

**FOUR MARKS PARISH COUNCIL**

**Minutes of the Meeting of the Four Marks Parish Council  
Held on 25<sup>th</sup> June 2025 at the Village Hall, at 7.00pm**

<b>MEMBERS PRESENT:</b>	Cllrs Coulson, Davies, Gebbett, Medhurst, M Pullen, R Pullen, Smith (in the Chair) and Rymer
<b>STAFF:</b>	Louise Steele, Locum Clerk
<b>PUBLIC:</b>	Three members of the public
<b>APOLOGIES:</b>	As below

**25.98 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Briggs and McAllister..

**25.99 OPEN SESSION – PUBLIC PARTICIPATION**

One member of the public raised a question about the renewal of white lines at Oak Green parade car park. It was indicated that this matter might be included with the other Oak Green matters listed at agenda item 15.3.

**25.100 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Members declared no interests in matters related to the agenda.

**25.101 FULL COUNCIL MINUTES**

Upon the proposal of Cllr Davies, seconded by Cllr R Pullen, and with all Councillors in agreement it was RESOLVED to approve the minutes of the Annual Meeting of Council held on Wednesday 21<sup>st</sup> May 2025.

**25.102 CHAIRPERSON'S REPORT**

Cllr Smith (Vice-Chair) was in the Chair for the meeting and referred to correspondence received regarding flag flying. It was agreed that a draft flag policy should be considered at the next meeting of Council.

**25.103 DISTRICT COUNCILLOR REPORT**

No report was received.

**25.104 APPOINTMENT TO OPEN SPACES COMMITTEE**

It was RESOLVED to appoint Cllr M Pullen to the Open Spaces Committee.

**25.105 PLANNING COMMITTEE**

**25.105.01 To note updates of the Planning Committee**

The Chair suspended Standing Orders in order to hear from Mr Frank Malony about the future funding of the Neighbourhood Plan.

**25.105.02 EHDC-25-0226-HSE**

The Old Vicarage, 61 Blackberry Lane, Four Marks, Alton, Hampshire, GU34 5DF Single storey side/rear extension off the existing two storey house linking to the existing garage. Formation of a new flat roof dormer to the front elevation.

Comment: **No objection**

**25.105.03 EHDC-25-0328-FUL 149 Winchester Road, Four Marks, Alton, Hampshire, GU34 5HY**  
Detached dwelling on land at 149 Winchester Road.

Comment: **Four Marks Parish Council makes a strong objection to this application. The application represents backland development and is and is contrary to the Four Marks & Medstead Neighbourhood Plan Policy 1 which states that "the inappropriate development of residential gardens, for example, where such development would harm local character, will be refused". The floor plans indicate a three bedroom house with a guest room, so in fact a four bedroom house; there is no local need for four bedroom houses. Further, this development is described as affordable housing but in the parish**

**council's view meets none of the criteria for affordable housing. The parish council notes that there are protected trees on site and is sceptical about retaining a tree canopy within 2.5m of a dwelling.**

**25.105.04      20252/004**

Land At 103 And To The Rear Of 97 To 105 Blackberry Lane, Four Marks, Alton, Hampshire. NOTIFICATION OF PRE-DECISION AMENDMENT Proposal: Outline application with all matters reserved except for access for creation of new vehicular and pedestrian access from Blackberry Lane, erection of up to 35 dwellings with associated landscaping and parking, Local Area for Play (LAP) and open space

Comment: **Four Marks Parish Council still maintains the previous comments it made and the strong objection to this application despite the access road being moved and the slight reduction.**

**25.106      FINANCE & GENERAL PURPOSES COMMITTEE**

**25.106.01**      Draft minutes of the Finance & General Purposes Committee held on 18 June 2025 were deferred to the next meeting of Council.

**25.107      FINANCIAL ITEMS**

**25.107.01**      Financial reports were deferred to the next meeting of Council

**25.107.02**      Consideration of Payments was deferred to the next meeting of Council

**25.107.03**      Upon the proposal of Cllr R Pullen, seconded by Cllr Coulson, and with all Councillors in agreement it was RESOLVED to add the Locum Clerk Louise Steele to the Unity Trust Bank accounts with "view and submit" access.

**25.108      TO RECEIVE THE INTERNAL AUDIT REPORT DATED 19 JUNE 2025**

The internal Audit Report dated 19 June 2025 was received and the Finance & General Purposes Committee was asked to review the detailed report which accompanied the report for the AGAR and recommend an action plan to Full Council.

**25.109 .      ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2024/25**

**25.109.01      Annual Governance Statement 2024/25 (AGAR Section 1)**

Council considered the answers to the assertions in the Annual Governance Statement and upon the proposal of Cllr R Pullen, seconded by Cllr Smith and with all Councillors in agreement agreed that it could answer "yes" to seven of the eight assertions i.e. all except assertion 7 and the following wording was agreed as explanation of the "no" answer to assertion 7:

*"Four Marks Parish Council has given a negative answer to assertion 7 "We took appropriate action on all matters raised in reports from internal and external audit".*

This is because in an internal audit report dated 20 January 2025 the following was drawn to the Council's attention:

*"The Parish Clerk will need to ensure that the Asset Register is kept up to date to record the value of new purchases. This will ensure that the totals reflected in the End of Year figures for Box 9 on Section 2 Accounting Statements are accurate for reporting to the External Auditor. The Asset Register should be reviewed and approved by the full Parish Council before the 31 March 2025."*

Unfortunately, the Asset Register was not reviewed until 23 April 2025. It has been the parish council's custom to review the Asset Register after the end of the financial year in order to be able to verify the asset value as at 31 March for Box 9 on AGAR Section 2 – Accounting Statements and going forward the Council will review the Asset Register once during the financial year and again after the end of the year to verify the year end figure for Box 9.

**25.109.02      Annual Statement of Accounts 2024/25 (AGAR Section 2)**

It was noted that the Finance & General Purposes Committee had considered and agreed for recommendation to Full Council and earlier draft of the Statement of Accounts. An amendment had been made to the figures subsequent to the F&GP Committee meeting and an explanation of that amendment was considered and accepted. Upon the proposal of Cllr R Pullen, seconded by Cllr Coulson, and with all members in agreement the Annual Statement of Accounts 2024/25 was agreed.

**25.109.03      Conflict of Interest Form – BDO**

Upon the proposal of Cllr Medhurst, seconded by Cllr R Pullen and with all members in agreement it was agreed that no members had any conflict of interest with the external auditor and RESOLVED that the conflict of interest form should be completed to that effect.

**25.109.04        Dates for the Exercise of Public Rights**

It was noted that the dates for the Exercise of Public Rights to inspect the Council's accounts would be Monday 30<sup>th</sup> June to Friday 8<sup>th</sup> August 2025

**25.110            ADOPTION OF THE SCHEME OF DELEGATION**

This item was deferred to the next meeting of Council.

**25.111            ITEMS FOR DECISION**

**25.111.01        Drainage Consultant Benians Pavilion**

Upon the proposal of Cllr M Pullen, seconded by Cllr Coulson it was RESOLVED to accept a quote from AWA Engineers for the provision of the drainage information required for the Council's detailed planning application for the Benians Pavilion. The expenditure to be funded by allocation of up to £6,000 from the £37,125 already allocated for the required consultant reports (Minute 25.67.01 refers).

**25.111.02        Neighbourhood Plan Funding**

Noting the Government's withdrawal of Neighbourhood Plan funding and upon the proposal of Cllr R Pullen, seconded by Cllr Davies, it was RESOLVED To allocate up to £6,000 from the EMR for Neighbourhood Plan to cover consultation costs and required modifications to the plan subject to an equal allocation from Medstead Parish Council. The Locum Clerk to write to the Clerk to Medstead Parish Council.

**25.111.03        BBQ – Pavilion 5 July 2025**

It was agreed that the Archery team could hold a BBQ at the Pavilion on 5 July 2025.

**25.112            ITEMS FOR CONSIDERATION**

**25.112.01        Grant Application from Homestart**

A proposal from Cllr R Pullen, seconded by Cllr Coulson, to make a grant of £500 to Homestart was defeated. Further consideration of the grant application was deferred.

**25.112.02        Potential Legal Costs**

This item was deferred.

**25.112.03        Oak Green**

Questions as to flytipping; CCTV; renewal of sleepers in the car park and weed treatment of tarmac all around the shops and renewal of the car park white lines were referred to the Open Spaces Committee.

**25.113.            TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS**

**25.113.01**        Allotments -Cllr Medhurst – nothing to report

**25.113.02**        Benians Committee – Cllr Smith – the AGM is tomorrow

**25.113.03**        Oak Green -Cllr Briggs– nothing to report in the absence of Cllr Briggs

**25.113.04**        Village Hall – Cllr Briggs – Cllr R Pullen reported that there is a Trustee meeting on 22 July

**25.113.05**        Highways – Cllrs R Pullen and Medhurst. Disappointment was expressed the last meeting with Highways did not take place.

**25.113.06**        EHAPTC – Cllrs R Pullen – nothing to report

**25.114            NEXT MEETING - Wednesday 16<sup>th</sup> July 2025.**