

FOUR MARKS PARISH COUNCIL

Minutes of the Meeting of the Full Council Held on Wednesday 20th September 2017, commencing at 7.30pm At the Village Hall, Four Marks

MEMBERS PRESENT:	Cllr Janet Foster (Chairman) Cllrs Karin Black, John Davis, Davie Edgar, Dave Mills, and Anne Tomlinson
IN ATTENDANCE:	Mrs Sarah Goudie, District Councillor Deborah Jackson and 2 members of the public
APOLOGIES:	Cllrs Tim Brake, John Hammond and Simon Thomas, District Cllr Ingrid Thomas

17.115 OPEN SESSION

The Chairman opened the meeting and welcomed members of the public and Councillors and invited questions for the Open Session.

PCSO David Nops advised members of a former offer of CCTV cameras and installation at Oak Green by CDS. The Chairman acknowledged that there were plans to upgrade the system and it was agreed that the Clerk should make contact with Allen Townsend at CDS to pursue.

Following recent complaints with reference to cars for sale on the approach road to Oak Green, PCSO Nops confirmed that there was no police action that could be taken, and suggested contacted EHDC and request that they implement parking restrictions, which would be enforceable, for example 1hr parking limit. The Clerk agreed to contact EHDC and investigate.

PCSO Nops also confirmed that the local police were monitoring the 'den' on the land between the skate park and pavilion, but as the Parish Council did not own the land, they can't take any action or remove offending articles. The Parish Council were still attempting to make contact with the land owners.

The Open Session concluded at 7.45pm. Standing Orders were applied.

17.116 APOLOGIES AND APPROVAL OF ABSENCES

Apologies for absence were received from Cllrs Tim Brake, John Hammond and Simon Thomas. All apologies were acknowledged, accepted and formally approved. There was also an apology received from District Councillor Ingrid Thomas.

17.117 DECLARATIONS OF INTEREST

There were no declarations of interest.

17.118 DECLARATION OF ACCEPTANCE OF OFFICE

Due to administrative reasons, Shaun McCarthy, the successful candidate who was co-opted at the previous meeting, was unable to sign their Declaration of Acceptance of Office at this meeting. He had agreed to attend the Committee meetings on 4th October 2017, to sign the Declaration and receive all relevant paperwork.

17.119 COUNCIL MINUTES

- The Minutes of the Meeting of the Full Council held on Wednesday 19th July 2017, were proposed as a true record by Cllr Tomlinson, seconded by Cllr Black, approved by members, and signed by the Chairman.
- Matters arising:
 - Alton Sports Centre Project Board. The Clerk advised the meeting that a press release had been issued advising that community leaders and local organisations had been invited to sit on a panel to work with EHDC on the town's new sports centre. One of the actions arising

from the last Finance & General Purposes meeting was to write to EHDC requesting presence on the panel. Unfortunately due to more prevailing issues, this had not been done, but it was agreed that a follow up letter should be sent to Richard Millard, leading of EHDC, reminding of the Parish Council's financial investment in the facility, and ask if the Parish Council, could at least be informed of actions, if not actually invited to contribute. It was agreed to feed this discussion into the Open Space Committee meetings as it was felt that this was the most place to monitor the progress.

- The Clerk confirmed that both Licence amendment applications referred to at the previous meeting had been granted.

17.120 COMMITTEE MINUTES

- **Finance & General Purposes, Wednesday 26th July 2017.**

The Chairman reported on the following actions arising from the meeting.

- Terms of Reference. It was RESOLVED to approve the proposed change to the Terms of Reference, the addition of 'and initiate' under Powers, following proposal by Cllr Tomlinson, seconded by Cllr Davis and agreed by all members.
- Risk Assessment. Proposed changes were made to the Risk Assessment, however the amended document had not been circulated prior to the meeting, so could not be formally approved. The Clerk agreed to circulate the document prior to the next meeting. However she advised that a new risk assessment software had been purchased and would be uploaded in the next month or so, this should then formalise and make it easier to prepare risk assessments and manage risk.
- Child and vulnerability policy. *A small change had been made to bring the document in line with Risk Assessment* – it was RESOLVED to approve the amended document.
- Travellers Policy. A more detailed version was being considered at the next Open Space Committee meeting.
- It was RESOLVED to adopt the three new policies, previously circulated; the Unmanned Aerial Vehicle policy, the Communications and Social Media Policy, and the Recreation Ground hirers Policy.

The Chairman reiterated the point about not speaking the press and being caught off guard, and ensure that all press communication was made through the Chairman and the Clerk

- **Planning Committee Meetings, Wednesday 2nd August, 6th September and 13th September 2017**

As the Planning Committee Chair was absent from the meeting, and Cllr Brake, the Clerk gave the following brief summary:

2nd August 2017

Applications:

There were 7 members of the public in attendance, all raising concerns over the latest retrospective planning application for variation of condition 1 to allow substitution of plans. This item was discussed in detail and a formal letter had been sent to EHDC expressing the Parish Council's concern over the way this application has been handled, and a further strong objection submitted. No decision had been received as yet.

There were four tree applications, all of which were responded to using the Parish Council's new strong stance against unwarranted removal or pruning works to trees and hedges.

Decisions:

Two refusals noted. Land West of Brambles, change of site layout and additional caravan pitches, and Ashdell Farm, Headmoor Lane, change of use from storage and distribution (B8) to residential for construction of a chalet style bungalow.

Appeal dismissed for the reduction of the Oak tree to the rear of 149 Winchester Road.

6th September 2017

There were no objections raised to any applications discussed nor any issues to note under decisions notified other than the permission granted for the Village Sign.

There had been two appeals notified 115 and 119 Lymington Bottom, and it was agreed to submit further representation to both. An extra ordinary planning meeting was arranged for the following week to invite the public, and all Councillors, to make any relevant additional comments.

13th September 2017

Minutes not yet been circulated, however both Appeals were discussed in detail and further representation will be submitted once the Minutes are approved.

- Open Space Committee Meeting, Wednesday 2nd August and 6th September 2017

Chairman's report:

Cllr Tomlinson highlighted the significant amount of work and improvements already made and now being considered and that this committee, that used to meet once or twice a year, was now regularly meeting monthly as this is now a constant role. She also commented how good the refurbished finger posts were looking, and confirmed that the Committee had fully supported the Village Sign and location at Lyminton Bottom Green.

Cllr Davis raised a grammatical error within the Minutes, to be amended prior to formal approval at the next meeting.

The Clerk confirmed that the contract had now been signed for the Parish Lengthsman and was currently compiling a job sheet for his first visit to the Parish.

The Clerk also broached an offer from a Medstead Parish Councillor to refurbish the notice board at Oak Green for £200, with a proposal to split the cost. The Parish Council gratefully accepted the offer, and the Clerk agreed to progress.

17.121 CHAIRMANS REPORT

- The Chairman advised the Committee of the next Community Forum on 31st October 2017, although the venue had not, as yet, been confirmed.
- The Community Award. The Chairman advised that she had drafted a nomination form which would be sent to the Clerk for preparation. Further correspondence would take place at a subsequent meeting over its content and judging criteria.
- The PAT testing of the office equipment had been carried out.
- Following the resignation of the deputy clerk, the Clerk had agreed to monitor the workload over the next two months, and ascertain whether a replacement was needed at this time, or whether to employ as needed on a short term or contract basis for specific projects.

17.122 EAST HAMPSHIRE DISTRICT COUNCIL

District Councillor Thomas was not in attendance, but had circulated her report prior to the meeting, and asked for any questions to be sent by email. Report attached as Appendix 1.

DC Deborah Jackson gave a brief report on the latest proposed Alton Sports Centre, and the formation of a panel to discuss development issues, but had no further information at this stage. They were currently receiving reports of issues with the Boyneswood Road developers and lack of wheel washing, and that the CMS did not stipulate that the underside of the lorries needed to be cleared of mud as well, there had also been incidences of lorries attempting to go down Boyneswood Lane. It was suggested a bridleway sign should be erected as it is not an adopted road, the residents themselves would be responsible for private road signage. She added that they were yet to have confirmation of the road closure at the bridge, however it was confirmed at the meeting, that a sign had gone up that day advising of the road closure from 9th October for 10 weeks.

Cllr Jackson reminded members that she still had grant money available for small projects and, with her Medstead Parish Council hat on, referred to the offer of the refurbishment of the Oak Green noticeboard, which was positively acknowledged.

17.123 FINANCIAL ISSUES

- 17.123.1 It was RESOLVED, following proposal by Cllr Tomlinson and seconded by Cllr Foster, to approve the list of payments as circulated for July and August 2017, as **detailed below**.

List of Payments made between 01/07/2017 and 31/07/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2017	Semrah Landscape Management	2072	2,076.00		Grass Cutting-June
05/07/2017	Hampshire Woodlands Ltd	2073	360.00		Open space maint. works
06/07/2017	Talk Talk Business	DD	26.34		TT Phone/B/band May/Jun
12/07/2017	Running Imp Ltd	2074	211.47		Running Imp Ltd
12/07/2017	Loos for Dos Ltd	2075	432.00		Loos for Dos - Festiwell
12/07/2017	Howard Carpenter	2076	315.98		Allotment expenses
12/07/2017	Eddie Hodkin	2077	324.00		Oak Green, labour & plants
12/07/2017	Ingrid Thomas	2078	101.75		Food/drinks - Festiwell
18/07/2017	Four Marks Village Hall	2079	36.00		Village Hall Hire - June 2017
24/07/2017	British Gas	DD	14.03		BG- BP gas charge o/s
26/07/2017	HALC	2080	108.00		HALC Training - K Black
26/07/2017	Hampshire Woodlands Ltd	2081	288.00		Maintenance - new planting
26/07/2017	Scandor Landscape Contractors	2082	53,539.99	DC's	Oak Green Refurb. Works
31/07/2017	FM01	2083	47.70		FM01 - July travel costs
31/07/2017	Veronica Lockey	2083	24.00		Office Cleaning - July
31/07/2017	FM01	2083	24.05		Aldi- Fesitwell/10k food/drink
31/07/2017	Aldi Stores Ltd	2083	2.14		Cleaning materials - PB
31/07/2017	Wickes	2083	4.27		Cleaning materials - PB
31/07/2017	Tesco Stores Limited	2083	6.72		Stamps
31/07/2017	FM02 - LC	2084	196.08		July - Net Salary
31/07/2017	FM03 - PB	2085	520.00		FM03 - PB July net salary
31/07/2017	Alton Service Station	2085	6.01		Petrol for strimmer
31/07/2017	FM03 - PB	2085	27.95		FM03 - July travel exp.
31/07/2017	FM03 - PB	2085	60.04		Expenses - general
31/07/2017	HM Revenue & Customs	2086	577.14		HMRC - July PAYE/NI
31/07/2017	FM01	SO	1,422.79		FM01 - July net salary
31/07/2017	Hampshire Pension Fund	SO	377.01		FM01 July Pension Contribs.
Total Payments			61,129.46		

List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2017	SSE Southern Electric	2088	290.78		Electricity Accounts
02/08/2017	Queensbury Shelters Ltd	2089	52.01		Replacement glass - bus sh.
02/08/2017	Information Commissioner	2090	35.00		Data Protection Registration
02/08/2017	Acorn Office Supplies	2087	42.86		Stationery
05/08/2017	Talk Talk Business	DD	26.34		Office phone/broadband - Jul
09/08/2017	Sawscapes Play Ltd	2091	12,240.00	DC's	New multiplay unit-play area
09/08/2017	Semrah Landscape Management	2092	1,620.00		July grass cutting
09/08/2017	Four Marks Village Hall	2093	36.00		July Village Hall Hire
09/08/2017	Hook-Up Solutions Ltd	2094	240.00		Hire of heavy lift equipment
15/08/2017	SSE Southern Electric	2095	23.00		Electricity - Oak Green
16/08/2017	Eddie Hodkin	2096	192.00		Oak Green-maintenance
16/08/2017	Heydays PreSchool	2097	250.00	Minute 17.108.1	Grant for outdoor equipment
22/08/2017	WKL Building Supplies	2098	57.22		Julybuilding/maint. materials
22/08/2017	SafetySigns4Less	2099	171.24		Safety Signs - Rec. Grd
31/08/2017	FM01	SO	1,422.79		FM01 August net salary
31/08/2017	Veronica Lockey	2100	36.00		August office cleaning - VL
31/08/2017	FM01	2100	11.25		Travel expenses FM01 - Aug
31/08/2017	Sports Direct	2100	24.99		Footballs and bag for MUGA
31/08/2017	Sainsbury's	2100	1.00		Cleaning materials - PB
31/08/2017	Post Office Ltd	2100	8.70		Postage 10k medals/trophies
31/08/2017	Sainsbury's	2100	2.25		Office supplies
31/08/2017	Tesco Stores Limited	2100	6.72		Book of 2nd class stamps
31/08/2017	FM01	2100	-4.16		Correction for cheque bal.
31/08/2017	FM02 - LC	2101	196.08		August-Final-net salary 02

31/08/2017	FM03 - PB	2102	758.26	August Salary & Exp. -03
31/08/2017	Shell Ropley	2102	6.28	Petrol for strimmer - PB
31/08/2017	HM Revenue & Customs	2103	317.14	HMRC August PAYE/NI
31/08/2017	Hampshire Pension Fund	SO	377.01	FM01 – Aug. Pens. Contribs
Total Payments			18,440.76	

The Clerk then presented the September payments schedule to date, as below, for approval in principle, for formal approval at the next meeting.

List of Payments made between 01/09/2017 and 20/09/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/09/2017	Talk Talk Business	DD	26.34		Office phone/b/band-Aug
06/09/2017	Semrah Landscape Management	2104	1,644.00		Grass cutting – Aug- Semrah
13/09/2017	RS Fencing & Agriculture	2105	180.00		Allotment fence repair -RS
13/09/2017	Four Marks Village Hall	2106	18.00		Village Hall Hire - August
13/09/2017	Prospect Fencing Ltd	2107	397.44		Replacement posts- Rec.Grd
13/09/2017	East Hants District Council	2108	250.00		Portable netball posts/stands
13/09/2017	South East Water	2109	114.30		Water bill - Pavilion
13/09/2017	Eddie Hodkin	2110	192.00		Oak Green-cleaning-Hodkin
13/09/2017	Ashleigh Signs Ltd	2111	2,978.40		Village Sign-pro forma
17/09/2017	Biffa Waste Services	DD	144.14		Trade Waste - pavilion-Biffa
18/09/2017	Vita Play Limited	2112	252.72		Replacement posts - Vita
18/09/2017	BDO LLP Auditors	2113	480.00		Annual Audit -2016/17
18/09/2017	Came & Company	2114	5,682.04		Annual Insurance Premium
19/09/2017	Badger Benches Limited	2115	268.68	DC Grant	Replacement bench-Pond
20/09/2017	Timpson Ltd	2116	12.00		Timpson Ltd - keys
20/09/2017	Prospect Fencing Ltd	2116	39.60		Panels for playground fence
Total Payments			12,679.66		

17.123.2 It was RESOLVED, following proposal by Cllr Tomlinson and seconded by Cllr Davis to approve the bank reconciliation and trial balance as at 31st July and 31st August 2017, previously circulated.

Cllr Davis had completed the reconciliation check as per Standing Orders and Financial Regulations, no issues had been raised.

The Clerk advised that the Notice of Completion of Audit had been received, details were on the website and due to go on the notice boards. The approval of the accounts by the external auditor BDO LLP was now formally Minuted and documented.

17.123.3 To receive any items for consideration for the budget. This item was not discussed, however members should submit proposals for consideration during the budget process by the October meeting.

17.124 INTERNAL COUNCIL MATTERS

- 17.124.1 Mansfield Park Surgery grant – this item is deferred as the proposal had not been received.
- 17.124.2 Parish Council Insurance renewal. It was agreed to formally approve the premium renewal at £5,560
- 17.124.3 Action Plan. It was RESOLVED to approve the newly drafted Action Plan as presented, however Cllr Black suggested a supplementary document should be produced on how to promote Community Engagement. The Clerk agreed to circulate the document she had prepared for her portfolio for consideration.
- 17.124.4 Boomtown. No issues had been raised prior to the meeting, however the Parish Council were advised at the meeting (the meeting was closed briefly to take the comment) about the camping on the road side verges and how this could be extremely dangerous. The Clerk agreed to contact the committee and raise these concerns.

17.124.5 The Clerk referred to the correspondence list and asked if any members were interested in submitting a response to the outstanding consultations and reminded councillors of the HALC 70th anniversary celebrations 10th October.

The Clerk advised members that she had now attained the CiLCA qualification (Certificate in Local Council Administration). Congratulations were given by the Councillors
Late correspondence. The Clerk confirmed she had received the annual CPRE Hampshire request for donation, which would be a formal agenda item for approval next month.

17.125 COUNCIL REPRESENTATIVE REPORTS:

- **Allotments;** Cllr Davis advised that the removal of the communal composting heaps, due to misuse, had now been completed. Plot holders have been advised to compost on their own plot or remove the waste. The issue of the balls over the hedge had now settled down, and the waiting list was down to 9. Cllr Mills raised concern that the fence repairs were maybe too basic, and reinforcing the fence with additional posts should be considered.
- **Benians Committee;** Cllr Davis confirmed that the licence to occupy had been signed prior to the last meeting, and the first two fee instalments paid. The Clerk advised that they had requested 'please keep your dogs under control signs' around the pavilion area, the members were supportive but agreed that this should be carried out by the committee, rather than the Council. Cllr Mills asked if the football club had submitted details for the barrier fencing, which he understood was about to be put into place. The Clerk was aware of the style but nothing had been submitted for approval, and agreed to contact the football club to clarify.
- **Festival Committee,** In Cllr Hammond's absence, the Clerk confirmed there had been no meeting, the next one was due to take place the following week. Concern was expressed that the exact proposed location of the Village Sign was unclear, and that the Parish Council should have an input prior to its installation. It was suggested that a site meeting is organised with both the Festival Committee and the Parish Council, and the location agreed and marked out. The Clerk would ask Cllr Hammond to raise this at the meeting the following week and agree a suitable date and time (Saturday being the preferred option).
- **Community Buildings Committee.** As Cllr Thomas was absent there was no report. A full report would be given next month.
- **Village Hall;** Cllr Mills confirmed that the maintenance committee was now formed and the first job was to progress the altering of the flow of the guttering, which was going to be a major project. The Clerk agreed to forward Cllr Mills details of funding for Village Hall projects.
- **Footpaths;** Cllr Mills had nothing to report on footpaths.
- **School Governor.** Cllr Black confirmed that Heydays preschool had completed their outdoor area, was now being used, and was looking very impressive. Cllr Black advised that she was now involved in the resources committee and the proposal for additional classes in 2019. There would be a public consultation shortly, dates to be confirmed, on all aspects of the proposed new facilities, including car parking. There had been a recent governors meeting, but due to the Summer break there was no new items to raise.
- **Oak Green.** Cllr Foster asked councillors when it would be appropriate to put up the Christmas lights and the tree, and it was agreed that it would be the first week in December, with a future Open Space Agenda item to discuss logistics. A suggestion was made to contact the Lavender Barns, in Alresford, with reference to Christmas Trees, as they appeared to be more cost effective, but ensure that they offer a delivery service. It was also noted that as Scott Stewart was no longer available to put the lights on the roof of the clock tower, that other arrangements would need to be made. It was agreed to progress the CCTV option raised in the Open Session, and the photographs of the opening event were in this month's Four Marks News, the Alton Herald had been chased for their article.
- **EHAPTC.**
Cllr Thomas attended the last meeting, but as he was absent, there was not report. The Minutes of that meeting were yet to be distributed.

17.126 DEVELOPERS CONTRIBUTIONS

The Clerk distributed an extract from the EHDC S106 list that had been forwarded to her from another clerk, and updated Councillors on the current position with reference to available contributions and circulated an updated 'wish list', which would be used in the budget setting process. As payment for five projects, now completed, had still not been received, it was agreed that a new system for claiming payment should be put in place. In the interim, a statement and invoice would be sent to EHDC reminding them of the monies currently outstanding, with a polite request for immediate payment.

17.127 BENJAMIN UK

Benjamin UK. The Clerk confirmed that no response had been received to the letter sent on 18th July, however Medstead Parish Council had received a response to their letter. They have responded raising their subsequent concerns, questioning whether the stated remedial action required had been carried out by the deadline in the report, and questioned when the Medstead home report will be available. There is currently only one child in the Boathouse. It was agreed that a similar follow up letter should be sent from the Parish Council, questioning the lack of response to the previous communication and proposed actions.

17.128 NEXT MEETING:

Wednesday 18th October 2017, 7.30pm, Village Hall.

17.129 The Chairman closed the meeting at 9.40pm.

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CHAIRMAN

APPENDIX 1

District Councillors report 15th August to 15th September 2017

August was a relatively quiet month which enabled me to catch up on some projects,

I was invited to visit the Flat Spaces holiday home which is near Ropley Station. This is a very special holiday home for people with all manner of disabilities and their carers, the site is peaceful with a good view of the railway. Inside the home is comprehensively adapted for users with all manner of disabilities from hoists to height adjustable worktops, to multi adjusting beds, a truly special place. The company are looking to create similar holiday homes around the country which would make going on holiday so much easier for those with disabilities and their carers and friends.

Residents and neighbours of the Benjamin Uk children homes have had a meeting with the homes manager, this highlighted to the company some of the particular problems that are occurring. We've had a relatively quiet time with the homes over the last couple of months because each home had only one child to care for. We have however now seen the Ofsted report which is available on the Ofsted website if you are interested, very concerning to read as the report highlights the inadequate performance of the care in the homes. We hope that note has been taken and in future improvements will be seen. I am pursuing the issues with Damian Hinds as we cannot accept vulnerable children being inadequately cared for.

Our development sites continue to make progress and we are expecting the next bridge closure any time soon for the actual installation of the sewer across Boyneswood Road bridge. This morning I spoke to the site manager for the Bargate site at the end of Beechlands Road, interestingly when we talked about their sewer he was wondering how he would manage to get a digger in to do any of the pipe laying works. I did remind him of the fact that all the trees were TPOd so he would also have the problem of avoiding the roots. I still cannot tell you which route the company has decided to use to join to the mains sewer but will keep asking.

The compliance issues continue on some of our building sites, the issues range from the developer who laid tarmac instead of block paving so that water poured off the site. He has been told this is unacceptable and will have to be remedied, he has applied for yet another amendment, so we will see! We have had complaints about mud on the roads, which are being dealt with, we actually have officers checking sites most days in our villages due to the large number of complaints, why developers can't just do what they've agreed to We also have several planning appeals in the villages, these are written appeals so please look on the planning portal to find full details. www.planningportal.co.uk, where you will find a list of all the appeals in east hampshire and most of them seem to be in Four Marks or Medstead!

At the recent meeting of the East Hampshire Association of Parish and Town Councils there was an interesting talk on drugs policing from Sgt Shaw who advised that the police were engaged in an educational role with local schools. He has officers out and about checking known spots for drug offences. He also mentioned that if there were difficulties with the 101 service online then emails could be sent to individual officers.

At the same meeting there was also a presentation from Helen Drake of CAB who was pleased that the CAB contract was now in place with East Hants. The new contract specifies the services expected from CAB and

the means of monitoring services, so that the council can better monitor what is provided for the considerable sum of money provided to CAB.

As part of my portfolio I am responsible now for parking issues which is very challenging! However one of the first changes that is being made is to alter the parking ticket machines so that periods of free parking can be allowed. This change to the machines is being done at the moment so that it will be possible to give free parking for small business Saturday on 2nd December - this is to encourage people to support small local businesses. The Yuletide Festival in Alton is on Sunday 3rd December and free parking for three hours will also be available then.

As ever if I can be of assistance to you please contact me

Ingrid Thomas, East Hampshire District Ward Councillor for Four Marks and Medstead

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