

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

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Wednesday 8<sup>th</sup> May 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 15<sup>th</sup> May 2024 at **7.00pm** for the purpose of transacting the undermentioned business.

Yours faithfully

Jo Tsigarides  
Clerk

## **AGENDA**

### **1. ELECTION OF CHAIRMAN**

To elect the Chairman for the next twelve months.

### **2. ELECTION OF VICE-CHAIRMAN**

To elect the Vice-Chairman for the next twelve months.

### **3. APOLOGIES AND APPROVAL OF ABSENCES**

### **4. 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.

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### **5. 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.

### **6. FULL COUNCIL MINUTES**

**6.1** To approve the Minutes of the Full Council meeting held on Wednesday 17<sup>th</sup> April 2024.

**6.2** To approve the Minutes of the Extraordinary Full Council meeting held on Wednesday 1<sup>st</sup> May 2024.

**6.3** To note the Minutes of the Annual Parish meeting (to be adopted 2025).

### **7. CONFIRMATION OF THE GENERAL POWER OF COMPETENCE**

To confirm that Four Marks Parish Council meets the requirements as per S8 Localism Act 2011.

### **8. REVIEW OF THE DELEGATION ARRANGEMENTS TO THE CLERK AND THE STANDING COMMITTEES.**

### **9. TO CONFIRM PROCEDURE FOR REVIEWING TERMS OF REFERENCE FOR STANDING COMMITTEES.**

## **10. APPOINTMENT OF MEMBERS TO STANDING COMMITTEES**

**10.1.** Community Building Project Committee

**10.2** Open Spaces Committee

**10.3** Planning Committee

**10.4** Staffing Committee

**10.5** Finance and General Purposes Committee – to request for volunteers and note that this Committee will not be fully formed until June 2024.

## **11. ADOPTION OF STANDING ORDERS AND CODE OF MEMBERS CONDUCT.**

**12. ADOPTION OF NEW MODEL FINANCIAL REGULATIONS PENDING REVIEW BY FGP WORKING PARTY.**

**13. REVIEW OF ARRANGEMENTS OF OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES**

**14. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

**15. REVIEW OF ASSET REGISTER**

**16. CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS.**

**17. REVIEW COUNCILLOR AND OFFICER SUBSCRIPTIONS TO PROFESSIONAL BODIES.**

**18. TO CONSIDER PROCESS FOR REVIEWING POLICIES THAT ARE MANDATORY AND RELATE TO THE COUNCILS LEGAL OBLIGATIONS.**

**19. APPROVE SCHEDULE OF DATES AND TIMES FOR ALL MEETINGS.**

## **20. APPOINTMENT OF REPRESENTATIVES ON EXTERNAL COMMITTEES**

**20.1** Allotment Association

**20.2** Benians Pavilion Committee

**20.3** Village Hall Committee

**20.4** EHAPTC

## **21. APPOINTMENT OF ROLES WITHIN THE COUNCIL**

**21.1** Footpaths Officer

**21.2** Oak Green representative

**21.3** Highways Liaison

**21.4** Recreation Ground sponsors.

All items above are as per Standing Order 5.

## **22. PLANNING COMMITTEE**

**22.1** To note Minutes of the Planning Committee meeting held on the 1<sup>st</sup> May 2024.

**22.2** To receive updates from Cllr McAllister relating to recent meetings and representations.

**22.3** To note EHDC 'call for sites' survey and defer to Planning Committee.

**22.4** Planning Applications for discussion

**Reference:** [56774](#) **Location:** 73a Winchester Road, Four Marks, Alton, GU34 5HR

**Proposal:** single storey extension to replace existing conservatory

**Reference:** [33691/002](#) **Location:** Lingmala, 105 Lymington Bottom, Four Marks, Alton, GU34 5AH  
**Proposal:** Application for a Lawful Development Certificate for a Proposed single storey side extension.

**Reference:** [SDNP/24/01534/FUL](#) **Location:** Land Off Hawthorn Road Four Marks Alton GU34 5AT  
**Proposal:** Construction of hardstanding for timber lorry loading and turning area measuring 75m by 6m with a 30m T turnaround at the end.

## **23. NEIGHBOURHOOD PLAN STEERING GROUP**

- 23.1** To Consider recommendation from the Planning Committee to the Full Council with regard to the Neighbourhood Plan remit : to explore the possibility of including site allocations and design codes depending on consultant advice and cost.
- 23.2** To consider request from Neighbourhood Plan Steering Group for £1500 for initial consultant advice.

## **24. OPEN SPACES COMMITTEE**

- 24.1** To Note the Open Spaces Committee meeting Minutes from the 1<sup>st</sup> May 2024
- 24.2** Oak Green bus shelter – for approval.

## **25. FINANCE AND GENERAL PURPOSES COMMITTEE**

- 25.1** To note Minutes of 10<sup>th</sup> April 2024 meeting.
- 25.2** To note working party meeting on 30<sup>th</sup> May 2024 (to include Chair, Vice Chair and interested Councillors)

## **26. COMMUNITY BUILDING COMMITTEE**

- 26.1** To receive update from Cllr McAllister.

## **27. STAFFING COMMITTEE**

- 27.1** To note Minutes of meeting held on 17<sup>th</sup> April 2024

## **28. Year End 31<sup>st</sup> March 2024 – Accounts and Governance Statements**

- 28.1 Internal Audit report.**  
To receive oral report regarding internal audit conducted on the 15<sup>th</sup> May 2024. Report to be circulated when available.
- 28.2 Annual Governance Statement**  
To consider and agree the Annual Governance Statement (AGAR part 1) for the financial year 2023/2024.
- 28.3 Accounting Statements 2023/2024**  
To consider and approve the Accounting Statements 2023/2024 (AGAR part 2).
- 28.4 Dates for Public Inspection**  
To consider and agree dates for public right of inspection of accounts.
- 28.5 Appointment of internal auditor.**
  - 28.5.1** To ratify the use of the internal auditors 'Light a Touch' for the period 2023/2024.
  - 28.5.2** To approve the appointment of internal auditors 'Light a Touch' for the period 2024/2025.

## **29. FINANCIAL ITEMS.**

- 29.1** List of payments April 2024 – for approval.
- 29.2** List of payments May 2024 to date. For approval
- 29.3** Bank balances as of 30<sup>th</sup> April 2024. To note.
- 29.4** To approve the RFO, Heidi Simmonds, as a signatory on the Unity trust bank account.
- 29.5** To approve the removal of Louise Steele from the Unity trust bank account as of 31<sup>st</sup> May 2024.

## **30. CLERK REPORT AND CORRESPONDENCE**

- 30.1** To receive report and note any correspondence.

## **31. COMMUNITY ENGAGEMENT**

- 31.1** Update on Councillor surgeries – Cllr Medhurst.
- 31.2** Update following meeting with FOFM regarding fireworks.

## **32. TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS (AS APPLICABLE)**

- 32.1** Allotments (Cllr Speed)
- 32.2** Benians Committee (Cllr Smith)
- 32.3** Village Hall Committee (Cllr Gebbett)
- 32.4** Oak Green (Cllr Briggs)
- 32.5** Highways update (Cllrs Pullen/Medhurst)

## **33. Next meeting 19<sup>th</sup> June 2024**