problem trees
- Children's art competition (details below)

The next tree warden meeting will take place on 24 April. If anyone else is interested in becoming involved in Medstead or Chawton, either as a tree warden, or 'tree spotter', please do get in touch, Email: [diana.tennyson@easthants.gov.uk](mailto:diana.tennyson@easthants.gov.uk) .

**Grants and Awards:** I attended the Cabinet Liaison Panel at EHDC on 12 February where we heard from three very worthwhile charities. The successful applicants all received grant funding last year.

**Broadlands, Riding for the Disabled** told us about the important, therapeutic work they do helping adults and children with co-ordination, balance, communication, self-discipline, confidence, physiotherapy, and self esteem.

The grant money has helped with funding a new roof, viewing gallery, new haybarn, riding surface refresh, fencing replacement, etc. They offer 35 rides per week and well being sessions with their ten ponies. There are a total of 65 volunteers and two part-time staff. Funding also enabled private and group sessions, and human development workshops leading to reduced stress, anxiety and depression, improved family relationships, better social skills, reduced isolation and willingness to participate.

**Home-Start** 'wants to see a society in which every parent has the support they need to give their children the best possible start in life..... because childhood can't wait'. They offer practical, help to families with children from pre-birth to 11 years of age. Support is provided by staff and by volunteers who are carefully selected, trained and supervised.

There are many reasons for referral - isolation, poverty, disabilities, special educational needs, poor physical health, domestic abuse, multiple births, young mums, drug and alcohol concerns. HomeStart listen to families, support learning through play, and support families to

school readiness and engagement. The grant money has been used to help and support families facing many challenges.

Please contact Home-Start via their Website: [www.home-starthampshire.org.uk](http://www.home-starthampshire.org.uk) and Email: [info@hshants.org.uk](mailto:info@hshants.org.uk) or Telephone: 01252-398530 for more information.

Lastly we heard from **The Kings Arms**, a charity set up to help young people facing challenges at home, or at school with stressful situations, particularly when studying and taking exams. Help is also on hand to assist young people with problems at home, friends and relationships, and social media.

Services are also planned for the Alton Youth Hub, including support for young carers, in particular children and young people who provide care and support for family members who are unwell, or disabled. They also hope to run clubs for young people with special needs which will provide respite for families.

**Children's Art Competition:** I am presently working with officers at EHDC and Gilbert White's House Museum (GWHM) to arrange another art competition for primary and pre-school children, so that our children become more aware of wildlife and habitats, particularly trees. It will also encourage children and families to connect with nature and the countryside, and enjoy family walks over the Easter holiday.

Since announcing a Climate Change emergency last year, the Council has been keen to plant trees on a large scale, but it is also important to preserve trees as well. The competition is a Tree wildlife art competition and is being arranged for three age groups, 4 years and below, 5 - 7 years and 8 - 11 years.

When I arranged this competition a few years ago with our local wildlife group it was only possible to reach eleven primary and pre-schools. This year we hope to contact all primary schools in the area, and copies of the poster, entry form and flyer from GWHM will be Emailed to all primary schools in the area by EHDC. Hard copies will also be available and will be delivered by hand to local primary and pre-schools.

Entries will again be judged by local artist and writer, Rachel Hudson, and the winning pictures will be displayed at GWHM's Nature Festival and Eco Fair combined, on Sunday, 24 May. The closing date is Friday, 1 May.

I am one of three district councillors working with residents in Medstead, Four Marks and Chawton. Cllrs. Ingrid Thomas and Jonathan May may also be contacted at their Easthants Email addresses or by telephone should the need arise.