

FOUR MARKS PARISH COUNCIL

Minutes of the Meeting of the Full Council Held on Wednesday 17th January 2018, commencing at 7.30pm At the Village Hall, Four Marks

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

18.01 OPEN SESSION

Cllr Dave Mills raised the maintenance issue that had been raised the previous year with reference to the WI bench on the A31 near the old Windmill pub. He has found someone who is willing to remove the bench, weld it back together and repaint. He estimated that the works would not cost more than £100, and it was agreed that if the repairs were to cost in excess of that amount, then the Council would need to be advised.

The ongoing maintenance of the flower pots beside the bench was also mentioned, but it was agreed that the Parish Council would not take these on.

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 7.40pm.

18.02 APOLOGIES AND APPROVAL OF ABSENCES

Apologies for absence were received from Cllr Shaun McCarthy, Karin Black and Simon Thomas. Cllr Thomas was attending a meeting at EHDC on behalf of the Parish Council and hoped to attend the second half of the meeting. All apologies received were accepted and formally approved.

18.03 DECLARATIONS OF INTEREST

There were no declarations of interest.

18.04 COUNCIL MINUTES

- The Minutes of the Meeting of the Full Council held on Wednesday 20th December 2017, were proposed as a true record by Cllr Tomlinson, seconded by Cllr Brake, approved by members, and signed by the Chairman.
- Matters arising
 - The Clerk advised that she had not made any progress on applying for a Grit bin for Oak Green, and would now be contacting Highways for advice.
 - The Clerk apologised that the formal thank you letter to the Festival Committee had not been done, but would be carried out as a priority following the meeting. Cllr Hammond suggested that a letter of thanks should be sent to Hampshire Woodlands for their help with the collection, assistance with erection and removal of the Christmas tree as this work had not been charged for. This was agreed and, although the Clerk had thanked them in a subsequent email, it was decided a separate letter should be sent.

18.05 COMMITTEE MINUTES

- **Planning Committee Meetings, Wednesday 3rd January 2018**

In the absence of Cllr Thomas, the Clerk referred briefly to the planning authority mistakenly assuming that Kingswood Rise and Penrose Way were now in Medstead Parish, which had now been addressed.

Applications discussed two adjacent parish applications, including three new dwellings in place of an industrial unit at Lyminster Barns, which the committee had objected to as this was against policy, and

an objection was also lodged against a proposal on the other side of the boundary in The Shrave for a an out of keeping in size extension.

Consultation issues raised are on the Agenda as a separate item.

- **Open Space Committee Meeting, Wednesday 3rd January 2018**

Cllr Tomlinson summarised the following mains issues discussed at the meeting as above.

- The playground shelter had now been ordered, its location agreed in the central area with the picnic table to be moved to the side.
 - The quotation for the Oak Green Clock repairs had not been received in time for the meeting but would be discussed at the next meeting.
 - Swelling Hill Pond, contact had been made with the new committee, and discussions with the Angling club were continuing.
 - Approval required for drainage works at Uplands Lane, cost of £1465, Cllr Tomlinson proposed, seconded by Cllr Mills, all in favour.
 - Following recommendation at the meeting, the Chairman and Clerk had met with a local contractor to discuss the ongoing flooding issues at Uplands Lane, a quotation had been received for £1456 to carry out investigation works, adjust the height of the gully gratings, install a French drain and make connection with existing gullies, and construct a type 1 limestone strip between road edge and French drain. Cllr Brake raised concern over the construction of a French drain beside a road edge, but was reassured by the proposed implementation of a limestone strip between the drain and road, and therefore Cllr Tomlinson proposed to go ahead with the works, this was seconded by Cllr Mills and unanimously approved.
- **Finance & General Purposes Committee Meeting, Wednesday 10th January 2018**
The items discussed in the meeting are all Agenda items for this meeting
 - The Clerk had now implemented the new Local Council Risk System, and had circulated the summary document. It was RESOLVED following proposal by Cllr Tomlinson to approve the new risk assessment system, seconded by Cllr Brake, and agreed by all members, to be updated at least annually with all the governance documents.

18.06 CHAIRMANS REPORT

- The Chairman confirmed her attendance at the Alton Sports Centre project board meeting. There were 15 people in attendance, and the next meeting is to be held on 22 March at 6.00pm, which either Cllr Foster or Cllr Tomlinson would attend on behalf of the Parish Council. There was an update of the key dates, and confirmation that more information would be released in February. Comments had been sought from clubs that use the facilities. The outdoor facilities however would not be ready until Spring 2020. The inside activities were fixed but layout was still to be decided. Cllr Foster questioned the proposed number of car parking spaces to be provided, and no-one actually had that information to hand. The figures would be available for the next meeting. There had been no decision as yet on the hall flooring, and there had been a request for equipment to enable disabled swimmers to enter the pool.
- Cllr Foster referred to the Annual Parish Meeting on 11th April 2018, and was still negotiating for a speaker. The idea of having local businesses attend to promote their services had only been moderately well received.
- Cllr Foster also referred to the email containing details of up and coming training events and encouraged Councillors to attend and that both members of staff would be having their annual appraisals next month.

18.07 EAST HAMPSHIRE DISTRICT COUNCIL

Neither District Councillors were in attendance, however Cllr Ingrid Thomas had circulated a report prior to the meeting and is attached as Appendix 1. As usual any questions please contact the District Councillors directly.

Cllr Thomas entered the meeting.

18.08 FINANCIAL ISSUES

18.08.1 It was RESOLVED, following proposal by Cllr Brake and seconded by Cllr Tomlinson to approve the list of payments (as detailed below), bank reconciliation for December 2017, and trial balance as at 31st December 2017:

List of Payments made between 01/12/2017 and 31/12/2017

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 Insurance
13/12/2017	via traffic controlling	2156	89.25		Cover for speedwatch equip
13/12/2017	York Survey Supply Centre Ltd	2157	25.68		Fluro spray 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 speedwatch equip
13/12/2017	via traffic controlling	2156	89.25		Cover for Speedwatch equip
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 Maint.
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 cleaningDec
20/12/2017	Post Office	2168	6.72		PO - Stamps 12 x 2nd class
20/12/2017	FM01	2168	0.40		Salary underpayment
20/12/2017	FM03 - PB	2169	659.90		Salary & Expenses -fm03
20/12/2017	HM Revenue & Customs	2170	472.11		PAYE/NI Dec. HMRC
29/12/2017	FM01	SO	1,459.06		Dec. net salary FM01
29/12/2017	Hampshire Pension Fund	SO	388.96		Dec. Pension contribs FM01
Total Payments			6,187.75		

18.08.2 It was RESOLVED to approve January 2018 payments to date in principle, as detailed below:

List of Payments made between 01/01/2018 and 22/01/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/01/2018	Ampella Maintenance Ltd	2171	84.00		Engineer vist pavilion boiler
03/01/2018	Ampella Maintenance Ltd	2171	499.56		Replace part, pavilion boiler
03/01/2018	Idverde Limited	2173	676.80		Bins, Oct-Dec17 Idverde
05/01/2018	Talk Talk Business	DD	27.62		Office phone b/band Dec 17
08/01/2018	R G Rivers & Sons	2174	64.90		Radiator for office & bulb
10/01/2018	Ampella Maintenance Ltd	2175	246.00		Pavilion boiler service
10/01/2018	Howard Carpenter	2178	302.35		Allotment expenses
10/01/2018	Four Marks Village Hall	2177	36.00		December Village Hall Rental
10/01/2018	Howard Carpenter	2176	302.35		Allotment expenses
10/01/2018	Howard Carpenter	2178	-302.35	Duplicate in error	Allotment expenses
10/01/2018	Citizens Advice EH	2178	500.00	Minute 17.173.3	Annual Grant
15/01/2018	DMH Solutions Ltd	2179	132.00		Risk Assessment software
15/01/2018	Eddie Hodkin	2180	144.00		Oak Green maint. Dec.
15/01/2018	SSE Southern Electric	2181	122.83		Benians Pav. Electric Dec 17
17/01/2018	WKL Building Supplies	2182	93.00		December materials account

17/01/2018	Vita Play Limited	2183	3,498.66	Dev Contrib.	Replacement Grass Matting
17/01/2018	Four Marks Scouts	2184	100.00		Donation, contrib. to van exp.
22/01/2018	British Gas	DD	257.83		Pavilion gas bill Oct-Dec 17
Total Payments			6,785.55		

18.09 COUNCIL MATTERS FOR APPROVAL

18.09.1 To approve the annual precept request following proposal by the Finance & General Purposes Committee for 2018/2019

The proposal by the Committee was to increase the Precept from £105,000 to £109,000, a 3.8% increase. The Clerk provided additional information on the Band D equivalent figure, and previous and estimated housing numbers, so an approximate calculation could be made on the actual increase in the amount each household will pay. Cllr Davis raised concern over increasing the precept this year taking into consideration the other increases that are likely to occur from the other services, and would like to see a lower increase, however due to the fact that the Parish Council need to raise funds for the new community building, other councillors were of the opinion that £109,000 was appropriate.

It was therefore RESOLVED to increase the Precept to £109,000 following proposal by Cllr Tomlinson, seconded by Cllr Thomas, and agreed with all but one member voting for the proposal.

18.09.2 To approve 2018/2019 meeting schedule, in principle

Following circulation of a draft meeting schedule, this was approved in principle, for formal approval at the first meeting in May. The Clerk did advise that the dates for the Finance & General Purposes committee meetings in 2018 were one day out and would be amended prior to formal approval.

18.10 EAST HAMPSHIRE DISTRICT COUNCIL CONSULTATIONS

18.10.1 Local Information Requirements for EHDC

There were no comments on this proposal, and Councillors were supportive of the proposed changes, therefore no submission was needed.

18.10.2 Consultation Draft Vehicle Parking Standards Supplementary Planning Document

Cllr Thomas gave a brief background on the consultation, and the reason for its implementation, confirming that EHDC have taken over responsibility for parking standards in planning. Areas of Four Marks had been used as examples of why parking standards need to be changed and the need for this to be enforceable, by incorporating building regulation inspections taking place at foundation stage. The majority of Medstead Farm garages were undersized, but that there was nothing that could be done to rectify it. Goldcrest Way had been used as photographic evidence of why parking standards need to be changed. Tandem parking is not ideal, the preferred option being herringbone. Car ports are favoured over garages, as they will be used as intended rather than for storage. It was agreed that this was a detailed and supportive document and the Parish Council should respond. Cllr Foster asked Cllr Hammond to prepare a response from comments and send to the Clerk to submit prior to the deadline.

18.10.3 Draft Residential Development and Householder Extensions, SPD

There were no comments on these proposals, Councillors were supportive of the content, therefore no need for a parish council submission.

Cllr Hammond referred to the details contained within the documents and suggested all members are conversant with all the details contained within them for future planning consideration.

EHDC Local Plan Briefing session

Cllr Thomas returned mid meeting from a Local Plan Briefing session at East Hampshire District Council, and was asked to give a brief report on the evening's discussions. **See Appendix 2.**

18.11 GENERAL DATA PROTECTION REGULATION

The Clerk distributed a report on the recent session attended at HALC for retention by all Councillors, and gave a brief summary highlighting the action points that needed to be attended to as a matter of urgency, and those that needed to be addressed prior to inception on 25 May 2018.

It was AGREED to circulate the proposed new policies to Finance & General Purposes Committee members, and Cllr McCarthy, for comment prior to circulation, and an agreed version would be circulated for adoption at the February meeting.

The Clerk sought clarification from members that she believed that the GDPR would apply to everyone who holds personal data, including Village Hall bookings and sports and clubs membership, and that they should all have a suitable policy in place. This was confirmed and to offer assistance, the Clerk agreed to look at a basic standard policy for the clubs to adopt for compliance..

18.12 CORRESPONDENCE ITEMS

The Clerk referred to the correspondence list asking Councillors to contact her with any appropriate responses.

In two late items, the Clerk referred to two separate emails from the Speedwatch Co-Ordinator, which she had been copied on. One was to the District Councillor with a tentative request for a grant to replace the currently faulty Village hall defibrillator and separately a request to the County Councillor asking how to request permanent speed limit repeater signs at each end of the village.

The Clerk also referred to a thank you from the RDA for the pledged donation, although still currently awaiting completion of the grant request form. An advisory notice for the next residents Boomtown meeting on 22 January at Cheriton Village Hall and an email from HALC advising that their new website was now in operation.

18.13 COUNCIL REPRESENTATIVE REPORTS:

- **Allotments**; no report.
- **Benians Committee**. The Clerk advised that she had been approached by the Pavilion manager with a proposed change to the expansion plans to knock into the away 'cricket' changing room to extend the bar area. As this was one of the initial suggestions from the Parish Council, they were supportive of this latest proposal. They had also had been several occasions noted where the heating had been left on and a reminder email had been sent out to all users. There had also been a report of the floodlights being left on overnight, the club responsible had been contacted to ensure that this did not happen again.
- **Festival Committee**. Cllr Hammond reported two items of note at the recent meeting. Cllr McCarthy had suggested that Four Marks may like to consider being part of a village fly past by the Chinooks on Remembrance Sunday in commemoration of the end of the first world war and the 100 year anniversary of the RAF. It was decided that this would be very well received and would be confirmed to Cllr McCarthy, who would be the liaison officer between the RAF and the Festival Committee in the preparations. The second item was the new project for village gate/entrance signs for each entrance to the village, now that the village sign was complete. HCC are currently running a community funded traffic scheme encouraging highway improvements for safety reasons. A consultation is be held at the Village Picnic and in the Four Marks news for ideas of design before moving forward with the initiative.
- **Community Buildings Committee**. Cllr Thomas confirmed that the group had met again and had made significant progress with the straw man proposals, and hoped to have some drafts available for the next meeting.
- **Village Hall**. Cllr Mills confirmed that discussions were taking place on decorating both the inside and outside of the Village Hall to smarten it up in the interim, together with the ongoing guttering works.
- **Footpaths**; nothing to report.
- **School Governor**; No report.
- **Oak Green**. No report.
- **EHAPTC**. No report, next meeting in March.

18.14 NEXT MEETING:

Full Council; Wednesday 21st February 2018, 7.30pm Village Hall.

18.15 The Chairman closed the meeting at 9.35pm.

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CHAIRMAN

APPENDIX 1

DC Ward report for January 2018, Ingrid Thomas

We have begun this new year in much the same way as we ended the last with mud and roadworks everywhere.

I thought it might be useful to try to explain a little about how the authorities attempt to deal with problems like this. The problems arise because of lack of consideration by developers and others and that there are multiple authorities involved who all have different duties and powers.

All the utility companies and some others (eg the railway companies) have a statutory right to dig wherever they need to, this could be across private land or in the road. So every year they apply for a yearly license from HCC which enables them to work in the county, this is for planned works so that HCC has an idea how many companies will be working. This means that they have permission to do works on roads that they do not need to close, they could use traffic lights or barriers, they can just get on with the work irrespective of who else is working in the same place.

If however they need to close a road then the companies must apply separately for a road closure notice. HCC has delegated to Easthants the work of road closure application. So an application would be made to Easthants and local residents would be notified, however it's easy to miss this notice as it may only be in the local paper. Easthants then issue the permission to close the road if there is no reason for refusal, this states the time limits within which the work must be done. We had an example last autumn of Thames water wanting to close the bridge at Boyneswood Road and SE Water then wanting to close Redhill, I went to explain the problem to the traffic team who refused the application by SE Water until Thames had finished, thus avoiding marooning residents.

So the situation that arose recently of road closure and then various traffic lights causing absolute chaos was caused by how the system works. As all the companies are independent of each other they do not consult or consider what others are doing before digging their own holes, which most people are exasperated by.

The reinstatement of a good road surface is another matter, in my view the repairs should all be checked and approved, each company should pay a deposit which is only returned to them if they repair the road properly.

Then there is mud.

Developers have a duty not to drop or spread mud on the road, that principle is clearly stated in the highways act and the conditions of a planning permission. They agree to it. Then the work starts and so do the excuses.

Easthants enforcement officers listen to the complaints and respond with a visit to the sites and try to persuade the developers to clean the mud off the wheels of the trucks but they do not have the power to enforce the cleaning of the roads only powers within the sites.

When the mud is on the road HCC can use the highways rules and demand that the mud is cleaned away in order to maintain a safe highway.

The police can also be involved as if there is excessive mud on the road that could cause an accident they can prosecute the developers or the contractors but would need photographic evidence or a report by an officer to do so. Hence the importance of taking photos of the mud going onto the road with number plates showing or at least the company name that the lorry comes from. I have asked the Easthants officer who deals with police liaison to arrange more regular patrols to try to improve the situation.

We have regular residents liaison meetings with developers and at most the subject of mud comes up, at most the developers assure us they will try harder....

.....maybe it will be cleared up before we suffer dust.

The planning department at Easthants are starting to do the Local Plan review which has to be done every 5 years in order for the local plan to stay up to date. The presence of an up to date plan is crucial in giving local policies full weight in other words to ensure applications are only permitted if they comply with policy. The Gladman application in Lymington Bottom does not comply with policy, the strength of feeling against that application demonstrated very well that we have had enough development and need to recover. So this review is very important to our villages.

There will be opportunities for us all to comment on the review at various stages and the parish council and I will be very involved. If there is something that you would like me to raise please call me.

Easthants have arranged to continue to support three pcsos in the district, this enables us to have a guaranteed police presence in our villages.

The licensing committee agreed to the extended opening hours for the FFF bar so we now have another licensed place to meet. The Benians bar continues to offer lots of events.

I am very supportive of the small team set up by the parish council to look into the community buildings the village needs. This will be a huge project for us but could bring us a building that will last many years. With any project this size any expertise that we as a community can offer would be most welcome and could save a great deal of time and money, so do please get involved and offer help when asked. This has been an aspiration for a long time and I hope the current team can make it a reality. They will need to know what we want from a community building? What needs to be included, what we'd like to be included and some sort of a priority scale so that what we can afford and what we need are as close as possible - look out for the consultation that is coming and be involved.

As ever if I can be of assistance please contact me

Ingrid Thomas

East Hampshire District Ward Councillor for Four Marks and Medstead

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APPENDIX 2

EAST HAMPSHIRE DISTRICT COUNCIL – LOCAL PLAN BRIEFING SESSION

CLlr Thomas confirmed that representatives had attended from most Parishes. There had been a complaint about the short notice for the meeting, however the Local Authority have to move quickly due to new 5 year review legislation, which came into effect on Monday. Presentations were held the previous evening for District Councillors, this evening was for Parish and Town Councillors and tomorrow evening, the Neighbourhood plan groups. It is now a legal requirement to review Local Plans every five years, or they could become out of date, leaving application refusal decisions vulnerable at appeal. It may not matter how out of date the plan is after May 2019, it will be out of date.

EHDC are working on a project plan through to 2019/20, starting now, as the 5 year review end date comes up in May 2019. They propose to produce a single Local Plan at one go with all three parts reviewed incorporating all the work of current Part 3, which is now being completed. The plan period will change from 2017-2036.

The NPPF is being revised, and changes were due early 2018, but are now delayed until Autumn 2018 (*announced 18.01.2018*) which will affect any completion of the plan.

Additionally the proposed methodology for calculating housing numbers will be a standard calculation, which will just compound density issues, and a 'nonsense' using current household delivery and affordability index to select areas like EHDC and Four Marks.

It has been suggested Damian Hinds is briefed on this and a request that he lobbies the Housing Minister advising him that this won't work.

In summary:

- There could be an increased housing target, depending on the Government's final nationwide OAN methodology (Objectively Assessed Need) still to be announced post consultation. EDHC could have to take under-delivered houses from neighbouring planning authorities (such as SDNP)
- The local plan review is unlikely to be completed by May 2019, leaving EHDC areas vulnerable with potential developers lying in wait. Presumption in favour of development could become stronger in a revised NPPF.
- The revisions to the NPPF may well be delayed until Autumn 2018 making it difficult to complete any plan in the time frame, as the plan will be consultant and feedback dependent.
- There is a need to prepare a risk assessment to mitigate speculative development
- The Neighbourhood Plan will have to be reviewed or could also be out of date and may need to be re-drafted, re-examined and back to referendum, although this will be funded.
- There will be a new call for sites, the Strategic Housing element has now been dropped so now just LAA.
- Local authorities such as EHDC who have an early Local Plan in place are unfairly being penalised for their efficiency
- The timetable is likely to be;
 - draft plan ready for early 2019, for six week consultation,
 - preferred plan ready Summer 2019 for six week consultation
 - submission of final plan end 2019/early 2020 with a potential 2/3 month wait for review, which could take a further 3 months to Autumn 2020. EHDC have allocated resources, budget, and are working as fast as possible on the Local Plan Review.
Therefore there is likely to be up to 18 months exposure to risk of speculative applications being decided on NPPF policies only.

The Local Plan will be silent at worst and reduced weight at best; the new Local Plan will be emerging and so have some weight. A continued 5YLS is crucial. The Neighbourhood Plan could be crucial protection, even if the Local Plan is silent or lowered weight.

Additional allocations under the Local Plan or speculative 'greenfield' applications (as we had in 2013-2015) are possible.

The blame is 100% down to Government policy changes, and delayed announcement of crucial elements of the Local Plan process.