

FOUR MARKS PARISH COUNCIL

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

MEMBERS PRESENT:	Cllr Janet Foster (Chairman) Cllrs John Davis, Davie Edgar, Shaun McCarthy, and David Mills
IN ATTENDANCE:	Sarah Goudie (Clerk), District Councillor Ingrid Thomas. 1 member of the public.
APOLOGIES:	Cllrs Karin Black, Tim Brake, John Hammond, Simon Thomas and Cllr Anne Tomlinson, District Councillor Deborah Jackson

18.32 OPEN SESSION

The Chairman opened the meeting and welcomed the Council Members and member of the public, and asked if anyone had anything to raise.

The Clerk suggested inviting Four Marks News to the April Full Council meeting, to photograph all members at the beginning of the meeting, together with Cllr Edgar's new guide dog Opus, the photograph would accompany the Chairman's annual summary for the May edition. A formal email would be sent out to make those aware who were not in attendance this month.

District Councillor Thomas apologies for not circulating her report prior to the meeting but would be happy to invite any questions under her report item on the Agenda.

There being no further issues to raise under Open Session, Standing Orders were applied, and the meeting commenced at 19.40pm.

18.33 APOLOGIES AND APPROVAL OF ABSENCES

Apologies for absence were received from Cllrs Karin Black, Tim Brake, John Hammond, Simon Thomas and Anne Tomlinson.

The apologies were accepted and approved by all members.

18.34 DECLARATIONS OF INTEREST

There were no declarations of interest.

18.35 COUNCIL MINUTES

- The Minutes of the Meeting of the Full Council held on Wednesday 21st February 2018, had been recirculated following several changes, the amended version raised no further comment and subsequently proposed as a true record by Cllr Davis, seconded by Cllr McCarthy, approved by all members, and signed by the Chairman.
- Matters arising
 - The Clerk, who had not been attendance at the previous meeting, queried the item with reference to Kellie Knight. Cllr Ingrid Thomas confirmed that she was on the mend, and it was agreed that rather than flowers, a card should be sent, with a 'glad to hear you are on the mend' message.
 - Cllr Mills asked if there had been any response to the letter sent to Cllr Rob Humby raising concern over the Blackberry Lane/Lymington Bottom/Brislands Lane junction layout. It was confirmed a letter had been sent, a response had been received and several email exchanges had taken place. The stage 3 safety audit had not yet been carried out on the Brislands Lane side, but Cllr Thomas confirmed that she had been advised that there were to be no changes to the Blackberry Lane side, which all members agreed was not acceptable. Following a lengthy discussion, it was agreed to send another, stronger, letter from the Parish Council on behalf of the community to Cllr Humby,

reiterating the ongoing issues, and to also send an article to the local Press highlighting the concerns and lack of acknowledgement to the issues by HCC. Both the Parish Council and local community feel badly let down by Hampshire County Council over this issue, from start to finish.

18.36 COMMITTEE MINUTES

- **Planning Committee Meeting, Wednesday 7th March 2018**

The Planning Committee Chairman was not in attendance, so no formal report was given, however the following items of note were recorded:

- The only application discussed had been the pruning of a TPO tree in the SINC adjacent to Cotswold Close, which had been objected to.
- One appeal had been noted; the removal of T2 Larch, at Green Lea, The Shrave, which had been refused by the planning authority
- Decisions notified, all permissions granted, none of which had been objected to by the Parish Council
- Other issues discussed; Article 4(1), removal of permitted development rights, Ropley Neighbourhood Plan, which was to be responded to in support.
- Updates were given on both the LAA and Local Plan 1st Review.
- **Open Space Committee Meeting, Wednesday 7th March 2018**

The Open Space Committee Chairman was not in attendance, so no formal report was given, however the following items of note were recorded:

- The Parish Lengthsman had carried out their first day's work.
- Badger Close, the laurel hedgerow had finally been cut back and would now be maintained by the Parish Council
- Approval had been given to carry out memorial renovation works in the Cemetery at the cost of £3880. The Clerk advised that a 50% deposit had been requested, and it was agreed that this should be paid prior to the year end, as there were enough reserves to cover the cost, following the quarterly reclaim of VAT this year.
- Approval had been given for lunch club bench at the far end of the Cemetery
- Community Buildings project was raised, and the open spaces committee, are in agreement that there should be as minimal loss to green space as possible.
- Four Marks 10k confirmed for Sunday 8th July.
- The Clerk confirmed that she had that day received quotations for the jobs raised at the open space meeting and it was RESOLVED to approve the quotation for fixing the loose slabs at Oak Green, installing a paving step at the entrance to the MUGA and the agreed change to the paving around the Village Sign, total invoice cost £1012.

18.37 CHAIRMANS REPORT

The Chairman wished it to be Minuted, that she had been contacted at 10.29 that day by the Clerk, advising her that both her and the maintenance operative had been subject to an incident of verbal abuse at the Recreation Ground, whilst carrying out their jobs. The incident had left them both very shaken and has been reported to the Police to carry out further investigation. She added that this was unacceptable behaviour, and hoped that this was an isolated incident, but warned all members to be wary of confrontation and to take extra care when approaching users of the Recreation Ground when not accompanied.

Cllr Foster also confirmed that she had attended the HALC conference that day, which had been very informative particularly, in light of future projects on provision of new community facilities. The presentations and further details would be forwarded to the Clerk for circulation and information as appropriate.

The Christian Aid representative had contacted the Clerk and Chairman to ask if they could carry out a collection on Saturday 19th May at Oak Green, they confirmed that they had applied for the appropriate permit from EHDC. All members agreed.

18.38 EAST HAMPSHIRE DISTRICT COUNCIL

District Councillor Thomas confirmed that the Local Plan review was making good progress. The proposed meeting with EHDC officers and the Neighbourhood plan steering group meeting had been postponed but was due to be rescheduled. The Draft Local Plan Review should be ready by October 2018 for consultation.

Details of the changes to the NPPF had been circulated, together with the guidance notes (NPPG), however it is unlikely that there will be many changes.

Councillor Thomas also advised the new IT system at EHDC was continuing to cause serious issues, and as a result the planning department are about three weeks behind, however she confirmed that these delays would not affect appeals. The issues are being addressed, and she asked for patience, but was also clear to point out when questioned, that this would all be at the new provider's costs, not EHDC.

She also confirmed that all the outstanding Developers Contributions had now been paid.

Members were also advised that there was a new manager in charge of the Tree department, Jamie Garbett, and that he was conducting training sessions for District Councillors. Cllr Thomas is trying to see if he would be prepared to offer similar training down to Town and Parish Council level, which would be of interest.

Cllr Thomas confirmed that the District Councillor grant scheme would be open again from 4th April for new applications.

18.39 FINANCIAL ISSUES

18.39.1 It was RESOLVED, following proposal by Cllr Davis and seconded by Cllr Edgar to approve the list of payments (as detailed below), the bank reconciliation for February 2018, and trial balance as at 28th February 2018, previously circulated.

List of Payments made between 01/02/2018 and 28/02/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2018	Smith of Derby	2172	300.00		Deposit for OG Clock repair
05/02/2018	Talk 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 subscrp.
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% deposit-oak rung boards
18/02/2018	1&1 Internet Limited	DD	25.16		Internet domain fee Feb-May
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
26/02/2018	M B Coles & Sons Ltd	2210	1,758.00		Drainage works - Uplands
26/02/2018	Eddie Hodkin	2211	192.00		Oak Green tidy/maint. Jan
28/02/2018	FM01	SO	1,459.06		February Net Salary - FM01
28/02/2018	Hampshire Pension Fund	SO	388.96		Feb Pension Contribs. FM01
28/02/2018	Broxap	2212	3,354.00	DC12	Installation of Shelter - Rec.
28/02/2018	FM01	2213	36.90		Travel expenses- Feb -FM01
28/02/2018	Runnings Warehouse	2213	2.49		Padlock for Badger Sett
28/02/2018	Tesco Stores Limited	2213	14.52		Stamps for office
28/02/2018	Veronica Lockey	2213	12.00		Office Cleaning - Feb
28/02/2018	FM03 - PB	2214	660.80		Salary/exp-Feb-FM03
28/02/2018	HM Revenue & Customs	2215	472.91		PAYE/NI February payment
		Total Payments	22,435.30		

18.39.2 It was RESOLVED to approve March 2018 payments to date in principle, as detailed below:

List of Payments made between 01/03/2018 and 21/03/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/03/2018	Hampshire Woodlands Ltd	2216	1,080.00		Hedge/Tree works Badger Cl
05/03/2018	Four Marks Village Hall	2217	36.00		February Hall Hire
05/03/2018	Lesley Chandler	2218	50.00		Admin assistance
08/03/2018	Talk Talk Business	DD	27.54		Feb/Mar office phone/internet
14/03/2018	WKL Building Supplies	2219	105.51		Building materials Feb a/c
15/03/2018	Archer Signs & Panels Ltd	2220	23.70		Dog Fouling signs
20/03/2018	Eddie Hodkin	2221	192.00		Oak Green cleaning - Feb
		Total Payments	1,514.75		

The Clerk also referred to the Receipts to date for the month and noted full payment for all outstanding Developers Contributions.

18.40 COUNCIL REPRESENTATIVE REPORTS

- **Allotments;** Cllr Davis; confirmed that the AGM had been held earlier this month. There were new people on the committee, and he had taken on the mantle as Chairman, which hopefully would be a positive appointment for the Allotments Association. There had been no further applications or leavers, so there remains 3 on the waiting list.
- **Benians Committee;** Cllr Davis; attended the Benians Committee meeting last month. He raised concern over some Governance issues and feels that the Committee is not working as it should. In that they are not being asked to agree to expenditure prior to the money being spent, and therefore approval is retrospective and consequently do not appear to query the expenditure. The plans for re-development were discussed but not presented, with the proposal to convert one of the changing rooms to enlarge the bar area, at an estimated cost of £30,000. However, full approval from the Parish Council and Sport England would need to be sought prior to any work commencing. Cllr Foster confirmed that there was a meeting scheduled to discuss the renewal of the lease, and these issues would all be raised at that meeting to ensure due process is carried out. The other concern was that the Minutes were not issued until just prior to the next meeting, and it was agreed that these should be circulated much sooner.
- **Festival Committee;** Cllr Hammond, no report, not in attendance
- **Village Hall;** Cllr Mills; had been unable to attend the recent Village Hall meeting, but was in the receipt of the Minutes, but there was nothing of note to bring to the Parish Council.
- **Footpaths;** Cllr Mills; nothing to report, however the Clerk advised that Medstead Parish Council had purchased 4 kissing gates but were now not able to install them, and if there were any areas that they could be used in Four Marks, they were available for purchase, at cost price.
- **School Governor;** no report.
- **Oak Green;** the Clerk advised that the works to the clock were scheduled to take place on Thursday 12th April, and it was agreed to put advisory notices on the bus shelter to warn users of lack of access on that day.
- **EHAPTC.** March meeting cancelled due to Steven Lugg's illness, a get well soon message had been sent.
- **Alton Sports Centre;** next meeting 19th April 2018, Cllr Foster to attend.
- **Community Buildings Project;** Cllr Thomas, no report, not in attendance.

It was agreed that the next two Agenda items, due to the confidentiality of the issues to be discussed, would be held under closed session at the end of the meeting.

18.41 ANNUAL PARISH MEETING AND COMMUNITY AWARD

Cllr Mills confirmed that the Scouts would be prepared to prepare the refreshments, he was asked to pass on the Council's thanks.

Nominations for the Community Award were discussed in detail and, and a shortlist of three was proposed for final decision by the Finance & General Purposes. Each nomination was considered equally from the forms received. It was agreed to prepare a document noting the system used, to be kept on file for next year to ensure consistency over the coming years.

It was agreed that the shortlisted nominees would all receive an invitation to the meeting, and that the two runners up should receive a certificate, with the winner, who would be announced on the night receiving a certificate and a trophy to keep.

It is to be formally Minuted that Cllr Hammond played no part in any of the discussions in the consideration and decision of the award recipients, as he is directly related to one of the nominees.

18.42 PARISH OFFICE

The Chairman referred to the email correspondence on the decision by the current landlord to change the rental terms and increase the monthly rental. It was agreed that, as the proposed figure was beyond the Parish Council's budget, alternative premises should be sought. The Chairman had looked at several options and had found a cheaper alternative, and it was agreed to move forward with the new location as proposed. However it was noted that this was acceptable as a temporary measure and a more permanent solution should be found, for which a project plan needs to be developed.

The Chairman also proposed that a removal company should be appointed to carry out the office move, which was also agreed. The Clerk advised that there was likely to be a break in broadband and telephone service. Cllr McCarthy offered use of a mobile broadband facility temporarily, which was thankfully accepted.

The Village Hall Committee Room had already been identified as a potential location previously, but the proposal had not been agreed by the Village Hall committee. The Benians Pavilion was another potential location, and all agreed that this was probably the most suitable, although it was noted that there was likely to be similar resistance from the Committee. However, there are plans to change the pavilion internally and there may be the opportunity to include a room for the Parish Council at that time. The Chairman, Vice Chairman and Clerk are due to meet with the Committee to discuss the lease renewal and it was agreed to pursue this further at that time.

18.43 100 YEARS END OF WW1 COMMEMORATIONS

- It was agreed to plant poppy seeds at a variety of locations in the hope that some would grow in celebration of the end of WW1.
- It was also agreed to investigate the purchase of some permanent poppies, potentially applying for a grant for the purchase.
- It was suggested that each Parish Councillor should be responsible for an area to scatter some poppy seeds
- It was also suggested to contact the Four Marks Horticultural Society to see if they can assist.

18.44 POST OFFICE COUNTER SERVICE IN FOUR MARKS

The Clerk advised that Damian Hinds MP had managed to lobby the post office to agree funds to provide a counter service in Four Marks, providing a suitable host location could be found. The Co-Op was deemed to be the most suitable location, but the upper management had not been receptive and would need persuading to offer the service. The current manager was supportive and there was currently a social media campaign to get residents to submit feedback to Southern Co-Op, the response to which had been encouraging and was

being given due consideration. Further discussions were ongoing, and alternative locations were being investigated should the Co-Op not be in a position to offer this service.

18.45 CORRESPONDENCE ITEMS

The list of correspondence had been circulated prior to the meeting.

The Clerk referred to two thank you letters, one from the Riding for the Disabled, and one from the Scouts, acknowledging receipt of donations.

Another late correspondence item had been the promotional material for the consultation of the relocation of the ESSO Pipeline consultation. It was agreed that this would be an Agenda item for next month's meeting to discuss, to enable us to send a comment.

Cllr Ingrid Thomas commented that this would not be discussed at local level as this was for national infrastructure. Early indications suggest favouring the existing route.

18.46 NEXT MEETING:

Full Council; Wednesday 18th April 2018, 7.30pm Village Hall.

18.47 The Chairman closed the meeting at 9.25pm.

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CHAIRMAN