

## **FOUR MARKS PARISH COUNCIL**

### **Minutes of the Full Council Held on Wednesday 18<sup>th</sup> March 2015, commencing at 7.30pm At the Village Hall, Four Marks**

**MEMBERS PRESENT:** Cllr Paul Turner (Chairman), Cllr Janet Foster (Vice Chair) Cllrs John Hammond, Andy Hickman, Steven Sensier and Ingrid Thomas  
**ATTENDING:** S Goudie, Clerk  
**APOLOGIES:** Cllrs Brake, Howsego, Timms and Tomlinson

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#### **15.35 OPEN SESSION**

Cllr Thomas wanted to thank both Cllr Hickman and Cllr Sensier for all their hard work on the Neighbourhood Plan and let them know how much it had been appreciated, the Chairman and other members added their thanks.

Cllr Foster brought to the Council's attention that she had had separate requests made for additional dog poo bins at both the bottom of Blackberry Lane and up by the School, the Clerk confirmed she had approached EHDC on this before, but would try again to see if it would be possible, otherwise it would mean the Parish Council purchasing the bins and then paying for them to be emptied. Cllr Thomas also agreed to speak to the relevant department at EHDC.

**The Open session concluded at 7.35pm. Standing Orders were applied.**

#### **15.36 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Brake, Howsego, Timms and Tomlinson

#### **15.37 DECLARATION OF INTEREST**

There were no Declarations of Interest on the Agenda items.

#### **15.38 COUNCIL MINUTES**

- The Clerk advised the Council that the reference to the report on Land to the South of Gloucester Close, Minute 15.25, was misleading, and it should reflect more accurately that it was a status report, rather than a legal report, and advised the Council of the proposed change of wording, this was agreed by the Council and the Minutes of the Full Council Meeting held on **Wednesday 18<sup>th</sup> February 2015**, with the agreed amendment, were proposed as a true record by Cllr Foster seconded by Cllr Sensier and signed by the Chairman.
- Matters arising:  
With reference to the Annual Parish Meeting Cllr Timms had confirmed that Robin Jarman had agreed to speak at the meeting, although the Clerk was concerned that he had not responded to her confirmation email. The Clerk agreed to send a second email. The Clerk also confirmed that the Scouts had agreed to do the teas and coffees. However, Nick Stenning was not available to speak on the status of the Neighbourhood Plan, but that Russell Prince Wright may be available to speak in his place, but would confirm nearer the time.

As Cllr Timms was not in attendance there would be no footpath report, however the Clerk confirmed that the owner of the fallen tree on Footpath 7 had advised her that it had now been removed. No further progress had been made on the designation of the new footpaths, however the Clerk confirmed that this would now be a priority.

It was suggested that Cllr Timms writes a special report in May's Four Marks News, as a 'retirement' article and confirm the intention to designate a new public footpath from The Shrave to Weathermore Lane.

#### **15.39 PLANNING COMMITTEE REPORT:**

- The minutes of the Planning Committee meetings held on Wednesday 4<sup>th</sup> March 2015 had been circulated. There was nothing further to add or any comments made.

#### **15.40 FINANCE & GENERAL PURPOSES COMMITTEE:**

- The minutes of the Open Space Committee meeting held on Wednesday 4<sup>th</sup> March 2015 had been circulated. The following matters arising from that meeting require resolution:
  - The Clerk presented the case for and against using the Local Government Pension Scheme (LGPS) as the Four Marks Parish Council's pension provider. After discussion it was agreed to speak to Cllr Mark Kemp Gee to clarify concerns over the Hampshire Pension Scheme and Cllr Thomas proposed that the Parish Council continue to use the LGPS, unless it is discovered that there is a serious problem with the deficiencies, Cllr Sensier seconded the proposal, and carried.
  - The Clerk had previously distributed the draft protocol for public and press reporting and proposed display notice for meetings for approval and adoption. The adoption of the Protocol was proposed by Cllr Foster, seconded by Sensier, and carried.
  - Following the changes to the legislation for press and public reporting at meetings, and following adoption of the Protocol, as above, it is also necessary to amend Standing Order 3I, the standard recommended amendment (previously circulated) was proposed by Cllr Foster, seconded by Cllr Sensier, and carried.

#### **15.41 OPEN SPACE**

- Allotments; Cllr Howsego was not in attendance, however the Clerk confirmed that they had apologised to the Benian's Committee over their non-attendance of meetings, and quotes were now being sought to fence the end off. The Clerk also confirmed that the Solicitor had finally received the deeds to the Allotments and Open Space from Barratts, so hopefully the completion of the transfer was now imminent.
- Oak Green, Cllr Foster confirmed that the annual maintenance on the CCTV was due to be carried out next week. She wanted to add her thanks to Eddie Hodkin for his caretaking of Oak Green and commented on how nice the entrance bed is looking with the new tree and flowers.

#### **15.42 FESTIVAL COMMITTEE**

Cllr Hammond advised the Council of the relevant points raised at the previous meeting, as follows:

- St Georges Day parade on 23<sup>rd</sup> April, all the Parish Council are invited to attend and the District Councillor had been invited to speak and has confirmed her attendance.
- Four Marks Flag. The Committee were querying the progress of the new flag. It was confirmed that it was in the design stage, and it was hoped that the template will be ready to show the children at the school before the end of term, but that it was unlikely that the flag would be ready for unveiling by St George's Day. Cllr Foster confirmed that the original flag was ready to be returned to its original designer.
- War Memorial. It had been raised that the War Memorial looked a little 'out on its own', Cllr Hammond had advised of the new benches, and the Clerk confirmed that it was anticipated that two new shrub beds would hopefully enhance the area even further. It was also raised as to whether there was any protocol on the removal of the wreaths from the base, as no-one seemed to know, it was felt that maybe St Georges

Day may be a timely occasion, but it was agreed to find out if there was any formal date. The Clerk agreed to check with the British Legion.

- Carol singing. There was concern that the carol singing is not being particularly well supported, although the date of 16<sup>th</sup> December had been set and at the same venue, Lymington Barn, and it was raised as to whether to continue. It had been agreed to attempt to give the event a higher profile, and although there were good reasons for holding the event at that location, alternative venues should be considered in the future.
- Village Picnic. Confirming the date of 14<sup>th</sup> June 2015, with a second provision in case of inclement weather of 28<sup>th</sup> June. It had been suggested that an evening event following the picnic, with a hog roast, live music and a beer tent, may be an idea for the future, although it didn't appear popular with the Committee, the Parish Council did feel that it would be a worthwhile venture and Cllr Thomas suggested that they contact the Youth Council for assistance.
- Village Sign. Options were being looked at for ornate Village signs, either at the entrance to the Village, both ends, and perhaps one on the Lymington Bottom Green. The Clerk advised Cllr Hammond that she would be keen to have input on this and he suggested she attended a future meeting and would instigate an invite.
- Date of the next meeting is 20<sup>th</sup> May 2015.

Cllr Hammond confirmed he would feed all the information back to the Committee.

#### **15.43 DISTRICT COUNCILLORS REPORT**

“Our draft Neighbourhood Plan has been published for consultation a truly great effort by the steering group. I hope everybody will read it and make constructive comment on the document which will affect planning and land use in our villages for years to come. It is important that any comments you have are considered at this stage even though we have been involved by filling in the questionnaire.

People have commented on how welcoming Four Marks and Medstead are to new residents, it will be important when new developments are built that we take care to maintain our community spirit. Often Parish Councillors are at the forefront of improvements and care of the villages and soon we will have elections for new Parish Councils, there is always a need for new councillors with new ideas so if you care about where you live please consider standing for election.

I have used all of the £3000 District Councillor's grant money this year on local projects covering very varied needs within Medstead and Four Marks enabling local clubs and groups to benefit. In the next financial year the amount of money that will be available is going to be increased, so now is a good time to consider if your group has a project that benefits the community and so could make good use of a grant.

Several people have contacted me this month about problems with developers, from mud on the roads, parking on kerbs and fencing. I have taken all these issues up with EHDC compliance officers and spoken to some of the builders concerned, so hopefully things will improve. Some of the issues are not covered by the planning regulations which unfortunately means not a lot can be done except by negotiation.

Another concern is the amount of damage 4x4 vehicles and motorcycles are causing on our tracks, using tracks which prohibit motorised vehicles, is also dangerous to walkers and cyclists, EHDC have purchased cameras which I have asked to use to catch the offenders. These cameras can also be used to watch for fly tipping.

The open surgeries for residents to come and talk about issues have been running for several weeks now please come along if I might be able to help you. I hope the people who have come along so far have found it useful. The surgeries are in the Parish Office which is at Lymington Barns, behind Clementines though the double doors and upstairs. Of course I am also available on the telephone or email.

There has been some talk about how new affordable housing will be allocated when built in the villages. I have had several conversations with the senior officers at EHDC about how the system works.

It is confirmed that when letting any new developments the Housing Officers will strictly apply any local connection requirements – this includes the Allocations Policy, the S106 agreement and a local lettings policy should there be one.

The application form for Hampshire Home Choice is the starting point – the reason it says “you may need a local connection” with a particular parish is because much of the old ex council stock in the villages which was transferred in the 90s does not have a local connection criteria attached to them. That said in order to protect local homes for local people the Hampshire Home Choice allocations policy clearly states that even if there is no local connection criteria on an older property in a village of under 3,000 population, it will be advertised in the first instance with priority being given to someone who can demonstrate a local connection with the village

As ever if I can help you please get in contact with me.”

#### **15.44 FINANCIAL MATTERS**

- Income and Expenditure Accounts for the month ending 28<sup>th</sup> February 2015 had been circulated. They were approved as an accurate record by Cllr Thomas and seconded by Cllr Sensier.
- The Clerk then reported that Income to date was £800, which included two amounts of donation money, and Expenditure to date was £2,131.88. She confirmed that after today only invoices that relate the current financial year ie. Clerks salary and PAYE cheques would be paid, everything would now go into the new financial year for ease of auditing purposes.

The Clerk, concerned that she was about to lose at least two signatories at the next election and would like to add an Agenda item at the next meeting to propose all Councillors are cheque signatories in the future, thus avoiding any future issues with leaving Councillors.

Cllr Thomas proposed that under the circumstances it would be good practice to pre-empt any issues and get Councillors who intend to stand for election to complete bank signatory forms in preparation so we are not left in a difficult position come May, Cllr Foster seconded, and it was agreed. The Clerk agreed to put this into action.

## 15.45 PARISH NOTICES:

Following circulation of correspondence received, the following was agreed:

- Proposed modifications to the football pitch as per the Football Club's request. The Parish Council were concerned about the request in that it could be a health and safety risk to other Recreation Ground users and whilst they were keen not to dampen the enthusiasm, it was agreed to request more information, such as details of other clubs who have this in place, so the Parish Council can envisage how it would change the Recreation Ground. Would there be any temporary measures that would be appropriate? It was agreed to request further information and discuss further at the Open Space Committee meeting in preparation for a decision at Full Council.

The Clerk also reminded the Council of the football club's request for a second pitch on the Cricket field, and that a decision needed to be made as to whether the cricket pitch should be brought back up to a playable condition, or whether to relinquish any cricketing activities in Four Marks and support the growing Football Club instead. It was suggested approaching Tichborne Cricket Club to see if they would be prepared to spend this Summer preparing the pitch for next year, at their own cost, then offering them the facilities free of charge for next season. The Clerk agreed to liaise with both Cricket Clubs.

- Following a request from the Four Marks Bowls Club for a Benian's Trust Grant of £700, Cllr Thomas proposed, Cllr Foster seconded and it was agreed by the Council to award the grant.
- Cllr Timms attended the EHAPTC meeting on behalf of the Parish Council. A presentation had been given by Came & Company, Parish Council Insurers, and the main areas highlighted were:

1. Weekly inspection of play areas, equipment and facilities, keep a record of the inspection.
2. Appoint a tree warden.
3. Regular inspection of Council owned property

Keeping written records of the above actions will minimise the PC's liability on behalf of their insurers thereby reducing substantially future premium increases.

The Clerk confirmed that she was in the process of updating the 'check lists' to incorporate the new equipment and would carry out the checks as regularly as was possible to do so.

- Freedom of Information requests. The Clerk had circulated the details of the three FOI requests received in the last ten days and the ICO Complaint logged by the same requestor. It was RESOLVED that as the Clerk, due to the current pressure of work, does not have the time to respond, that a Solicitor at EHDC should be appointed to respond on behalf of the Parish Council, and it be noted separately in the Parish Council's accounts the amounts that this member of the electorate had cost the Parish.

It was also RESOLVED that, following one of the requests that had been made over wording from an un-adopted version of the Minutes which have since been changed, they would no longer be uploaded onto the website until they had been formally adopted.

- Details of late correspondence were distributed.  
The Clerk informed the Council that an estimate had been received for the installation of the four defibrillators for £1415.00 + VAT, and sought confirmation to instruct the contractor to carry out the works. It was RESOLVED to give the agreement to carry out the works as detailed and it was suggested that Medstead Parish Council be approached to contribute towards the installation of the unit at Lymington Barn.

## 15.46 ELECTION

The Clerk had circulated a report confirming the salient points on the Election process. The Clerk reminded the Council that all members, should they wish to stand next year, need to complete a nomination form. The Clerk agreed to take any Councillors' forms to Penns Place who are unable to hand deliver themselves, one week prior to the close of nominations.

**15.47 NEIGHBOURHOOD PLAN**

The Draft Plan has been published, and open evenings and days are scheduled this week for feedback. There will be a form at the events and on line.

The target is to have the pre-submission document available for Parish Council approval by 15<sup>th</sup> April and then ready for pre-submission to EHDC, inspection mid-June, and hopefully referendum in September, all of which is subject to change.

It had been noted that the Village Design Statement should be reviewed and updated and that this should be a priority task to be carried out by the new Parish Council.

**15.48 HALC CONFERENCE**

The Clerk had circulated a report on the topics covered at the recent HALC Conference, she reiterated the important points to note covered in the report.

**15.49 PARISH BOUNDARY**

It had been determined prior to the meeting that Four Marks is not affected at this time, so it was agreed that no discussion needs to take place on this subject, until such time as it is.

**15.50 AWARD OF HONORARY TITLE**

It was proposed by the Chairman, Cllr Turner, and seconded by Cllr Thomas, and carried, to award Cllr Timms the title of Honorary Freeman for his eminent services to the Parish of Four Marks over the years. It was agreed that this would be awarded to him at the Annual Parish Meeting.

It was also suggested that a second title should be awarded, the Clerk confirmed that if the Parish Council wish to do so, then this must be a designated Agenda item at the next meeting.

**15.51 NEXT MEETING:**

<b>Planning Committee</b>	Wednesday 1 <sup>st</sup> April 2015, 7.30pm, venue tbc
<b>Open Space Committee</b>	Wednesday 1 <sup>st</sup> April 2015, to follow
<b>Annual Parish Meeting</b>	Wednesday 8 <sup>th</sup> April 2015, 7.30pm, Village Hall
<b>Full Council</b>	Wednesday 15 <sup>th</sup> April 2015, 7.30pm, Village Hall

**15.52 The Chairman closed the meeting at 9.45 pm**

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**Chairman**