



Meeting of the Full Council (First Annual Meeting)

15th May 2024

1. Agenda
5. Minutes of Full Council 17th April 2024
10. Minutes of EGM 1st May 2024
11. Minutes of Annual Parish Meeting 24th April 2024
24. FMPC Standing Orders
47. Code of Conduct
52. Asset register
59. Current insurance policy – expires September 2024.
82. Planning Committee Minutes – 1st May 2024
85. Letter received by Medstead and Four Marks Neighbourhood Plan Steering Group
87. Open Spaces Committee meeting Minutes – 1st May 2024
91. Oak Green bus shelter quotations.
93. Finance and General Purposes Committee Minutes – 10th April 2024
96. Staffing committee Minutes – 17th April 2024
98. AGAR Part 1
100. AGAR Part 2
105. Dates for public rights of inspection

106. April 2024 payments
107. May 2024 payments to date
108. Account balances
109. Clerk report and additional correspondence
115. District Councillor written report.

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

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Wednesday 8th 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 15th 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.

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 17th April 2024.

6.2 To approve the Minutes of the Extraordinary Full Council meeting held on Wednesday 1st 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 1st 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 1st May 2024
- 24.2** Oak Green bus shelter – for approval.

25. FINANCE AND GENERAL PURPOSES COMMITTEE

- 25.1** To note Minutes of 10th April 2024 meeting.
- 25.2** To note working party meeting on 30th 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 17th April 2024

28. Year End 31st March 2024 – Accounts and Governance Statements

- 28.1 Internal Audit report.**
To receive oral report regarding internal audit conducted on the 15th 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 30th 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 31st 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 19th June 2024

FOUR MARKS PARISH COUNCIL
Minutes of the Full Council Meeting
Held on Wednesday 17th April 2024 commencing at 7.00pm
At Four Marks Village Hall, Lyminster Bottom, Four Marks

MEMBERS PRESENT:	Cllrs Briggs, Pullen (R), Smith, McAllister, Medhurst, Black, Coulson.
STAFF:	Jo Tsigarides, Clerk
PUBLIC:	Two members of the public.
OTHER:	District Councillor
APOLOGIES:	Cllrs Gebbett, Pullen (M) and Speed

24.57 APOLOGIES AND APPROVAL OF ABSENCES

Apologies were received by Cllr Gebbett (health issues), Cllr Speed (holiday) and Cllr Pullen (M) (personal reasons)

24.58 OPEN SESSION – PUBLIC PARTICIPATION

MOP 1 referenced the recent inquiry decision into the Mount Royal/Gladman planning application, expressing disappointment in the decision. They commented that representations from the Parish Council, Fight 4 Four Marks and the public appeared to have been disregarded. It was also noted that it was unacceptable that the final decision had not been sent directly to those that lodged objections (including the Parish Council). There was a discussion of the EHDC representation.

Cllr Pullen asked what actions were available to the Council and suggested that District Councillors and the local MP, Damien Hinds should be contacted to see if there is anything that they can do.

There being no further items to raise, the Open Session ended at 7.10pm, Standing Orders were applied.

24.59 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

There were no declarations of interest.

24.60 FULL COUNCIL MINUTES

On the proposal of Cllr Black, 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 20th March 2024 as a true reflection of the meeting and were duly signed by the Chairman.

24.61 CHAIRPERSON’S REPORT

Nothing to report.

24.62 DISTRICT COUNCILLOR REPORT

An annual report was provided by Cllr Day and circulated to Council before the meeting.

District Cllr Richardson informed the Council that the three District Councillors had met in order to discuss the Gladman inquiry. It had been agreed that District Cllr Day would make representation to Richard Millard. Cllr Richardson was hoping to be appointed to the EHDC Planning Committee from May 2024.

24.63 COMMUNITY BUILDING PROJECT COMMITTEE

24.63.1 To note any matters arising/updates

Smart Marketing reported that they had still received limited responses and would shortly be sending through an initial report. RW Sport had begun the first phase of their work and had responses from several sporting bodies. Both had agreed to present their findings at the Annual Parish meeting.

24.64 OPEN SPACES COMMITTEE

24.64.1 To note updates from the Open Spaces working party meeting held on Wednesday 3rd April 2024.

The Clerk gave an overview of the working party meeting and also noted that Manor Colts U11's team had asked for permission to play some Saturday matches which could lead to a permanent arrangement, that discussions between the angling club and the Committee were taking place about the restocking of the pond, and that a meeting had been booked with the tennis court contractor regarding the weed growth.

24.64.2 To review quotations for repair works to Oak Green bus shelter.

The Clerk discussed the funding of the project, in that the works had not been budgeted for and informed the Council that enquiries had been made with grant funding contacts to find out whether there was any suitable funding.

To date only one quotation had been provided, with contractors either not attending site or declining to quote. A Councillor had, that day, provided contact details of contractors that they had briefly outlined the project to and were prepared to quote and so it was agreed that the Clerk would arrange meetings with them, with a final deadline being the 1st May 2024, when the Open Spaces Committee would review the quotations.

24.64.3 To approve expenditure for Swelling Hill Pond car park.

On the proposal of Cllr Medhurst, which was seconded by Cllr Coulson, it was:

RESOLVED to approve the quotation for remedial works to Swelling Hill Pond for £950. (from Swelling Hill maintenance earmarked reserve).

24.65 PLANNING COMMITTEE

24.65.1 To receive updates from the Planning Committee Chairman.

Cllr McAllister advised that a meeting was scheduled to take place on the 30th April 2024 at Monterey House, Petersfield. In attendance would be Adam Harvey, the Clerk, a representative from Medstead Parish Council and Cllrs McAllister and Pullen.

24.65.2 Planning Application 50994/002

The Council has no objection to this planning application.

24.66 STAFFING COMMITTEE

24.66.1 Update from Committee Chairman regarding staff matters and vacancy

In the absence of the Committee Chairman, Cllr Pullen explained that a suitable candidate had been interviewed for the RFO position.

On the proposal of Cllr Pullen, which was seconded by Cllr Coulson, and with all Councillors in agreement, it was:

RESOLVED to accept the recommendation of the Staffing Committee and appoint the candidate to the RFO position at a rate of SCP 18.

24.66.1.1 To Consider moving Agenda item 10.3 into a closed session

On the proposal of Cllr Pullen, which was seconded by Cllr Smith, and with all Councillors in agreement, it was:

RESOLVED to move Agenda item 10.3 into a Closed Session.

24.66 FINANCE AND GENERAL PURPOSES COMMITTEE

24.67.1 To receive any appropriate updates.

The Clerk noted the recent meeting and due to some discrepancies, it was suggested that the following Agenda Item be deferred to a later meeting.

24.67.2 To approve earmarked reserves as of 31st March 2024

On the proposal of Cllr Pullen, which was seconded by Cllr Smith, and with all Councillors in agreement, it was:

RESOLVED to defer the approval of earmarked reserves as of 31st March 2024 to the next appropriate meeting.

24.67.3 To review and agree asset register as of 31st March 2024

On the proposal of Cllr Pullen, which was seconded by Cllr Smith, and with all Councillors in agreement, it was:

RESOLVED to approve the Asset Register as of 31st March 2024.

24.67.4 To amend Unity Trust banking mandate to permit Clerk/RFO to move funds between current.

Cllr Pullen explained that this item referred to the Unity trust instant access current and deposit accounts and would allow the Clerk/RFO to move money between the two without Councillor authorisation. The funds would not be transferred out to any external accounts.

On the proposal of Cllr Pullen, which was seconded by Cllr Coulson, and with all Councillors in agreement, it was:

RESOLVED to amend the Unity Trust banking mandate to permit the Clerk/RFO to move funds between the current and deposit account, as required.

24.67 OFFICER REPORT

24.68.1 To note Clerks report and any listed correspondence.

In addition to the circulated correspondence, the Clerk noted the following:

DLM marketing – 16/04/2024, response to email from Clerk.

Resident complaint regarding attendance of the Police and Crime Commissioner at APM. – 14/04/2024

Metis homes, various emails and telephone calls.

IdVerde – 15/04/2024, issue with bins, all vehicles off road.

PCSO – 13/04/2024, investigating issue with glass bottles, unable to attend Full Council or APM.

The meeting was closed at 7.42pm.

A resident suggested that if the Police and Crime Commissioner, Donna Jones, is permitted to attend the Annual Parish meeting, that other candidates that are also standing for election should be given the same privilege.

The meeting was opened at 7.45pm.

Councillors discussed the options to either invite all candidates for Police and Crime Commissioner or to inform Donna Jones that the Council considers it to be the best option for her not to attend. The Clerk was asked to proceed with the latter option.

24.68.2 To note meeting schedule 2024/2025.

The meeting schedule was noted, and the Clerk advised that an alternative venue was being found for the Committee meetings on the 1st

May 2024.

24.69 FINANCIAL ITEMS

24.69.1 To receive and approve the March 2024 payments.

On the proposal of Cllr Pullen, which was seconded by Cllr Smith and with all Councillors in agreement, it was:

RESOLVED to approve the March 2024 payments totalling 75610.39.

24.69.1.1 To receive and approve April 2024 payments to date.

On the proposal of Cllr Pullen, which was seconded by Cllr Briggs, it was:

RESOLVED to approve the April 2024 payments to date totalling £6550.22.

24.70 FOR CONSIDERATION

24.70.1 To consider whether Councillors should be permitted to apply for paid positions and provide quotes or tenders for Council work.

Due to the absence of Cllr Gebbett, who requested the motion, on the proposal of Cllr Briggs, which was seconded by Cllr Coulson, it was:

RESOLVED to defer the motion detailed in Agenda item 14.1 to the next appropriate meeting.

24.71 TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS

24.71.1 Allotments – Cllr Speed.

Nothing to report.

24.71.2 Oak Green – Cllr Briggs

Cllr Briggs reported that the fly tipping issue appeared to have eased recently. There had been an issue with the bottle bank overflowing, which had been reported.

24.72.3 Village Hall – Cllr Gebbett

Cllr Pullen informed the Council that the LED light installation project was due to begin on the 23rd July 2024 and would take approximately two weeks to complete.

24.72.4 Highways – Cllrs Pullen and Medhurst

A liaison panel meeting date was being awaited.

24.72.5 EHAPTC

No update.

24.73 COMMUNITY ENGAGEMENT

24.73.1 Village picnic preparations and funding

The Clerk reported that preparations were underway and that some of the events budget would need to be used for the dog show insurance. Costs were being sought.

Councillors were asked to assist with set up and tidying away, informing the Assistant Clerk of their availability.

24.73.2 To receive update on Cllr Surgeries

Cllr Medhurst asked for volunteers to help at the Councillor Surgery scheduled for the 27th April 2024.

24.74.4 To discuss Annual Parish meeting.

The Clerk would open the hall from 6pm and asked for assistance with setting up.

24.75 Next meeting: 15th May 2024

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

24.76 To note staff appraisal and any recommendations from the Staffing Committee.

The Staffing Committee made two recommendations to the Council.

Firstly that on the completion of a successful probationary period appraisal, the Assistant Clerk would be awarded a one SCP incremental raise. On the proposal of Cllr Pullen, which was seconded by Cllr Coulson and with all Councillors in agreement, it was:

RESOLVED to approve the above recommendation and award the Assistant Clerk a one SCP increase effective from 1st May 2024.

Secondly, the Clerks appraisal was considered and on the proposal of Cllr Pullen, which was seconded by Cllr Coulson, it was:

RESOLVED to award the Clerk a two SCP increase effective from the 1st April 2024.

24.77 Meeting Closed 8.12pm.

FOUR MARKS PARISH COUNCIL
Minutes of the Extraordinary Full Council Meeting
Held on Wednesday 1st May 2024 commencing at 7.00pm
At The Church of the Good Shepherd, Lymington.

MEMBERS PRESENT:	Cllrs Briggs, Pullen (R), Smith, McAllister, Medhurst, Black, Coulson.
STAFF:	Jo Tsigarides, Clerk
PUBLIC:	None
OTHER:	None
APOLOGIES:	Cllrs Gebbett and Black

24.76 APOLOGIES AND APPROVAL OF ABSENCES

Apologies were received by Cllr Gebbett (health issues), and Cllr Black. Both were accepted by the Council but the Clerk was asked to reiterate that a reason should be provided by all Councillors.

24.77 OPEN SESSION – PUBLIC PARTICIPATION

There were no members of the public and so the Open Session concluded at 7.02pm, Standing Orders were applied.

24.78 FOR RESOLUTION

24.78.1 To consent to change of signatory on National Savings and Investments Account

On the proposal of Cllr McAllister, which was seconded by Cllr Coulson, and with all Councillors in agreement, it was:

RESOLVED to consent to a change of signatory on the National Savings and Investments Account, replacing Sarah Goudie with Jodene Tsigarides, Reginald Pullen and Howard Briggs. The document would be signed by Cllrs McAllister, Speed and Coulson.

24.79 FOR APPROVAL

24.79.1 To approve earmarked reserves as of 31st March 2024 (documents circulated).

Cllr M Pullen made some enquiries about the amount of general reserve held by the Council and was told that it can be anywhere between thirty and seventy percent depending on the precept amount.

On the proposal of Cllr Pullen (R), which was seconded by Cllr McAllister, and with all Councillors in agreement it was:

RESOLVED to approve the earmarked reserves as of the 31st March 2024.

24.79.2 To consider quotations for Oak Green parade remedial works.

The Council reviewed the quotations that had been gathered so far, but decided to wait for the final quotation. This would be circulated to the Council so that they could ask any questions and make observations before the next meeting.

On the proposal of Cllr Briggs, which was seconded by Cllr Smith and with all Councillors in agreement, it was:

RESOLVED to defer the item to the next meeting on the 15th May 2024.

24.80 Meeting Closed at 7.25pm.



FOUR MARKS PARISH COUNCIL

Minutes of the ANNUAL PARISH MEETING 24TH APRIL 2024

7.00PM, FOUR MARKS VILLAGE HALL, LYMINGTON BOTTOM ROAD, FOUR MARKS

**IN ATTENDANCE: Councillors: Briggs, M Pullen, R Pullen, Black, Speed, Smith
Cllr Apologies: Gebbett, Coulson, Medhurst, McAllister
District Councillors: Allsopp and Richardson
County Councillor: Kemp-Gee
Officers: Jo Tsigarides, Clerk, Victoria Ursulean, Assistant Clerk
Speakers and members of the public: forty three.**

The Chairperson opened the meeting and welcomed the attendees, explaining that due to resident feedback, the current Police and Crime Commissioner, Donna Jones had been asked not to attend. Complainants had considered it to be unfair during the pre-election period. Donna Jones had offered to come to a future meeting should she be re-elected.

Stuart Mills – Energy Alton

A presentation was given on the operation of Energy Alton and how funding is received. Information was given about Energy Champions, influencing policy decisions and some data shared about Four Marks' carbon profile.

R 1 – Asked questions about solar farms and SM gave examples of successful community projects such as the Froxfield Community Solar Farm.

R 2 – Stated that they were prevented from putting too many solar panels on their roof due to grid constraints. SM replied that as an organisation, Energy Alton was too small to have a direct impact on Government policy and shared the frustration.

R 3 – Enquired about whether climate change is measured just by temperature or whether rainfall was also a consideration. SM stated that it was easier to record and measure the rise in temperature than rainfall and discussed the Munich Study.

R 4 – Asked whether it was possible to put solar panels on roofs in conservation areas. SM replied that it was possible depending on the angle they were facing.

R 5 – Expressed frustration and apathy at putting in effort regarding climate change when it is really a ‘one world’ problem and used the example of China. SM explained that China does have an extended Net Zero target and that there was a decarbonisation plan.

R6 – said that SM had mentioned solar farms but asked about wind turbines. SM explained that the legislation was currently in review. Political pressure had prompted some change.

Doctor Arthur Barlow, Fight 4 Four Marks

Dr Barlow delivered a presentation about planning in the local area and included details about the housing land supply figures and recent appeal decision.

R 7 – Raised issues that they had noticed on new developments regarding access for emergency vehicles and local amenities. They considered that the design of the newer estates was not satisfactory.

R 8 – Asked whether there would be any further opportunities to comment on the draft local plan. AB responded that he thought that there would be further consultation in July 2024.

Cllr Reg Pullen asked if there was anything further that could be done about the recent decision re Mount Royal and how could the community and Parish Council ensure that the various conditions were enforced.

Jane Thomson advised that there should be a liaison Committee which would include local/District Councillors and the site managers. This was something that she had had previous experience of and said that it was an effective way for local residents to keep on top of the build.

R9 – Asked about the sewer and when this would be upgraded.

AB said that the sewer was installed in 1987 and that there could be scope for another sewer in the future.

There was then a discussion amongst the audience about the sewer and footage that Cllr Black had captured of it overflowing.

R10 – Considered that Hampshire Highways were doing nothing about the road conditions and have been aware for some time about the flooding.

There was a discussion about whether there was a lack of resource or general apathy within Hampshire Highways.

The amount of work that was put in by the Parish Council, the Neighbourhood Plan Steering Group and F4FM was emphasised.

R11 – made some observations about utility companies not being able to keep up with the build rate in light of the new land supply directive.

R12 – Asked for an explanation regarding the land supply principles and what they considered to be the failings of EHDC in the Mount Royal appeal.

AB explained.

1 Apologies for absence

Apologies were noted from Cllrs Gebbett, Coulson, McAllister and Medhurst.

2 Adoption of Minutes from previous Annual Parish Meeting.

On the proposal of Frank Maloney, which was seconded by Bryan Timms, the Minutes of the Annual Parish meeting held on the 23rd May 2023 were adopted.

3 Parish Council Chairperson's report.

Cllr Briggs reflected on the past year and the learning curve that the newly elected Councillors faced. There were tasks that surprised him and he thanked both his fellow Councillors and the Clerk for their efforts. The amount of day to day tasks and the wide ranging responsibilities of the Parish Council had surprised him along with the amount of time and process involved in completing some tasks.

Planning has been high on the Council priorities and had taken up a great deal of time. This had meant that other projects, whilst being important to the Council had to wait. An example of this was the Vision Planning Project, where members of the community had come together to think about short, medium and long terms goals for the village. This information was still in the process of being pulled together and would be presented when time allowed.

Cllr Briggs then highlighted some of the Council projects which had taken place over the year including the book share which would soon be launched at Oak green parade, the resurfacing of the tennis courts, the dredging works at Swelling Hill Pond and the Litterpick which had had a record turnout. The Council is looking forward to the Village picnic on the 23rd June 2024 and hopes to work with Four Marks School to host a fireworks display in November 2024.

4 District Councillor report.

Cllrs Allsopp gave an oral report (attached) and Cllr Richardson noted that Cllr Day is working to get a review into the Mount Royal application.

5 County Councillor report

Cllr Kemp-Gee gave a report (attached).

R12 – Made a comment about the number of potholes in the village.

R13 – Made observations about the amount of excess water on the roads, particularly at pinch points such as outside of the school.

Cllr Kemp-Gee noted that HCC do not have the time or resource to deal with some of the issues, and that the ditches causing a lot of the problems are the responsibility of the property owners.

Dr Barlow – Asked for further investigation into the role of Highways in the Gladman objection. Cllr Kemp-Gee stated that he would look into the matter.

6 Community Recognition Awards

Awards were given to the following people in recognition of their efforts.

Tina Ratcliffe

Anna Parratt

Frank Maloney

Nick Stenning
Dr Arthur Barlow
Jane Thomson
Trish Rhymer
Rod Rhymer
Speedwatch team

7 Community Building update

Claire Price, Smart Marketing.

An update was given on the groups and users survey that had taken place since December. Each question asked of the groups and users was discussed (slides attached).

R13 – Considering the number of houses that are being allocated in Four Marks, this project is really significant. CP agreed and stated that the building and it's identity need to be defined.

Richard Wood – RW Sport

Delivered presentation, slides attached.

R13 – asked what co operation there was between RW Sport and Smart Marketing. RW replied that he was in the early stages (Phase one) of his research currently and that there would be further cross over in the future, as required.

R14- Discussion on whether there was a link between the funding (from EHDC) and the objections from EHDC to the application.

RW replied that District Councils need to understand the need to understand that strategic need across the whole of the area and whether there is a deficit in the provision in place. A key document recently published on the Playing Pitch Strategy was referred to.

R15 – commented that most of the consultation was simply a wish list and that the apathy in responding reflects the communities desire for a new building.

The Sport England requirements along with the Fields in Trust conditions were also discussed.

R16 – enquired as to whether a developer provision for a new sports pitch could be used to offset the land needed for the building.

General Questions

R17 – A previous Parish Councillor appreciated Cllr Briggs' comment about how much is involved in Parish life and reflected on their lengthy service. They then stated that the upside to development in the area is that there will be a £200 000 CIL payment for the village.

R18 – Referring to the Minutes of the previous 2023 Annual Parish meeting asked what had happened regarding the transparency that was promised regarding the Fields in Trust Covenant.

Cllr Briggs responded that this would be included in a future update in the Four Marks News.

Meeting Closed at 9.40pm.

Report County Councillor Kemp-Gee

Potholes repaired by Hampshire Highways -

2018/19 41,000

2019/20 28,000

2020/21 57,000

2021/22 73,000

2022/23 120,000

Some temporary most permanent, we will return to the temporary repairs as soon as we can to make permanent. Or that's the intention!

We maintain 5500 miles of road and 1750 bridges and structures plus over 7000 acres of land for wildlife, heritage and amenity use not to mention some 3000 miles of footways and pathways

We wholesale manage the disposal of 600,000 tonnes of household waste and recycling.

We support 10,000 children in need of social care (of which 2300 are actually in care) and long term care for 18,000 adults, of which 2/3rds are older people and we partly do that that in are own nursing and dementia care homes as well as with our day care and meals on wheels services.

This is by no means a comprehensive list of the vital services and amenities that the county council provides every day.

Not surprisingly, out of our £1.6 billion non-educational budget some £700 million goes on adult social care and £400 million on childrens social care, a total of £1.1 billion.

That leaves £500 million for everything else, out of which Highways gets £200 million and that is clearly not enough.

Your council tax now provides £1.5 billion out of our £1.6 total spend thus demonstrating how little central government grants now provide to our local government expenditure, compared to say 14 years ago when it was some 30%.

This is at the very crux of local government finance as we provide these critical statutory services as a national requirement but get little or no support from central taxes to do so.

Inevitably there will have to be some significant changes in social care financing flows or more local authorities will be in financial difficulties, even so Hampshire has the second lowest council tax in England and Wales. But without a dedicated flow of central finance such as the NHS or the educational budget for these national requirements then the only alternate is something like a one off 18% hike in council tax with subsequent year increases above the rate of inflation.

Locally, its been a year of constant efforts to keep Four Marks roads safe and useable with much time spent on trying to push forward a number of highway and footways improvements and these are chronicled in my regular reports in the Four Marks News, a rattling good read if you want to keep abreast of events. One of our main focusses remains flooding, car parking and traffic calming around the School and we are seeking to spend the last Boyneswood Road development s106 monies on some improvements around the School before Christmas.

I have also been heavily engaged with Hampshire Highways Development Control, working with local pressure groups to bring common sense and practicality to any implications flowing from the District Councils Draft Local Plan. Never let it be forgotten that every day 450,000 people drive to work with only 4% going by train so we can all see what the challenge is and that is not to dwell on the tsunami of home deliveries and our position in the north east of Hampshire with everyone seeming to drive along our roads from elsewhere to get somewhere else!

Mark Kemp-Gee

Councillor, Alton Rural Division, Hampshire County Council

APPENDIX 1



FOUR MARKS PARISH COUNCIL

PROVISIONAL ANNUAL FINANCIAL REPORT YEAR ENDED 31 MARCH 2022

PROVISIONAL RECEIPTS AND PAYMENTS SUMMARY

DETAIL	Year ended 31st March 2021	<i>Year ended 31st March 2022</i>
Opening Balance	208,959	<i>243,049</i>
Add Total Receipts	191,011	<i>171,607</i>
Subtotal	399,970	<i>414,656</i>
Less Total Payments	156,921	<i>163,865</i>
Closing Balance	243,049	<i>250,791</i>
Cumulative Funds represented by:		
CCLA Deposit Fund	161,596	<i>191,724</i>
Benians Trust Fund – NS&I	38,557	<i>38,561</i>
Unity Trust Bank	42,896	<i>20,506</i>
Total	243,049	<i>250,791</i>
Reserve Balances represented by:		
Year end balance	34,090	<i>7,742</i>
General Reserves	53,462	<i>75,382</i>
Earmarked Reserves	155,497	<i>167,667</i>
Closing balance	243,049	<i>250,791</i>



FOUR MARKS PARISH COUNCIL
ANNUAL FINANCIAL REPORT (UNAUDITED)
YEAR ENDED 31ST MARCH 2022
PROVISIONAL RECEIPTS

	Year ended 31 st March 2021	<i>Year ended 31st March 2022</i>
	£	£
Receipts detail		
Cemetery Fees (1)	5,930	3,035
Grants (2)	1,702	3,445
Developers Contributions (3)	23,907	2,000
Sports Pavilion Income	4,000	4,000
Sports Pitches/ground hire (4)	0	2,340
Allotment income (EMR)	2,501	2,966
Wayleave	72	72
Reimbursements (5)	80	115
Entry Fees – Events (6)	246	858
Precept	128,000	133,780
Bank interest/dividend (7)	563	132
Festival Committee (8)	0	1,010
Queens Platinum Jubilee (9)	0	2,000
VAT reclaimed (10)	24,010	15,855
Rounding	0	(1)
Total Receipts	191,011	171,607

+/- 15% Explanation of variances

Notes:

1. Fewer burials
2. Additional grants applied for and received
3. Only specified Developer Contributions can be applied for, still on hold from local authority
4. Sports rental was suspended during the Covid 19 pandemic (2020/2021)
5. Rate repayment
6. Event took place, previous year held as a virtual event.
7. Interests reduced due to global issues
8. Grants received
9. New event
10. VAT reclaimed based on annual expenditure



FOUR MARKS PARISH COUNCIL

ANNUAL FINANCIAL REPORT (UNAUDITED) YEAR ENDED 31ST MARCH 2022 PROVISIONAL PAYMENTS

	Year ended 31 st March 2021	<i>Year ended 31st March 2022</i>
	£	£
Payments detail		
STAFF COSTS (Box 4) (1)	40,023	49,094
OTHER PAYMENTS (Box 6)		
Mileage & Travel	395	356
Chairman's allowance (2)	30	18
Bank charges	159	166
Administration – general	1,908	2,076
Village Hall Hire (3)	18	190
Subscriptions	1,445	1,380
Audit charges	1,080	1,088
Training & Publications (4)	445	925
Insurance (5)	2,248	1,867
Legal & Professional fees (6)	40	1,214
Event expenses (7)	286	853
Utilities (8)	10,419	7,186
General – labour, servicing & materials	5,197	4,713
Open Spaces – labour, servicing & materials (9)	44,094	59,484
Allotments expenses (EMR)	1,894	1,803
Developer contributions expenditure (10)	23,908	3,735
Allotment maintenance (11)	0	1,086
Community Building Fund (EMR) (12)	1,257	2,513
Grants & Donations	4,233	4,707
Neighbourhood plan	172	172
Capital expenditure (13)	1,470	307
Grants received expenditure (14)	0	1,250
Queens Platinum Jubilee (15)	0	1,847
Water Fountain Rental (16)	0	631
VAT on payments (16)	16,198	15,206
Rounding	2	(2)
Total payments	156,921	163,865



FOUR MARKS PARISH COUNCIL
ANNUAL FINANCIAL REPORT (UNAUDITED)

PROVISIONAL PAYMENTS
(Continued)

+/- 15% Explanation of variances

Notes:

1. The costs have increased by 22.66% due to increased hours of assistant clerk and pension increase
2. Less expenditure
3. Move from virtual back to in person meetings.
4. Additional training and qualification costs for assistant clerk
5. New three year agreement with new provider, reduction in cost
6. Additional legal requirement following Section 26 notice served on lease agreement
7. Event took place this year, as opposed to virtual event the previous year
8. Water rate reimbursement and less usage in first half of year
9. New security lighting and floodlighting for MUGA, and increase in tree maintenance works
10. Reduced spending, only 2 projects carried out this year. Unable to access S106 contributions.
11. Tree maintenance and new boundary fencing
12. Consultancy and fee costs incurred as project moves forward
13. Fewer capital items purchased
14. Expenditure from grants received, Cemetery Planting project
15. QPJ Event expenditure, from ring fenced funds
16. Rental charges for Water Fountain
17. VAT is based on invoicing



FOUR MARKS PARISH COUNCIL
ANNUAL FINANCIAL REPORT (UNAUDITED)
EARMARKED RESERVES

Earmarked reserve accounts	Opening balance	Net transfers	Closing Balance
	£	£	£
Benians Trust Fund	38,556.75	3.86	38,560.61
Kingswood Copse	1,564.70		1,564.70
Badger Close	3,595.10	-1,190.00	2,405.10
Bus Shelters	846.83		846.83
Barry Seward Memorial Tree Fund	1,000.00		1,000.00
Defibrillator Fund	190.00	-135.00	55.00
<i>Allotments</i>	<i>2,684.50</i>	<i>1,257.33</i>	<i>3,941.83</i>
Tennis Courts	3,171.63	1,000.00	4,171.63
Community Building Fund	64,380.00	12,487.00	76,867.00
Election Provision	3,380.40		3,380.40
FM Youth Club Fund	9,561.79		9,561.79
Festival Committee	3,319.64	1,010.00	4,329.64
Playground Maintenance	10,000.00		10,000.00
Tree maintenance/planting	3,500.00		3,500.00
Legal Fees	3,960.00		3,960.00
S106 monies received – pending expenditure	5,000.00	-1,685.00	3,315.00
Grant money received – pending expenditure	786.00	-746.13	39.87
Queens Platinum Jubilee	0	167.50	167.50
TOTALS	155,497.34	12,169.56	167,666.90



FOUR MARKS PARISH COUNCIL
ANNUAL FINANCIAL REPORT (UNAUDITED)

BENIANS TRUST ACCOUNT
AS AT 31st MARCH 2022

DETAIL	Year ended 31st March 2021	Year ended 31st March 2022
Balance brought forward	£38,281.15	£38,556.75
Add total receipts (1)	£275.60	£3.86
Subtotal	£38,556.75	£38,560.61
Less expenditure	0	0
Balance carried forward	£38,556.75	£38,560.61

Note

1. Bank interest (NS&I)



FOUR MARKS PARISH COUNCIL
ANNUAL FINANCIAL REPORT (UNAUDITED)
2022/2023 PROPOSED BUDGET

	2021/2022 Budget £	2021/2022 Actual £	2022/2023 Proposed £
BUDGET INCOME			
Cemetery Fees	5,000	3,035	4,000
Sports Pavilion Income	4,000	4,000	4,000
Sports Pitches/ground hire	2,500	2,340	2,500
Wayleave	70	72	70
Tennis Courts	0	0	1,000
Events/Entries	0	858	1,000
Bank interest dividend	0	132	0
PRECEPT	133,780	133,780	166,230
<i>Non-budgeted Income (including grants, developers contributions & VAT repayment)</i>		27,390	
TOTAL	142,850	171,607	178,800
BUDGET EXPENDITURE			
Net Salaries/PAYE	38,000	40,336	41,000
Pension contributions	8,500	8,758	9,000
Mileage and Travel	600	356	600
Chairmans Allowance	100	18	100
Bank charges	200	166	200
Administration	1,600	2,076	1,600
Village Hall Hire	150	190	250
Subscriptions	1,450	1,380	1,600
Audit charges	1,300	1,088	1,300
Training and publications	750	925	750
Insurance	2,250	1,867	2,000
Legal and Professional fees	2,000	1,214	2,000
Event expenses	0	853	1,000
Utilities (including rates and bins)	12,600	7,186	13,050
General; labour, annual servicing & materials	7,000	4,713	6,000
Open Space; labour, annual servicing & materials	46,150	59,484	37,650
Community Building Fund	15,000	2,513	20,000
Grants and Donations	4,000	4,707	5,000
Neighbourhood Plan	200	172	200
Capital Expenditure	1,000	307	1,000
PWLB repayments	0	0	34,500
<i>Non-budgeted expenditure</i>		25,556	
TOTAL	142,850	163,865	178,800

FOUR MARKS PARISH COUNCIL Standing Orders

Adopted by the Parish Council on

15TH May 2019

(Amended and readopted September 2023)

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A

- Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings














- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any Councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting

3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking. The chairman will invite the speaker to give their name and address if

they so wish for the purpose of the minutes and any written response if required.

- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
-   l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
-   m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
-  n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
-  o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if any).**
-  p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
-    q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**
-    r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**


See standing orders 5(h) and (i) below for the different rules that apply in the

election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of Councillors present and absent;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. the grant of dispensations, if any, to Councillors and non-Councillors with voting rights;
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or *another interest* as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **If a member fails throughout six consecutive months to attend any meetings of the Council, or of its Committees or Sub-Committees, they cease to be a member unless they have a statutory excuse or a reason already approved by Council. The period begins with the last meeting attended.**
- w All apologies for absence must sent to the Clerk in advance and be approved and Minuted as such, and a reason given, where appropriate. Late arrivals should be recorded and any withdrawals from the meeting on grounds of interest should also be recorded.
- x **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) below for the quorum of a committee or sub-

committee meeting.

-  y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- z A meeting shall not exceed a period of 2 hours unless the members agree by majority vote to continue for no more than one hour. If any items are not concluded within the maximum time allowed, members must vote to agree to defer the item/s until the next meeting.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer, 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee or allow members of the committee to elect its chairman when the committee first meets;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or sub-committee.

5. Ordinary Council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f **The Chairman of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**

- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chairman of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the full Council up to and

including the next annual meeting of full Council.

k. **Declarations of Acceptance of Office.** The Chairman must make their declaration at the meeting at which they are elected, and each Councillor must make their declaration at or before the first meeting after they are elected unless in either case the Council *at that meeting permits* the declaration to be made at or before a later meeting. The declaration must be made in the presence of the Council's proper officer (the Clerk), or in the Clerk's absence a member of the Council. If the declaration is not executed at the proper time, a casual vacancy automatically arises, but this does not affect the right of the person concerned to seek office again.

6. Extraordinary meetings of the Council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 Councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no

similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it to the Proper Officer, in writing, so that it can be understood, at least 2 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a Councillor or a member of the public;
 - xiii. to exclude a Councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Management of information

See also standing order 20

- a **The Council shall have in place, and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in**

paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the (Full Council or [Planning, Open Space or Finance & GP] Committee) held on [date] in respect of (minute []) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."



- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has**

taken place.

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u) above.

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council. (Attached as Appendix at the end of this document)
- b Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.

- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or;**
 - iii. **it is otherwise appropriate to grant a dispensation**

14. Code of conduct complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate a Councillor to assume the duties of the Proper Officer in relation to the complaint until it has been determined [(England) and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below].
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the Council, a committee, or a sub-committee,**
 - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full Council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures
- ix. liaise as appropriate with the Council's Data Protection Officer
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 23 below.

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the Chairman or in their absence Vice-Chairman (if any) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or planning committee;
 - xvi. manage access to information about the Council via the publication scheme; and
 - xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
- See also standing order 23 below.*

16. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments for each quarter;
 - ii. the Council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's receipts and

- ii. payments for the last quarter and the year to date for information; and to the full Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments) for the year to 31 March. A completed draft annual governance and accountability return of the Council shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works

- shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Finance and General Purposes committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or, if he

is not available, the vice-chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to Council, committee or sub-committee at its next meeting.

- c The chairman of the Council and the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the chairman of the Council or in their absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under data protection legislation

(Below is not an exclusive list)

See also standing order 11

- a **The Council shall appoint a Data Protection Officer**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

(The above is applicable to a Council without a common seal)

24. Communicating with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council OR Unitary Council

representing the area of the Council.

- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward Councillor(s) representing the area of the Council.

25. Restrictions on Councillor activities

- a Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

26. Councillor Training

- a All Councillors upon taking office, whether by election or co-option, must undertake basic training within six months of taking office, or as soon as practical and continue with a training programme during their term of office.

27. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 2 Councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



Councillors' Code of Conduct

PREAMBLE TO THE CODE OF CONDUCT

This preamble provides an explanatory introduction to the Councillors' Code of Conduct. It is not part of the Code of Conduct itself.

Introduction

Four Marks Parish council *has adopted* the following code which deals with the conduct that is expected of Councillors and co-opted members of the Council when they are acting in that capacity, as required by section 27 of the Localism Act 2011.

The Council has a statutory duty under the Act to promote and maintain high standards of conduct by Councillors, and this code sets out the standards that the Council expects its Councillors to observe.

The code is not intended to be an exhaustive list of all the obligations that are placed on Councillors. If in doubt, Councillors should seek advice from the Clerk/Clerk or Monitoring Officer or Deputy Monitoring Officer at East Hampshire District Council, but the final decision and responsibility on how to act rests with Councillors themselves.

Councillors should not do anything in their capacity as councillors, which they could not justify to the public or could not justify by law. Councillors' conduct, and the public's judgement of that conduct, will affect the reputation and creditability as councillors and the Council as a whole.

Failure to comply with the code may result in a sanction being applied by the Monitoring Officer.

Expectations and values

It is the responsibility of individual Councillors to understand and comply with the provisions of the Code of Conduct and the protocols contained in or linked to Standing Orders. Councillors have a responsibility to ensure that they comply with the Code of Conduct in all respects.

- Councillors will treat each other and officers civilly and with respect.
- Councillors will regularly review their personal circumstances and intended actions in the context of the Code.
- It is not enough to avoid impropriety; perception that no impropriety has occurred is also important.
- Councillors should avoid giving any grounds for suspicion and any appearance of improper conduct.



CODE OF CONDUCT

SEVEN GENERAL PRINCIPLES OF PUBLIC LIFE

The Code of Conduct includes and is intended to be consistent with the following seven principles, introduced by the Committee on Standards in Public Life, as required by the Localism Act 2011.

This Code of Conduct is adopted pursuant to the Council's duty to promote and maintain high standards of conduct by Councillors and co-opted members¹ of the Council.

This code applies to you as a member or co-opted member of this Council when you act in that role, and it is your responsibility to comply with the provisions of this code.

1. SELFLESSNESS

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

2. INTEGRITY

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

3. OBJECTIVITY

When carrying out your public duties you must act and take decisions impartially, fairly and on merit, such as making public appointments, awarding contracts, or recommending individuals for rewards or benefits, using the best evidence and without discrimination or bias

4. ACCOUNTABILITY

¹ A "co-opted member" for the purposes of this code is, as defined in the Localism Act 2011 Section 27 (4) " a person who is not a member of the Council but who

a) is a member of any committee or sub-committee of the Council; or
b) is a member of, and represents the Council on, any joint committee or joint sub-committee of the Council; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

5. OPENNESS

You must be as open as possible about your decisions and actions and the decisions and actions of your Council and should be prepared to give reasons for those decisions actions. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

6. HONESTY

You must be truthful and declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.

7. LEADERSHIP

You must exhibit these principles in your own behaviour and actively promote and robustly support the principles and be willing to challenge poor behaviour when it occurs. You must promote and support high standards of conduct when serving in your public post, in as characterised by the requirements contained within this Code of Conduct, by leadership and example in a way that secures or preserves public confidence.

GENERAL OBLIGATIONS

1. You must comply with this code whenever you -
 - (i) conduct the business of the Council,
 - (ii) act, claim to act, or give the impression you are acting as a representative of the Council, and references to your official capacity are construed accordingly,
 - (iii) act or may be perceived as acting in your role in public life.

2. You must -
 - (i) treat other councillors and members of the public with respect²
 - (ii) treat local authority employees, employees and representatives of partner organisations and those volunteering for local authority with respect and respect for the role they play.

3. You must not -
 - (i) do anything that may cause your council to breach the Equality Act 2010 (or subsequent legislation) that prohibit discrimination on grounds such as age, sex, race, disability, religion/belief, sexual orientation, or pregnancy.
 - (ii) bully any person (Bullying is offensive, intimidating, malicious, insulting, or humiliating behaviour that is directed at someone over whom you have some actual or potential influence.)

² Respect means politeness and courtesy in behaviour, speech, and in the written word.

- (iii) intimidate, or attempt to intimidate, anyone who has complained about you or who may be involved with a complaint about you.
 - (iv) do anything that compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
4. You must not -
 - (i) disclose information that you know, or ought to know, is confidential, without authority or legitimate reason,
 - (ii) prevent another person from gaining access to information to which that person is entitled to by law.
 5. You must not conduct yourself in a manner which a reasonable member of the public would regard as bringing the Council or the office of councillor into disrepute.
 6. You must represent the needs of the residents and deal with representations or inquiries from residents and visitors, fairly, appropriately, and impartially.
 7. You must, when using or authorising the use by others of the resources of the Council -
 - (i) act in accordance with the Council's reasonable requirements,
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes), and
 - (iii) you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
 8. When reaching decisions on any matter you must have regard to any advice provided to you by the Council's officers and you must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

REGISTERING AND DECLARING INTERESTS

1. You must within 28 days of taking office as a member or co-opted member, notify East Hampshire District Council's (EHDC) Monitoring Officer of any 'disclosable pecuniary interest'. A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person, with whom you are living as you are civil partners).
2. If an interest has not been entered onto EHDC's register you must disclose the interest to any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'³.

³ A "sensitive interest" is described in the Localism Act 2011 as a member or co-opted member of a Council having an interest, and the nature of the interest being such that the member or co-opted member, and the Council's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

3. Following any disclosure of an interest not on EHDC's register or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.
4. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions EHDC places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by EHDC.
5. A copy of the Register of Interests will be available for public inspection and will be published on the Council's website.

GIFTS AND HOSPITALITY

6. You must not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply for the local authority for any permission, licence or other significant advantage.
7. You must register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of receipt.
8. You must register with the Monitoring Officer any significant gift or hospitality that you have been offered but have refused to accept.

Four Marks Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Administration							
FR001 Filing cabinets x 4	04/02/2019	1.00		Parish office, Uplands La			
FR0010 Meeting chairs x 4	04/02/2019	1.00	200.00	Parish office, Uplands La			
FR0011 Fire proof safe	12/01/2021	775.00		Parish office, Uplands La			
FR002 Chairs x 2	04/02/2019	1.00		Parish office, Uplands La			
FR003 Desks x 2	04/02/2019	1.00		Parish office, Uplands La			
FR004 Shelving units	04/02/2019	1.00		Parish office, Uplands La			
FR005 Cabinets x 2	04/02/2019	1.00		Parish office, Uplands La			
FR006 Pedestal filing drawers x 2	04/02/2019	152.00	152.00	Parish office, Uplands La			
FR007 Fridge	04/02/2019	100.00	100.00	Parish office, Uplands La			
FR008 oil fired radiators x 2	04/02/2019	200.00	200.00	Parish office, Uplands La			
FR009 Meeting table	08/11/2019	67.00	67.00	Parish office, Uplands La			
FR012 Litter pickers		43.98	43.98	17 x litter pickers located			
IT001 Desktop & monitor (Zoostorm)	04/02/2019	671.00	671.00	Parish office, Uplands La			
IT004 Projector (Sony)	04/02/2019	244.00	350.00	Parish office, Uplands La			
IT006 Telephone (BT)	04/02/2019	126.00	126.00	Parish office, Uplands La			
IT008 CCTV equipment	03/04/2019	651.35	651.35	Parish office, Uplands La			
IT009 Asus Vivo laptop	01/03/2020	333.33	333.33	Parish office, Uplands La			
IT010 Asus N4200 and case	23/03/2020	328.32	328.32	Parish office, Uplands La			
IT011 A3 Laminator	31/08/2021	69.99	69.99	Parish office, Uplands La			
IT012 Brother printer MFCJ6530DW	01/02/2022	237.49	237.49	Parish office, Uplands La			
IT013 Mini body camera with dock x 2	10/08/2020	366.64	366.64	Parish office, Uplands La			
IT014 Wildlife camera		42.98	42.98	Parish office, Uplands La			
IT015 Asus x1500E 15.6 laptop"	15/06/2023	441.66	441.66	Jo's laptop, parish office,			
IT016 Conference microphone XTUGA CM280	18/05/2023	170.82	170.82	Parish office, Uplands La			
IT017 Lone worker device		483.50	483.50	Lone worker device situa			
K001 Kettle	04/02/2019	25.00	25.00	Parish office, Uplands La			

Four Marks Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
		<u>5,536.06</u>	<u>5,061.06</u>				
Allotments							
LA005 Allotments		1.00	1.00	The land encompassing t			
		<u>1.00</u>	<u>1.00</u>				
Badger Close							
LA001 Land at Badger Close	06/07/2005	1.00	1.00	Badger Orchard			
		<u>1.00</u>	<u>1.00</u>				
Benians Pavilion							
DF001 Defibrillator & cabinet	04/02/2019	1,250.00	1,250.00	Benians Pavillion			
		<u>1,250.00</u>	<u>1,250.00</u>				
Bus Shelters							
BS006 Bus shelter		1.00	1.00	Kingswood Rise			
BS007 Bus shelter		1.00	1.00	Kingswood Rise, Goldcre			
BS008 Bus shelter		1.00	1.00	Travelodge			
		<u>3.00</u>	<u>3.00</u>				
Cemetery							
LA011 Land at the recreation ground		1.00	1.00	Cemetery			
OF011 Bench - wooden	04/02/2019	1.00	1,000.00	Cemetery			
OF014 Lowther bench seat	09/01/2020	606.38	606.38	Cemetery			
OF021 Bench		1,203.00	1,203.00	Cemetery			
SF005 Cemetery gates	04/02/2019	2,624.00	2,624.00	Cemetery			
		<u>4,435.38</u>	<u>5,434.38</u>				

Grant Funded Projects

Four Marks Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
DF002 Defibrillator & cabinet	04/02/2019	1,250.00	1,250.00	Village Hall			
DF004 Defibrillator & cabinet	01/07/2021	1,250.00	1,250.00	Lymington Barns			
		2,500.00	2,500.00				
Oak Green Parade							
BS001 Bus shelter		6,365.00	8,000.00	Oak Green			
CL001 string lights & connectors	04/02/2019	374.40	374.40	Oak Green			
CL002 Christmas Stars	04/02/2019	570.00	570.00	Oak Green			
CT001 Clock Tower	04/02/2019	3,948.00	4,540.00	Oak Green			
DF003 Defibrillator & cabinet	04/02/2019	1,250.00	1,250.00	Oak Green			
LA003 Land at Oak Green Parade		1.00	1.00	Car park, land surroundin			
LB006 Jubilee bin	02/09/2020	402.03	402.03	Outside Loaf			
LB007 Jubilee bin	02/09/2020	402.03	402.03	Outside the chip shop			
LB008 Slimline stainless steel litter bin		1.00	500.00	Oak Green			
LB009 Slimline stainless steel litter bin		1.00	500.00	Oak Green			
LB009 Slimline stainless steel litter bin		1.00	500.00	Oak Green			
LB009 Slimline stainless steel litter bin		1.00	500.00	Oak Green			
NB003 Wooden Ladder rung sign	04/02/2019	917.30	917.30	Oak Green			
NB004 Notice board, 50% share	04/02/2019	400.00	600.00	Oak Green			
SF003 Wooden & man made bollards, cycle ra	04/02/2019	4,483.20	4,483.20	Oak Green			
SF004 Grit bin	04/02/2019	99.45	99.45	Oak Green			
SF009 Flag pole		1.00	580.00	Oak Green			
		19,217.41	24,219.41				
Open Spaces							
BS002 Bus shelter Arun poly/galv	04/02/2019	4,780.06	4,780.06	A31			
BS003 Bus shelter Arun poly/galv	04/02/2019	3,887.80	3,887.80	A1 The Shrave			
BS004 Bus shelter Arun poly/galv	04/02/2019	3,981.36	3,987.36	Winchester Road by The			

Four Marks Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
BS005 Bus shelter Arun poly/galv	04/02/2019	3,133.10	3,133.10	Winchester Road opposit			
FE003 Chestnut Fencing	04/02/2019	1,425.00	1,425.00	Lymington Memorial Gre			
LA002 Land on A31		1.00	1.00	Corner of Telegraph Lane			
LA004 Kingswood Copse		1.00	1.00	The Copse			
LA006 Jubilee Green		1.00	1.00	Jubilee Green			
LA017 Land at Swelling Hill Pond		1.00	1.00	Swelling Hill Pond			
LB004 Topsy Royale litter bin	04/02/2019	132.00	132.00	Lymington Memorial Gre			
LB010 Slimline stainless steel litter bin		1.00	500.00	A31 Telegraph Lane			
LB010 Slimline stainless steel litter bin		1.00	500.00	A31 Telegraph Lane			
NB002 Wooden Ladder rung sign	04/02/2019	950.10	950.10	Swelling Hill Pond			
NB005 Notice board	04/02/2019	800.00	800.00	Primary school			
NB007 Notice board, 50% share	05/07/2021	600.00	600.00	Lymington Barns			
NB009 Aluminium green sign	27/01/2020	250.00	250.00	Swelling Hill Pond			
NB010 Footpath & map board	01/09/2021	1,677.36	1,677.36	A31 Telegraph Lane			
NB011 Footpath map	01/09/2021	755.00	755.00	Lymington Memorial Gre			
NB012 Footpath map	01/09/2021	125.00	125.00	Station			
NB013 Wildlife information board	25/05/2022	1.00	950.00	Swelling Hill Pond			
OE001 Speed limit repeater signs x 2	25/05/2022	1.00	7,000.00				
OE001 Speed limit repeater signs x 2	04/02/2019	1.00	7,000.00				
OF010 Classico - bench	04/02/2019	936.00	936.00	Lymington Memorial Gre			
OF012 Kissing gate	04/02/2019	299.00	299.00	Kitwood Lane			
OF013 Kissing gate x 3	04/02/2019	891.00	891.00				
OF015 Lowther bench seat	09/01/2020	606.38	606.38	Swelling Hill Pond			
OF017 Decorative deer and stag bench	02/06/2021	846.00	846.00	A31 Telegraph Lane			
OF018 picnic bench	04/02/2019	1.00	100.00	Swelling Hill Pond			
OF022 Memorial bench (metal)		1,600.00	1,600.00	Clive Hawkins bench			
SF006 Tommy silhouettes x 4	04/02/2019	1,000.00	1,000.00				
SF007 To the pond sign	25/11/2020	125.10	125.10	Lymington Memorial Gre			

Four Marks Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
SF008 Village sign		1.00	2,500.00	Lymington Memorial Gre			
WM001 War memorial	04/02/2019	1.00	3,197.00	Lymington Memorial Gre			
		28,812.26	50,557.26				
Recreation Ground							
B001 Building		419,768.00	494,179.70	Uplands Lane, recreation			
DB001 30L Fido dog waste bin	04/02/2019	180.60	180.60	Cricket pitch			
DB002 Fido dog waste bin	04/02/2019	180.60	180.60	Far side of football pitch			
DB003 50L Fido dog waste bin	04/02/2019	180.60	180.60	Bowls club			
DB004 50L Fido dog waste bin	04/02/2019	180.60	180.60	Cemetery end football pit			
DB005 Retriever dog waste and bag dispenser	04/02/2019	271.65	271.65	recreation ground			
DB006 30L Fido dog waste bin	04/02/2019	139.67	139.67	Cricket pitch south			
FE001 Closeboard Fencing	04/02/2019	8,808.00	8,808.00	Play area			
FE002 Tennis court and MUGA wired fencing	04/02/2019	26,262.37	26,262.37	Tennis court and MUGA			
FL001 Floodlights	15/04/2021	1,970.09	1,970.09	Recreation ground			
FL002 Security light	15/04/2021	9,012.81	9,012.81	Recreation ground			
LA007 Land at the recreation ground		1.00	1.00	Bowling Green			
LA008 Land at the recreation ground		1.00	1.00	Uplands Lane, access ro:			
LA009 Land at the recreation ground		1.00	1.00	Skate park			
LA010 Land at the recreation ground		1.00	1.00	football pitch			
LA012 Land at the recreation ground		1.00	1.00	Cricket pitch			
LA013 Land at the recreation ground		1.00	1.00	Children's play area			
LA014 Land at the recreation ground		1.00	27,400.00	Tennis courts			
LA015 Land at the recreation ground		1.00	14,900.00	Basketball courts			
LA016 Land at the recreation ground		1.00	6,600.00	Mini court			
LB001 Open litter bin	04/02/2019	232.74	232.74	Recreation ground			
LB002 Topsy Royale litter bin	04/02/2019	145.00	145.00	Tennis courts			
LB003 Topsy Royale litter bin	04/02/2019	145.00	145.00	Football pitch			

Four Marks Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
LB005 Open litter bin	01/01/2020	232.74	232.74	Recreation ground			
LB011 Slimline stainless steel litter bin		1.00	500.00	Recreation ground			
M001 Cricket roller	05/03/2020	1,350.00	1,350.00	Recreation ground			
NB001 Wooden Ladder rung sign	04/02/2019	1,087.10	1,087.10	Recreation ground			
NB008 Aluminium green sign	27/01/2020	1,000.00	1,000.00	Recreation ground			
OF001 Teen shelter	04/02/2019	9,571.00	9,571.00	Recreation ground			
OF002 Storage container	04/02/2019	800.00	800.00	Recreation ground			
OF003 Caversham gazebo	04/02/2019	3,665.00	3,665.00	Recreation ground			
OF004 Bench seat	04/02/2019	800.00	800.00	Recreation ground			
OF005 Bench seat	04/02/2019	800.00	800.00	Recreation ground			
OF006 Picnic bench	04/02/2019	1.00	100.00	Recreation ground			
OF007 Picnic bench	04/02/2019	1.00	100.00	Recreation ground			
OF009 Self close pedestrian gate	04/02/2019	150.00	150.00	Play area			
OF016 Circular picnic bench	01/03/2021	465.78	465.78	Recreation ground			
OF019 Memorial bench	01/06/2022	1,135.00	1,135.00	Recreation ground			
OF020 Backless benches	01/11/2022	1,027.50	1,027.50	Recreation ground			
PE001 Skate park equipment	04/02/2019	27,000.00	27,000.00	Recreation ground			
PE002 Cantilever swing	04/02/2019	10,197.50	10,197.50	Recreation ground			
PE003 Seesaw (hopper)	04/02/2019	147.00	147.00	Recreation ground			
PE004 Blue circuit apparatus - preschool	04/02/2019	6,253.00	8,336.80	Recreation ground			
PE005 Timber multiplay	04/02/2019	10,200.00	10,200.00	Recreation ground			
PE008 Supernova	04/02/2019	3,284.00	4,327.40	Recreation ground			
PE009 Galaxy rigel climber frame	04/02/2019	6,649.00	7,680.00	Recreation ground			
PE010 Apex	04/02/2019	6,225.00	6,844.20	Recreation ground			
PE011 Balance beams	04/02/2019	820.00	945.00	Recreation ground			
PE012 Aerial runway	04/02/2019	8,867.50	8,867.50	Recreation ground			
PE013 Dino slide & safety matting	04/02/2019	3,249.00	3,249.00	Recreation ground			
PE014 2 seat swing & 2 cradle seats	04/02/2019	1,250.00	1,744.00	Recreation ground			

Four Marks Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
PE015 Birds nest cradle seat	04/02/2019	2,253.00	2,616.80	Recreation ground			
PE016 Timber swings	04/02/2019	2,443.00	2,443.00	Recreation ground			
PE017 Replacement safety matting	04/02/2019	2,915.55	2,915.55	Recreation ground			
PE018 Replacement safety matting	06/12/2019	5,427.30	5,427.30	Recreation ground			
PE019 Parrot springer	01/08/2020	1,553.00	1,553.00	Recreation ground			
PE020 Fire & rescue truck	01/08/2020	3,576.00	3,576.00	Recreation ground			
PE022 Skate park half pipe	01/04/2020	17,187.50	17,187.50	Recreation ground			
SE001 Goal posts & nets	04/02/2019	1,276.50	1,276.50	Recreation ground			
SE002 Wooden football goal and basketball en	04/02/2019	1,990.00	1,990.00	Recreation ground			
SE003 Assault course - timber	04/02/2019	10,212.05	10,212.05	Recreation ground			
SE004 Table tennis table	04/02/2019	2,970.00	2,970.00	Recreation ground			
SE005 Multi gym - bicycle	04/02/2019	1,114.44	1,114.44	Recreation ground			
SE006 Multi gym - double air walker	04/02/2019	1,748.00	1,748.00	Recreation ground			
SE007 Multi gym - seated leg press	04/02/2019	1,441.10	1,441.10	Recreation ground			
SE008 Multi gym - combination pull down/seat	04/02/2019	2,491.60	2,491.60	Recreation ground			
SE009 Multi gym - balance beams	04/02/2019	1,024.80	1,024.80	Recreation ground			
SE010 Basketball hoop - practice area	04/02/2019	774.00	774.00	Recreation ground			
SE011 MUGA goal ends/ b'ball hoops/ netball p	04/02/2019	9,857.10	9,857.10	Recreation ground			
		643,970.79	773,736.69				
Grand Total:		705,726.90	862,763.80				

The Insured: Four Marks Parish Council
Policy No: 100723637BDN/LCO02364



Local Councils

Policy Schedule

11/09/2023

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Name of Council:	Four Marks Parish Council
Correspondence Address:	Four Marks Sports Pavilion, Uplands Lane Four Marks Alton Hampshire GU34 5AF
Business:	Local Council
Schedule produced on:	11/09/2023
The county association of local council you are affiliated to:	Hampshire
Population of Council Area:	Up to 5,000

Period of Insurance

Effective dates	From:	01 October 2023
	To:	30 September 2024
Renewal date:		01 October 2024
Long Term Undertaking:		Expiry Date: 30 September 2024

Your Insurance Adviser's Details

Clear Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

Premium Details

Annual Premium (excluding Terrorism):	£1,750.93
Insurance Premium Tax:	£210.11
Total Amount Due (excluding Terrorism):	£1,961.04
<hr/>	
Overall Annual Premium:	£1,750.93
Overall Insurance Premium Tax:	£210.11
Policy Administration Fee:	£25.00
Overall Amount Due:	£1,986.04

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£500,000
No Claims Discount and Application of Excess Protection	Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Not Covered	Nil

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£619,158	£742,989
Contents	£27,500	£33,000
Other Property Insured away from the Premises		
Street Furniture	£60,000	£72,000
Walls, Gates and Fences	£30,000	£36,000
Playground Equipment	£199,197	£239,036
CCTV Equipment	Not Insured	£0
War Memorials	£40,000	£48,000
Ground Surfaces	Not Insured	£0
Mowers and Machinery	£5,000	£6,000
Sports Equipment	£15,000	£18,000
Regalia	Not Insured	£0
Terrorism	Not Insured	

Section Excess:	£125
Excess in respect of all Subsidence claims:	£1,000
Excess in respect of all Terrorism claims:	Nil
Territorial Limits:	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Buildings Insured

Location (1):	Four Marks Pavilion, Uplands Lane, Four Marks, Alton, Hampshire, GU34 5AF
Buildings Declared Value:	£619,158
Buildings Sum Insured:	£742,989
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£2,500
In a locked safe at the Insured's premises out of business hours	£2,500
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
<p>Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:</p>	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 2 - Additional Increased Cost of Working	Not Insured	
Item 3 - Standalone Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

The Insured: Four Marks Parish Council
Policy No: 100723637BDN/LCO02364

clear
councils

Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses:

£10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	War		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability <i>(Personal Injury and or Property Damage caused by the Insured's Products)</i>	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250		any one claim or series of claims arising out of any one Occurrence relating to Property Damage
	Nil		all other claims

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
	Sub-Limits	Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition

Section 6	NCD & Excess Protection	Insured
	Loss of No Claims Discount	£500
	Application of Excess Protection	£250

Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%

Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 9	Personal Accident	Insured
	Operative Time of Cover	Whilst carrying out official duties

Scale of Compensation - Ages 16-75

1. Death	£100,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£100,000
3. Permanent Total Disablement	£100,000
4. Temporary Total Disablement	£200 per week
5. Temporary Partial Disablement	£100 per week
Excess period for items 4 & 5	14 days
Maximum Benefit Period for items 4 & 5	104 weeks

In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year. To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your Clear Councils Policy Wording, in addition to the cover provided under the Clear Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.
However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[AMENDED] - Amended Policy Introduction

The following applies to your policy:
The Policy Introduction is amended and restated as follows:
Introduction

The contract of insurance between you and us consists of the following elements, which must be read together:

- your policy wording;
- the information contained on your "Statement of Fact" document issued by us;
- the policy schedule
- any notice issued by us;
- any endorsement to your policy; and
- the information under the heading "Important Information" which we give you when you take out or renew your policy.

In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy.

The following paragraphs remain unaltered:

- **Important**
- **Breach of Term**
- **Terms not relevant to the actual loss**

[COVEX] - General Exclusions - Coronavirus

The following is added to the General Exclusions at the back of your policy booklet.

3. We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
 - a. Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome);
or
 - b. Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,
including, without limitation to the scope of the foregoing:
 - i. Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in a. or b. above,
or
 - ii. Any fear or threat of a. , b. or i. above.
- However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy
- a. Employers' Liability
 - b. Public and Products Liability
 - c. Fidelity Guarantee
 - d. Officials Indemnity
 - e. Personal Accident

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The **Insurer** will defend the legal rights of an **Insured Person** following civil action taken against the **Insured Person** for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The **Insurer** will also pay any compensation award made against the **Insured Person** under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the **Insured** in appealing against the refusal of the Information Commissioner to register the **Insured's** application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the **Insured** is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the **Insurer** will indemnify the **Insured** and if the **Insured** so requests any **Person Entitled to Indemnity** in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the **Insurer**
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any replacement legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an **Employee**
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an **Employee**
 - iii) to the extent that an indemnity is provided elsewhere in this **Policy**
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an **Employee**
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an **Employee**
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the **Insured** during the **Period of Insurance**
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this **Policy**

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted **Sums Insured** and/or Declared Values.

For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used.

The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The **Insurer** will indemnify the **Insured** against;

1. death of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** or total and permanent disablement of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
3. illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the **Insured** which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one **Period of Insurance**.

In the event of a claim under this Extension the **Insured** must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The **Insured**
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the **Insured** or the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

[SKATE] - Skate Park Endorsement

If in relation to any claim you have failed to fulfil any of the following conditions, You will lose Your right to indemnity payment for that claim.

You must ensure that in connection with skateboard parks

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified
 - or
 - ii. the structure taken out of use
2. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities in the Skateboard Park unless caused by defects in the structure

Long Term Undertaking - Expiry Date 30 September 2024

Reduced Premium

In consideration of the reduced premium at which this insurance is written You have agreed to an undertaking to offer at each renewal until the expiry date stated in the Schedule the insurance under this Policy, on the terms and conditions in force at the expiry of each Period of Insurance and to pay the premiums annually it being understood that

- a. We shall be under no obligation to accept an offer made in accordance with this undertaking
- b. The Sums Insured or Limits of Indemnity may be reduced at any time to correspond with any reduction in value or business.

The above -mentioned undertaking applies to any policy or policies which may be issued by Us in substitution for this Policy.

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include Clear Insurance Management Ltd, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcies orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the

information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches

- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.

FOUR MARKS PARISH COUNCIL
Minutes of the Meeting of the Planning Committee
Held on Wednesday 1st May 2024, commencing at 7.45pm
At The Church of the Good Shepherd, Lyminster Bottom.

MEMBERS PRESENT: Cllr Paul McAllister (Chairman), Cllrs Pullen (M), Pullen (R), Smith and Medhurst
IN ATTENDANCE: Jo Tsigarides (Clerk)
 Three members of the public.
 Cllr Briggs.

24.27 PC APOLOGIES FOR ABSENCE

Apologies had been noted for Cllr Black but no specific reason given. Councillors discussed this and the Clerk was asked to remind Cllr Black that a reason must be provided.

24.28 PC Open Session, Public Participation

Resident one made a representation regarding application 60040 which was due to go before the EHDC Planning committee on the 8th May 2024. They discussed the inconsistency between this and the Thakenham application which had been denied permission by the case officer. The reason for this was that it was felt that a four year land supply could be demonstrated. The case officer in application 60040 had recommended that it was given permission as a four year land supply could not be demonstrated. The lack of consistency was discussed. The resident noted that they would be attending the Planning Committee meeting.

Resident two suggested that in order for EHDC to restore any faith in their decision making and gain the trust of the community, that they should hold a meeting where they answer and discuss issues with residents.

There being no further items to raise, the Open Session concluded at 8.10pm and Standing Orders were applied.

24.29 PC DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

There were no declarations of interest.

24.30 PC PLANNING COMMITTEE MINUTES

On the proposal of Cllr Medhurst, which was seconded by Cllr R Pullen, and with all Councillors in agreement it was:

RESOLVED to approve the meetings from the Planning Committee meeting held on the 6th March 2024.

24.31 PC Amendment to Agenda order

Cllr McAllister suggested that the latter part of the Agenda followed the order 8.2,8.1 and then 7.1 for coherency and all agreed.

24.31 PC NEW APPLICATIONS

PLANNING MATTERS

APPLICATIONS FOR DISCUSSION

FOR DISCUSSION				
Date received	Ref No:	Location	Proposal	Decision

17/04/2024	56860/001	Boundaries Surgery, 17 Winchester Road, Four Marks, Alton, GU34 5HG	Demolition and single storey extension to rear of existing surgery to provide additional space for consulting & treatment rooms as well as a new common area and utility/slucice	
<p>Whilst the Council is generally in favour of the facilities being enhanced to serve the growing community, it cannot support the application in its current form due to the lack of parking facilities. The Council would like to see a reconfiguration of the plans to accommodate more parking for patients and would like to draw the Planning Officer's attention to the current parking provision which does not see improvement in this application. The car park is often already full and does not appear to meet the needs of the current volume of patients.</p> <p>The Council would suggest that the current plans are modified in order to provide parking to the rear of the building.</p>				

24.32 PC TO NOTE DECISIONS NOTIFIED AND PENDING

The Clerk had distributed the Planning Matters document to the Committee members. Of significant interest was application 60040 which had been denied permission on the 17th April 2024. The Clerk was asked to check the accuracy of one of the applications listed on the Planning Matters document.

24.33 PC ADDITIONAL PLANNING MATTERS

24.33.1 Update from Committee Chairman

Cllr McAllister drew the Committees attention to application 55138/005, and with the agreement with the rest of the Committee, directed the Clerk to lodge a holding objection with the case officer as there is no surface or foul water drainage plan included in the application.

There had been a number of meetings recently, and the Chairman discussed them all in detail:

Meeting with Steve Tilbury Planning Consultant

This meeting took place to try and gain further information on the legality of amending Settlement Policy Boundaries. Advice was that they can only be changed by a Local or Neighbourhood Plan. There was no case law for guidance and the specific areas discussed were the land to the rear of 131 Winchester Road and the area behind 4-5 Gloucester Close.

Alton Neighbourhood Plan Chairman

Discussed Design Codes and Allocations. Also gave information on consultants used and advice.

24.34.1 Update on Planning meeting held on the 30th April 2024

The Clerk, Cllrs R Pullen and Cllr McAllister attended a meeting on the 30th April 2024 to discuss various points in the Draft Local Plan with the EHDC team. Frank Maloney and District Councillor Richardson were also in attendance. The talking points are attached to the Minutes and a more detailed report would be provided to the Council at a later date.

Some key points were that:

- Consultation responses were still being considered and processed.
- Despite Council points that the area to the rear of 131 Winchester Road included a SINC and that the area behind 4-5 Gloucester Close had been protected as an area of Public Open Spaces, the EHDC team considered that these areas were not deemed as countryside and met the methodology used for determining changes to the SPB.
- There was a discussion of the 'Ridge Methodology' which was used in determining Settlement Hierarchy, with the Council expressing concerns that the use of population data in addition to the accepted methodology may make the allocation unsound.
- There was a discussion on the review of the local Neighbourhood Plan with the EHDC team offering to help and collaborate.
- The question regarding whether the Gladman/Mount Royal would be deducted from the Housing allocation of 210. Due to the timing of the case, it would not be included in the figure.

- There was a discussion of sustainability in general, access and design codes.
- Recent conflicting decisions were addressed, specifically the decision on 17th April on application 60040 where the case officer concluded that a 4.7 year housing land supply could be demonstrated, in contrast with the recommendation on the Alton Lane application that the housing supply could not be demonstrated. The EHDC team clarified that the tilted balance was now in effect.

24.35 PC FOR CONSIDERATION

24.35.1 To discuss the scope of the Medstead and Four Marks Neighbourhood Plan

The Committee discussed the potential scope of the revised plan, noting that FMPC had budgeted for the project in earmarked reserves. Cllr McAllister and the Clerk had recently met with the Chair of the Alton Neighbourhood Plan Steering Group and had gathered some key information regarding site allocations and recommended consultants. The Committee discussed what the remit of the plan could be and on the proposal of Cllr M Pullen , which was seconded by Cllr Medhurst , and with all Councillors in agreement, it was:

RESOLVED to recommend to the Full Council that the Neighbourhood Plan should be wide in it's remit, including site allocations and design codes if recommended by the consultant.

24.36 Next scheduled meeting: 5th June 2024

24.37 Meeting closed at 9.30pm

Medstead and Four Marks Neighbourhood Plan



c/o Secretary,
1 River Close,
Four Marks,
Alton
Hants.
GU34 5XB

Email: frankjmaloney@hotmail.com

By Email

01420 560691

2nd May 2024

The Parish Clerk
Four Marks Parish Council,
For Marks Sports Pavilion,
Uplands Lane,
Four Marks,
GU34 5AF

Dear Clerk

Revision of Medstead & Four Marks Neighbourhood Plan

Following the EHDC Draft Local Plan Regulation 18 Consultation, together with the Neighbourhood Plan Steering Group's response to the Local Planning Authority, the NPSG has concluded that the current Neighbourhood Plan urgently requires to be updated to reflect the present, and emerging, needs of the Parishes, rather than waiting for the new EHDC LP to be made.

As Medstead and Four Marks Parish Councils are co-sponsors for the M&FMNP, the NPSG writes to the Council to seek its approval and support for the NPSG to undertake this new endeavour.

From its work on the previous version of the NP, the NPSG notes that there is a requirement for Council financial support to create this new Neighbourhood Development Plan (NDP), especially due to the need to commission Consultants, fund local community involvement/ other interest consultation events, and publish the final document.

The joint Parish Councils' contribution to produce a new Neighbourhood Development Plan with a Design Code/ Guidance is currently estimated by the NPSG to be in the region of £30k. It would be proposed that this expenditure would be split equally between both Parish Councils.

Fortunately, the NPSG notes that there is National Government grant funding available to support this work. The organisation, Locality, makes grants of up to a maximum of £10k for updating a NDP, and £8k for the preparation of a Design Code/Guidance, but to complete this work the NPSG estimates that it would need an additional £12k (some £6k for each Council).

Our first NP was produced to protect the Parishes of speculative development in the Parishes. After a meeting with EHDC DLP Team it has become apparent that EHDC has a 'duty to cooperate', rather a 'duty to consult', if the NPSG advise it that it is considering

‘allocating development sites’ The NPSG could determine the provision of dwellings of suitable size and tenure in the best places within the parish. This proposed strategy is reinforced by the NPSG’s discussions with the Alton and Beech Neighbourhood Planning Groups,

The NPSG asks Four Marks Parish Council for its support by initially providing some seed corn funding of £1,500 towards the Project to enable the NPSG validate costs of the options that could be included within the revised plan.

Yours faithfully,

Paul

Paul McAllister
Chairman

FOUR MARKS PARISH COUNCIL
Minutes of the Meeting of the Open Spaces Committee
Held on Wednesday 1st May 2024 commencing at 5.30pm at The Church of the Good Shepherd

MEMBERS PRESENT: Cllrs Speed, Medhurst, M Pullen and Coulson
IN ATTENDANCE: Jo Tsigarides Clerk
APOLOGIES: Cllrs Gebbett and Black.

24.32 OS APOLOGIES FOR ABSENCE

Apologies received from Cllr Gebbett (health related) and Cllr Black and were duly accepted by the Committee. Cllrs Pullen and Medhurst both offered themselves to be Chairman and as an agreement could not be reached, there was a vote with the majority agreeing that Cllr Medhurst would act as Chairman.

24.33 OS OPEN SESSION/PUBLIC PARTICIPATION

The Clerk advised Councillors that the Putting Club had sent a request regarding a talk that they had coming up on the 6th June 2024. A local model shop were involved and wanted to demonstrate take off and landings on the cricket pitch. The Clerk advised that there was an Unmanned Ariel Vehicles Policy in place and explained the current rules. The Committee agreed that whilst they were generally supportive of the demonstration, in addition to following the CAA flying height rules, the relevant insurance and health and safety elements would need to be satisfied. The Clerk would liaise with the group.

The Clerk had been contacted by residents in Badger Close regarding the condition of the fencing and trees along the badger run. There were some minor works that were considered to be the Parish Council responsibility but there was a concern that there might be a larger problem due to the lack of maintenance that had taken place over the years. The Committee would like Mick Neeve contacted about what works are appropriate and necessary.

A resident had been into the Parish office to express disappointment about the wildflower beds and felt that the image in the Parish newsletter was not representative of the area. It was explained that the photo in the newsletter was part of an overview of the previous year and that the bed was yet to flower.

With no further OS items to raise, the Open Session concluded at 17.50pm

24.34 OS DECLARATIONS OF INTEREST

There were no declarations of interest.

24.35 OS COMMITTEE MINUTES .

On the proposal of Cllr M Pullen, which was seconded by Cllr Coulson , and with all Councillors in agreement, it was:

RESOLVED to approve the Minutes of the Open Spaces Committee meeting held on the 6th March 2024 and note the Minute of the working party meeting held on the 3rd April 2024.

24.36 OS ENVIRONMENTAL MATTERS

24.36.1 Update on meeting with FMEG

There had been no progress on securing a meeting date. Cllr M Pullen stated that an email would be sent to the Council in due course.

24.37 OS ITEMS FOR CONSIDERATION/REVIEW

24.37.1 Kingswood Copse – to review progress to date.

An update was provided on the works to date. Leaflets had been delivered to all homes in Kingswood Rise and Bishops View informing residents of the works that were taking place. Fifty Hawthorn saplings had been planted which Cllr M Pullen had obtained from PECAN and efforts had been made to naturally block off the entrance from the A31.

There were still outstanding issues with the dog waste bin, mapping online and obtaining shrubs to plant along the border. The Committee had a discussion about what type of plant would be the most suitable to deter people from climbing over the fence. The resident volunteer agreement would be sent to the Council Chairperson of the Council to authorise.

24.37.2 Memorial bench at cricket pitch – request.

A resident had asked to place a bench at the cricket pitch (possibly in the same style as the memorial bench for Clive Hawkins) in memory of her son to mark what would have been his thirtieth birthday. It was agreed that due to the volume of memorial benches requested recently, it would be suggested to the resident that they might like to put a bench on the border of the football pitch and the Cemetery. The Committee would prefer this to be a hardwood bench.

24.37.3 Angling Club request for exclusive rights to fish/management

At the recent working party meeting, it had been decided that an agreement would be attached to the invoice to be sent to the Angling Club. The Committee were asked to specify the points that they wanted attached to the invoice following a meeting that the Chairman had had with the club. Cllr Gebbett had drafted an agreement and the Committee agreed to defer this to their next meeting to consider it fully.

24.37.4 Netball use request at the Recreation Ground

A local netball team had been in touch to enquire about hiring the basket ball courts on a weekly basis for a fee of £25 per hour and had sent through the specifications that they would need to have marked out on the court. The contractor that had been engaged to do the spraying and marking of the court had advised that the marking of the netball lines would be a further £500.

On the proposal of Cllr Medhurst, which was seconded by Cllr Coulson, and with all Councillors in agreement, it was:

RESOLVED to agree a fee of £500 for 2024/2025 with the netball club and issue an invoice accordingly.

24.37.5 To agree wording for dog signs.

At the working party meeting, the Committee had agreed that they would like some dog signs placed to try and make dog owners mindful of their dogs approaching individuals. These signs could be placed on Lymington Bottom Green and/or the Recreation Ground. The Committee wanted some time to consider what the wording might say and were asked to direct the officers.

The Committee discussed the need for additional signs and the potential issues of having too many signs up. It was agreed that a positive, upbeat message would be added to the website and Social Media pages to praise and encourage responsible owners, whilst reminding everyone about Council rules and regulations regarding dogs. The wording about over friendly dogs would also be included.

24.37.6 Raised sleeper bed at Oak green parade

Further to the Clerk obtaining a quote for remedial works from the contract gardener, Councillors had conducted site visits, taken photographs and assessed the works that needed to take place and so the Committee were asked to direct the Clerk/Assistant Clerk as to exactly what they would like to take place.

The previous quotation from the contract gardener had been to replace the damaged sleepers at a cost of £720. There was a discussion about the cost of the materials and the Clerk was asked to obtain further quotations and also advise contractors that the materials could be sourced by the Council to save costs.

24.38 OS ITEMS FOR APPROVAL

24.38.1 Bin provision at Oak Green parade – recommendation from waste collection agent.

The cost of a lift of a double bin or an additional weekly lift to the bin at the Loaf Café was the same (£8.95) and so the Committee agreed that to avoid the expenditure cost of securing a new double bin (circa £600), an additional lift would be arranged. There was a broad discussion about how much responsibility the shop owners should take for the waste generated.

On the proposal of Cllr M Pullen, which was seconded by Cllr Medhurst and with all Councillors in agreement, it was:

RESOLVED to organise a third weekly lift of the bin outside the Loaf Café with IdVerde.

24.38.2 Donation for Alresford Men’s Shed.

Alresford Men’s Shed had recently constructed a book house at the cost of £120 and before commissioning the works, the Committee decided that they would like to make a donation to the group towards their efforts, labour and petrol costs for conducting site visits/delivery.

On the proposal of Cllr M Pullen, which was seconded by Cllr Coulson and with all Councillors in agreement, it was:

RESOLVED to pay Alresford Men’s Shed a total of £200 to cover all materials and a donation towards the organisation.

24.39 OS AREA UPDATES AND REPORTS

24.39.1 To note area update.

FOFM (Friends of Four Marks School) had requested a meeting to discuss the fireworks event and a meeting date had been agreed for the 8th May at lunchtime. Cllrs Coulson, M Pullen and Speed would like to attend the meeting. The Clerk would advise on the exact times.

The sockets for the goal posts had been installed but currently awaiting concrete to settle before the posts are moved over.

Location	Action Required	Status	Notes
Badger Close	Boundary Encroachment	In progress	Clerk to research further.
	Badger Orchard	In progress	Tree works booked.
	Pine Road Area		Cllr Gebbett
Cemetery	Replacement gate stops.	In progress	Planned in for Summer 2024
	Cemetery inspection		
Lymington Bottom Green	Wildflower area and sign	In progress	Signs delivered – to agree 2024 installation.
	Village sign remedial works.	On Hold. In progress	
	New bench – FM Care.		Awaiting site meeting date.
Oak Green parade	Flower bed maintenance	Ongoing	New contractor.
	Book share.	In progress	Book share delivered, awaiting painting and installation on 8 th May 2024.
	Repainting of car parking spaces.	To do.	To review spacing and repainting – future meeting.
Recreation Ground	Cricket equipment	Pending	Clerk to organise.
	Containers	Pending	Grass mats to be installed
	Skate Park	In progress	Area to be repainted.

	Tennis courts	In progress	Spraying booked (including netball lines) w/c 6 th May 2024.
	Football pitch/club	Ongoing	Ongoing Liaison with Club regarding use.
	Footway along football pitch	In progress	Awaiting quotations.
	Water refill point		Service completed March 2024. – contract expires October 2024; notice must be given July 2024 if contract is to be terminated. Agenda item June 2024
Climate change mitigation	Solar Panels at Benians Pavilion	Pending	Awaiting information from Benians Committee Chairman following site visit
	Nature boxes	Pending	Placed – awaiting EHDC promotional video.
	Parish Trees	Completed	To review
	Bus stop maintenance	In progress	Cllr Coulson – Graffiti Go has been delivered, awaiting collection.
Swelling Hill Pond	Silt removal project	In progress	Revetments still outstanding.
	South of pond/car park area.	In progress	Adverse possession claims in progress
	Car park remedial works.	In progress	Contractor accepted.. Awaiting date, also asked for steps to be infilled.
	Tree works – overhanging pond.	To do.	
Kingswood Copse	Ongoing maintenance for nature and wildlife.	In progress	Plan decided at meeting – Clerk to follow up.

24.39.2 Update on Swelling Hill Pond

As Cllr Gebbett was not in attendance, there was not a full update although Cllr Medhurst did explain that the benches were in poor condition and that he felt that the steps were hazardous. The Clerk would ask the lengthsman to clean the benches and possibly coat them and the contractor that was due to lay the scalplings at the pond to infill the steps at the same time.

24.39.3 Update on tennis court/MUGA resurfacing

The Clerk advised that the company had been back to site to treat the weed growth. The area had been redug, treated and then covered over with fresh tarmac. The respraying was booked in before the end of May 2024.

24.40 Next meeting 5th June 2024

24.41 Meeting Closed at 6.48pm.

Oak Green Parade remedial works.

Contractor One

Item one is to install hatch with then an option of either 2 or 3.

Thank you for the invitation to estimate for your work which I have pleasure in forwarding.

Estimate for supplying labour and materials for:-

1) Metal security panel for clock access

Cut out and remove the central timbers to allow for making and fitting a purpose made metal drop down hatch grill, complete with latch for a padlock.

Estimated cost £963.00
(Nine hundred and sixty three pounds)

2) 3No defective support upright poles.

Remove 3No defective poles and replace with 3 new pressure treated pine poles to original metal base plates and including refitting existing gallow brackets.

Estimated cost £584.00
(Five hundred and eighty four pounds)

3) Guide cost only.

To change existing structure to enhance the building with new timbers etc

Prop and shore up the structure to allow for fitting metal angles to the existing timber roof

plates, to allow for removing the central poles.



The 4No corner poles to be replaced with 150 x 150 oak posts, including oak gallows brackets to all corners.

This is only a brief description of the works and a more detailed estimate will be given if required.

Guide cost £8,500.00
(Eight thousand, five hundred pounds)

Contractor Two

ACCESS TO INTERNAL CLOCK TOWER

Erect Heras fencing around the bus shelter to protect the public from entering whilst the works take place, erect portable tower scaffolding inside to gain access to the top of the roof area. Prop up the rafters and hips and cut out the very top section above the noggins and put in a timber ring beam in a square to allow access to the rear of the clock, once this is complete then create a ply wood trap that sits in the whole to blank off the top section. When the works are complete then remove the scaffolding and heras fencing from site and leave clean and tidy.

£1195-00 + VAT

MAIN SUPPORT POSTS

Where the support posts have been put in the ground they are becoming rotten at the bottoms, the proposal is to get them propped up off the ground which would include the following;
Once again heras fence around the area to protect the public, acro prop up one side at a time to take the weight and cut off a small section of the round post at the bottom, clean out the area where they are in the ground and concrete the hole back in as a stable base for the new metal leg to stand on. Fit and bolt the new leg to the post and the concrete, the new support would be something similar to a heavy duty galvanised elevated post base PBH120. Once each side is done then remove the props, we have allowed to do this to 7 posts in total, not the one that is built into the flower bed wall as this is in sound condition at this stage. Clear away the heras fencing and leave the site clean and tidy.

£3425-00 + VAT

Contractor Three – please see photographs on circulated email.

The hatch is light weight and will not effect the strength of the structure. It will have a loop ready to take a padlock which we can provide if necessary. We can brick around the bottom if you would like us to.

Maintenance:

Create access hatch using a galvanised grating 800mm x 800mm

Remove rotten post bottoms and fix galvanised post bases

Sub total: £1,950

Vat: £390

Total: £2,340

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Finance and General Purposes Committee
Held on Wednesday 10th April commencing at 12.00pm
This meeting was held at The Scout Hut, Four Marks**

MEMBERS PRESENT: Cllr Briggs (Chairperson), Cllrs McAllister and Pullen (R)
IN ATTENDANCE: Jo Tsigarides – Clerk
APOLOGIES: Cllrs Gebbet and Smith.
Louise Steele, Locum RFO.

24.10 FGP APOLOGIES FOR ABSENCE

Apologies from Cllr Gebbet (health issues) and Cllr Smith (work commitments) were given and duly accepted by the Committee. Louise Steele, Locum RFO, was also unable to attend and sent apologies.

24.11 FGP OPEN SESSION/PUBLIC PARTICIPATION

The open session ended at 12.01pm

24.12 FGP DECLARATIONS OF INTEREST

There were no declarations of interest.

24.13 FGP MINUTES OF THE LAST MEETING

On the proposal of Cllr R Pullen, which was seconded by Cllr McAllister, and with all Councillors in agreement, it was **RESOLVED to approve the Minutes of the Finance and General Purposes Committee meeting held on Wednesday 24th January 2024 as a true reflection of the meeting and were duly signed by the Chairman.**

24.14 FGP 2023/2024 FINANCIAL YEAR END

24.14.1 To consider the draft reports for the end of the financial year:

- Expenditure against budget
- Balance sheet
- Annual Statement of accounts (AGAR part 2)
- Asset Register
- Earmarked reserves

All of the above were discussed but the RFO was unable to provide some of the information requested due to some difficulties with the software package. The Committee agreed some movement in the earmarked reserves in order to accommodate the Neighbourhood Plan fund but also requested further information before any proposals to the Full Council were made.

There were some minor amendments to the asset register, which would be made before presentation to the Council.

24.15 FGP FEES AND CHARGES REVIEW

The Committee discussed the recent meeting with the Chairman of the Benians Committee where they agreed to pay £6000 pa to cover the increased costs of utilities. A similar meeting had taken place with the Bowls club but they require further information. The Clerk suggested charging them £50 for the first six months and then reviewing it at the half year point.

24.16 FGP NEWSLETTER DISTRIBUTION PROBLEM

24.16.1 To discuss problem with distribution of the recent Parish newsletter

The Clerk had complained to the distribution company following the first delivery and there had been a redeliver with the newsletters that they claimed to have left. There was a shortfall which could not be accounted for and the Committee can only assume that some of the newsletters were disposed of.

The company had provided a response to the complaint and an independent survey which detailed the response rate for unsolicited mail. The bench mark was forty percent and this had been exceeded.

Cllr Pullen was dissatisfied with this and asked that the Clerk pursues this.

24.17 FGP REPORT FORMAT

Cllr Pullen suggested that Open Spaces have a budget report so that they can track their expenditure ready for every meeting along with earmarked reserves. Work would be done with the new RFO to ensure that Councillors have a better understanding of the budget before making financial decisions.

24.18 FGP NEXT MEETING – TBC

24.19 FGP MEETING CLOSED 12.50PM

24.05.2 To review fees for sports and social clubs

A detailed review of the fees and charges specifically in relation to the Benians Committee and the Bowls Club took place considering recent energy price increases. It was decided that a discussion should take place between the clubs and Councillor representatives before a recommendation could be made. The Clerk would arrange these.

24.05.3 To allocate areas for asset register review

Cllr Pullen volunteered to complete the review of the asset register and will ask for assistance where necessary. It was suggested that 'What three words' could be used for the exact locations of the items, but the Committee did not wish to proceed with this.

24.06 PROCEDURE AND POLICY REVIEW

24.06.1 Review of effectiveness of internal control

The report provided by the Locum RFO was reviewed along with the accompanying action plan.

On the proposal of Cllr Pullen, which was seconded by Cllr McAllister, and with all Councillors in agreement, it was:

RESOLVED to recommend the review and action plan to the Full Council.

24.06.2 Review of Standing Orders and Financial Regulations

The Committee reviewed the Standing Orders and Financial Regulations for recommendation to the Full Council. It was decided that Financial Regulation 4.5 should be amended to allow the Clerk delegated authority in an emergency of up to £5000 which will be authorised by the Chairperson/Vice Chair and one other Councillor. This figure reflects the delegated authority level of the standing Committees and seemed appropriate given the nature of works that are likely to be considered emergency works.

On the proposal of Cllr R Pullen, which was seconded by Cllr McAllister and with all Councillors in agreement, it was:

RESOLVED to recommend the circulated Standing Orders and Financial Regulations for adoption by the Full Council with an amendment to Financial regulation 4.5.

24.06.3 To review members code of conduct.

The members' Code of Conduct was reviewed, and no changes were suggested. This policy will be recommended for adoption by the Full Council.

24.06.4 To review volunteer policy for recommendation to Full Council

The Clerk discussed the need for a volunteer policy which would cover Councillors, general volunteers and those volunteering at the tennis courts and the drafted policy was reviewed. Cllr R Pullen had some suggestions, and it was agreed that he would 'track changes' and that this would become a working document.

24.07 FOR APPROVAL

24.07.1 Purchase of Office 365 business software

The Committee discussed upgrading the office software from the personal to business version which would give access to SharePoint and Teams amongst other benefits. The Clerk advised that the cost was £10.95 per month and it was suggested that a better price may be given for an annual subscription.

On the proposal of Cllr McAllister, which was seconded by Cllr R Pullen and with all Councillors in agreement, it was:

RESOLVED to subscribe to Office 365 Business through the most cost-effective plan.

24.08

Next meeting TBC.

24.09

Meeting closed at 1.10pm.

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Staffing Committee
Held on Wednesday 17th April 2024 at Four Marks Village Hall.**

MEMBERS PRESENT: Cllrs Pullen, McAllister, Coulson.
IN ATTENDANCE: Jo Tsigarides Clerk
APOLOGIES: Cllr Gebbett

24.01 SC APOLOGIES FOR ABSENCE

Cllr Gebbett (health reasons), duly accepted by the Committee.
Cllr Pullen agreed to act as Chairman.

24.02 SC OPEN SESSION/PUBLIC PARTICIPATION

No members of the public present, nothing raised.

There being no items to raise, the Open Session concluded at 6.03pm and Standing Orders were applied.

24.03 SC DECLARATIONS OF INTEREST

There were no declarations of interest.

23.04 SC COMMITTEE MINUTES

On the proposal of Cllr McAllister, which was seconded by Cllr Coulson, it was:

RESOLVED to approve the Minutes of the Staffing Committee held on the 15th November 2023.

23.05 SC STAFFING STRUCTURE

23.05.1 To receive an update on the RFO position.

Cllr Pullen explained that an interview had taken place on the 15th April 2024 and that the candidate was deemed to be suitable for the position. It was felt that they were suitably qualified and that although the accounts package would be a change, that there were a number of available courses to assist them.

It was decided unanimously that the Staffing Committee would recommend the appointment of the candidate to the Full Council, with a starting salary at SCP 18.

23.06. SC STAFF APPRAISALS

23.06.1 To consider moving item 6.2 into a closed session as per the relevant legislation.

On the proposal of Cllr Pullen, which was seconded by Cllr McAllister, it was

RESOLVED to move Agenda item 6.2 into a closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

23.06.2 To review staff appraisal and agree recommendations to Full Council.

The Assistant Clerk's forthcoming probationary appraisal was considered, and it was agreed to recommend that the Full Council authorises a pay increment of One scale point.

The Clerks appraisal was reviewed, and it was noted that the Chairperson had not completed the appraisal form in the correct format. Despite this, the Committee were willing to accept the contents of the report. The Committee agreed to recommend to the Full Council that the Clerk should receive a two SCP increase backdated to the 1st April 2024.

23.07 Next meeting, TBC

23.08 Meeting closed 6.25pm

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Four Marks Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.fourmarks-pc.org.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Four Marks Parish Council
Income & Expenditure Account
01/04/2023 to 31/03/2024

(Last) Year Ended
31 Mar 2023

(Current) Year Ended
31 Mar 2024

Income

Cemetery	4,425.00
Administration	183,220.93
Events	625.15
Benians Pavilion	5,000.00
Open Spaces	1,360.00
Grant Funded Projects	91,341.52
Allotments	2,769.50
Tennis Courts	1.00
	<u>£288,743.10</u>

Expense

Administration	69,962.04
Grant Funded Projects	75,991.83
Community Building Project	19,196.50
Allotments	4,037.25
Cemetery	2,092.92
Recreation Ground	8,906.34
Oak Green Parade	6,060.09
Benians Pavilion	10,433.96
Open Spaces	62,341.50
Events	1,823.70
Festival Committee	850.00
Four Marks Environmental Group	45.50
Bowls Club	298.89
	<u>£262,040.52</u>

General Fund

Balance at 01 Apr 2023	67,854.71
ADD Total Income	<u>288,743.10</u>
	356,597.81
DEDUCT Total Expenditure	<u>262,040.52</u>
	94,557.29
DEDUCT Reserves Balance	<u>25,551.80</u>
Balance at 31 Mar 2024	<u>£69,005.49</u>

£67,854.71

Reserves:

Earmarked Reserve Balance £175219.21

Section 2 – Accounting Statements 2023/24 for

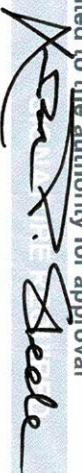
Four Marks Parish Council
ENTER NAME OF AUTHORITY

	RESTATED		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	250791	217522	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	166230	174830	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	39379	113913	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	56608	35163	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	182269	226877	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	217522	244225	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	199444	234574	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	706044	705727	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Kevin Steale

Date

01/05/2024

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

as recorded in minute reference:

MINUTE REFERENCE

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

Four Marks Parish Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Administration

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4003	Agency Staff					11,257.21	-11,257.21	-11,257.21 (N/A)
4012	Audit Fees				1,300.00	1,302.50	-2.50	-2.50 (-0%)
4010	Bank Charges				200.00	180.90	19.10	19.10 (9%)
1002	Bank Interest		638.40	638.40				638.40 (N/A)
4201	Capital Expenditure				1,000.00		1,000.00	1,000.00 (100%)
1001	CCLA Dividend	4,000.00	7,722.53	3,722.53				3,722.53 (93%)
4005	Chairman's Allowance				100.00		100.00	100.00 (100%)
1009	CIL Income							(N/A)
4316	Election Expenses					4,445.81	-4,445.81	-4,445.81 (N/A)
4001	ER NI Contributions					2,996.13	-2,996.13	-2,996.13 (N/A)
4002	ER Pension Contributions				10,500.00	4,596.60	5,903.40	5,903.40 (56%)
4016	Grants & Donations Awarded				3,000.00	5,050.00	-2,050.00	-2,050.00 (-68%)
4000	Gross Salaries				52,000.00	27,570.86	24,429.14	24,429.14 (46%)
4014	Insurance				4,000.00	1,986.04	2,013.96	2,013.96 (50%)
4008	IT				1,000.00	2,380.74	-1,380.74	-1,380.74 (-138%)
4013	Legal & Professional Fees				2,000.00	805.00	1,195.00	1,195.00 (59%)
4314	Miscellaneous Income		30.00	30.00				30.00 (N/A)
4200	Neighbourhood Plan				2,300.00	209.91	2,090.09	2,090.09 (90%)
4007	Office Expenses				750.00	2,415.88	-1,665.88	-1,665.88 (-222%)
1000	Precept	174,830.00	174,830.00					(0%)
4004	Staff Mileage/Travel				400.00	81.20	318.80	318.80 (79%)
4011	Subscriptions				1,600.00	1,933.26	-333.26	-333.26 (-20%)
4009	Telephone & Broadband				400.00	416.32	-16.32	-16.32 (-4%)
4006	Training & Publications				750.00	2,065.68	-1,315.68	-1,315.68 (-175%)
4308	VAT							(N/A)
4015	Village Hall Hire				300.00	268.00	32.00	32.00 (10%)
SUB TOTAL		178,830.00	183,220.93	4,390.93	81,600.00	69,962.04	11,637.96	16,028.89 (N/A)

Open Spaces

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4100	Bin Emptying				7,500.00	7,834.48	-334.48	-334.48 (-4%)
4317	Emergency Tree Works					550.00	-550.00	-550.00 (N/A)
1003	Grants Received							(N/A)
4110	Green Labour/Maintenance				31,000.00	25,708.08	5,291.92	5,291.92 (17%)
1013	Ground Rent		100.00	100.00				100.00 (N/A)
4106	Labour/Maintenance - General				4,000.00	7,904.00	-3,904.00	-3,904.00 (-97%)
4109	Materials/Equipment - General				1,000.00	509.25	490.75	490.75 (49%)
4112	Materials/Equipment - Open Space				2,000.00	35.69	1,964.31	1,964.31 (98%)
4114	Pond Maintenance					15,000.00	-15,000.00	-15,000.00 (N/A)
1004	Sports Pitches/Ground Hire	1,500.00	1,260.00	-240.00				-240.00 (-16%)
4111	Tree Maintenance/plant				6,000.00	4,800.00	1,200.00	1,200.00 (20%)
1010	Wayleave	70.00		-70.00				-70.00 (-100%)
SUB TOTAL		1,570.00	1,360.00	-210.00	51,500.00	62,341.50	-10,841.50	-11,051.50 (N/A)

Four Marks Parish Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Benians Pavilion

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4105	Building Mtce/Serviceing				1,500.00	2,425.79	-925.79	-925.79 (-61%)
4104	Business Rates					112.64	-112.64	-112.64 (N/A)
4101	Electricity				3,000.00	2,599.27	400.73	400.73 (13%)
4322	Fixtures & Fittings					1,499.81	-1,499.81	-1,499.81 (N/A)
4102	Gas				3,000.00	2,328.40	671.60	671.60 (22%)
1011	Rent Income	5,000.00	5,000.00					(0%)
1005	Sports Pavilion Income							(N/A)
4103	Water				900.00	615.21	284.79	284.79 (31%)
4113	Water Fountain Rental				1,500.00	852.84	647.16	647.16 (43%)
SUB TOTAL		5,000.00	5,000.00		9,900.00	10,433.96	-533.96	-533.96 (N/A)

Oak Green Parade

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4203	Christmas Light Rental				3,800.00	3,769.72	30.28	30.28 (0%)
4202	Electricity				300.00	535.37	-235.37	-235.37 (-78%)
4321	Repairs & Renewals					1,635.00	-1,635.00	-1,635.00 (N/A)
4326	Waste Removal					120.00	-120.00	-120.00 (N/A)
SUB TOTAL					4,100.00	6,060.09	-1,960.09	-1,960.09 (N/A)

Tennis Courts

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1006	Tennis Courts Income	1,000.00	1.00	-999.00				-999.00 (-99%)
SUB TOTAL		1,000.00	1.00	-999.00				-999.00 (-99%)

Bowls Club

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4204	Electricity				300.00	298.89	1.11	1.11 (0%)
SUB TOTAL					300.00	298.89	1.11	1.11 (0%)

Recreation Ground

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4207	Material/Equipment					930.70	-930.70	-930.70 (N/A)
4315	Playground Inspection					65.00	-65.00	-65.00 (N/A)
4205	Serviceing/Maintenance				1,000.00	7,910.64	-6,910.64	-6,910.64 (-691%)
SUB TOTAL					1,000.00	8,906.34	-7,906.34	-7,906.34 (N/A)

Four Marks Parish Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Cemetery

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1007	Cemetery Fees	3,500.00	4,425.00	925.00		200.00	-200.00	725.00 (20%)
4107	General Maintenance					1,667.92	-1,667.92	-1,667.92 (N/A)
4327	Install Bench					225.00	-225.00	-225.00 (N/A)
SUB TOTAL		3,500.00	4,425.00	925.00		2,092.92	-2,092.92	-1,167.92 (N/A)

Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1015	Allotment Income		2,769.50	2,769.50				2,769.50 (N/A)
4210	Miscellaneous Expenses					3,433.60	-3,433.60	-3,433.60 (N/A)
4206	Rates							(N/A)
4319	Water Charges				1,000.00	603.65	396.35	396.35 (39%)
SUB TOTAL			2,769.50	2,769.50	1,000.00	4,037.25	-3,037.25	-267.75 (N/A)

Events

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1008	Entry Fees - Events		125.15	125.15				125.15 (N/A)
4313	Event Expenses					1,823.70	-1,823.70	-1,823.70 (N/A)
4318	Grant Received		500.00	500.00				500.00 (N/A)
SUB TOTAL			625.15	625.15		1,823.70	-1,823.70	-1,198.55 (N/A)

Community Building Project

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4300	Community Building Project				20,000.00	19,196.50	803.50	803.50 (4%)
4301	PWLB repayments				20,500.00		20,500.00	20,500.00 (100%)
SUB TOTAL					40,500.00	19,196.50	21,303.50	21,303.50 (4%)

Four Marks Environmental Gro

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4311	Hall Hire					45.50	-45.50	-45.50 (N/A)
SUB TOTAL						45.50	-45.50	-45.50 (N/A)

Festival Committee

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4312	Maintenance					850.00	-850.00	-850.00 (N/A)
SUB TOTAL						850.00	-850.00	-850.00 (N/A)

Four Marks Parish Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Grant Funded Projects

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4329	Badger Orchard		685.00	685.00				685.00 (N/A)
4323	Event Expenses		940.00	940.00		80.00	-80.00	860.00 (N/A)
4320	Pond Maintenance		40,000.00	40,000.00		30,000.00	-30,000.00	10,000.00 (N/A)
4307	Purchase of Assets		3,860.83	3,860.83		4,235.83	-4,235.83	-375.00 (N/A)
4325	Speed Cameras		1,767.00	1,767.00		176.00	-176.00	1,591.00 (N/A)
4328	Tennis Court Resurfacing		44,088.69	44,088.69		41,500.00	-41,500.00	2,588.69 (N/A)
SUB TOTAL			91,341.52	91,341.52		75,991.83	-75,991.83	15,349.69 (N/A)

Restated (N/A)

NET TOTAL	189,900.00	288,743.10	98,843.10	189,900.00	262,040.52	-72,140.52	26,702.58 (7%)
V.A.T.		32,621.82			26,655.18		
GROSS TOTAL		321,364.92			288,695.70		



NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE

1. Date of announcement 31st May 2024

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:

(b) Jo Tsigarides
clerk@fourmarks-pc.org.uk
01420 768284

commencing on **Monday 3 June 2024**

and ending on **Friday 12 July 2024**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
sba@pkf-l.com

5. This announcement is made by Heidi Simmonds RFO

April 2024 payments

<i>Date of invoice</i>	<i>Inv. No</i>	<i>Amount</i>	<i>Payee</i>
26/03/2024	10909007	£1,751.92	idverde
26/03/2024	10909008	£412.21	idverde
01/03/2024	2636	£420.38	Excel
22/01/2024	INV-5135	£676.80	Scribe
29/03/2024	INV-7082	£388.80	Wildly Upbeat Printers
29/03/2024	INV-2352	£1,005.60	RS Fencing etc
01/04/2024	S157245	£1,577.66	Blachere
03/04/2024		£5.40	FM06
27/03/2024	INV393	£300.00	R&J Gardening
13/03/2024	1100306271	£109.78	EHDC
11/03/2024	1821	£1,229.40	LGRC
11/04/2024	2-499869	£5.15	FM04
15/04/2024	113004	£29.99	Cato Computers
13/03/2024	14103	£12.50	WKL Building Supplies
12/04/2024	58	£320.00	Eddie Hodkin
15/02/2024	CD-243105424	£1,151.28	Culligan
09/04/2024	10869	£609.00	Externiture Ltd
08/04/2024	INV-6500	£1,052.00	HALC
05/04/2024	18084	£21.60	Vision ICT
31/03/2024	Mar-24	£27.00	FM Village Hall
26/03/2024	Nov-04	£1,062.00	Semrah
15/04/2024		£10.00	Four Marks Tennis Club
30/04/2024	April	£1,538.34	FM04
30/04/2024	April	£977.90	FM06
Direct Debits			
26/03/2024		£9.00	Lloyds c/card
01/04/2024		£32.94	British Gas-Lite
01/04/2024		£97.42	British Gas-Lite
E89012011002		£172.09	EDF Energy
		£15,006.16	

May payments to date.

There will be another payment schedule prepared on the 16th May 2024.

Voucher No	Date	Net	VAT	Total	Description	Supplier
9	30.04.2024	£502.64	£0.00	£502.64	Pension Contributions	Hampshire Pension Fund
8	30.04.2024	£383.15	£0.00	£383.15	PAYE/NIC	HMRC
7	09.05.2024	£200.00	£0.00	£200.00	Book Share	Alresford Mens Shed
6	09.05.2024	£14.07	£0.83	£14.90	Car Mileage	FM04
5	09.05.2024	£16.60	£0.00	£16.60	Car Mileage	FM06
4	09.05.2024	£179.80	£0.00	£179.80	Community Recognition Awards	Andrew Medhurst
3	09.05.2024	£2,350.00	£470.00	£2,820.00	Grass Cutting	Semrah Landscape Management
2	09.05.2024	£30.00	£6.00	£36.00	Stationery	Acorn Office Supplies
1	09.05.2024	£17.32	£3.46	£20.78	Stationery	Acorn Office Supplies

Bank Balances as at 30 April 2024

Unity Trust Bank Current Account	£110,063.21
Unity Trust Bank Deposit Account	£13,339.78
National Savings & Investments	£38,895.12
CCLA Investment A/c	£162,605.17
TOTAL	£324,903.28

Agenda item 30

Officer report

It has been a busy time of year both with audit preparations and planning. As I write this, we are busy preparing for the internal audit on the 15th May 2024 and the Locum RFO is in the process of training our newest recruit, Heidi on the RFO role. Planning has also taken up a significant amount of time and there have been various meetings throughout the month which I know Councillor McAllister will update the Council on. I have included the Minutes below in my report of a meeting at EHDC with the Planning Policy team.

On the 24th April 2024, the Council hosted the Annual Parish meeting. There were a range of speakers including Fight 4 Four Marks, Energy Alton and the professional consultants that have been engaged in relation to the community building project. The highlight of the evening (for me personally) is always the Community Recognition Awards where we get to celebrate the people within our village who really do make Four Marks a special place. There is a full list included in the Minutes of the meeting of those who received the awards.

Plans are pressing ahead for the Village Picnic which will be held on the 23rd June 2024 at Four Marks Recreation ground. Victoria has been organising this and has managed to secure Wey Valley radio to help with the announcements along with a host of singers and entertainers. There will be the usual children's rides and this year, for the first time, a dog show.

We are also in contact with Four Marks School regarding the Fireworks event and have a rescheduled meeting for the 20th May 2024.

Correspondence in addition to circulated items.

Councillors are reminded of email from HCC that has been sent detailing works to the Shrave footway. The pedestrian improvements will take place from the 13th May 2024 and will last for approximately four weeks.

Information regarding Village of the Year

We are pleased to announce that Hampshire and the Isle of Wight's longstanding and successful Village of the Year competition is now open for entries!

Entries can be submitted by any community body, including, but not limited to parish and town councils. Please do feel free to circulate this email to any local community groups or organisations within your local area that may be interested in entering.

*All entries must include a completed entry form (attached) along with evidential supporting documentation and received by Hampshire ALC no later than **Friday 12th July 2023, 16:00hrs** by email to: comms@hampshirealc.org.uk.*

The judging panel will visit the locality of all entries during August. The date and time for the visit will be formally notified to nominees after the closing date but will take place on one of the following dates, therefore please ensure a local representative is

available to meet the judging panel. If a local representative can not be available on any of these dates, please notify us within the entry form so this can be taken into consideration when our team plan the judging days.

Email received from Chairman of the Benians Committee

I hope this email finds you well.

I am writing on behalf of FourMarks Marks Recreation Centre to express our sincere gratitude to the parish council for the incredible support provided during our car show event. We are especially grateful to Councillors Howard and Mike whose assistance on the day made a significant impact on the event's success.

The presence of the councillors not only helped ensure a smooth and enjoyable experience for all participants and attendees but also underscored the strong community spirit that the Sports Pavilion is known for. Their willingness to step in and help with a variety of tasks, from setup to vehicle management, was invaluable.

It's these moments that truly make our community special, and we couldn't be more thankful for the support and cooperation from the parish council. Our car show was a great success, thanks in no small part to your help.

We look forward to collaborating with you on future events and continuing to strengthen our relationship with the parish council. If there's anything we can do to return the favor or contribute to upcoming council initiatives, please let us know.

Once again, thank you for your support and assistance. We are deeply appreciative and look forward to working with you again soon.

Best regards,

Email received 8/5/2024- Clerk has responded

Good afternoon,

I hope this email finds you well.

I just wanted to let you know about a few concerns I have noticed recently regarding the recreation ground in Four Marks (East Hants).

I have noticed some people aren't following the essential guidelines / rules you have implemented for the recreation ground with some pet owners unfortunately not securing their dogs properly on the leads while walking them.

I have Cc EHDC just so they are aware of this as well as they do manage the district that Four Marks comes under thank you.

I look forward to hopefully hearing from back from you on this.

Email received 6/05/2024

Request from Community Development team to discuss short term and long term projects with Chairman and Clerk. *Have provisionally agreed 13th June at 11.30am*

Ref Agenda item 22.3

[Call for brownfield sites | East Hampshire District Council \(easthants.gov.uk\)](#)

Survey to be completed – suggest defer to Planning Committee on the 5th June 2024.

Meeting at Monterey House – 30th April 2024, 12pm

Present: EHDC representatives: Adam Harvey, Kevin Thurlow, Jenny Edwards
District Councillor Roland Richardson
Four Marks Parish Council: Cllr Reg Pullen, Jo Tsigarides, Clerk
Medstead Parish Council: Cllr Frank Maloney
Medstead and Four Marks Neighbourhood Plan Steering Group: Paul McAllister

Formal introductions were made. Talking points (attached) had been circulated before the meeting.

Settlement Policy Boundary changes

The changes proposed in the Draft Local Plan were discussed in some detail, with the attendees from FMPC specifically objecting to the inclusion of the land to the rear of 131 Winchester Road and the land behind 4-5 Gloucester Close. PM discussed the protection of these areas in detail, highlighting the SINC status of the hedgerow at the first site and the protection afforded by the Parish Council in 2016 by registering the land at Gloucester Close as a public Open Space.

AH discussed the inclusion of these areas and advised that they were categorically not considered to be within the country side by using the methodology in the draft local plan. Although it was not considered that either area was necessarily developable, the aim was to include it within the build limits of the area. If there was a planning application for either of these areas, the issues presented to wildlife, and protection etc would need to be presented at the time.

AH stated that there could be some changes to the proposed SPB's at Reg 19 but that the volume of objections or comments would not impact on the decision if it was felt that it was sound. Throughout the conversation, the EHDC team advised that they

were still dealing with all of the consultation responses and that they were taking a considerable amount of time to process.

KT also pointed out that although the respective Parish Councils and the NPSG had their own opinions and views on the changes, that all areas of the Draft Local Plan also had to be justifiable to developers and so the methodology had to be followed to meet the test of soundness.

Settlement Hierarchy

The Parish Councils and NPSG were both concerned about the methodology used with regard to the Settlement Hierarchy and whilst neither organisation was unhappy with the hierarchy given to Four Marks or Medstead, there were questions about whether the application of the methodology would be considered sound.

The 'Ridge' methodology had been used to determine the Settlement Hierarchy but it then appeared to the attendees that where the method did not produce the desired result, population was used instead.

There was some discussion on how population can play a role in sustainability of local commerce and that planning for a better future required paying attention to opportunities to improve accessibility to local amenities.

Site Allocations

PM discussed that the NPSG were considering the inclusion of site allocations in the revised Neighbourhood Plan. This then led to a broad discussion about how EHDC and the NPSG could work together and collaborate.

FM asked whether the group should formally write to EHDC advising them that the plan was being updated and the EHDC team said that they would like to be kept informed about the plan. They could assist with signposting for grants, and liaison with other groups as well as advising on the process.

PM asked if there was a specific process to request a housing number and was told that the NPPF dictates that the local authority does have an obligation to provide one but that there are no guidelines on how this figure is produced. Windfall sites were also discussed briefly.

Sustainability

Barn Lane (south of Winchester Rd) was discussed specifically with regard to mitigation that could make the site sustainable. The EHDC team were asked what the process is to ensure that conditions are imposed and also followed through. The advice was to be cautious with any requests and work with other organisations to make sure that measures are deliverable.

FM discussed the development of Lymington Barns and raised safety concerns. Medstead Parish Council have not supported the development of this area and note that the RTA data does not apply to local roads. The Parish Council have gathered their own data and made observations about this site which is situated on a steep incline. The advice was to contact the case officer directly.

Design Codes

AH suggested that as the NP gains momentum, that there should be a collaboration with EHDC on Design Codes. The general resource issue and workload involved in creating design codes was discussed.

Housing Allocations

The EHDC team were asked whether the Gladman/Mount Royal permission for sixty houses would be deducted from the two hundred and ten figure in the Draft Local Plan. Due to the timing of the case, the figures would not be included.

There was a discussion of the inquiry and the land supply figures and the need to make sure that the supply is deliverable. An inconsistency between the recent decision on the Thakenham application and the Falcon recommendation was highlighted. There appeared to be a difference in interpretation of the land supply between case officers. The EHDC team were unaware of this.

AH was clear that as EHDC cannot demonstrate a four year land supply, the 'tilted balance' was in effect until new data had been added to the land supply figure. It was thought that this would take place over the summer.

Talking Points – Tuesday 30th April 2024

Settlement Policy Boundary Changes

- Land to the Rear of 131 Winchester Road
Whether it is truly developable considering SINC status.
Why is this not part of site allocation number (210).
- Land to behind 4-5 Gloucester Close.
Designated Open Space area (2009) – an assurance that this will not be subject to future development.
- Previously SPB changes have been agreed in consultation with Parish Councils and the Neighbourhood Plan steering Committee. What is the reason for lack of collaboration.

Settlement Hierarchy

- Concerns over the 'Ridge' methodology has been used and then amended to arrive at a value of '3', which may not be considered sound at examination.

Site Allocations

- Update of Neighbourhood Plan intends to consider site allocations. Conversation to agree collaboration process and number of houses.
- Clarification of what is included in the 210 housing number, for example is Mount Royal, 131 Winchester Road and future speculative development included in this figure?
- Concerns over general sustainability issues of allocated sites.
- Lymington Barn suitability as an allocated site.

Design Codes

- This is being developed as a supplementary document. The NPSG would like to collaborate with the LPA to develop this document as design codes for an update of the Neighbourhood Plan will be required.

Housing Land Supply Position

Reading the officer report on Thakenham (60040) it appears the strategy post Gladman is to quote “do further extensive work to provide robust evidence that demonstrates a 4-year housing land supply”. What will this eviden

District Councillors Report

Four Marks, Medstead and Chawton

Monthly Report April - May 2024

Your Councillors

A reminder of our contact details, committees we sit on and other roles.

Neal Day – Licensing, Assistant Portfolio Holder for Transformation

Email: neal.day@easthants.gov.uk

Mobile: 07596 539249

Ilena Allsopp - Standards, licensing reserve and cross-party Climate Liaison Panel

Email: ilena.allsopp@easthants.gov.uk

Mobile 079181 85314

Roland Richardson

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Mobile 07739 917438

Monthly Report

In addition to responding to the news of the granting of planning permission for **46 Lymington Bottom**, as district councillors, we have been following up with the normal volume of correspondence from our residents and ongoing case work for our ward.

Local Plan

Due to the volume of feedback to the Local plan, the initial feedback to councillors has been delayed to the middle of July 2024. We will keep you updated.

The council agree that brownfield land should be the priority for development and are looking to identify brownfield land for development. However, we have not managed to identify sufficient brownfield land able to deliver the new homes we need. To make sure we have considered all possibilities, EHDC are launching a “**Call for Brownfield Sites**”, running from 7 May to 7 June.

We encourage all residents to let EHDC know about those brownfield sites that you think could deliver development in our planning area. If you know an area that might be suitable, please use the link on the EHDC website - <https://www.easthants.gov.uk/planning-services/planning-policy/local-plan/emerging-local-plan/call-brownfield-sites>.

Case 56082/004 As you may be aware, on 10 April, we received an appeal decision regarding 60 dwellings at Mount Royal, 46 Lymington Bottom, Four Marks. Unfortunately, in addition to other matters, the inspector accepted the Appellants' arguments in relation to the Council's published housing land supply position, concluding that there was a 3.59 years supply, rather than the Council's position of 4.74 years supply (measured over 5 years).

As local councillors, we have been in contact with both officers and senior councillors to find out how, what the council thought was a robust position could have been challenged and the planning inspector ruled for the appellant.

EHDC are seeking to restore the Housing Land Supply position as quickly as possible.

We will keep the Parish Councils updated with new information on this as we receive it.

Four Marks Village Picnic.

EHDC as supporting the local picnic in Four Marks on the 23rd June 2024. We hope as many people as can, will attend.

The 2024/25 Councillor Grant Scheme will be available from June. Amounts are reduced from the previous year. However, a new community grant scheme will also be available and the total grants available will therefore be the similar to this of 2023/24.