

## **FOUR MARKS PARISH COUNCIL**

### **Minutes of the Meeting of the Full Council Held on Wednesday 18<sup>th</sup> October 2017, commencing at 7.30pm At the Village Hall, Four Marks**

**MEMBERS PRESENT:** Cllr Janet Foster (Chairman) Cllrs Tim Brake, John Davis, John Hammond, Shaun McCarthy, Dave Mills, Simon Thomas and Anne Tomlinson

**IN ATTENDANCE:** Mrs Sarah Goudie, District Councillors Ingrid Thomas and Deborah Jackson and 8 members of the public

**APOLOGIES:** Cllr Davie Edgar, Cllr Karin Black

#### **17.130 OPEN SESSION**

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

Mr Arthur Barlow, Lymington Bottom, spoke with reference to the recent mail shot by Gladman Developments, and their proposed development plans. Raising concern over water run-off and the topography of the land. However, primarily was seeking advice as to whether to respond.

Other concerns were the lack of infrastructure and school places, and the impact all the current development is having on existing facilities.

The Chairman advised that the Parish Council would not be commenting until such time as a planning application was submitted, however advised those attending should they chose to respond to keep it very brief and to the point.

Both Mr Maloney and Mr Stenning from the Neighbourhood Plan Steering Group, agreed with the Parish Council's stance and also advised no comment at all or very brief comment.

All in attendance agreed the proposal was inappropriate and that the company had not done their homework, referring to the pub and post office. Mrs Gibson also added that the leaflet was extremely confusing and was glad she had attended the meeting for clarification.

Mr David Aston. Lymington Bottom, pointed out that their advertisement in the Alton Gazette had stated Land to the East of Lymington Bottom, when it is actually to the West.

Both ward councillors are in contact with the planning officer, and will be advised when a formal application is made, pre-application advice however had been given and they had been advised that any application would not be favourable.

Mr Aston also wished to thank the District and Planning Committee for their assistance with Maytrees, 71 Lymington Bottom, and was pleased to see the tarmac had gone and some of the landscaping re-instated, however was still waiting for further works on the boundary hedgerow to be completed.

Cllr Hammond asked for clarification with reference to the change of clerk's email address that emails to the old address would still be received. The clerk confirmed that the emails were on an automatic forward, so there shouldn't be an issue with non-receipt.

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

### **17.131 APOLOGIES AND APPROVAL OF ABSENCES**

Apologies for absence were received from Cllr Davie Edgar and Cllr Karin Black which were accepted and formally approved.

### **17.132 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **17.133 DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Shaun McCarthy signed the Declaration of Acceptance of Office, and upon receipt of the standard documentation, joined the meeting. The Chairman welcomed Cllr McCarthy to the Council.

### **17.134 COUNCIL MINUTES**

- The Minutes of the Meeting of the Full Council held on Wednesday 20<sup>th</sup> September 2017, were proposed as a true record by Cllr Tomlinson, seconded by Cllr Thomas, approved by members, and signed by the Chairman.
- Matters arising:
  - Alton Sports Centre Project Board. The Clerk confirmed that a letter had been sent to the Leader of EHDC on 6<sup>th</sup> October, but to date no response or acknowledgement had been received. It was agreed that the Clerk should chase a response in one week's time.
  - Benjamin UK. The Clerk confirmed that a second letter had been sent, but to date there had been no response. Medstead Parish Council were being responded to and were in the process of sending a third letter highlighting events of the previous weekend. The question was raised that each house currently only has one resident, which cannot be financially viable, therefore why is there a requirement for a third house. The District Councillor had a further update which was reported under Minute 17.137.

### **17.135 COMMITTEE MINUTES**

- **Planning Committee Meetings, Wednesday 4<sup>th</sup> October 2017**

The Planning Committee Chairman confirmed that the two Appeal representations had been sent to the respective Inspectors, following the extraordinary planning meeting.

With reference to current Applications, there had been a Variation of Conditions application for Glenmore, 27 Lymington Bottom, following their unsuccessful application to fell two of three trees (the third was not covered under the TPO). An amendment to garage plans was submitted, but there was no original for comparison of the amendment, and a new application for a car port, which had not been detailed on any plan, so could not comment on either proposal.

Applications for tree pruning and removal were all responded to with the standard Parish Council response on their stance for the protection of hedgerow and trees.

On the decisions notified, the additional units and flats at Lymington Barns had been granted permission, following agreement for connection to mains drainage.

Following reference to the announcement at the Conservative Party conference on the provision of more affordable homes, it was agreed that the Planning Committee should, following the recent call for new SHLAA sites, discuss and prioritise sites that have been put forward, with a view to approval at Full Council. The District Councillor was asked for an up to date SHLAA site plan.

A query was raised on a Chawton Parish Council agenda item which referred to land at the Shrave. It was confirmed that this was a private footpath offered to Chawton Parish Council as an open space provision. They agreed not to accept it.

- **Open Space Committee Meeting, Wednesday 4<sup>th</sup> October 2017**

Chairman's report:

The main issue was the fact that dog fouling had deteriorated again, and the Committee were looking at further options to try and encourage people to pick up after their dogs. District Councillor Thomas advised the members that EHDC were looking at changing their own byelaws which would cover the

Four Marks area, and that each area would, in time, have its own dedicated officer. This was looking to be introduced January/February. It had been agreed that regular warning social media and website posts warning people of the consequences should be uploaded, and ask people to name and shame and report offenders. Any other ideas would be welcomed.

The second finger post had taken longer than planned to refurbish as part of it had disintegrated in the cleaning process, but would hopefully be completed soon.

Oak Green Christmas decorations would be put up from 1<sup>st</sup> December, a timeline and requests for help at certain times would be circulated nearer the time.

Cllr Hammond raised several queries on items from the Open Space Committee meeting Minutes which were all responded to as below:

- The request for a memorial bench at Lymington Green; it was agreed that the response to this request had not been handled in the most appropriate way and the Clerk confirmed that the applicant was due to come back with a new suggested location. The broken WI bench was mentioned, and that maybe this may be an alternate location for a new bench. The Clerk agreed to raise this idea when contact was made again.
  - The dragon's teeth at the Recreation Ground were now being installed more securely as initially they were not stable enough.
  - Several separate concerns had been raised over trees in Uplands Lane and the Cemetery; a breakdown of the issues was requested and provided
  - Replacement fencing at Lymington Green; it was confirmed that the new fencing would include a portion that could be removed if necessary for vehicular access.
- It was agreed to defer the formal approval of the drafted and amended Illegal and Unauthorised Encampments policy, as there was some disagreement to its content. However, as the Council could be left vulnerable, it was agreed that the draft policy would be implemented in principle until such time as it could be formally approved. Those Councillors who had further comments to make must let the Clerk have these by no later than Wednesday 8<sup>th</sup> November.

#### 17.136 CHAIRMANS REPORT

1. The Chairman confirmed that she had visited Heydeys pre-school, following the allocation of the grant towards the new equipment, and was pleased to see it was already being used.
2. A reminder was given of email circulated on the National School takeover day on Thursday 16<sup>th</sup> November at EHDC, and the invite for a Parish Councillor to join them. The Chairman asked Councillors to let the Clerk know if they would like to attend, as soon as possible.
3. A reminder that the HALC'S 70<sup>th</sup> AGM is to be held on 4<sup>th</sup> November, and to let the Clerk know if you wish to attend.

#### 17.137 EAST HAMPSHIRE DISTRICT COUNCIL

District Councillor Jackson spoke briefly about the proposed boundary changes and the Gladman Developments mailshot. She confirmed the award to two grants this month, one to St Andrews Church, the other the Parish Council for the refurbishment of the notice board at Oak Green.

The Cala/Miller liaison meetings are now quiet affairs, with no residents attending. The lorry movements are not regularly being distributed which has been passed to enforcement, and advised that the Miller representative himself had attempted to clean the bus shelter on the day of the meeting as a gesture of good will. Cllr Foster wished to pass on her thanks. The next meeting is Friday 27<sup>th</sup> October.

She also confirmed she was investigating an increase in aircraft noise, and was advised at the meeting that it was Lasham airfield now operational again.

There are ongoing problems with the Bellway Homes site, with lorries turning round in Boyneswood Lane, and problems arising due to the partial closure of the bridge, and there were now issues arising with the Bargate site at Beechlands Road needing to be addressed.

Cllr Jackson was asked how the Medstead pond project was coming on and had the issues been resolved, but was unable to confirm whether the leak had been fixed.

District Councillor Thomas had circulated her report prior to the meeting, attached as Appendix 1, but wished to update members on several subsequent issues.

A positive meeting had been held in Winchester with Keith Mans from HCC who is going to put pressure for an amendment on the Education Act, to ensure all children are registered with the Council in the county that they reside in so they can be monitored. A meeting with the area manager of Benjamin UK, Daniel, had also been held and there had been promises of improvement made. Cllr Tomlinson asked if the meeting had resolved anything, Cllr Thomas confirmed it had opened a channel of communication but wasn't sure it would have any affect.

Cllr Thomas also confirmed that the latest amendment application at Maytrees had been withdrawn, and everyone was thanked for their involvement in putting pressure on the developer.

Cllr Thomas confirmed that both Four Marks and Medstead schools had been invited to take part in the Think Safe campaign run by EHDC, and briefly referred to the meeting at the primary school on Friday, which she was unable to attend and commented that EHDC traffic officers had not been invited, it was hoped Cllr Jackson would attend in her place.

### 17.138 FINANCIAL ISSUES

17.138.1 It was RESOLVED, following proposal by Cllr Thomas and seconded by Cllr Brake, to approve the list of payments as circulated for September 2017, as **detailed below**.

#### List of Payments made between 01/09/2017 and 30/09/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/09/2017	Talk Talk Business	DD	26.34		Office phone/b/band-Aug
05/09/2017	1&1 Internet Limited	DD	25.16		Aug-Nov website domain fee
06/09/2017	Semrah Landscape Management	2104	1,644.00		Grass cutting - August
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.
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 goal posts
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 picnic bench
20/09/2017	Timpson Ltd	2116	12.00		Timpson Ltd - keys
20/09/2017	Prospect Fencing Ltd	2116	39.60		Panels for playground fence
29/09/2017	FM01	2117	52.20		Sept 17 Travel Exp FM01
29/09/2017	Veronica Lockey	2117	12.00		Office cleaning - Sept
29/09/2017	Triple fff brewery	2117	39.35		Gift - P Scrase for 10k
29/09/2017	Card Factory	2117	0.59		Card-P Scrase- 10k
29/09/2017	FM01	SO	1,422.79		Sept Net Salary - FM01
29/09/2017	FM03 - PB	2118	650.00		Net salary - Sept - FM03
29/09/2017	FM03 - PB	2118	50.40		Travel Exp - Sept -FM03
29/09/2017	Alton Service Station	2118	10.00		Petrol for strimmer
29/09/2017	HM Revenue & Customs	2119	447.14		Sept PAYE & NI HMRC
29/09/2017	Hampshire Pension Fund	SO	377.01		Sept Pension Contribs FM01
		<b>Total Payments</b>	<b>15,766.30</b>		

The Clerk circulated the October payments schedule to date, as below, for approval in principle, for formal approval at the next meeting.

## List of Payments made between 01/10/2017 and 18/10/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/10/2017	Externiture Limited	2120	506.30		Externiture Limited
03/10/2017	Idverde Limited	2121	676.80		Bin emptying Jul-Sep 17
03/10/2017	Semrah Landscape Management	2122	2,424.00		Grass cutting & hedges-Rec
03/10/2017	via traffic controlling	2123	3,207.05	Grants	Speedwatch Equipment
06/10/2017	Talk Talk Business	DD	27.19		Office phone-b/bandAug/Sep
16/10/2017	Four Marks Village Hall	2124	42.00		September Village Hall Hire
16/10/2017	Vita Play Limited	2125	950.40		Rhyno Mulch installation
16/10/2017	Vita Play Limited	2125	3,898.80		Dino Slide install. play park
16/10/2017	Prestige Tennis Courts Ltd	2126	600.00		Annual tennis court cleaning
16/10/2017	SLCC	2127	82.80		Regional Training Seminar
18/10/2017	Eddie Hodkin	2128	192.00		Oak Green Sept, maint.
18/10/2017	Cato Computers	2129	241.95		Computer maint. & software
<b>Total Payments</b>			<b>12,849.29</b>		

17.138.2 It was RESOLVED, following proposal by Cllr Tomlinson, seconded by Cllr Brake to approve the bank reconciliation, trial balance and budget report as at 30<sup>th</sup> September 2017, previously circulated. There were no comments or questions.

17.138.3 To receive any items for consideration for the budget. The Clerk asked for future expenditure considerations for the budget process to be submitted by 1<sup>st</sup> November for consideration at the budget meeting on 8<sup>th</sup> November.  
Cllr Mills asked for a future provision for Swelling Hill pond maintenance to be considered, and replacement tree planting cost.

17.138.4 Interim Audit report. The Clerk had not received the report in time for the meeting, but reported that the interim internal audit had taken place the previous week by a new auditor. A lengthy and thorough audit had taken place and three issues of concern had been raised. Two had been with invoices in excess of £25,000 and the fact that council had not complied with EU regulations by advertising the tender on the government website. The Clerk explained the reasons that this had not occurred and had agreed to write an explanation report for submission to the auditor to accompany the annual accounts. The third issue was to do with playground checks and this would be raised at the Open Space meeting next month.

It was suggested that the Clerk contact HALC to see if this was a common issue and how they could help us resolve it for the future. It was also noted that weekly playground checks were a recommendation in the guidance, not a legal requirement, and queried whether this was relevant for a financial audit.

### 17.139 INTERNAL COUNCIL MATTERS

#### 17.139.1 Future Grants to Citizen Advice.

Following a presentation at the recent EHAPTC meeting, and confirmation that Citizens Advice had been awarded a formal contract with EHDC to provide a service within the district, it had been suggested that any subsequent grant request by Citizens Advice to Parish Councils should be considered at their discretion.

There was concern raised over essentially paying twice, within the Council Tax, for the same service following the award of the formal contract with EHDC, and it was agreed that should the Parish Council be formally approached for an additional grant, it would be given due consideration but evidence and justification for the additional grant would be required. Although it was agreed no commitment should be made at this stage, provision should be made in the budget as usual.

- 17.139.2 CPRE Hampshire Annual Grant.  
It was RESOLVED, following proposal by Cllr Tomlinson, and unanimous approval by all members, to award CPRE Hampshire an annual grant this year of £100.
- 17.139.3 A31 Community Café  
The proposal was circulated for information only, no action or decision was required at this stage.
- 17.139.4 Volunteer Awards  
Unfortunately, due to the nomination period missing both Council meetings, the deadline was the previous day, and the nominations were being decided the day of the Council meeting, the Council were not able to discuss potential candidates for nomination.
- 17.139.5 Gradwell Lane drainage proposals  
Councillors found it difficult to understand the proposals as the diagram was not very clear, however were keen to ensure that any work carried out would solve or at least improve the problems and the proposed improvements thoroughly researched prior to the work being carried out, and that the new ditches would be regularly maintained. A request was made that the improvement works are not carried out during term time.
- 17.139.6 Correspondence : Clerk's report:  
The Clerk reported her meeting with the new External Auditor, PKF, earlier that day and made the Council aware of the following important points to note:
- The Annual Return would have a new name next year, the Annual Governance & Accountability Return (AGAR for short). This was an SAAA (Smaller Authorities Audit Appointments Ltd) directive.
  - They reminded Clerks that they did not carry out an audit but a review
  - All documents will be sent by email next year
  - There will be 'assertions' or spot checks as were carried out by their predecessors
  - Public rights dates for inspection of accounts must be published on the website.
  - The SAAA are still making changes which will mean that both the Practitioners Guide and the Accounts and Audit Regulations will have to be changed and formally approved.
  - No official appointment letter has yet been sent, however it was confirmed that this should be circulated by the end of the year.
  - Fees stay as stated this year as directed by the SAAA. As our precept is now over £100,001, we are in a higher bracket and will pay £400 for the annual review, subsequent letter charges also remain the same.
- The Clerk distributed a list of late correspondence, highlighting the Autumn Parishes Workshop at HCC on 13<sup>th</sup> December, agenda yet to be circulated. It was agreed that this should be forwarded to Reg Pullen as transport representative.

#### **17.140 BOUNDARY COMMISSION REVIEW**

The proposals contained within the draft recommendations on the new electoral arrangements for East Hampshire District Council were summarised, and it was agreed that those that affected Four Marks were positive and appeared that the Parish Council's comments on the original consultation had been taken into consideration. Four Marks and Medstead would become a three-councillor ward and incorporate the parish of Chawton.

It was agreed that the Parish Council should send a positive response supporting the changes to the Four Marks and Medstead ward by the end of the consultation period on 11 December 2017. Final recommendations would be published on 6 February 2018 and, subject to parliamentary approval, would be implemented at the local elections in May 2019.

#### **17.141 HCC TRANSFORMATION TO 2019**

Although it transpired that the consultation had finished and the cabinet had already met, concerns were raised over several proposals contained within the consultation. Particularly no more school crossing patrols, removal of rural buses and a reduction in household recycling centres which will obviously add to the ongoing fly tipping issues. There are also proposals to introduce charges to street parking.

Whilst it was acknowledged that HCC have to save costs due to reduction in Government funding, a suggestion was made that rather than cut services, should they be looking at ways of generating

revenue, and rather than the negative proposals of cutting costs, should they be looking at ways of being more effective and efficient? Should they be looking at streamlining their staff base? Are they all carrying out their jobs effectually?

Would an increase in Council Tax be preferable to cost cutting and loss of service? If the services are cut from HCC, who will carry out those services? Is this devolution in disguise?

It was agreed, although the consultation had ended with no further opportunity to comment, and it was thought that the Cabinet meeting had already been held, that a letter should be sent anyway to the leader, Roy Perry, copied to Mark Kemp Gee, raising both the Parish Council and local community's concerns over the proposals contained within the consultation.

Cllr Thomas and Cllr Tomlinson agreed to draft an appropriate communication for the Clerk to formalise and send to the appropriate parties.

#### **17.142 DEVELOPERS CONTRIBUTIONS**

The Chairman and Clerk attended an EHDC workshop and presentation on the re-organisation of the S106 Developers Contributions reporting and claiming system. There will, from 1 January 2018, be a regular report and meeting between the area community officer and Clerk, the suggestion is quarterly, and together with a detailed spreadsheet, as per suggestions made at the workshop.

Whilst example spreadsheets were distributed it was clear that there are several errors and a valid point made that with the changes in Councillors and Clerks, historical S106 agreements, would not be known, and not every Council has the facility to go back through all previous agreements to check that they have received the correct amounts. Classification of expenditure was also of concern and the projects Councils are restricted to when using the S106 monies. It was suggested that Councils that could not spend their contributions appropriately could request a 'deed of variation' to change the project criteria, or those who don't have their own developments or contributions could tap into a neighbouring parish's contributions where they have been affected by neighbouring development. All comments were hopefully taken on board.

The Chairman handed Simon Jenkins, Head of Planning, a statement of monies currently due to Four Marks for outstanding projects, he promised payment would be made this week.

#### **17.143 COUNCIL REPRESENTATIVE REPORTS:**

- **Allotments;** no report.
- **Benians Committee;** no report
- **Festival Committee,** Cllr Hammond confirmed the installation of the Village Sign on Wednesday 25<sup>th</sup> October and reminded everyone of the Remembrance Sunday parade, Sunday 12<sup>th</sup> November. All Councillors are invited.
- **Community Buildings Committee.** A meeting was held the previous evening, and the committee are now keen to move forward. It is proposed to erect a shell building for add-ons as finance dictates, and are looking for funding of £250,000 to get the project started, and the committee have requested that the Clerk researches possible funding sources. Location however is still to be agreed and are looking at options of integrating into the Benians Pavilion or alongside the new scout hut proposals. They are putting together a draft two page information sheet for distribution. Cllr Thomas confirmed that several potential business and personal donors had expressed an initial interest but no commitments have been made. The Committee have requested that a search is carried out for the deeds of ownership of the Village Hall and have asked for the latest financial accounts to get a better understanding of use and costs. The next meeting is due to be held in November.
- **Village Hall;** Cllr Mills confirmed that the maintenance committee were working on day to day issues and are more than aware that any maintenance is time limited. The current project is to sort out the guttering flow taking it away from the development to the rear.
- **Footpaths;** No report.
- **School Governor.** No report.
- **Oak Green.** No report.
- **EHAPTC.** No report. Next meeting 29<sup>th</sup> November 2017 at EHDC offices.

**17.144 NEXT MEETING:**

Wednesday 15<sup>th</sup> November 2017, 7.30pm, Village Hall.

**17.145 The Chairman closed the meeting at 10.00pm.**

.....  
**CHAIRMAN**

## APPENDIX 1

District Councillor report

15th September-15th October 2017

Ingrid Thomas

For the first part of this month we basked in warm Greek sunshine ..... and now its definitely autumn.

The Greek island that we went to was featured on BBC news recently because it is now entirely self-sufficient in power from solar and wind, quite an achievement although only 800 people live there. It did bring the problems we have with power into focus as we are so dependent on the big utility companies.

The misery of Boyneswood Bridge being closed is with us once more but at least this time the work to install the main sewer pipe is happening. I have spoken to the site manager at Bargate homes at the end of Beechlands Road who still seems uncertain about which direction they will be going to connect their site to mains drainage, it's amazing to me that no decision was made before works began on site.

Benjamin Uk continue to cause problems with the bad behaviour of the children having a hugely poor effect on the lives of neighbours. We have now been meeting the area manager of Benjamin Uk to discuss the issues for a couple of months and did have a reasonably quiet period whilst there was only one child in each of the homes. The Winchester Road home we were told would not be opening until the other two were running smoothly....

In the post there was a leaflet from a developer who says he is intending to submit an application to build 65 homes off Lymington Bottom, this has caused great consternation. This company has had pre app advice from Officers at East Hampshire who have pointed out that we have an up to date local plan, a neighbourhood plan and a five year housing land supply therefore all the policies in both plans carry full weight. The Plan clearly says that development outside the settlement policy boundary will not be permitted.

It will be interesting to see what the application actually says when it is submitted at which stage the Parish Council and all our residents can comment on the application using planning policy.

I was invited to go to an event called Think Safe, this is organised by the district council each year and year 6 pupils are invited to go along. This year there was a section organised by the Fire Brigade, one by the Dogs Trust showing how to behave with dogs that you may meet that you don't know and how to recognise signs that the dog should not be approached. Southern Domestic Abuse had an interesting session on types of domestic abuse how it can affect children and how they should report it. RNLI did an interactive session on beach safety which went down very well with the children. Finally the police did a session on Stranger Danger, I was very concerned that even though the children were told where they should go next and that they would be met by a police officer they all happily followed a stranger ..... this was part of the exercise. It was a good reminder that children are vulnerable to strangers and need to be taught and reminded how to deal with strangers who approach them and who to call if they need to.

I would like to draw your attention to the current consultation that HCC are running at the moment about the expansion of Four Marks School. This is about the additional space needed to make the school a two form entry school. There are proposals included on possible arrangements for drop off and collecting pupils, please look at the proposals and make a response.

As ever if I can be of any help to you on issues that are dealt with by East Hants District Council do contact me.

Best Wishes

Ingrid Thomas

East Hampshire District Councillor for Four Marks and Medstead

01420 561552