

FOUR MARKS PARISH COUNCIL

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

MEMBERS PRESENT:	Cllr Janet Foster (Chairman) Tim Brake, John Davis, John Hammond, Shaun McCarthy, Anne Tomlinson and Simon Thomas
IN ATTENDANCE:	Mrs Sarah Goudie (Clerk)
APOLOGIES:	Cllr Dave Mills, Cllr Davie Edgar, District Councillor Deborah Jackson, District Councillor Ingrid Thomas
ABSENCE:	Cllr Karin Black

17.165 OPEN SESSION

The Chairman opened the meeting and, as there were no members of the public present, and no issues for the Open Session, Standing Orders were applied and the meeting commenced at 7.35pm.

17.166 APOLOGIES AND APPROVAL OF ABSENCES

Apologies for absence were received from Cllr Dave Mills, and prior to the meeting Cllr Davie Edgar, both were accepted and formally approved.

17.167 DECLARATIONS OF INTEREST

There were no declarations of pecuniary interest. However, Cllr Tomlinson wished to raise a personal interest in Agenda item 9.2 (Minute 17.173.2) and therefore would not vote on the proposal and Cllr Hammond also declared a personal interest later in the meeting in Agenda item 9.5 (Minute 17.173.5) and did not vote on the proposal.

17.168 COUNCIL MINUTES

- The Minutes of the Meeting of the Full Council held on Wednesday 15th November 2017, were proposed as a true record by Cllr Davis, seconded by Cllr McCarthy, approved by members, and signed by the Chairman.
- Matters arising
 - The Clerk confirmed that both letters had now been responded to with reference to Benjamin UK from Ofsted, however they were inconclusive and unsupportive, with no proposed action to be taken. Cllr Thomas confirmed that the situation is being monitored regularly by the local authorities and the local MP, Damian Hinds was also still involved.
 - The Clerk confirmed that the charity collections at Oak Green situation had been resolved and Marie Curie were able to collect at Oak Green, but on 10th March not 3rd March, to coincide with other district wide collections by the same charity.
- The Minutes of the Meeting of the Full Council held on Wednesday 22nd November 2017, were proposed as a true record by Cllr Janet Foster, seconded by Cllr Thomas, approved by members, and signed by the Chairman.
- Matters arising.
 - The Clerk was thanked for the content of the submission to the planning authority.

17.169 COMMITTEE MINUTES

• Planning Committee Meetings, Wednesday 6th December 2017

Cllr Anne Tomlinson chaired the planning meeting and confirmed that the majority of applications were TPO applications, all responded to the with Parish Council's strong stance on inappropriate work and removal of trees and hedges. Also noted was the confirmation of the Appeal decision on Westwood, Lyington Bottom, which was upheld. Cllr Thomas asked if the Parish Council had responded to the The Shrave application in Chawton Parish, Cllr Tomlinson and the Clerk both confirmed this had been responded to and comment submitted.

- **Open Space Committee Meeting, Wednesday 6th December 2017**

Cllr Tomlinson confirmed that trees were also the main topic of the Open Space meeting and the project headed by Cllr Hammond to identify a list of trees to propose for protection orders. He has asked for help from all Councillors in due course to assist with categorising trees, and Cllr Tomlinson advised those interested to purchase the Observer book of trees.

Cllr Thomas advised that the Woodland Trust would be more than happy to provide the Parish Council with more trees upon request, and the Clerk agreed to approach them.

Cllr Hammond advised that he was progressing with the project and had now produced maps of the trees already awarded protection. He also asked that, as well as the Parish Council commenting on inappropriate work on trees, perhaps Councillors could submit their views as residents to present a stronger case. Cllr Thomas also advised using the assistance of the District Councillor.

17.170 CHAIRMANS REPORT

- **School Traffic Issue**

Cllr Foster reported on a communication from Mr Martin Shefford, Strategic Development Officer, Children's Services Department, HCC, following the Chairman and Clerk's meeting with HCC representatives and Mrs Stoodley, the head teacher, at the School. The meeting highlighted the concerns with reference to the parking and traffic issues at the school. The communication acknowledged the issues currently being experienced and that HCC were carrying out various surveys and data collection covering post code data, modes of transport, drainage, road markings, parking, signage, routes to school and qualitative surveys with parents, staff and pupils. Hopefully once the exercise is complete it will assist with the development of the proposals.

The issue of Lymington Bottom and Hawthorn Road not being gritted, as it is a priority 2 route, was raised and it was agreed that, due to amount of near misses reported and actual accident on the road by the school on the ice, that a request needs to be sent to HCC for change to priority 1. It was agreed that both the head teacher and Chair of Governors should be copied on the communication.

It was confirmed that there is a grit bin at the school, although it appears to be left to the lollipop lady to spread the grit, and it was felt that the school should take some responsibility for making access to the school safer. *Subsequent to the meeting, it has been confirmed that a new grit bin has been supplied near the school.*

- **Village Sign**

The Chairman suggested sending the Festival Committee a formal thank you for the provision of the Village Sign and all the background work that was carried out. This was formally agreed.

Cllr Hammond offered thanks to the Chairman, on behalf of the members of the Council, for hosting a Christmas social, which had been much appreciated by all who had attended.

17.171 EAST HAMPSHIRE DISTRICT COUNCIL

There were no District Councillor's present, however Cllr Ingrid Thomas had sent a report (Appendix 1) prior to the meeting and suggested if there were any questions or issues to contact her directly.

17.172 FINANCIAL ISSUES

17.172.1 It was RESOVED, following proposal by Cllr Foster and seconded by Cllr Thomas to approve the list of payments, previously circulated, for November 2017, as detailed below:

List of Payments made between 01/11/2017 and 30/11/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2017	South East Water	DD	273.24		Allots - Water rates Mar-Sep
01/11/2017	East Hants District Council	2140	207.00		Cemetery Rates - Oct-Mar
01/11/2017	A W & K-M Dinesen	2154	201.60		Oak Green Christmas Tree
01/11/2017	AW & KM Dinesen	2154	-201.60		Christmas Tree Oak Green
02/11/2017	Excel FSE	2141	96.00		Benians Alarm check 6 mth
03/11/2017	Semrah Landscape Management	2142	2,698.80		October grass & hedge cuts
05/11/2017	Talk Talk Business	DD	26.34		Office phone/b/band-Oct
08/11/2017	SSE Southern Electric	2143	42.50		Electric, Bowls Club, Jul-Oct
08/11/2017	SSE Southern Electric	2143	25.35		Electric. Oak Green - Jul/Oct
15/11/2017	Eddie Hodkin	2144	216.00		Oak Green, Oct cleaning, EH
15/11/2017	RS Fencing & Agriculture	2145	1,224.78		Allotments, replace fence
17/11/2017	1&1 Internet Limited	DD	25.16		Nov-Dec Website domain
22/11/2017	Four Marks Village Hall	2146	36.00		Village Hall Hire October
22/11/2017	WKL Building Supplies	2147	172.36		WKL general materials
22/11/2017	Veolia Environmental Services	2148	322.73		Veolia - Allotments progrow
30/11/2017	East Hants District Council	2149	17.00		Chairman's wreath EHDC
30/11/2017	HALC	2150	108.00		HALC H&S clerk training
30/11/2017	FM01	SO	1,459.06		FM01 November Net Salary
30/11/2017	Hampshire Pension Fund	SO	388.96		FM01 Pension Contribs. Nov
30/11/2017	FM01	2151	64.80		FM01 November travel costs
30/11/2017	Veronica Lockey	2151	36.00		Office cleaning, Nov. 3hrs
30/11/2017	The Co-Operative	2151	13.44		Stamps for office
30/11/2017	Test Valley Borough Council	2151	2.40		Parking, Romsey, SLCC mtg
30/11/2017	FM03 - PB	2152	650.00		November net salary
30/11/2017	FM03 - PB	2152	27.00		FM03 travel expenses
30/11/2017	Sainsbury's	2152	5.84		Petrol for leaf blower
30/11/2017	Shell Ropley	2152	5.86		Petrol for leaf blower
30/11/2017	HM Revenue & Customs	2153	473.71		November PAYE/NI
	Total Payments		8,618.33		

The Clerk circulated December payments schedule, as below, for approval in principle, for formal approval once reconciled with the bank statement at the next meeting.

List of Payments made between 01/12/2017 and 21/12/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2017	AW & KM Dinesen	2154	201.60		AW & KM Dinesen
06/12/2017	Talk Talk Business	DD	26.34		Office Phone/b/band Nov
06/12/2017	Medstead Parish Council	2155	172.37		Half share of NP Ins.
13/12/2017	via traffic controlling	2156	89.25		Cover for s/w equipment
13/12/2017	York Survey Supply Centre Ltd	2157	25.68		Fluro temp marker paint
13/12/2017	SSE Southern Electric	2158	293.68		Pavilion Electric Oct-Dec 17
13/12/2017	East Hants District Council	2159	391.00		Recreation Ground signage
13/12/2017	Semrah Landscape Management	2160	512.40		Grass & Hedge cutting - Nov.
13/12/2017	Four Marks Village Hall	2161	50.00		November Village Hall Hire
13/12/2017	via traffic controlling	2156	-89.25	Correction VAT error	Cover for s/w Equipment
13/12/2017	via traffic controlling	2156	89.25		Cover for s/w Equipment
14/12/2017	Eddie Hodkin	2162	192.00		Oak Green maint. November
14/12/2017	Easy Clean Services	2163	115.00		Pavilion cess pit emptying
15/12/2017	Farnham Castle Newspapers Ltd	2042	-65.80	Cheque lost	Balance of payment due (ad)
15/12/2017	Farnham Castle Newspapers Ltd	2164	65.80	For lost cheque 2042	Balance for Ad. for staff
15/12/2017	WKL Building Supplies	2165	64.40		November WKL a/c materials
17/12/2017	Biffa Waste Services	DD	155.23		Pavilion trade waste Dec-Mar

20/12/2017	Vincent Hire Ltd	2166	98.80	PPE for FM03 Vincent Hire
20/12/2017	Boyd Sports & Play Limited	2167	741.60	Boyd Sports & Play Limited
20/12/2017	FM01	2168	47.25	Travel expenses -Dec -FM01
20/12/2017	Veronica Lockey	2168	24.00	V. Lockey office clean -Dec
20/12/2017	Post Office	2168	6.72	PO - Stamps 12 x 2nd class
20/12/2017	FM01	2168	0.40	Salary underpay balance
20/12/2017	FM03 - PB	2169	659.90	Dec. Salary & Exp. FM03
20/12/2017	HM Revenue & Customs	2170	472.11	PAYE/NI Dec. HMRC

Total Payments 4,339.73

The lost cheque was queried, and the Clerk confirmed that this was the balance payment for the advertisement in the Herald, which had not been received, therefore the cheque had been cancelled and new one issued.

The Clerk raised the issue with the purchase of the new Speedwatch equipment which had been purchased from a company in Germany. Grants had been received for the net amount, however, as the Parish Council is not registered for VAT, are therefore unable to reclaim the VAT element of the purchase. A second purchase had also been made, which means the Parish Council have had to pay an additional £89.25 that was not accounted for. It was RESOLVED, following proposal by Cllr McCarthy, seconded by Cllr Tomlinson, to retrospectively approve the balance payment of £546.30, and allocate the amount to capital expenditure. It was agreed that a letter should be sent acknowledging the Parish Council's thanks for the work of the Speedwatch team, but requesting that no further purchases should be made without full costings (particularly if from outside the UK) without confirmation and formal approval from the Parish Council.

17.172.2 It was RESOLVED, following proposal by Cllr Foster, seconded by Cllr Thomas, to approve the bank reconciliation and trial balance as at 30th November 2017.

17.172.3 It was RESOLVED to approve the transfer of £10,000 to the Deposit account, prior to opening new account with the CCLA.

17.172.4 It was RESOLVED to approve the half share of the insurance premium for the Neighbourhood Plan steering group for the amount of £172.37.

17.173 COUNCIL MATTERS FOR APPROVAL

17.173.1 **To agree representative for the Alton Sports Centre Project Board.**

Cllr Foster agreed to attend the first meeting on Thursday 11 January, as it was very important to have a presence at this meeting following the Parish Council's communications. Cllr Tomlinson also provisionally agreed to attend the following meeting.

17.173.2 **To discuss proposal for a grant for the Riding for the Disabled.**

Councillors were aware of the fundraising project following extensive press coverage, however Cllr Tomlinson expanded on some of the detail following questions from members. Cllr Tomlinson highlighted the widespread use of the facility, confirmed the amount they are trying to raise, and highlighted the benefit of the facility to the community. All Councillors were supportive of awarding a grant to the RDA. Upon confirmation from the Clerk that funds could be made available, Cllr Thomas proposed a donation of £1000, which was seconded by Cllr Foster, and approved, unanimously.

17.173.3 **To discuss grant application for Citizens Advice.**

Cllr Davis gave a brief report on his attendance at Citizen Advice's recent AGM, and reiterated that the service was extremely beneficial to the most vulnerable members of the community, and how reliant they are on their volunteers. He was keen that the Parish Council consider to continue to support the service with an additional grant. Following a detailed discussion it was RESOLVED to award a grant of £500 now, with an additional £500 payable towards a pop up service within the village should the need be proven, following proposal by Cllr Thomas, seconded by Cllr Brake and approved. It was agreed to write to the Chief Executive suggesting they generate interest for a pop up facility within the village by placing an article in the Four Marks News.

17.173.4 **To discuss emergency procedure for inclement weather at Oak Green.**

It was agreed that following the recent snow and ice, that by clearing and gritting the pathway and car park, the Parish Council could leave themselves vulnerable and at risk of claims, and that should inclement weather occur again, the Parish Council will not clear or grit. Although Cllr Davis was thanked for his assistance in helping the shops clear the snow. It was, however, agreed that a grit bin should be applied for, and it should then be up to each individual shop to ensure safe access to their premises as required.

17.173.5 To discuss proposal for donation to the Scouts for transport assistance.

Following proposal by Cllr Foster, it was agreed to give a donation to the Scouts for the use of their vehicle to transport the Christmas lights and access tower, to and from Oak Green. It was RESOLVED, following proposal by Cllr Tomlinson, seconded by Cllr Brake, and following unanimous approval, to donate the amount of £100. Cllr Hammond abstained from the vote due to a declaration of personal interest.

17.173.6 To agree date for dismantling and removal of Christmas Tree

It was agreed to remove the lights and dismantle the tree on the morning of Sunday 7th January. The Clerk was requested to ask Hampshire Woodlands if they can be available to assist and take away the tree.

17.173.7 To discuss potential response to the Triple fff additional licence application

Triple fff have applied to extend their licence for supply of alcohol for consumption from 10.00 – 2300, 7 days a week. It was agreed following debate that the Parish Council should support the proposal as this was a much needed community facility following the loss of the only village pub. Due to two public objections the application has to go to a hearing, scheduled for 5th January, and therefore it was agreed a response should be sent in good time prior to the hearing.

17.173.8 To approve dates for Village Picnic and Four Marks 10k Run

It was RESOLVED to approve the date requested for the Village Picnic on Sunday 24th June 2018 and Sunday 8th July 2018 for the Four Marks 10k.

17.174 CLERK'S REPORT AND CORRESPONDENCE ITEMS

- The Clerk referred to a verbal request from Paul Turner for the Parish Council to consider taking on the lease at the Golf Club as a community facility. It was agreed not to pursue this, as it was deemed an inappropriate location and not a venture that would be financially viable for the Parish Council to take on.
- The Clerk confirmed receipt of an email earlier in the day confirming that the Secretary of State for Communities and Local Government announced that the government intends to defer the setting of referendum principles for town and parish councils for three years. However it was pointed out that this would have a knock on affect to the Local Authorities Council Tax charge.
- The Clerk referred to regular monthly newsletters from CPRE, and to contact the Clerk if of interest. A letter from CPRE Hampshire, thanking the Parish Council for their very generous donation, had also been received.

Community Buildings Forum:

Wednesday 13th December. The Clerk attended the above meeting with Cllr Mills and gave a brief report of the topics covered and items that both she and Cllr Mills would be passing on to various committees and clubs.

GDPR was the main topic of conversation, and the Clerk would be in a position to advise both the Village Hall Committee and the Benians Committee of their obligations following her training course in January.

HCC Autumn Parishes briefing:

Wednesday 13th December. The Clerk reported on her attendance at the Annual Autumn Parishes briefing at HCC. The evening was split into two main topics, Strategic planning that will affect the road network in Hampshire, and the new joint venture with Skanska, which with a few initial transfer teething issues, appears to be working well.

The Clerk confirmed that the on line reporting system was working well, and that was the most efficient way to sort problems out. There is also a twitter feed, which regularly posts traffic and roadworks updates, together

with the new 'roadways.org' link on their website. It was agreed that this link should be readily available on the parish council website, so people can report issues directly.

17.175 COUNCIL REPRESENTATIVE REPORTS:

- **Allotments;** no report.
- **Benians Committee;** no report.
- **Festival Committee,** Cllr Hammond reported on the final event of the year, the Christmas Carols at Lymington Barns. Unfortunately attendance was down on last year, and there was even some hog roast left. The collection was for the RDA, but unfortunately only half the amount was raised this year. It was noted that different people attended this year, and there was also a clash with a big event in Alresford, which may have contributed to the low attendance. The next meeting is on 16th January 2018 where the village gateway signage and RAF centenary would be discussed. Cllr McCarthy confirmed he was unable to make the meeting but would submit something for Cllr Hammond to present.
- **Community Buildings Committee.** Cllr Thomas confirmed that there had been a recent meeting, which had been followed up by a meeting between Bryan Timms and Chris Lake discussing the future of the Village Hall and proposed new Scout facility. The committee had put together a 'straw man' cheap and cheerful proposal, comprising a steel framed construction with brick surround which will have the capacity for a 'bolt on' scout facility should they choose to go this route. This would still enable them to be a separate entity, but it may not be what they want. The location is still to be decided, and may involve the Benians Pavilion in some capacity. However the proposed structure construction cost is estimated at around £350,000. EHDC have been approached on assistance with funding, which had been positively received.
- **Village Hall;** Cllr Mills was not in attendance, but had prepared a report which was circulated at the meeting. The Clerk confirmed that the Committee had voted unanimously not to accommodate the Parish Office at the Village Hall. Other low cost options would now have to be investigated, as renting commercial premises would have much higher cost implications.
- **Footpaths;** Cllr Mills not in attendance, but had prepared a report, which was circulated at the meeting.
- **School Governor;** no report.
- **Oak Green.** Cllr Foster confirmed that the electric pit beside the Christmas tree was no longer to be used with a proposal for all the electrics to be housed in the clock tower. The Clerk confirmed that the clock had been inspected and was awaiting a quotation for its motor replacement and some proposed upgrade work that would be discussed further at the Open Space Committee meeting in January.
- **EHAPTC;** Cllr McCarthy, attended together with the Chairman and Clerk, and confirmed that the majority of the content of the meeting, was Cllr Rob Humby from HCC as guest speaker, and the majority of the presentation had been covered under the Clerk's report. Cllr McCarthy confirmed that he had been approached, following his admission of understanding, to present on computer data protection measures at the next meeting in March. He also reported that Cllr Humby acknowledged that air ambulance costs were not factored into accident statistics as they were run by charities, and he appeared to acknowledge this error. There was also an interesting presentation on yellow and white lines and the fact that for the sum of £60 you can ask the council to put white lines outside your property to deter parking.

17.176 NEXT MEETING:

Full Council; Wednesday 17th January 2018, 7.30pm Village Hall.

17.177 The Chairman closed the meeting at 9.30 pm.

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CHAIRMAN

APPENDIX 1

This month I spent a very interesting afternoon with year six pupils at Four Marks School. They had been on a visit to Easthants offices at Penns Place as part of National Take Over Day which is designed to interest young people in democracy. During the day at Penns Place they had a tour of the building and spoke to officers asking many questions which I was later told were quite difficult to answer! Well done year six. The group also had a chance to debate a subject of their choice in the council chamber, they chose road safety.

So on my visit to the school year six did a presentation and asked many perceptive questions, we talked about ideas to improve safety near the school. We talked about drop offs and parking, I will pass on the many points they made to the officer team concerned with road markings and signage. The officer who came with me to the school will also pass on points to HCC as part of her work on safer routes to school.

We had an interesting discussion on who causes the dangers the children had recognised with many saying it's the parents and others who drop off their own children. They offered to be ready earlier so that there was less rush involved and a safer journey to school. Many also said the person taking them to school drove too fast and or parked in bad places - food for thought! Are you a culprit? The children said that they would be reminding parents of the importance of driving carefully near school, I can also mention that in the new year there will be regular traffic officers in the area with the power to fine those who are parking in places that contravene traffic orders.

The school discussion was very timely as there have been two accidents this week in the villages on the A31. I don't yet have full details of the investigation into the accident at the Shrave. The A31 has been chaos this week as have many of our lanes as people try to find ways round the various road works. Please be patient and careful.

We continue to ask developers daily to clean the mud off the roads, what part of the message is difficult I fail to understand, just keep our roads clear of mud! With freezing weather we don't need additional hazards.

The work on the sewer over Boyneswood bridge is nearing completion but then works to upgrade the sweet water in Redhill and surrounding roads will begin. The sewer down Stoney Lane and Station Approach is also programmed to start soon.

This period in the history of our villages will certainly go down as one of major disruption in many ways. We just look forward to some of the sites being completed, the new residents becoming part of our community and some semblance of order returning.

Let us hope that 2018 brings peace, health and happiness to our friends, neighbours and all in our communities.

Wishing you a Happy New Year

As ever if I can be of any assistance please contact me

Ingrid Thomas

East Hampshire District Ward Councillor for Four Marks and Medstead