

FOUR MARKS PARISH COUNCIL

Minutes of the Meeting of the Full Council Held on Wednesday 18th April 2018, commencing at 7.30pm At the Village Hall, Four Marks

MEMBERS PRESENT:	Cllr Janet Foster (Chairman) Cllrs Karin Black, John Davis, Davie Edgar, John Hammond, David Mills, Simon Thomas, and Anne Tomlinson
IN ATTENDANCE:	Sarah Goudie (Clerk), 2 members of the public
APOLOGIES:	Cllr Shaun McCarthy, Cllr Tim Brake, District Cllr Ingrid Thomas

18.48 OPEN SESSION

The Chairman opened the meeting and welcomed members of the public and Councillors and asked if there were any issues to be raised under the Open Session.

The residents in attendance were from Telegraph Lane and new to the village. They wished to raise their concerns over the neighbouring Benjamin UK property, confirming that there had been one or two incidents, primarily at the weekends, although there had not been any damage to their property to date. They had been given support by Cllr and Mrs Brake, and were advised to monitor all incidences and report dates and times to Ryan Gulliver at EHDC. They had also called 101, but the police did not take any action, and were informed that the police were reluctant to get involved. Cllr Thomas detailed what had happened to date, who was involved, including our local MP, and advised them to attend the liaison meeting.

Cllr Thomas reported that he had attended the Medstead APM the previous evening and was sorry he had not been able to attend our own Annual Parish meeting, as he had heard from various sources that it had been very well attended with interesting and informative presentations and wished to thank the Chairman for organising the event.

Cllr Black advised that some lead had been stolen from the school recently. The incident had been reported to the police but wanted to make people aware of the theft and publicise the warning where possible. It was suggested that it was posted on local social media sites.

There being no further issues to raise under Open Session, Standing Orders were applied, and the meeting commenced at 19.45 pm.

18.49 APOLOGIES AND APPROVAL OF ABSENCES

Apologies for absence were received from Cllrs Brake and McCarthy, which were accepted and approved by all members.

18.50 DECLARATIONS OF INTEREST

There were no declarations of interest.

18.51 COUNCIL MINUTES

- The Minutes of the Meeting of the Full Council held on Wednesday 21st March 2018, following amendment of a typographical date error, were proposed as a true record by Cllr Davis, seconded by Cllr Tomlinson, approved by all members, and signed by the Chairman.
- Matters arising
 - The Clerk circulated a proposed draft letter to Cllr Rob Humby, which had been changed following notification that a site survey had taken place the previous day. It was agreed that the letter should be sent anyway. The clerk asked for comments to be sent by email on the draft prior to sending. It was agreed that if the safety audit is passed, and no remedial works are proposed, that funds should be spent, possibly by way of a grant, to carry out our own private safety audit.

- The Clerk advised that she had purchased some poppy seeds, and suggested several locations, it was agreed that this should be discussed further at the Open Space meeting.
- Playground abuse incident. The Clerk confirmed that the police had located the offenders and that letters of apology were being sent. However, it was agreed by all members that this incident should warrant more than an apology, and further action should be followed up, subject to Paul's agreement. It was also agreed that staff abuse disclaimers should now be printed on various notices to highlight that verbal abuse will not be tolerated.

18.52 COMMITTEE MINUTES

- **Planning Committee Meeting, Wednesday 4th April 2018**

The Chairman of the Planning Committee advised that there was nothing further to report on the previously circulated minutes, but advised that, to date, an Appeal had not yet been received from Gladman Developments. He also advised that, together with members of the Neighbourhood Plan Steering Group and Cllr Pullen from Medstead Parish Council, he had attended a meeting with the planning policy team at EHDC the previous day, to discuss changes to the NPPF and the affect on the Neighbourhood Plan. It was noted that there may be a period for up to 12 months, from May 2019, where the Local Plan would be out of date, the delay would be due to the changes to the NPPF that would need to be implemented but had not yet been agreed by the Government. However there would be a request that there would not be a need to provide allocated sites until after 2028, in which case there would be no need to change the Neighbourhood Plan.

- **Open Space Committee Meeting, Wednesday 4th April 2018**

Further to the circulation of the Minutes, the Badger Close resident adjacent to the area of land in front of the wildlife corridor had been visited by Diana Tennyson and had asked if they could plant some low level plants and flowers. This had been agreed providing that there was written acknowledgement that the land belonged to the Parish Council, and that it would be maintained appropriately.

The Clock at Oak Green had now been fixed and upgraded, however concern was raised over the scaffolding still being in situ, and the Clerk was asked to chase its removal.

Cllr Mills raised concern over the lump of soil on the verge beside the car park and it was agreed that as it had not flattened down, it should be removed, as it was unsightly and causing a mess. The Clerk agreed to get it removed.

- **Finance & General Purposes Committee, Wednesday 28th March 2018**

Following the circulation of the above Committee Minutes, the policies as below were circulated for comment prior to adoption.

There were no amendments, and therefore it was RESOLVED to adopt the Data Retention Policy, the Data Protection Policy and Privacy Notice as circulated, following proposal by Cllr Thomas, seconded by Cllr Edgar, and approved by all members.

18.53 CHAIRMANS REPORT

Cllr Foster reported that she was pleased with the attendance and presentations at this year's Annual Parish Meeting, however felt that there should be no more than two speakers at next year's meeting. Although it was agreed that the presentations were all extremely informative, the reports from the County and District Councillors were shortened due to time.

The Community Award appeared to have been very well received and it was agreed that this should now be an annual event.

She was also hopeful that a meeting would soon be scheduled between the Finance & General Purposes Committee and Medstead Parish Council's Finance committee to discuss joint projects for CIL and S.106 contributions received from developments on the parish boundary.

Cllr Foster also took the opportunity to remind all Councillors of the St George's Day parade and service on Monday 23rd April from 4.00pm.

18.54 DISTRICT COUNCILLORS REPORT

There were no District Councillors in attendance nor reports submitted prior to the meeting.

18.55 FINANCIAL ISSUES

18.55.1 It was RESOLVED, following proposal by Cllr Davis, and seconded by Cllr Mills, to approve the list of payments (as detailed below), the bank reconciliation for March 2018, and trial balance as at 31st March 2018, previously circulated.

List of Payments made between 01/03/2018 and 31/03/2018

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
25/03/2018	Biffa Waste Services	DD	155.38		Trade waste collection-Pav.
26/03/2018	Studio Stone Ltd	2222	2,328.00		Memorial Renovations-50%
26/03/2018	Excel FSE	2223	244.62		Pavilion Alarms maint.
26/03/2018	Hampshire Woodlands Ltd	2224	384.00		Rec. Ground hedge work
26/03/2018	Norbury Park Wood Products Ltd	2225	1,662.30		Oak Ladder Rung Boards
28/03/2018	FM03 - PB	2227	658.10		March Salary & Exps FM03
28/03/2018	FM01	SO	1,459.06		March net salary - FM01
28/03/2018	FM01	2228	29.70		March travel expenses FM01
28/03/2018	Veronica Lockey	2228	24.00		Office cleaning - March
28/03/2018	Winchester City Council	2228	5.60		Parking - pensions conf.
28/03/2018	Timpsons Ltd	2228	8.00		Duplicate new office key
28/03/2018	RS Components Ltd	2228	15.26		Litter picking equipment
28/03/2018	HM Revenue & Customs	2229	472.91		March PAYE & NI
31/03/2018	Hampshire Pension Fund	SO	388.96		March pension conts.FM01
Total Payments			9,350.64		

18.55.2 The Clerk had been unable to complete the draft year end accounts in time for the meeting and asked for this item to be deferred until the May meeting, however agreed to circulate the accounts prior to the internal audit on 2nd May.

The Clerk raised the issue with the disparity in layout and detail between the accounts presented at the Annual Parish Meeting and final accounts prepared for audit, prompted by a comment at the Annual Parish meeting. She explained that the document had been inherited and that she had tried and failed to implement changes to date, primarily due to time constraints. It was agreed that they should be in the same format, and Cllr Tomlinson agreed to assist the Clerk to look at both sets of accounts and options to standardise both documents.

18.55.3 It was RESOLVED to approve April 2018 payments to date in principle, as detailed below:

Date	Payee:	Detail :	Amount	Ref
5/4/18	Talk Talk	Phone/broadband	£27.54	DD
3/4/18	Lawrence Perry	Paving works	£1035.90	2226
3/4/18	EHDC	Rates – Benians Pavilion	£433.84	2230
3/4/18	EHDC	Rates-Cemetery	£359.17	2230
3/4/18	Surrey Hills Solicitors	Legal Fees – Village Hall	£934.00	2231
3/4/18	HALC	Annual Affiliation Fee	£837.00	2232
3/4/18	HALC	Annual Conference – JF	£90.00	2232
4/3/18	Hampshire Woods	Station Approach planting	£1290.00	2233
4/4/18	SLCC	Annual membership	£185.00	2234
4/4/18	HPFA	Annual membership	£40.00	2235
4/4/18	Trophiesplusmedals	Community Award	£25.98	2236
4/4/18	Idverde Ltd	Quarterly bin emptying	£676.80	2237
11/4/18	FMVH	March Hall Hire	£33.00	2238

18/4/18	Eddie Hodkin	Oak Green maint.	£192.00	2239
18/4/18	SSE	Pavilion Electric	£380.69	2240
18/4/18	Nimrod Fire	Pavilion fire exting. Check	£337.80	2241
Total payments			£6878.72	

18.56 COUNCIL REPRESENTATIVE REPORTS

- **Allotments;** Cllr Davis confirmed that there was still a waiting list of 3, but there would be 2 plots available imminently. No other issues to report.
- **Benians Committee;** Cllr Foster reported that the meeting with the Chairman, Vice Chairman, and Secretary of the Committee had been positive with agreement to continue with the licence to occupy as the previous year with no rent increase. The Expansion plans were discussed, and they were also agreeable to the Parish Office moving into the Pavilion. The plans would be prepared for presentation and approval at their AGM in May, for final approval at the Parish Council meeting. It was not a requirement to advise Sport England as the improvements were internal, but it was agreed it would be courteous to do so. Cllr Foster had asked the Committee to aim for a deadline of 9th December for completion. They had also agreed to the installation of CCTV. Cllr Thomas raised concerns over the tender process, and it was agreed that it would be good practice, due to the involvement of the Parish Council, to put the works out to formal tender.
- **Festival Committee;** Cllr Hammond, whilst giving final details of the St Georges Day parade also reminded members of the School art competition. He confirmed that the next project was the village boundary signage and fund raising would now begin in earnest. He confirmed that although the Chairman, Charles Kydd had resigned, he had agreed to stay on for an additional year and that recruitment for his replacement should be a priority. It was suggested that perhaps a social media campaign and maybe encourage a new member of the community to come forward.
- **Village Hall;** Cllr Mills reported a couple of maintenance items; a problem with the small hall boiler and a leak in the kitchen, both of which were being addressed.
- **Footpaths;** Cllr Mills had nothing to report, however a case of fly tipping on the Weathermore Lane BOAT had recently been reported and bramble overgrowth by a kissing gate was raised, the Clerk believed the location to be out of parish but would check and action clearance if appropriate.
- **School Governor;** Cllr Black reported that the recent drainage works had been completed, although the school were not optimistic that the problem has been solved as they do not appear to have addressed the Alton Lane run off. The next proposed school expansion consultation is on 19th June. She also confirmed that there was currently a newt survey taking place, as a great crested newt had been discovered on the premises. There was no further news on the new line painting and parking restriction implementation, but it was believed to be imminent.
- **Oak Green;** The proposed remedial work to the Notice board was no longer taking place as its condition was deemed to be beyond repair. Medstead Parish Council had suggested a wood substitute material used for a replacement and that they would still be interested in sharing the board. It was agreed that the replacement should be discussed at the Open Space Committee, followed by discussion with Medstead Parish Council with reference to funding. Cllr Foster advised that Eddie had been asked to clear the mud away from around the drains before being professionally emptied, which the Clerk was arranging. The build-up of pallets in the stairway was raised and Cllr Foster said she was going to speak to the shop concerned. Cllr Thomas advised that as part of planning discussions the provision of more retail units in the village had been suggested. Concern was raised that this may change our status as a small local service centre, therefore more vulnerable to development, however it was confirmed that there would be no change to our 4th settlement classification. Cllr Foster advised that an email had been received from the proprietor of the The Tall Ship, confirming they would be happy to continue to host the CCTV, however with the new GDPR and the fact that the system needs to be upgraded, this would be discussed further at a subsequent meeting. Concern had also been raised about the location of the Kebab van, and although agreed this was not a parish council matter, local businesses would be supported.

- **Alton Sports Centre;** the previous scheduled meeting had been postponed, the next meeting was to be held the following evening.
- **Community Buildings Project;** no meeting had taken place due to Cllr Thomas' business travels, there would be another meeting shortly.

18.57 COUNCIL MATTERS FOR APPROVAL

- **Grant request for Home Start.** It was RESOLVED, following proposal by Cllr Thomas, seconded by Cllr Davis, to increase the grant to Home Start from £100 to £250 due to the reduction in government assistance for voluntary organisations, and carried unanimously.
- **HALC membership document.** It was RESOLVED to approve the HALC membership document as circulated.
- **Proposal to change next council meeting date.** Due to two additional important meeting clashes it was proposed, and agreed, to move the scheduled Annual meeting of the Full Council on Wednesday 16th May, to Wednesday 23rd May. Cllr Thomas advised that he and Cllr Brake would have to send apologies due to a prior engagement, but that he would let the Clerk have any necessary information needed prior to the meeting.

18.58 ESSO PIPELINE

The Clerk had brought all the various publicity materials for the proposed routes for the new pipeline to the meeting for Councillors to refer to during their deliberations. The existing pipeline currently runs through the edge of Four Marks to the South of Willis Lane.

Following discussions, it was agreed that the option that would cause the least amount of disruption with minimal impact was Option G, to follow the original line. Concern was expressed over the width of the corridor, however all members agreed to support Option G. However due to her proximity to the current pipeline, Cllr Tomlinson abstained from voting.

18.59 GDPR

Cllr Davis had attended the training session the previous evening, organised by the EHAPTC, where Cllr Budden from EHDC had presented and offered his business services to those parish councils requiring assistance. There was still no definitive answer as to who could or should be the Parish Council's Data Protection Officer, as to whether the role needs to be fulfilled by an outsider or can be carried out by the Clerk, or even a Councillor, in smaller parishes. It was agreed that further advice still needed to be sought, prior to any appointment, however steps have been taken already to ensure full compliance when the GDPR come into force on 25th May.

18.60 CORRESPONDENCE ITEMS

The list of correspondence items received had been circulated, there were no questions. Names of attendees for both events had been discussed under Minute 18.57 for both the HCC/HALC event and the Local Plan Review Workshop both on the evenings of 16th May, which the Clerk would confirm.

The Clerk advised of two items of late correspondence. A thank you note from Chris Lake to the Parish Council for paying the legal fees with reference to the registering of land for the Village Hall, and an email proposal from Medstead PC, for use of the new temporary office facility one morning a week for a contribution towards costs of £40 per month. It was agreed that this would be acceptable and important to continue the accord between the two parishes.

The Clerk also reminded Councillors of the office move on Monday 23rd April, and due to the Clerk's personal relocation that the office would, with the Chairman's agreement, only be open three days a week and that appointments for the public would be necessary until such time as the Parish Office moves back into Four Marks.

18.61 NEXT MEETING:

First meeting of the Full Council; Wednesday 23rd May 2018, 7.30pm, Village Hall.

18.62 The Chairman closed the meeting at 9.30pm.

..... CHAIRMAN