

## **FOUR MARKS PARISH COUNCIL**

### **Minutes of the Full Council Held on Wednesday 15<sup>th</sup> October 2014, commencing at 7.30pm At the Village Hall, Four Marks**

**MEMBERS PRESENT:** Cllr Paul Turner (Chairman), Cllr Janet Foster (Vice Chair) Cllrs Tim Brake, John Hammond, Andy Hickman, Steven Sensier, Ingrid Thomas, Anne Tomlinson

**ATTENDING:** S Goudie, Clerk, 5 members of the public

**APOLOGIES:** Cllrs Howsego and Timms

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#### **14.138 OPEN SESSION**

Mr John Bennigsan gave a brief presentation on behalf of the Alton Lions and outlined their wish to increase their presence within Four Marks. They currently have 25 members, six of whom live in Four Marks and advised the members that they had already helped the Four Marks Community, including assisting the Scouts and Brownies, the Lunch Club and help with the purchase of a defibrillator for the Health Centre. They have been holding a craft market in Alton for a few years now, which they feel adds to the retail offering of the town and would like to offer something similar in Four Marks. However before getting the relevant permissions from the Local Authority, they wanted the Parish Council's approval. It was agreed to add this for a future Agenda item for formal discussion and approval, although in principle the feedback from the Parish Council was positive.

Mr John Thompson, Vectis Close, asked if there was any progress with registering the public open space. He was advised there was nothing to report at this time, but the process had begun.

Mr David Cheasley, 3 Gloucester Close, voiced concern over the proposed new footpath from his private land down through the area to the South of 4 & 5 Gloucester Close to Lymington Bottom, advising that there currently was no access. Cllr Thomas advised that this was an idea that had been discussed as part of the conditions of the currently submitted planning application, but no proposal had yet been put forward.

**The Open session concluded at 7.45pm. Standing Orders were applied.**

#### **14.139 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Howsego and Cllr Timms.

#### **14.140 DECLARATION OF INTEREST**

There were no declarations of Interest.

#### **14.141 COUNCIL MINUTES**

- The Minutes of the Full Council Meeting held on **Wednesday 17<sup>th</sup> September 2014**, previously circulated and, following the change the Clerk had made to the attendees list, (Cllr Hickman had appeared as both present and absent), and notification from Cllr Timms of Mr McDonald's correct title, minute 14.131, were proposed as a true record by Cllr Tomlinson, seconded by Cllr Foster, and signed by the Chairman.
- Matters arising:
  - Land to the South of 4/5 Gloucester Close. The Clerk reported that she had sought legal advice as agreed on the proposed response to Mr Whitehead, which was currently with EHDC for clarification prior to issue. A response on the issues discussed in the closed session was still awaited.

- Clerk's Office. The Clerk confirmed the Rental agreement had been signed, the first six month's rent plus deposit paid, and had now moved in.
- The Clerk confirmed she had met with the Rotary Club and the joint project was moving ahead, however advised the members that the benches would not be installed until Spring. The Clerk agreed to write to Pat's relatives and advise them of the delay.

#### **14.141 COMMITTEE REPORTS**

- The minutes of the Planning Committee held on Wednesday 1<sup>st</sup> October had been circulated, the Planning Committee chair reported further that;
  - The Barn Lane application had been turned down at Committee. However the developers had intimated strongly that they wished to liaise with the Neighbourhood Plan Steering Group.
  - The Planning Committee did not propose a site visit to Little Kitfield, however the District Councillor confirmed that this may come back to Committee should the application progress.
  - There is to be a Site Inspection by the EHDC Planning Committee to Noah's Ark and the land to the rear of 131 Winchester Road, Friday 24<sup>th</sup> October 2014, 11.15am, and both applications are likely to be on the Agenda for the meeting on 30<sup>th</sup> October 2014. Cllr Brake advised that he would be unable to speak. Cllr Turner agree to represent the Council, Cllr Brake agreed to prepare the speech. The time of the meeting will be advised once the Agenda was confirmed.
  - Ask Cllr Hickman was asked if he wished to join planning committee, he agreed, and was proposed by Cllr Thomas, seconded by Cllr Foster and carried unanimously.
- The acting Chairman of the Open Space Committee referred to the minutes of the meeting held on Wednesday 1<sup>st</sup> October 2014, which had been previously circulated. There was nothing further to report not itemised on the Agenda and no questions or matters arising.

#### **14.142 FINANCIAL MATTERS**

- The Clerk had previously circulated the Income and Expenditure Accounts for the month and second quarter ended 30<sup>th</sup> September 2014, but reiterated that these figures had not been reconciled and were subject to change. The reconciled figures would be circulated in due course, and approved at the next meeting.
- Projects for consideration for the 2015-2016 budget:
  - *New youth building;*
  - *Extension to the Benian's Pavilion;*
  - *Oak Green, resurfacing and relining of car park, replacement flower beds, bus shelter legs & shrubs;*
  - *Film projector equipment for film club;*
  - *Rolling electronic notice board (in the chemist);*
  - *New Four Marks Flag;*
  - *Maintenance of the Heritage Road signs, Blackberry Lane and by the school;*
  - *Pictorial map of the village;*
  - *Benches at the Cemetery – restoration or replacement;*
  - *To renew and replace the slabs and generally upgrade the footpath between Windmill Fields and Station Approach;*
  - *Purchase of an additional bus shelter to compliment the one that is to be relocated to outside the Travel Lodge*
  - *New bins to replace old and damaged ones, beside the Cemetery and at the Recreation Ground beside the pavilion*
  - *Outdoor adult gym equipment*

- The Clerk asked the members for approval to agree to the sale of the mower and associated machinery, this motion was proposed by Cllr Brake, seconded by Cllr Hammond, and agreed unanimously.

#### 14.143 COUNCIL REPRESENTATIVE REPORTS:

To receive reports from Council Representatives:

- Allotments; no report from Cllr Howsego as he was not in attendance;
- Benian's Committee; Cllr Turner confirmed from the recent meeting that it had been agreed to go ahead with the decorating at a cost of £2,000, and that plans for the new extension were progressing. The Benian's Committee had agreed that they should have a defibrillator and were approaching the District Councillor, and others, for grants. It was agreed that the Parish Council would be prepared to assist with any shortfall, but would have to be an equal amount to the Village Hall Committee's request for the same equipment. The cricket club were asked to take the pitch fence down so that the area could be mowed at the same time as the rest of the recreation ground, as it is no longer necessary to protect the area.
- EHAPTC; Cllr Hickman reported on the main topics of the previous meeting. There had been a joint presentation by HCC and Amey, EHDC had advised they were preparing a new website and were asking parishes to critique, nominations were to be received by December for invites to a up and coming Royal Garden Party, and the new Chief Inspector reported that there would be an increase in PCSO's over the area.
- Festival Committee and Memorial Service; Cllr Hammond advised the members that the memorial was now erected ready for the unveiling on the 9<sup>th</sup> November 2014, invitations had been sent out, all members of the Parish Council were invited. There was a request for no parking on Lymington Bottom between the Church and the Green during the event. There was also a suggestion for a new project for the Festival Committee; the purchase of some pictorial village signs at both entrances to the village, and one on the Lymington Bottom green. Cllr Hammond to put this to the Committee.
- Footpaths; Cllr Timms was not in attendance, however a request was made for him to approach the land owner of the footpath between Willis Lane & Hawthorn Lane to ask if it would be possible to remove the stile.
- Neighbourhood Plan; Cllr Sensier confirmed, following a previous query raised, once the Neighbourhood Plan has been adopted it cannot be reviewed. A consultant had now been appointed, and Cllr Sensier reminded everyone of the Open Day on the 25<sup>th</sup> October, 10-4 at the Church of the Good Shepherd. There had been a good turnout at the previous meeting in Medstead. Cllr Sensier thanked the Parish Council for their contribution. Cllr Sensier advised that the Steering Group had prepared a budget for the next financial year and would be asking for up to £10,000 from each Parish Council. A question was asked as to what money was available from the Local Authority in grants for the preparation of a Neighbourhood Plan, Cllr Thomas agreed to speak to EHDC and advise accordingly.
- Oak Green; Cllr Foster confirmed that replacement flower bed options were being investigated.
- Youth Building/Old Pavilion; The Clerk confirmed that the Old Pavilion was due to be demolished week commencing 27<sup>th</sup> October, the asbestos was being removed Sunday 26<sup>th</sup> and Monday 27<sup>th</sup> October. *She also confirmed that tender letters had been sent out to local contractors, two had currently responded confirming their agreement to tender. Once the costs had been received, the Clerk confirmed she would liaise with the District Councillor and put together a proposal to the District Council to apply for funds.*  
The Clerk also advised members that letters inviting tenders for the construction of the new youth sports centre had been sent out to several local contractors, two had replied confirming their agreement to tender for the project. Once the tenders are received the Parish Council will put together a proposal for the District Councillor to approach the District Council to request Developers Contributions for the project.

- Village Hall; Cllr Sensier was asked to report the inaccuracy of the clocks to the Committee and request they are corrected. It was also raised that the telephone number for booking the Village Hall should be more prominent, particularly in the FMN, as it is not easy to locate.
- Website; Cllr Sensier confirmed that the website is now up and running and is gradually being compiled. Google analytics has been uploaded, as well as other local information but that he would like to increase the information in due course and add links to the local clubs and societies, and additional standard parish documents.

#### **14.144 DISTRICT COUNCILLOR'S REPORT**

“This month marks my first year as your District Councillor, I have met some wonderful people and been to many, many meetings, I have done my best to represent all the residents of both Parishes with varying degrees of success. I am always ready to try to help and am gradually learning where to go to solve problems.

EHDC is a very diverse organisation and has numerous departments tucked away in a complicated building so getting to grips with who does what and where to find them has at times been testing. I am currently involved with putting together a training plan for new councillors who will arrive after the election next year. Note – please check that you have completed your electoral role forms so that you will be able to vote, last year several people on new housing developments had not had the forms.

We suffered a huge disappointment last week when Brandon Lewis the Minister for Housing and Planning decided not to ‘call in’ the application for Friars Oak – so the decision to allow 80 houses to be built there stands. We will have to hope that Boyneswood Road Bridge is indeed safe for pedestrians as we have been told. There will be a liaison committee formed to ensure that all the conditions imposed are met and that due consideration to existing residents is shown by the developer.

Other applications have been refused as we have now met our housing allocation total until 2028, so Cala homes in Lyvington Bottom Road was refused, however they have now launched an appeal. Barn Lane was refused last week so we have to wait to see if they will appeal. Bargate homes have also appealed on their site at the end of Beechlands Road. We will all need to write letters to the inspector if our thoughts have changed from the original letter written to the planning officer, of course residents are allowed to go to the appeal hearings but I do not yet know when they are.

We had rather hoped that the terrible state of the pig farm at five ash crossroads would have been cleared up after the planning application there was refused. Unfortunately nothing has yet happened.

At last week’s planning committee meeting the application to build 4 houses on Wield Road in Medstead was given permission, sadly that will change that part of the village forever. It is important to remember that we have not yet reached the allocated number of houses for the ‘villages’ although there are applications in other villages that will count towards that total.

Our Neighbourhood Plan team are working hard to ensure that in future we will only get housing and other land uses where the residents decide democratically they should be. The allocation of sites is progressing at EHDC although because we have got permissions for our 175 in Four Marks and

Medstead we will not have an allocated site there. Medstead Village should have sites allocated by the Neighbourhood Plan, I will be keeping a very close eye on where the 150 houses for the villages are expected to go and ensuring that other villages take their share.

Mark Kemp-Gee and I are keeping up the pressure on Hampshire Highways to install the crossing at the end of Telegraph Lane as soon as possible to protect pedestrians crossing our increasingly busy road. We are also making sure that the crossing at the other end of the village is not forgotten. There have also been meetings with Hampshire Highways to plan a footpath along Lymington Bottom Road, this will be designed to look more rural than a standard tarmacked path and should make it easier to walk along there, and it is not connected to any development plans as some people have been worried.

I was delighted to see the wonderful Bride and Groom Guys made by Medstead School in Winchester Cathedral as part of their harvest festival display. Very well done to all those who helped make them.

A couple of people have spoken to me about money for village projects from the DC fund, but there is still enough left if you have a project which will benefit our community, so please apply using the form down loadable from EHDC website or if that is a problem they will send you one.

As ever if I can assist you in any way with EHDC problems please contact me.”

#### **14.145 CLERKS REPORT AND CORRESPONDENCE:**

- **HALC AGM REPORT**

The Clerk reported on the salient points that arose at the HALC AGM on Saturday 4<sup>th</sup> October 2014.

There was an opening presentation by Dr Jonathan Owen, the new president of NALC, whose aspirations are to try and move away from the ‘The Vicar of Dibley’ association with Parish Council’s, it was pointed out that there is the option to change your name to ‘Community Council’ should it be thought more appropriate.

The President of ALC, Professor Gerry Stoker, spoke on the 2015 election and the experiments to stimulate new councillor recruitment, stating why the drive is needed as there are too many reasons *not* to become a Councillor.

It was agreed, by majority vote, to increase the Affiliation fees to £706 from £686 (for Four Marks Parish Council), fees are based on our current electorate figure of 3353, which equates to an increase of 15p per elector.

The award of the Hampshire Clerk of the Year was presented, and this year was shared by Tony Daniels from Denmead and Katie Knowles from Headley and Medstead.

- **HALC CLERK’S UPDATE**

New Openness and Transparency rules:

- All meetings can now be recorded without permission being granted, a message should be given at the beginning of each meeting to advise that ‘this meeting may be recorded and by being here you are in agreement’ or a standard ‘rules of engagement’ document prepared incorporating this new rule, either on the wall, a laminated copy on chairs or on the reverse of the Agenda’s. It was agreed that the best option would be on the reverse of the Agendas.

- Any member is entitled to any information held, but the same rules apply as to members of the public.
- The advice given was to put as much information as possible on the website, to avoid continual requests.
- Define rules of responding to FOI requests
- Information that is exempt from FOI is detailed in Schedule 12A of the Local Government Act 1972.
- The new Data Transparency code is advisory but mandatory for Councils over £250,000
- The Clerk advised of the next HALC Councillor update on 12<sup>th</sup> November 2014 in Whitchurch. 1900-2100, if anyone wanted to book a place.

Important information on next year's elections:

- Any Councillor who resigns after 11<sup>th</sup> November does not have to be replaced, unless it is necessary to do so.
  - On the 4<sup>th</sup> day after the ordinary elections (11 May) all councillors retire, and all elected councillors take office, declaration of office must be signed either before or at the First meeting.
  - Guides for new councillors will be in the nomination packs issued by EHDC prior to elections.
  - Nominations will open at the end of March, the deadline for nominations and withdrawals will be on the same day 6 weeks later.
  - The First meeting has to be held between 15<sup>th</sup> and 25<sup>th</sup> May, with 3 clear days following election.
  - If not enough Councillors are elected, the Parish Council can co-opt members up to 35 days following the election without having to follow the normal election procedures.
- A request had been made by the Village Hall Committee for a grant of £500 towards a defibrillator. It was agreed that, as there were grants available both from the District and County Councils, and the fact that the Benian's Committee were also obtaining funding for the same equipment, the Parish Council would theoretically be in agreement to assist with any shortfall to either application, but it must be in equal proportion and once all funding routes were exhausted.

#### **14.146 STANDING ORDERS**

The new standard NALC version of Standing Orders has been adapted for Four Marks Parish Council, and circulated to all members. A motion to adopt the new Standing Orders, with immediate effect, was proposed by Cllr Foster, seconded by Cllr Brake and carried unanimously. The Clerk confirmed she would make a couple of small presentation amendments, including the addition as an Appendix of the currently adopted Code of Conduct, and would be printed off and circulated for the next Full Council meeting.

#### **14.147 CHRISTMAS 2014**

- It was agreed that the Christmas lights would be switched on, on the 1<sup>st</sup> December and confirmation to be given to Garthowen for the supply of the tree as for previous years.
- The Clerk asked the members if they would consider a proposal to purchase new Christmas lights and decorations. This was proposed by Cllr Brake, seconded by Cllr Hammond, and carried, to purchase new equipment up to the amount of £2,000. Cllr Thomas suggested that the Festival Committee apply for a District Councillor's grant for £750 towards the cost, so the Parish Council would only have to provide £1250. Cllr Hammond agreed to liaise with the Chairman of the Festival Committee.

#### **14.148 NEXT MEETING:**

It was agreed that, as the Clerk was unavailable for the Full Council meeting scheduled for 19<sup>th</sup> November 2014, and that a December meeting is not held, that the date should be changed to Wednesday 26<sup>th</sup> November 2014.

Finance & GP Committee	Wednesday 29 <sup>th</sup> October, 7.30pm, Benian's Pavilion
Planning Committee	Wednesday 5 <sup>th</sup> November 2014, 7.30pm, Benian's Pavilion
Full Council	Wednesday 26 <sup>th</sup> November 2014, 7.30pm, Village Hall

**14.149 The Chairman closed the meeting at 9.40pm**

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**Chairman**