



Full Council meeting

24th January 2024

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FOUR MARKS PARISH COUNCIL
The Parish Office, Uplands Lane, Four Marks, GU34 5AF

Tel: 01420 768284
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Wednesday 17th January 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Full Council to be held at **Four Marks Village Hall** on Wednesday 24th January 2024 at **7.00pm** for the purpose of transacting the undermentioned business.

Yours faithfully

Acting Clerk

A G E N D A

1. APOLOGIES FOR ABSENCE

2. OPEN SESSION – PUBLIC PARTICIPATION

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Four Marks Parish Council's Standing Orders 3 (d) – (k), with no individual speaker exceeding a maximum of 3 minutes. All public participation, and the duration of this item will be at the discretion of the Chairman.

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter.

4. FULL COUNCIL MINUTES

To approve the minutes of the Full Council meeting held on Wednesday 20th December 2023.

5. CHAIRPERSON'S REPORT

To receive a report from the Chairperson, as applicable.

6. DISTRICT COUNCILLOR REPORT

To receive a report from the Ward Councillor, as applicable.

7. COMMUNITY BUILDING PROJECT COMMITTEE

7.1 To note any updates from the Committee Chairman.

8. OPEN SPACES COMMITTEE

8.1 To note the Minutes of the Open Space Committee meeting held on Wednesday 3rd January 2024.

8.2 To receive update on clock at Oak Green Parade and discuss repair. (Cllr Briggs)

8.3 To consider Committee recommendation to manage resurfacing of tennis courts with funds accumulated. (Report circulated)

8.4 To consider Committee recommendation regarding the future management of the tennis courts.

9. PLANNING COMMITTEE

9.1 To note the Minutes of the Planning Committee meeting held on Wednesday 3rd January 2024

9.2 To receive update on Local Plan Consultation virtual briefing.

10. FINANCE AND GENERAL PURPOSES COMMITTEE

- 10.1 To note F&GP Minutes of meeting held on the 14th December 2023.
- 10.2 To note next meeting date and time.
- 10.3 To receive the 2024/2025 budget and precept request for Full Council approval.
- 10.4 To agree to transfer any unspent general reserves into a new earmarked reserve for future Neighbourhood Plan.
- 10.5 To create earmarked reserve for tennis club maintenance.

11. STAFFING COMMITTEE

- 11.1 To consider moving Agenda item 11.2 into a closed session.
- 11.2 To consider recommendation from the Staffing Committee regarding Assistant Clerk appointment.

12. OFFICER REPORT

- 12.1 Officer report and any notable correspondence.

13 ACCOUNTING REPORTS AND FINANCIAL ITEMS FOR APPROVAL

- 13.1 To receive and approve the December 2023 payments.
- 13.2 To receive and authorise January 2024 payments to date.

14. COMMUNITY ENGAGEMENT

- 14.1 Update on future events and activities.
- 14.2 To discuss annual newsletter and contents.
- 14.3 Annual Parish meeting – date and format.
- 14.4 To receive update on Vision Statement meeting held on 15th January 2024 (Cllr McAllister.)

15. TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS (as applicable)

- 15.1 Allotments -Cllr Speed
- 15.2 Benians Committee – Cllr Smith
- 15.3 Oak Green -Cllr Briggs
- 15.4 Village Hall – Cllr Gebbett
- 15.5 Highways – Cllr Pullen (R)
- 15.6 EHAPTC – if applicable, Cllr Black.

16. NEXT MEETING: 21st February 2024, Four Marks Village Hall.

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.

FOUR MARKS PARISH COUNCIL
Minutes of the Full Council Meeting
Held on Wednesday 20th December 2023, commencing at 6.00pm
At Four Marks Village Hall, Lyminster Bottom, Four Marks

MEMBERS PRESENT:	Cllrs Briggs, Black, Coulson, Gebbett, McAllister, Pullen (M), Pullen (R), and Speed.
STAFF:	Louise Steele, Locum RFO
PUBLIC:	Five members of public
APOLOGIES:	Cllrs Smith and Medhurst

23.195 APOLOGIES AND APPROVAL OF ABSENCES

Apologies were received from Councillors Smith (health issues) and Medhurst (health issues) and were duly accepted by the Council.

23.196 OPEN SESSION – PUBLIC PARTICIPATION

A member of the public congratulated the parish council for the carol singing round the Christmas tree. It was a windy occasion and a keyboard was broken. Upon hearing that the parish council was replacing the keyboard the member of the public thanked the council for its “munificence”.

There being no further items to raise, the Open Session ended at 6.05pm, standing orders were applied.

23.197 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

There were no declarations of interest.

23.198 FULL COUNCIL MINUTES

Subject to manuscript amendments distinguishing the contributions of Councillors R and M Pullen and upon the proposal of Cllr R Pullen, seconded by Cllr McAllister, and with all Councillors in agreement, it was:

RESOLVED to approve the Minutes of the Full Council meeting held on Wednesday 15th November 2023 as a true reflection of the meeting and the Minutes were duly signed by the Chairman.

23.199 CHAIRPERSON’S REPORT

Councillor Briggs gave an oral report covering a range of council activities including the Christmas tree and the Christmas lights.

23.200 DISTRICT COUNCILLOR REPORT

District Councillor Day had provided a written report, circulated with the Agenda and provided a brief oral update on the meeting that he attended with the Planning Policy dept on the 19th Dec about the emerging Local Plan. The details of the Local Plan are to be published on the East Hants District Council website on Friday 22nd December and Cllr Day was unable to share any of that information before publication.

23.201 COMMUNITY BUILDING PROJECT COMMITTEE

A brief oral update was also given, explaining that an extension for the project's planning application until 29 February 2024 in order that the parish council might to complete a needs assessment to demonstrate the need for the proposed building. Further to address the Sports England requirement that a prescribed process be followed in order to demonstrate that the benefit of the new building outweighs the loss of playing field.

23.202 OPEN SPACES COMMITTEE

23.202.1 To note the Minutes of the Open Spaces Committee meeting which was held on the 6th December 2023 and receive a report from the Committee Chairman.

The Minutes of the Opens Spaces Committee held on 6th December 2023 were noted and Cllr Gebbett provided an oral update on the Swelling Hill Pond restoration project confirming that access and timelines had been agreed; on the tennis court refurbishment project and the change to pay and play access; on the marking of the car park and on D-Day 80.

23.203 PLANNING COMMITTEE

23.203.1 To note the Minutes of the Planning Committee meeting which was held on the 6th December 2023 and receive an update from the Committee Chairman.

The Minutes of the Planning Committee held on 6th December 2023 were noted

23.203.2 Planning Application No 52254 – For consideration

FOR DISCUSSION				
Date received	Ref No:	Location	Proposal	Deadline
15/11/2023	52254	Land North East of Belford House, Lymington Bottom, Four Marks, Alton	Outline planning application with all matters reserved except for means of access up to 95 dwellings to include the provision of vehicular access point, public open space, landscaping, sustainable drainage systems (SuDS) and up to 2,100 m2 of land in a flexible Class E(e) (Commercial, Business and Service) and Class F2(a) (Local Community) use.	Extension agreed until 28/12/2023
Upon the proposal of Cllr R Pullen, seconded by Cllr McAllister, and with all Councillors in agreement it was RESOLVED to object to this planning application.				
It was noted that Cllr McAllister would pull Councillors' concerns together into a comment for the planning authority.				

23.204 STAFFING COMMITTEE

23.204.1 To note the Minutes of the Staffing Committee meeting held on the 15th November 2023 and receive a report from the Committee Chairman.

The Minutes of the Staffing Committee held on 15th November 2023 were noted and Cllr Gebbett provided an oral update: the lone worker device has now been installed in the parish office, it has been tested and is working; an agency temp has been working in the office and that is going well; and a mobile 'phone has been purchased for the Parish Clerk. The Locum RFO was unable to provide any information on applicants for the permanent position.

23.205 FINANCE AND GENERAL PURPOSES COMMITTEE

23.205.1 To note the Minutes of the F&GP Committee meeting which was held on Wednesday 13th December 2023, if available, and receive an update from the Committee Chairman.

IN the absence of Minutes from the recent F & GP Committee Council received a brief update from Cllr Briggs.

23.205.2 To receive update on working budget for 2024/2025

The Locum RFO gave an update on the process of bringing together the budget for the financial year 2024/25. The F&GP Committee had considered a draft budget put forward by officers. The Committee had made some amendments and identified other areas where more discussion was required. Council will consider the budget and agree a precept at its meeting on 17th January 2024.

23.206 OFFICER REPORT

23.206.1 To note Clerks report and any listed correspondence.

Council was asked to contact the Clerk if they would like further information about any of the correspondence listed.

23.207 FINANCIAL ITEMS

23.207.1 To receive and approve the November 2023 payments

On the proposal of Cllr R Pullen, seconded by Cllr Gebbett, and with all Councillors in agreement, it was RESOLVED to authorise payments for November 2023 totalling £12,395.77.

23.207.2 To receive and authorise payments to date for December 2023

On the proposal of Cllr R Pullen, seconded by Cllr Speed, and with all Councillors in agreement, it was RESOLVED to authorise the December 2023 payments to date totalling £18,093.92.

23.207.3 To ratify direct debit arrangements for Utility providers

The RFO explained that the new Utility payments (British Gas Lite for Bowls Club and Oak Green Parade, EDF Energy for Pavilion) had been set up on Direct Debit.

On the proposal of Cllr R Pullen, seconded by Cllr McAllister, and with all Councillors in agreement, it was RESOLVED to approve the variable direct debit arrangements in place for Utility providers.

23.207.4 To ratify recurring payment for mobile phone contract.

The mobile phone contract with Giffgaff mobile had had to be set up as a recurring purchase of £6 per month and the provider would only accept a card payment and so there would be a recurring £6 monthly payment on the Lloyds Credit Card.

On the proposal of Cllr R Pullen, seconded by Cllr Black, and with all Councillors in agreement, it was RESOLVED to approve the £6 recurring payment from the Lloyds credit card to Giffgaff Mobile.

23.208 ITEMS FOR APPROVAL (FINANCIAL)

23.208.1 To consider the purchase of new Speed Indicator Devices for the Speedwatch Group.

Cllr R Pullen reported that the Speedwatch Group felt that in order to improve speed awareness, two new speed indicator devices should be purchased for the village at a cost of £6,000 (£3,000 per unit) and presented two quotations that he had sought. The matter was deferred for further consideration.

23.208.2 To formally approve the quotation for emergency works to Uplands Lane/Recreation Ground area.

Following several resident complaints regarding the road surface at the entrance to Uplands Lane, and health and safety concerns, the Council agreed by email to approve the quotation circulated. The contractor was able to do the relevant works during week commencing 11th December 2023 and so this was booked. They were

able to complete other works at the same time (repainting of skate park and marking out of parking spaces) at a competitive rate.

On the proposal of Cllr R Pullen, which was seconded by Cllr Speed, and with all Councillors in agreement, it was RESOLVED to approve the quotation and subsequent payment of £5,346.00 for improvement works to Uplands Lane and the Recreation Ground area.

23.209 ITEMS FOR CONSIDERATION

23.209.1 To discuss creating a long-term vision statement and strategy.

Cllr McAllister explained to the Council that he felt that the Council needed to put in place a long-term strategy for the next five years. There was some discussion about the purpose and methodology of creating a strategy and then decided to focus on the process for doing this and discussed the creation of a Vision Statement Working Group.

On the proposal of Cllr McAllister, seconded by Cllr Gebbett, and with all Councillors in agreement, it was RESOLVED to create a Vision Statement Working Group with a first meeting scheduled as soon as possible. Feedback from the initial meeting would take place at the next meeting of the Full Council.

23.210 TO NOTE EXTERNAL COMMITTEE AND AREA REPORTS (as applicable)

23.210.1 Allotments

There was nothing to report.

23.210.2 Benians Committee

In the absence of Cllr Smith Cllr R Pullen reported on an amicable meeting with James Coles about further installation of CCTV.

23.210.3 Oak Green Parade

Cllr Briggs reported on the "bottle bank" at Oak Green and the fact that it had been overflowing before being emptied on 15th December. There is a transponder in the bin which is supposed to report when the bin reaches capacity but there seems to be a question about whether the transponder is monitored or working.

23.210.4 Village Hall Committee

23.210.4.1 To formally note support for Village Hall S106 funding application.

The parish council's support for the Village Hall S106 funding application was formally recorded.

23.210.5 Highways

Cllr R Pullen provided an update on a residents meeting held on Tuesday 5th December 2023 where Hampshire Highways discussed landowner obligations regarding riparian ditches.

23.211 COMMUNITY ENGAGEMENT

23.211.1 To discuss Village Picnic/DDay event

It was suggested that residents be asked for their ideas for a community event to mark DDay 80 on 6th June 2024.

23.211.2 To receive update on Councillor surgeries.

Cllr Medhurst was not present to provide an update and the matter was deferred to a future meeting.

23.211.2 Next meeting 17th January 2024

23.213 Meeting closed at 7.43pm

District Councillors Report

Neal Day & Ilena Allsopp

Four Marks, Medstead and Chawton

January 2024- February 2024

Happy New Year

News

District Councillor Resignation triggers By-Election

The local elections in May 2023 saw 3 new District Councillors elected. 2 Conservatives (Ilena Allsopp and Neal Day) and for the first time in this ward a Liberal Democrat (Joanna Nelson). Joanna failed to find enough time to engage with the role or her fellow councillors and delivered little. She has now resigned and the process has now been initiated to hold a by-election on February 15th.

The Four Marks, Medstead and Chawton ward requires 3 councillors. For new councillors the non-engagement of one councillor has put an extra strain on our ability support the electorate when they had a steep learning curve and the responsibility of a busy ward with residents concerned with the planning and development situation

We hope you can make your vote for a new councillor that will act on their campaign pledges, take their responsibilities seriously and work as part of a team supporting the people of Four Marks, Medstead and Chawton.

Full Council Meetings

The EHDC Full Council meetings came to Alton for January 2024. The meeting took place on January 11th at Alton Maltings. This and future meetings are open to the public. Please check the EHDC web site for future dates and locations.

East Hants Local Plan

A draft version of the new local plan became available on 22nd December.

You can view the document using the following link.

<https://easthants.moderngov.co.uk/ieListDocuments.aspx?Cid=412&MId=4175Subject> to approval of the draft document a consultation will take place over a 6 week period commencing in January 2024

East Hants Residents Survey

The link to the survey and our website is here: <https://www.easthants.gov.uk/residents-survey> so please share it with your contacts or let them know about it when you're out and about in the district.

You will be asked for feedback on a variety of important topics which will be used to inform our Corporate Strategy.

It only takes a few minutes to complete online with 23 very short questions and residents can choose to enter a prize draw to win £150 cash.

The survey will be live for six weeks - and will close on 17th January.

Your Councillors

We continue to attend Parish Council Meetings on a regular basis. One of us will normally be in attendance.

Please feel free to email us if you have questions or issues which require discussion. For our contact details, please look on the EHDC website

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Open Spaces Committee
Held on Wednesday 3rd January 2024 commencing at 6.00pm at Benians Pavilion**

MEMBERS PRESENT: Cllrs Speed (Acting Chairman), Medhurst, Black, Pullen (M) and Coulson
IN ATTENDANCE: Jo Tsigarides Clerk
APOLOGIES: Cllr Gebbett

24.01 OS APOLOGIES FOR ABSENCE

Cllr Gebbett sent apologies (medical) which were duly accepted. Cllr Speed volunteered to act as Chairman for the meeting.

24.02 OS OPEN SESSION/PUBLIC PARTICIPATION

Cllr Coulson made reference to the Laurel bush opposite the Bowls Club and noted that whilst it had had a hard cut previously, that a resident had reported that it was growing again rapidly. They were advised to write to the Clerk.

Cllr Pullen (M) raised several points: graffiti still present at the skate park on the flat bank, grass cutting still an ongoing issue at the football pitch and a request that Councillor volunteer works are quantified for budgeting purposes in order to address any issues that Councillors may not be able to help with. The Clerk had purchased more paint for the skate park with the lengthsmen booked to complete the works on the 11th January 2024, Cllr Speed would investigate the removal of the grass cuttings and the Clerk will discuss the budgeting issue with the F&GP Committee.

24.03 OS DECLARATIONS OF INTEREST

24.04 OS COMMITTEE MINUTES

Cllr Pullen (M) reminded the Clerk to distinguish between the two Cllr Pullens in the Minutes.

It was **RESOLVED** to approve the Minutes of the Open Space Committee Meeting, previously circulated, held on Wednesday 6th December 2023 following a proposal by Cllr Coulson, seconded by Cllr Medhurst, and agreed by all Councillors as a true reflection of the meeting and were duly signed by the Chairman.

24.05 OS ENVIRONMENTAL MATTERS

24.05.1 To discuss badger orchard progress and organise next steps.

The initial clearance of the badger orchard had taken place, and a meeting was arranged with the BPA representatives for the 17th January 2024. After this meeting, a plan would be formulated for presentation to the Committee who would make recommendations to the Full Council.

24.06 OS ITEMS FOR CONSIDERATION

24.06.1 Dog fouling at Recreation Ground – update report from Cllr Pullen (M)

Cllr Pullen (M) had not been able to gather information from the dog walking community in terms of ideas, just agreement that there is an issue which is being caused by a small number of dog owners.

There was a discussion about a Recreation Ground Liaison Representative, with a suggestion that alongside being present at the Rec, they could help identify people who regularly do not clear up after their dogs with a view to reporting them to EHDC and enforcing the Public Spaces Protection Order.

There was further debate about dogs on leads and whether Councillors should abide by the rules in place. It was agreed to follow the general issue up at the next meeting when the Clerk would also provide the Committee with some signage options, specifically a sign which includes a warning about dangers to children of encountering dog faeces.

24.06.2 To discuss signage at skate park

Cllr Smith had approached the Clerk regarding signage at the skate park and suggested as per the RoSPA recommendations, that dogs should not be allowed at the skate park as it is classified as a children's play area. The Committee discussed the practicalities of enforcing this along with the potential reaction from the community and dog walkers. It was agreed that for the time being, the sign requesting that dogs should be kept on leads would be replaced as it had been torn down.

24.06.3 Tennis court resurfacing project and future facility management for recommendation to Full Council.

The Clerk advised the Committee that the tennis club intended to hold an EGM after the 24th January 2024 where they intended to dissolve. Various meetings had taken place with the Club, the LTA and EHDC where the resurfacing project was discussed. The Chairperson of the Council had agreed in principle that the Council could take on the project as it involves minimal financial contribution from the Council. It had been proposed that the club transfer the funds it had raised prior to the Committee dissolution to prevent the clause in the constitution that on winding up, funds should be paid to the LTA. The LTA were in agreement that the objective of resurfacing the courts was crucial and so agreed to allow the funds to be paid to the Parish Council.

The tennis club had also applied for a Supporting Communities match funded grant and there has been an indication that the grant administrator would be happy to transfer this to the Parish Council if it as to take on the project. The breakdown of the project would be as follows:

Tennis club funds	£10 000
Ear marked reserves held for tennis courts	£3000
Possible shortfall	£1000
Supporting communities match funding grant	£14 000
Total	£28 000

Depending on whether the Council decide to accept the recommendation of the tennis club in terms of the Contractor who was selected following due diligence, there may be a surplus for additional works such as upgrading the nets and the token system.

In terms of the future management of the club, the Committee would recommend to the Full Council that it continue with the Club Spark membership which is administered by the LTA. This would incur an annual fee of £75 per court but would give access to an online booking system. Cllr Coulson had had experience with the system and was satisfied that it would be appropriate and would involve minimal staff resource to manage.

Should the Council agree to the future management through the Club Spark system, the Clerk would ensure that the relevant policies were in place and the Committee would organise the fee structure in order to ensure that the recommended sinking fund of £1800 per court could be achieved.

In conclusion, the Committee agreed to recommend to the Full Council that it manages the funds and resurfacing of the tennis courts (in conjunction with the resurfacing of the MUGA's) and that the future management of the facility is through the Club Spark membership programme from the LTA.

24.06.4 Tennis court cleaning

On a recent visit, a representative from the LTA requested that the courts are cleaned as they considered them to be unplayable due to the moss build up. Quotations were sought, with the lowest cost being £600 for cleaning but in light of the short period of time before they are potentially resurfaced, the Committee decided not to proceed with this. The tennis club were made aware that they may not be cleaned and were supportive of not spending the funds on this.

The lengthsman would be asked to try and clear the moss on their visit on the 11th January 2024.

24.07 OS AREA UPDATES AND REPORT

24.07.1 To note area update/review of recent works.

Location	Action Required	Status	Notes
Allotments	Hedgerow improvement	Agenda Item	Completed.
Badger Close	Boundary Encroachment	In progress	Clerk to research further
	Pine Road Area	In progress	Cllr Gebbett
Cemetery	Replacement gate stops.	Pending	January 8 th 2024
	Replacement bench	Ordered	
	Works to oak tree	In progress	
Lymington Bottom Green	Wildflower area and sign	In progress	Signs delivered – to agree 2023 installation.
	Village sign remedial works	In progress	
	Works to Sycamore tree	In progress	
Oak Green parade	Flower bed maintenance	In progress	Further works approved.
	Phone box/book share	In progress	Alresford Mens shed constructing for donation.
Recreation Ground	Cricket equipment	Pending	Clerk to organise.
	Containers	Pending	Grass mats to be installed – 11/1/24
	Skate Park	In progress	Remainder of graffiti to be painted – 11/1/24
	Tennis courts	In progress	Nature camera to be installed. Handyman
			Resurfacing project – to follow up after FC on 24/1/24
			Clean – Lengthsman 11/1/24
	Hedgerow on access Rd		Agenda item Feb 2024
	Football pitch/club	Ongoing	Ongoing Liaison with Club regarding use.

	Footway along football pitch	In progress	Measurements and preference on finish have been sent to landscape architect. S106 app – awaiting construction quotes
	Water refill point		Service completed July 2023. – contract expires October 2024; notice must be given July 2024 if contract is to be terminated.
	Uplands Lane	In progress	Debris to be removed – clerk to contact contractor.
Climate change mitigation	Solar Panels at Benians Pavilion	Pending	Awaiting information from Benians Committee Chairman following site visit
	Nature boxes	Pending	Boxes produced – awaiting installation.
	Parish Trees	Completed	All trees in the report dealt with except for the tree at Cemetery – awaiting it to be in leaf to assess damage.
	Footpaths	Ongoing	Enquiries have been made re a kissing gate at FP17a
	Bus stop maintenance	In progress	
Swelling Hill Pond	Silt removal project	In progress	Commencing 8 th Jan 2024
	South of pond/car park area.	In progress	Adverse possession claims in progress
	Fencing replacement and small pond fencing.	In progress	Quotations being sought
Station Gardens	General		Newly planted pear tree doing well.
Kingswood Copse	Ongoing maintenance for nature and wildlife.	In progress	Resident complaint – have responded and awaiting meeting date.
		In progress	Letter to be sent to residents regarding activity in Copse and reminder regarding access.

The Clerk noted the report and highlighted the recent groundworks that had taken place on Uplands Lane and around the Recreation Ground. Cllr Pullen (M) complained about the debris that had been left and there was a discussion about the finish of the works at the entrance and at the Scout hut car park. The Clerk was asked to complain to the contractor and request that they return and tidy the site.

There had been three applicants for the contract gardener position and interviews had been scheduled for the 29th January 2024.

24.07.2 Update on Swelling Hill Pond desilting works schedule.

The pond works were schedule in for the 8th January 2024 and letters had been sent to all neighbouring residents and the school to advise of any potential disruption. The contractor had offered to meet with anyone that had concerns but to date, the Clerk had received no responses.

24.08 OS Meeting Closed at 6.59pm

24.09 OS Next meeting 7th February 2024

Tennis club report

On the 31st January 2024, the tennis club committee will hold an EGM where they have advised that their intention is to disband. This will mean that they will not be hiring the tennis courts for exclusive use in future from the Parish Council and will not be involved in the running of the provision.

The tennis committee have amassed in excess of £10 000 through grant funding and membership fees and intended to use this fund for the resurfacing of the tennis courts along with a Supporting Communities Fund grant (match funded grant) of £14 000 which they wanted to use with earmarked reserves for the tennis courts held by the Parish Council.

As they will no longer be able to continue with this project, the Council is asked on recommendation from the Open Spaces Committee whether they would hold the accrued funds and oversee the project. The suggestion is that the Council appoints the contractor that the tennis club had agreed to use (following their due diligence of reviewing three contractors) to execute the project. The current quotation stands at £27400 and the breakdown would be as follows:

Tennis Club funds	£11 000
Earmarked reserves	£3000
Supporting communities match fund	£14 000

If the Council do decide to go ahead with these works, they could be completed at the same time as the resurfacing of the MUGA and practise court. (CIL funds held for the project)

The tennis club have also indicated that depending on the refunds requested from members, they could potentially commit to a payment of up to £12 000. Any surplus funds could be used by the Parish Council to replace the nets/token system for the flood lights.

If the Parish Council do not agree to hold the funds and oversee the project, after the EGM on the 31st January 2024, the monies held by the tennis club will be payable to the LTA as per their constitution.

In terms of future management of the facility, the LTA have recommended that the Council continues with the 'Spark Membership'. The Parish Council would need to pay a fee of £75 p/a for each floodlit court in exchange for the LTA membership programme which includes an accessible booking system.

The LTA have advised that there would be minimal administrative work for the Parish Office.

The Council/Open Spaces Committee could decide the fee structure to meet the advised sinking fund figure recommended by the LTA of £1800 per court per year. This sinking fund would pay for cleaning and replacement equipment including flood light maintenance which can be costly. The fees can be discussed at Committee level, but the Tennis Club have requested that if the Parish Council does pursue this membership arrangement, that the current members are offered a reduced membership of £48 per annum which is what they currently pay.

The benefits with the LTA membership programme is that it gives the courts a credible affiliation, that they will advise on best practise in terms of maintenance and most importantly, that they will provide a booking system whereby members and 'pay as you go' players can book.

There could be an opportunity over time to make tennis more accessible to the community and encourage youth tennis. One point from the vision planning session was that it was felt that there is a lack of facilities for young people. The tennis committee, whilst not wishing to be responsible for the courts, have offered to do youth volunteering and help encourage families to get involved in tennis.

The Council is asked to consider whether they wish to hold funds and manage the resurfacing project and also whether they would like to continue with the club spark membership, delegating the fee structure arrangements and organisation to the Open Spaces Committee.

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Planning Committee
Held on Wednesday 3rd January 2024, commencing at 7.00pm
At the Benians Pavilion**

MEMBERS PRESENT: Cllr Paul McAllister (Chairman), Cllrs Pullen (M), Pullen (R), Black, Smith and Medhurst
IN ATTENDANCE: Jo Tsigarides (Clerk)

24.01 PC APOLOGIES FOR ABSENCE

There were no apologies for absence.

24.02 PC Open Session, Public Participation

Cllr Pullen (M) enquired about whether housing information about the village was readily available and was informed that the 2021 Census Data is available on the ONS website. Cllr McAllister would send the link out to Councillors.

Cllr Pullen (M) when considering the need for three bed, affordable homes asked what methods and tools the Council could use to try and prevent the volume of applications for extensions on these types of properties. A discussion took place on Design Codes and development orders.

24.03 PC DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

There were no declarations of interest.

24.04 PC PLANNING COMMITTEE MINUTES

Cllr Pullen (M) reminded the Clerk to distinguish between the two Councillor Pullens that were serving on the Committee in the Minutes.

It was **RESOLVED** to approve the Minutes of the Planning Committee meeting held on Wednesday 6th December 2023, following proposal by Cllr Pullen, seconded by Cllr Medhurst, and agreed by all Councillors as a true reflection of the meeting and were duly signed by the Chairman.

24.05 PC NEW APPLICATIONS

PLANNING MATTERS

APPLICATIONS FOR DISCUSSION

FOR DISCUSSION				
Date received	Ref No:	Location	Proposal	Decision
27/11/23	38571/001	45 Penrose Way, Four Marks, Alton GU34 5BG	Porch to front	Registered
The Council does not object to this application and notes that the proposal is in keeping with surrounding properties.				

01/11/23	60242	Whyte Gate, The Shrave, Four Marks, Alton, GU34 5BJ	Garage to front garden area. Ground floor rear and side extensions with conversion of existing garages into habitable accommodation.	Registered
The Council does not object to this application and defers to the Planning Officer's expertise in this regard.				
08/11/23	59097/002	12 Fairfield Green, Four Marks, Alton, GU34 5BL	Continued use of Cat Hotel following temporary permission.	Registered
The Council lodged a strong objection to the original application and wishes to reaffirm this, in particular the point about the size of the fence which is out of keeping with neighbouring properties. It has also been noted that out of the thirty five comments in support of this application, at least thirty of them are stated as customers of the service and the Council would like to highlight this to the Planning Officer as it may be that these customers do not reside near to the cattery and therefore, do not experience any of the detrimental impact of the business. It also notes that a further two comments could be biased as they are submitted from an employee and a contractor who has been working at the site for a long period.				
05/12/23	22567/001	The Wickets, 4 Bernard Avenue, Four Marks, Alton, GU34 5DQ	Single storey rear extension and conversion of roof to habitable accommodation & two storey side extension following demolition of conservatory to side & rear and detached garage	Registered
The Council has no objection to this application and defers to the Planning Officer's expertise in this regard. It would like to highlight the dramatic change to the street scene should the application be permitted.				
12/12/23	60213/001	4 Yarnhams Close, Four Marks, Alton, GU34 5DH	Variation of Condition 4 of 60213 - to reflect the changes to the external material finish included on drawing 2178-14 B	Registered
The Council has no objection to this application and defers to the Planning Officer's expertise in this regard.				
30/11/23	28961/007	Providence, Weathermore Lane, Four Marks, Alton, GU34 5AN	Single storey side and rear wrap around extension	Registered
The Council has no objection to this application and defers to the Planning Officer's expertise in this regard.				

24.06 PC TO NOTE DECISIONS NOTIFIED AND PENDING

The Clerk provided a summary of decisions notified to the Committee.

24.07 PC ADDITIONAL PLANNING MATTERS

Cllr McAllister requested that items 7.2 and 7.3 were switched, with a discussion of the emerging local plan taking place first and all were in agreement.

24.07.1 Chairmans update/any additional matters

The Chairman confirmed that the response to application 52254 had now been submitted to the Planning Officer after an extension had been agreed due to the timing of the Full Council meeting and the festive period.

The Clerk was asked to organise a meeting with the relevant Planning Officer to discuss the inquiry regarding planning application 56082/004. The Council had already submitted a written response, but the intention is to make a verbal representation at the Inquiry. The Chairman had been working with a local interest group who also plan to speak and so this meeting would ensure that the three parties making representation cover separate points.

There was a discussion about S106 funding and the strategic CIL funding window which opens on the 29th January 2024. The Clerk advised that a report will be produced for the Full Council on the 17th January which will include information on the available funding. It had been noted that the Open Spaces generic S106 funding had been depleted to approx. £300 and the Clerk was asked to make enquiries about where the funds had been allocated.

24.07.2 To discuss emerging Local Plan

Cllr McAllister presented information about the emerging Local Plan and noted that due to the timescale of Regulation 19 (July 2024), that there could be an influx of planning applications over the coming months that try and evade the development targets that will be set out.

Using ONS data, the Committee were taken through the current planning applications, ones that had been given permission and presented with an overview of the whole village in terms of planning.

The Committee discussed how to handle the potential developments, and any opportunities that may arise from them in terms of village infrastructure.

24.07.3 To discuss working group for Vision Statement

At the Full Council meeting held on the 20th December 2023, it had been agreed that a working party should be set up to create a vision statement for the Council. Cllr McAllister offered to lead the working group session and facilitate the discussion. Dates would be sent to the Clerk to arrange the meeting, with Councillors and the community being invited to take part. This vision statement would cross over all Committees.

24.08 PC Meeting Closed at 8.50pm

24.09 PC Next meeting 7th February 2024

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Finance and General Purposes Committee
Held on Wednesday 13th December 2023 commencing at 12.00pm
This meeting was held at The Scout Hut, Four Marks**

MEMBERS PRESENT:	Cllr Briggs (Chairperson), Cllrs Gebbett, McAllister, Smith and Pullen (R)
IN ATTENDANCE:	Jo Tsigarides – Clerk Louise Steele – Locum RFO
APOLOGIES:	None

23.47 FGP APOLOGIES FOR ABSENCE

No apologies were received – all members of the Committee being present.

23.48 FGP OPEN SESSION/PUBLIC PARTICIPATION

There was no open session there being no members of the public present.

23.49 FGP DECLARATIONS OF INTEREST

There were no declarations of interest.

23.50 FGP MINUTES OF THE LAST MEETING

On the proposal of Cllr Smith, which was seconded by Cllr Gebbett, and with all Councillors in agreement, it was **RESOLVED** to approve the Minutes of the Finance and General Purposes Committee meeting held on Thursday 12th October 2023 as a true reflection of the meeting and were duly signed by the Chairman.

23.51 FGP BUDGET REVIEW

23.51.1 The Committee reviewed the draft budget for the financial year 2024/25. Several questions were raised and answered by officers. Some debate ensued and number of small amendments were made to the budget with the figures summarised below:

Cost Centre - Administration

4005 Chairman's Allowance budget to be £100 EMR (proposed Cllr Pullen, seconded by Cllr Smith, all Councillors in agreement)

4016 Grants & Donations budget to be £6,000 (proposed Cllr Pullen, seconded by Cllr Smith, all Councillors in agreement)

Cost Centre Community Building Project

4300 Community Building project budget to be £20,500; and

4301 PWLB repayments budget to be nil (proposed Cllr Pullen, seconded by Cllr McAllister, all Councillors in agreement)

Cost Centre -Events

4313 Event expenses budget to be £1,000

The following was also agreed, that :

- an earmarked reserve (EMR) for the Neighbourhood Plan (NP) be created in the current financial year and any NP funds unspent at the end of the year be transferred to that EMR (proposed Cllr McAllister, seconded by Cllr Pullen, all Councillors in agreement)
- an EMR be created in the financial year 2024/25 and that the sum budgeted at code 4316 (election expenses) be transferred to that EMR.

23.51.2 The Committee noted that the draft budget considered would imply a precept of £183,580 being an increase of 5% in cash terms and 4.5% on a Band D Council Tax bill. The Committee did not feel yet able to formulate a recommendation to Full Council about the level of precept and it was agreed that members of the Committee would meet as a working group to discuss the matter further prior to the next Full Council meeting.

23.52 FGP FINANCIAL ITEMS

23.52.1 The Committee noted the arranged energy supply contracts and direct debit arrangements.

23.52.2 The Committee noted that there will be a recurring payment of £6 a month for the contract for the new mobile phone. The payment will be taken each month from the Parish Council credit card.

23.53 FGP ITEMS FOR DISCUSSION

23.53.1 The Committee discussed proposals for additional CCTV provision at the Benians Pavillion. It was agreed that the proposals were positively received but a decision was deferred pending further information including consideration of the GDPR implications of the proposals.

23.53.2 The Committee discussed a proposal and quote to enhance the heating system at Parish Office. Upon the proposal of Cllr McAllister, seconded by Cllr Gebbett, and with all Councillors in agreement, it was **RESOLVED** to accept the quote and proceed immediately.

23.54 FGP NEXT MEETING

It was agreed that the next meeting of the Committee would be held on Wednesday 24th January 2024.

23.55 Meeting closed at 12.45pm

Officer Report

Further to the correspondence that has already been circulated directly to Councillors, there have been some items received which I would like to bring to the attention of the Council:

19th December 2023 and 15th January 2024 – emails from resident regarding issue of speeding in the village. I have consulted Cllr Pullen regarding the response, but then received a second email enquiring about what the Council is doing to help prevent speeding in the village. A response will be formulated with the Chairperson.

3rd January 2024- Email from resident regarding mowing of wildflower areas at Fairfield Green.

9th January 2024-East Hampshire BOATs meeting – invitation, Cllrs to please inform Clerk if they wish to attend.

10th January 2024 – Hampshire County Council, future services consultation, forwarded to Councillors and on website.

12th January 2024 – Email regarding publicity for Local Plan Consultation.

The above item relates to the Local Plan Consultation which will run from the 22nd January 2024 until the 4th March 2024. There will be a public event at Four Marks Village Hall on Monday 19th February from 3.30pm-7.30pm. Cllrs McAllister and Pullen (R) attended an online briefing on the 17th January 2024 and will provide a briefing at the Council meeting.

Monday 15th January saw the vision statement planning meeting, and there will be an update in the meeting. The event was attended by eleven people and several ideas were generated by residents and Councillors regarding long term visions for the village. Aside from the links with planning policy, this can be used as a tool for the Council to meaningfully shape its work, filtering some of the ideas and suggestions down to Committee level.

On the 16th January 2024, I attended a HALC Clerks update where there was a useful presentation from Hampshire Legal Services about the issues that they can deal with. As members of HALC, the Council has access to one free hour of legal advice on any given topic and then a reduced rate on general legal fees for any work thereafter.

The second part of the update was on employment law changes for 2024 including changes to the National Minimum Wage from the 1st April 2024 (£11.44 for over twenty year olds), changes in flexible working (which due to having one employee will need to be written into a policy for the Council), TUPE regulations changes and The Worker Protection Act 2023.

Alongside the need to introduce a flexible working policy, I am currently drafting a volunteer policy which will be reviewed by the F&GP Committee for adoption at the February Full Council meeting. This policy will set out some guidelines for all volunteers including children and also Councillors. Recently, at the Open Spaces Committee meeting, I was asked to provide clarification on the tasks that Councillors can and should be doing and this policy should provide this.

A question raised by the Planning Committee at their January meeting was around available S106 and CIL funding. In response to this, I had a long discussion with the funding administrator and went through the available funding and guidance. One request from Councillors was to have details of the S106 generic funding received by the wellbeing team at EHDC. Previously, the Council had declined their request to support the grant application, but it was still submitted, and they have been granted

£25 000 of funding for the improvements to the Tawny Grove play area. I have asked what exactly this involves and have been told that it includes a replacement fence and a new low level inclusive multiplay centre which will replace the springers. The works are currently out to tender.

On the Agenda are two key items of community engagement. Firstly the annual parish newsletter: I have been gathering printing and distribution costs and the Council are asked whether they would like to produce a newsletter and what the content might be. I have provisionally asked the Locum RFO, Louise, to produce a budget report and I will provide a summary of all of the projects that the Council has completed over the last year along with some photographs.

There is also a discussion to be had about the Annual Parish meeting which according to the Local Government Act 1972, Sch 12, para 3 must be held between 1st March and 31st May. Provisionally, the date of the 24th April 2024 was agreed but this can be altered. Some suggestions to improve the turn out are guest speakers, refreshments, entertainment, and community stands.

In terms of recruitment, the Council will hear tonight from the Staffing Committee who will recommend a candidate to be appointed to the role of Assistant Clerk. This is following interviews held during w/c 8th January 2024 with me and Cllr Gebbett. In addition to this, an advert has been placed for a part time RFO to enable recruitment and training with our current RFO.

Report to Council on CIL/S106 available funding.

S106 Developers Contributions – Specific

- No deadline as such but there is a provisional ‘clawback’ planned for 2027.

£7,029.15 towards access improvement works to the recreational ground at Uplands Lane.

£54,075 towards providing a sport centre building at FM recreation ground.

£2,268 towards a new youth sports/community centre at FM recreation ground.

£7,067.01 towards a new youth sport centre with ancillary office and meeting rooms at Uplands Lane

S106 Developers Contributions – Generic

These funds are available to any organisation involved in community infrastructure. They do not have to have a constitution in place.

Community Facilities	£0.00
Environmental Improvements	£46,076.98
Open Space	£350.72
Transport	£0.00

In response to Cllr enquiries on the subject, EHDC (wellbeing) successfully applied for generic OS funding for improvements to the Tawny Grove play area. Circa £25 000 has been approved and the project will be going out to tender at the end of January. The project involves replacement of the fence and the two springers with a low level multiplay being installed.

Village Hall environmental grant has been submitted - £12 750.

The Open Spaces Committee is currently working on a plan for the restoration of the badger orchard with quotations to follow and so the Council could apply to the ‘environmental improvements’ stream for this one-off project. This stream is not suitable for any ongoing maintenance but could apply to a large-scale/one off project.

CIL (Community Infrastructure Levy)

Strategic CIL

Estimated that £1.5-2m will be available and the stream opens on the 29th January 2024.

Aims to support growth and infrastructure within community – previous PC applied for an additional £1m toward the community building project in 2023 but was unsuccessful although did achieve having a clause removed stating that this fund can only be applied to once for a given project. Could be applied for again in future for community building.

Neighbourhood CIL

Available each April and October when there are funds available. Example is £16500 claimed last year for MUGA resurfacing.

April 2024 - £9984 available – suggest using this for the pathway.

December 2023 Payments – total

Date of invoice	Inv. No	Amount	Payee
15/11/2023	Grant002	£5,000.00	Four Marks VH
24/10/2023	112391	£108.28	Cato Computers
30/11/2023	INV-6070	£12.00	HALC
17/11/2023	INV-6210	£57.60	HALC
23/11/2023	23024FMPC	£430.00	VazMas Gardens
01/11/2023	2000230771	£95.00	EHDC
20/11/2023	FOURMA	£393.60	Industrial Heaters
23/11/2023	4240	£907.97	VitaPlay
16/11/2023	1611RC	£685.20	Just projectors
23/10/2023	75501	£474.00	Play Safety Ltd
30/11/2023	FOU008	£135.02	Acorn Office Supplies
06/12/2023	1731	£1,111.20	LGRC
07/12/2023	1742	£1,494.00	Semrah
07/12/2023	007/23	£209.91	Medstead PC
11/12/2023	November	£18.00	FMVH
11/12/2023	3193	£70.00	DM Payroll Service
10/12/2023	December	£340.00	Eddie Hodkin
10/12/2023	SI56983	£1,110.00	Blachere
16/11/2023	Exp001	£19.50	FM05
31/12/2023	December	£1,450.11	FM04
31/12/2023	December	£645.18	HMRC
31/12/2023	December	£456.71	Hampshire Pension
10/12/2023	00288441	£35.22	M.J. Smith
10/12/2023	Expense	£63.00	M.J. Smith
04/12/2023	203-4526998-7033953	£5.39	FM04
05/12/2023	INV-GB-776079955-2023-129072	£9.40	FM04
11/12/2023	10900149	£412.21	idverde
11/12/2023	10900145	£1,751.92	idverde
Direct Debits			
08/12/2023		£39.92	Talk Talk business
24/11/2023	227150669	£204.52	Biffa
11/11/2023	5563-1406-9425-8569	£6.00	Lloyds c/card
18/12/2023		£228.34	Castle Water
25/12/2023	6316356	£303.13	British Gas
31/12/2023		£30.60	Unity Trust
		£18,312.93	0
Transfers		£50 000	Easy Access Deposit.

January 2024 Payments to date.

Date of invoice	Inv. No	Amount	Payee
09/12/2023	Receipts	£ 21.50	T Gebbett
27/12/2023	Exp Form	£ 6.75	Victoria Ursulean
27/12/2023	PO Receipt	£ 14.25	FM04
01/01/2024	17643	£ 216.00	Vision ICT
21/12/2023	11513424	£ 292.50	Mark Hughes
31/01/2024	January	£ 1,392.23	FM04
31/01/2024	January	£ 284.31	HMRC
21/01/2024	January	£ 448.60	Hampshire Pension
19/12/2023	E014849	£ 217.20	Porfolio
26/12/2023	E014855	£ 108.60	Porfolio
02/01/2024	E014857	£ 108.60	Porfolio
			HSBC INVOICE FINANCE(UK)
30/11/2023	INV/2023/11/043	£ 57.24	Grass Mats Ltd
03/01/2024	INV-0034	£ 5,346.00	Colin Kinch T/A CP Kinch
05/01/2024	1748	£ 1,625.00	Semrah
08/01/2024	E014851	£ 217.20	Portfolio
Dec-23	Dec-23	£ 36.00	FM Village Hall
08/01/2023	1762	£ 819.60	LGRC
08/01/2024	IB-213340633-202	£ 48.24	FM04
15/01/2024	10500	£ 477.00	Externiture
15/01/2024	6090	£ 1,920.00	Robert W Smith
15/01/2024	FOU003	£ 629.92	Cold Control Serv
15/01/2024	SO662	£ 8.00	FM04
Direct Debits			
-	-	£ -	Talk Talk business
			Lloyds c/card
01/01/2024	0488576-04708	£ 102.56	British Gas
02/01/2024	0487948-04707	£ 33.57	British Gas
			SSE
		£ 14,430.87	