

FOUR MARKS PARISH COUNCIL

Minutes of the Meeting of the Full Council Held on Wednesday 21st February 2018, commencing at 7.30pm At the Village Hall, Four Marks

MEMBERS PRESENT: Cllr Janet Foster (Chairman) Tim Brake, John Davis, Davie Edgar
John Hammond, Shaun McCarthy, David Mills and Simon Thomas
IN ATTENDANCE: Mrs Lesley Chandler (Minutes), District Councillors Deborah
Jackson and Ingrid Thomas. No members of the public.
APOLOGIES: Cllr Karin Black, Cllr Anne Tomlinson
Sarah Goudie, Clerk

18.16 OPEN SESSION

Cllr Thomas advised the Council that Damian Hinds' assistant had contacted him regarding his approach to local businesses in Four Marks to host a post office. The Co-op in Four Marks were lobbying for local support and asking for customer feedback. It was suggested that the Parish Council post on social media pages to make residents aware.

Cllr Foster raised that she had received a letter from Audrey and Michelle (the former lunch club organisers) advising that they have some surplus funds and would like to use this money to purchase a bench for the cemetery 'in memory of those friends past and present'. Cllr Foster asked if the Council wished to defer this decision to the Open Space Committee or comment now. It was agreed that this would be a nice gesture but to look at the condition of existing benches to see if this new bench could be a replacement of older/damaged ones, with a note to ensure that any existing plaques be removed if any of the old benches are replaced. Cllr Hammond requested that note be made to ensure the bench in memory of Mr William Jewitt was not moved unless proven not in good order with the plaque removed as necessary. Cllr Brake agreed but suggested the final decision should be made by the Open Space Committee.

There were no further issues to raise under Open Session, Standing Orders were applied, and the meeting commenced at 7.40 pm.

18.17 APOLOGIES AND APPROVAL OF ABSENCES

Apologies for absence were received from Cllrs Karin Black and Tomlinson, and Sarah Goudie, Clerk.

The apologies were accepted and approved by all members.

Council asked for clarification on whether Cllr Karin Black had stood down from the Council. Cllr Foster confirmed that while Cllr Black had resigned from the Planning Committee, she was currently taking a leave of absence due to ill health until April when she will decide on whether to remain as a Councillor or stand down. All the Councillors requested that the Clerk pass on their best wishes.

Cllr Thomas also advised that ex-Councillor Kellie Knight had been very unwell and requested that the Parish Council send her their best wishes and perhaps some flowers.

18.18 DECLARATIONS OF INTEREST

There were no declarations of interest.

18.19 COUNCIL MINUTES

- The Minutes of the Meeting of the Full Council held on Wednesday 17th January 2018, were proposed as a true record by Cllr Thomas, seconded by Cllr Brake, approved by members, and signed by the Chairman.
- There were no matters arising.

18.20 COMMITTEE MINUTES

• Planning Committee Meeting, Wednesday 7th February 2018

Cllr Brake advised that the subject of Brislands lane junction was raised with concerns over the new configuration of the road and traffic lights disruption and that it had become ridiculous. The decision was made to make an official complaint to Cllr Rob Humby at HCC and stipulate how let down FMPC felt by Highways.

Lack of Office Space – Cllr Thomas advised that there is an East Hampshire wide operation to protect office space from automatic conversion to residential and that any application must go through the full planning process and not just through the permitted development rights.

There were no major issues regarding lawful development certificates for trees, other than Chawton Parish Councils decision to fell trees at the end of The Shrove without appropriate review of the change in application. Clerk to raise issue.

Gladman Developments, Mount Royal proposed development for up to 65 dwellings has been refused and await the inevitable appeal.

Cllr Thomas advised that there is now a mandatory 5-year review of local plans. A meeting is scheduled with Simon Jenkins and Victoria Potts to discuss the Neighbourhood Plan, which needs clarification to be brought in line with the revised 5-year plan.

Cllr Hammond asked whether a reply had been received regarding the trees at Hunters Drive. He agreed to take this as a separate question to the Clerk.

• Open Space Committee Meeting, Wednesday 7th February 2018

- Cllr Mills confirmed that the new shelter in the children's play area at the recreation ground was under construction. The round table has been removed temporarily and will be re-positioned when the work is complete.
- The ladder rung notice boards are on order.
- We are waiting for measurements for the Cemetery gates before this can progress.
- Clock at Oak Green – work on the motors and faces will go ahead in due course. Comment made that the delay in the work was possibly due to waiting to apply for Councillor grant from next year's budget. Applications after Apr/May 18.
- WI bench has been removed and gone away for repair.
- Quotations were now being sought to carry out a formal tree survey of all at risk trees in public open spaces to comply with insurance criteria.

18.21 CHAIRMANS REPORT

Annual Parish Meeting:

Due to be held on 11th April. Refreshments at 7pm, meeting start at 7.30pm. Question raised as to whether FMPC to do refreshments or ask external organisation like WI/Scouts. Agreed to ask an external organisation.

People so far approached for attendance are: -

- From EHDC to discuss Local emergency resilience plan;
- From the Fire Service to discuss household safety in the event of a fire – request that free smoke detectors could be given out.
- Martin Shefferd Strategic Development Officer, Children's Services Department, Hampshire County Council to discuss Four Marks School and development of new classrooms
- Michelle Beasley of CitizenAid – what to do in an emergency/terror attack and how people should respond.

Community Award will also be announced at the meeting. Currently 4 applications and decision of winner(s) will be made at the March full Council meeting. This will all be followed by the general reports.

HALC Annual Conference: Taking place on 21st March at St Mary's Stadium. Cllr Foster advised it is a good conference with an interesting showcase of companies. If you wish to attend, please let the Clerk know as soon as possible.

18.22 EAST HAMPSHIRE DISTRICT COUNCIL

District Councillor Thomas's report had been circulated prior to the meeting and is attached as Appendix 1 at the end of the Minutes. There were no further comments.

District Councillor Jackson's report had also been circulated prior to the meeting, attached as Appendix 2. There were no further comments.

18.23 FINANCIAL ISSUES

18.23.1 It was RESOLVED, following proposal by Cllr Davis and seconded by Cllr Thomas to approve the list of payments (as detailed below), bank reconciliation for January 2018, and trial balance as at 31st January 2018:

List of Payments made between 01/01/2018 and 31/01/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/01/2018	Ampella Maintenance Ltd	2171	84.00		Engineer visit 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 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
12/01/2018	Deposit A/C	EMR	10,000.00		Transfer of EMR funds
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
22/01/2018	HALC	2185	48.00		GDPR Training Course-Clerk
22/01/2018	CPRE	2186	36.00		Annual memb/ship fee-CPRE
22/01/2018	David Mills	2188	54.38		Expenses reimbursement
22/01/2018	SSE Southern Electric	2189	8.87		Bowls Club electric a/c
26/01/2018	Fairway	2190	56.16		Hi Viz vests x4 XL
26/01/2018	Broadlands Group RDA	2191	1,000.00	Minute 17.173.2	Grant awarded for local RDA
31/01/2018	Acorn Office Supplies	2192	98.25		Various office stationery item
31/01/2018	FM01	2193	43.65		Travel expenses FM01 - Jan
31/01/2018	Veronica Lockey	2193	24.00		V Lockey- office cleaning-Jan
31/01/2018	Tesco Stores Limited	2193	6.72		Stamps
31/01/2018	R G Rivers & Sons	2193	9.80		Light bulbs for office
31/01/2018	Eastleigh Borough Council	2193	4.40		Parking-GDPR Course
31/01/2018	FM03 - PB	2194	650.00		January 18-net salary-FM03
31/01/2018	FM03 - PB	2194	29.70		Travel exps FM03 Jan 18
31/01/2018	Alton Service Station	2194	6.69		Fuel for leaf blower
31/01/2018	Sainsbury's	2194	3.44		Fuel for leaf blower
31/01/2018	Sainsbury's	2194	5.01		Fuel for leaf blower
31/01/2018	HM Revenue & Customs	2195	473.11		HMRC Jan 18 PAYE & NI
31/01/2018	FM01	SO	1,459.06		January 18 net salary - FM01
31/01/2018	Hampshire Pension Fund	SO	388.96		Jan 18 pension contribs-FM1
31/01/2018	Hampshire Woodlands Ltd	2196	1,224.00		Cemetery-tree removal/plant
31/01/2018	Hampshire Woodlands Ltd	2196	2,328.00		Tree maint. & planting - Rec.
		Total Payments	24,743.75		

18.23.2 It was RESOLVED to approve February 2018 payments to date in principle, as detailed below:

List of Payments made between 01/02/2018 and 21/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2018	Smith of Derby	2172	300.00		Deposit for OG Clock repair
05/02/2018	Talk Business	DD	27.54		Office phone, Jan/Feb
06/02/2018	Scandor Landscape Contractors	2197	1,372.82		Retention-Oak Green
06/02/2018	Hampshire Woodlands Ltd	2198	3,960.00		Kingswood Copse hedge
06/02/2018	Vincent Hire Ltd	2199	7.50		Tools for maintenance
06/02/2018	Nick Clarke Computer Services	2200	144.00		Software installation
06/02/2018	Reg Pullen	2201	49.75		SLR expenses & mileage
06/02/2018	Janet Foster	2202	17.56		Light bulbs for Oak Green
06/02/2018	Microsoft	2203	79.99		New software, annual subs.
07/02/2018	SSE Southern Electric	2204	40.14		Electrics- Oak Green Oct-Jan
16/02/2018	Four Marks Village Hall	2205	41.00		January village hall hire
16/02/2018	Norbury Park Wood Products	2206	1,662.30	DC13	50% dep- oak rung boards
19/02/2018	WKL Building Supplies	2207	31.90		WKL January account
19/02/2018	Surrey Hills Solicitors LLP	2208	1,710.00		Solicitors - Legal Advice
20/02/2018	Broxap Limited	2209	4,614.00	DC12	Gazebo for play area
		Total Payments	14,058.50		

18.23.3 Cllr Davis confirmed that he had recently carried out an interim financial inspection and confirmed that all was as it should be with bank reconciliation, cheque books and invoices.

Cllr Thomas wanted to minute what an excellent job Hampshire Woodlands had done at Kingswood Copse.

18.24 COUNCIL MATTERS FOR APPROVAL

Cllr Tomlinson and the Clerk undertook the Staff Appraisal and salary review for Paul Bridges, the handyman. The appraisal for Paul was unable to be discussed due to the absence of both Cllr Tomlinson and the Clerk.

Cllrs Foster and Cllr Tomlinson undertook the Staff Appraisal and salary review for the Clerk. Both Cllr Foster and Cllr Tomlinson were extremely happy with the excellent work carried out by Sarah over the last year and Councillors' comments had been complimentary and well received. The suggestion of an increase from Level 25 to Level 27 or 28 was discussed particularly following Sarah's recent completion of the CiLCA course and her continued high level of work and contribution to the Parish Council and the community. It was agreed that an increase to Level 27 be awarded from 1st April 2018. An increase in pay had been budgeted for.

Cllr Thomas advised that the East Hampshire budget is due out for full approval. Our actual precept is £51.12 at Band D. That is a 6.12% increase in the Parish Council precept year on year which is comparable to other parishes of similar size to Four Marks.

18.25 COMMUNITY BUILDINGS PROJECT

Cllr Thomas advised that the group had now met twice and that a meeting to discuss the project with Richard Millard from EHDC had been postponed, but it was hoped that this would be re-scheduled in the next few weeks.

Work was now underway to register the site of the Village Hall with Land Registry. The Deeds and original documents had been located.

The Council agreed that Chris Lake would be included in discussions on proposals prior to presentation to the Council.

Once all the legal and finance issues were in place, and following presentation to the Parish Council, the group would then proceed to a consultation with residents/groups. Tracy Vear, Community Officer, had offered to co-ordinate the consultation, however the Parish Council may wish to do this themselves when ready.

Following the previous request of not discussing this sensitive issue, Cllr Mills asked for clarification as to the reasons why this was necessary. Cllr Thomas advised that this was mainly due the financial aspects of the project and that it was prudent to not discuss anything until this had been finalised. The group were looking at several different ideas and possible finance proposals and would then bring these to the Parish Council for discussion.

The main reason for replacing the current facilities is to provide more space for groups. However, the need for continuity of village facilities is key, therefore the Village Hall must be retained until the new facilities are in place which may have to be provided in phases. The group were looking at suggestions of open areas within the new building, separate rooms, rentable space, dividing walls and possible bar.

Cllr Hammond asked who the new building would belong to – a charitable trust? Cllr Thomas believed that this was part of the legal debates. Cllr Hammond also asked if this new building would be in addition to the Benians building and Cllr Thomas confirmed that it would be. The conditions on the award of the Sport England Grant for the Benians building no longer apply after 2020.

Cllr Mills questioned the intended footprint of any new proposed building raising concerns over the impact to green space. Cllr Thomas stated that location of any new building had not been decided and all options would be looked at along with the legal and financial issues.

Cllr Brake suggested as part of the feasibility study, sketches on what is planned, and proposed location, be provided. This can then be brought to the Council for review before any consultations commence.

Cllr Thomas hopes to be able to bring a proposal to the Council in the next couple of months and welcomes any thoughts or feedback to the group during the process.

18.26 DEVOLUTION FOR ALTON AND ITS VILLAGES

Cllr Thomas wanted to make the Council aware that a group had been set up by those who wish to pull out of EHDC and manage areas such as housing and planning themselves. There is no action required.

18.27 ALTON SPORTS CENTRE

Cllr Foster began by advising of the deferral on the reserved matters following the recent meeting at Penns Place. She wanted to know if when the consultation was originally done in 2013 who was responsible for consulting the interested parties, as no evidence of a request had been found by the Council.

Cllr Davis asked whether the agreed package of reviewing all consultations that have happened to be discussed again by the committee was sufficient?

District Cllr Thomas advised that the Agenda and package of evidence had been published on 21.2.18 as well as a link to the list of those who had been consulted and the group will need to demonstrate where the evidence was obtained from and add more detail to the list. As to who started the process, Everyone Active were not around at the time and bid for the contract after the process start date. District Cllr Thomas believed that the consultation was originated via the Leisure and Sports Department.

Cllr Thomas commented that in planning terms there was no requirement for a pre-consultation of an application, just a request, therefore legally there are no ground under planning for it to be refused.

District Cllr Thomas believed that many have misunderstood the planning process and that it is purely to approve or not approve permission for the size, design and shape etc of the building and was not about what would be inside the building, therefore there are no grounds to refuse the planning application at appeal.

The Parish Council are obviously unhappy that they were not part of the consultation of what will be included in the new centre and that all the Leisure department did was supply an A4 questionnaire to local sports clubs on what they required. After a lot of requests, the Council now have a presence on the Development Board as a proportion of the money for the new centre came via S106 money from Four Marks developments.

Cllr Mills asked if there was a time expiry date on the S106 funding. District Cllr Thomas believed it was 10 years from when the site was complete. The money is held in a holding account by EHDC and can be applied for payback by developers if not used within the timescales.

18.28 CORRESPONDENCE ITEMS

The list of correspondence had been circulated prior to the meeting. There was no late correspondence for consideration.

Due to the absence of the clerk, it was agreed that should there be any questions, or any member required a copy of any of the correspondence listed to contact the clerk directly.

18.29 COUNCIL REPRESENTATIVE REPORTS:

- **Allotments;** no report.
- **Benians Committee.** The next meeting is due to be held on 22 February, report to follow next month.
- **Festival Committee.** Cllr Hammond asked whether a decision had been made regarding the helicopter fly past for Remembrance Day. Cllr Foster confirmed that this had been agreed in previous Minutes and asked Cllr Hammond on behalf of the council to respond to Cllr McCarthy and request that he arrange.
- **Village Hall;** no report.
- **Footpaths;** no report.
- **School Governor;** no report.
- **Oak Green;** no report.
- **EHAPTC.** No report, next meeting in March.

18.30 NEXT MEETING:

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

Apologies of absence for this meeting from Cllrs Brake, Tomlinson and Black.

18.31 The Chairman closed the meeting at 9.20 pm.

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CHAIRMAN

APPENDIX 1

DC Ward report for January 2018, Ingrid Thomas

Very good news to begin with this month. Gladman - a company who put in a speculative planning application for 65 new homes in Lymington Bottom were refused by Easthants. Four Marks village worked together with Medstead to ensure this application was refused, over 400 residents took the time to write planning policy based letters of objection. Both parish councils wrote strong objections and I spent considerable time with planning officers and together we all showed how well we work together. There is likely to be an appeal made by the applicant but we will work together with officers to get the appeal dismissed as the policy reasons for refusal were strong.

At the moment EHDC are beginning a review of the Local Plan which has to be reviewed every five years in order to stay up to date. It is most important that plans are up to date to ensure that the policies carry full weight. The Neighbourhood Plan group will also be looking to review the Neighbourhood plan so that too stays up to date. Members of the group worked very hard to create our Neighbourhood plan, if you would like to be involved as a volunteer and help towards maintaining the plan please contact the group.

I invited Simon Jenkins the Head of Planning and Victoria Potts the Planning Policy team manager to come and visit our villages and see for themselves what is happening here. I took them to see the current development sites and the chaos the various roadworks connected with them are causing. We went to look at the access problems of getting out of various side turnings off the A31. Including the difficulty of using either of the bridges to get up to Medstead and school parking issues. I think they found it very useful to understand better the problems that we have and to look at the effects of the sites on the ground.

The Traffic Order for the roads around Four Marks school have recently been signed. This means that soon we will see the parking restrictions around the school replaced so that enforcement action can be taken against people who park in the wrong places can be fined. There will be enforcement officers at the school when the changes are made and fines will be issued. Please, please think carefully about where you park when taking your children to either of our schools and don't endanger others by driving or parking badly.

The pupils at Four Marks school will be able to see that action has been taken after their great presentation on road safety.

I have been asked a couple of times what the job of district councillors involves so thought I'd share what I've done this week, I'm very happy to expand on any of the meetings I've been to.

On Tuesday I went to a planning briefing which covered what the compliance team are doing throughout the district and discussed various issues on their case list. We also talked about how the work on the local plan review is getting along. That meeting was followed by the chairman's briefing for the next planning committee, the briefing allows the chairman and vice chairman to closely question officers about applications on the agenda. We also talk through who will speak on each of the applications and who will do the presentations. Finally, on Tuesday morning I met with Tracey Wood, who is in charge of affordable housing, to get an update on what is happening and how the council is preparing for the homelessness act which will come into law in April.

On Tuesday evening it was our community forum in Alton, a very interesting meeting about how to plan for emergencies, these meetings are often interesting and open to all.

Wednesday evening I attended a training session.

On Thursday I met with the service head for neighbourhoods to look at challenges and plans in her department which covers environmental health, animal welfare, cemeteries, licensing and traffic matters. That was followed by cabinet briefing where we discussed everything that had happened in the past week and what we were expecting to happen throughout the district in the near future. Followed by an early evening cabinet meeting where the budget was agreed.

On Friday I went to the planning site visit for an application site in Ropley. Site visits are to enable members of the planning committee to look at where sites are and the landscape around the application site. Residents are also welcome to go along so that they can also ask questions bearing in mind that no debate is possible before the actual committee meeting.

I've also answered many emails and tried to help the residents who have asked me questions or for help. I hope the above may interest you to consider standing as a councillor next year!

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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APPENDIX 2

District Councillor Report: Deborah Jackson

Within the District Council, as at Westminster, there has been a cabinet re-shuffle, with Cllr Julie Butler (Petersfield, Heath) taking over as deputy leader, allowing Cllr Ferris Cowper to concentrate on the Whitehill/ Bordon redevelopment project.

The Boundary Commission review, which has proposed that Four Marks and Medstead become a three (rather than two) councillor ward has also put forward some further changes to boundaries within Alton and Horndean. Whilst these do not directly affect our community, it will be interesting to follow the outcome.

The February Community Forum for Alton and the surrounding villages (including Medstead and Four Marks) focused on the theme of "Resilience", with presentations of the free "CitizenAID" app that takes you through the action to be taken in the event of a terror attack (or similar emergency) and local community and household actions in the event of local disaster (major flood, power outage etc.)

Onto some planning matters. As you will already know, the speculative application by Gladman for 65 houses on Lymington Bottom (Four Marks) was refused. I am also pleased to be able to report (what is now old news) that the EHDC Planning Committee took the brave decision to go against the officers' recommendation and refuse the reserved matters permission for the replacement Alton Sports Centre, pending further consultation. Like many of you, it is my sincere hope that a proper, detailed consultation takes place and the ongoing needs of this growing community are considered. Surely it cannot be beyond the bounds of possibility to invest in a sports centre that puts East Hampshire on the map and leaves a legacy to future generations of sports people.

The latest review of the Local Plan is now underway, part of which includes a call for new SHLAA sites (strategic housing land availability assessment), although Four Marks and Medstead have already far exceeded the target number of new homes that were originally proposed.

In Medstead, we have been advised that South East Water will be commencing works along Red Hill from 19th February, which will mean closure of this particular section of the road and again at Boyneswood Bridge. A diversion will be in place along Lymington Bottom Road and Five Ash Road, with access to properties being maintained throughout. The timing of this work may be a little optimistic as the stretch along Five Ash still awaits completion.

Over the past few weeks, Boyneswood and Stoney Lanes in Medstead has given some cause for concern, with closures being put in place to allow the installation of the sewerage system for the Bargate development. This closure, affecting Boyneswood Lane and the Lower section of Stoney Lane to Station Approach, should have been implemented last November but with no work actually happening, was fortunately delayed. These lanes, which provide a valuable and safe link between the two villages form part of the green infrastructure route, the "Medstead Village Link" and it is hoped that sections will be opened up again to the public as soon as sections of work have been completed.

Finally, I still hold a small amount of as yet un-awarded community grant money, so please get in touch if there are any projects that could benefit.