

## **FOUR MARKS PARISH COUNCIL**

### **Minutes of the ANNUAL PARISH MEETING Held on Wednesday 8<sup>TH</sup> APRIL 2015, commencing at 7.30pm At the Village Hall, Four Marks**

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Four Marks' Annual Parish Meeting was held in the Village Hall on Wednesday 8<sup>th</sup> April 2015 commencing at 7.30pm

The Chairman opened the meeting by welcoming everyone, and introduced our speaker for the evening, Robin Jarman, Deputy Police and Crime Commissioner Hampshire and Isle of Wight.

Following a very interesting presentation by Robin Jarman the following questions were asked:

Q. Cllr Thomas, are other District Council's funding additional PCSO'S, as East Hampshire District Council are planning to do?

A. Not that he was aware of, however Simon Hayes was keen to increase them where possible.

Q. Cllr Sensier. Would the priorities listed have taken place without this change?

A. Mr Jarman responded by saying that they had taken on the existing police authority staff, which had been an interesting experience, staff had not increased but had changed, a good deal of networking was taking place to find out what was needed, and a communications team brought in.

Q. Cllr Timms. Can you please reiterate how important is CCTV?

A. Extremely important, and with its inception, the police are able to use technology to their advantage and for capturing evidence.

Q. Cllr Foster. You spoke about youth engagement, how are you doing this? And, are Street pastors relevant?

A. A group of youths has been compiled, although keeps changing, from all walks of life and areas, such as Winchester, Southampton and Portsmouth, and new head co-ordinator is just about to start. A campaign was launched through football clubs, schools, police cadets and so on.

Yes Street Pastors are very relevant as they held to deal with some very difficult situations.

Q. Mr Reg Pullen, following the reported closure of Alton Police Station, how many of its operations will be moving to the Mill Lane building.

A. Alton Police Station is not closing at the moment, and will remain operational for the time being, it is just the neighbourhood teams that are moving to Mill Lane. However there will be changes at some point in the future.

The Chairman thanked Mr Jarman for attending and for his most informative presentation and answering the various questions, conscious of the fact it was his birthday and he had celebrations to attend, he brought the session to a close.

The business of the Annual Parish Meeting then commenced.

**1. APOLOGIES FOR ABSENCE:**

Apologies were recorded for Cllr Kemp Gee, Cllr T Brake and Cllr A Hickman

**Present:**

**Chairman:** Cllr Paul Turner

Parish Cllrs: Cllrs Foster, Hammond, Howsego, Tomlinson, Timms and Sensier

District Cllr: Ingrid Thomas

Clerk: Mrs Sarah Goudie,

Members of the public: 5

**2. MINUTES OF THE PREVIOUS APM, HELD ON 9<sup>TH</sup> APRIL 2014:**

The Minutes were circulated to all Parish Councillors following the APM and it was agreed at the Council meeting held on 18<sup>th</sup> June 2014 to accept them in principle and that they were a true reflection of the meeting.

**3. ADOPTION OF THE ABOVE MINUTES:**

The minutes of the above meeting were proposed by Cllr Tomlinson and seconded by Cllr Timms

**4. MATTERS ARISING FROM THE ABOVE MINUTES:**

Cllr Thomas informed the meeting that following the presentation by the two young lads and their request to set up a milk bar, that she had tried several times to set up a meeting to progress this but they had continually cancelled, so she had, sadly, had no choice but to give up on this project.

**5. PARISH COUNCIL CHAIRMANS REPORT**

*"My thanks to the Parish Council for the hard work and effort freely given throughout the years to bring us to where we are with our current achievements. Especially a big thank you to **Sarah** our Parish Clerk who has tirelessly toiled and patiently dealt with issues and demands and dealt with thousands of emails at her new office in Lymington Barn.*

*We have reached the end of our 4 year term offer ourselves for re-election. Some Councillors are leaving so vacancies are open to new applicants. As a co-ordinated and dedicated team we have dealt with many planning applications, created improvements and reduced our Council Tax by 2.8%.*

- *Working closely with Medstead Parish Council we continue to support the production of the **Neighbourhood Plan** to ensure that we have a greater voice for the coming issues that will challenge our community.*
- *Our new **Web Site** has news and past committee meetings and the village hall now has broadband.*

- *We support the village fete and various clubs at Benian's Pavillion. We have upgraded and fenced the children's play area, looked after the skate park and funded improvements at the Bowls Club. The Uplands Lane 20mph section has been resurfaced. We are looking forward to a new community hall complete with youth facilities. There is a grounds maintenance contract for all our open spaces including the **recreation ground** and cemetery and swelling hill pond where we have trialled ecology improvements using lime stabilisation to stave off expensive and disruptive dredging operations.*
- *The **Oak Green Parade still** has its tree and lights at Christmas. Although we have plans for a new planting area outside the shops. We will continue with the litter picking and gardening together with CCTV security.*
- *To complement our new remembrance **memorial** at Lymington Bottom we are providing a new seating area.*
- *Our **rights of way** network is kept free of obstructions and we replace difficult styles with easy access gates.*
- *We have negotiated a reduction in our **insurance** premium and increased the level of cover.*
- *We have new bus shelters on the **A31** and support the new pelican crossings from Hampshire County Council.*
- *We sponsor the **Speed Watch** team and the volunteers help create an awareness of local speeding.*
- *We support a variety of local charities and services and have helped with the defibrillators.*

*There is one Parish Councillor who deserves recognition for long service.*

*In 1835 a Parliamentary Act gave councils in England and Wales the power to award the title of **honorary freeman** to "persons of distinction and any persons who have rendered eminent services to the borough". Freeman have enjoyed exemption from tolls at pike staff river crossings, roads and bridges to take their cattle to market. They were often the only people eligible to vote at parliamentary elections. Several major changes were made to the Act in 1885 by the Marquess of Ripon and Charles Norwood and this continued until the Local Government Act of 1933. It was then repealed by the Local Government Act of 1972, and awards of honorary freedmen are now made under legislation as amended by the Local Democracy, Economic Development and Construction Act of 2009.*

*I have great pleasure to present this award to Cllr **Bryan Timms**"*

Cllr Timms was awarded with a presentation certificate and responded by saying he was humbled by this recognition, and commented on how things had changed over the years, except he had found one of his first Agenda's dated 1991, which in those days were distributed in paper format, and there was an item on an increase in the Clerk's salary, so no change there then! He highlighted his main achievements as being the Benian's Pavilion and the refurbishment of Oak Green Parade and stated he would very much like to be involved in the new youth sports centre as it progresses.

Cllr Timms was then thanked again for all his endeavours and was wished an enjoyable 'retirement'.

## **6. PARISH COUNCIL FINANCIAL REPORT**

The Clerk highlighted details contained within a distributed a summary report (Appendix 1), which confirmed the results for the year ending 31<sup>st</sup> March 2014, and included the preliminary results for the year ended 31<sup>st</sup> March 2015. The Clerk wanted to reiterate that the figures contained within the report for the year ended 31<sup>st</sup> March 2015, had not yet been reconciled or adopted and that there were likely to be amendments following the audit. The accounts would be externally audited in June and then on display for 21 days following the submission and agreement of the Annual Return, and confirmed that all documents are available in accordance with the Freedom of Information Act upon request.

A copy of the Benian's Trust Accounts were included in this report, confirming that there had been an income of £277.85 in interest, a small increase on the previous year, and confirmed that the funds raised for the Scout HQ of £1,660.60 were also still being held in the Benian's account. There had been no expenditure in the last financial year. The total amount to be carried forward is £39,398.98.

## **7. DISTRICT COUNCILLOR'S REPORT – DIST. CLLR INGRID THOMAS**

Over the last year Planning issues have been the main event. The Local Plan: JCS has been adopted, our allocated number of houses has been reached, and indeed exceeded by 38%. A recent planning appeal had been lost due to lack of a 5 year land supply, however this is no longer the case and are in a far better position for the next appeal due to start on Tuesday 21<sup>st</sup> April. The District Councillor thanked the tireless efforts of the Neighbourhood Plan committee, which, following both the Parish Council's approval should be adopted and published next Thursday for consultation prior to submission to EHDC, and its contents will be taken into account at the Appeal. Cllr Thomas also confirmed that work on the first of the two puffin crossings had started and also thanked Speedwatch for their valiant attempts at controlling the excessive speeding in the village. She confirmed that her Councillor Grant had been distributed between the school, lunch club, new flag, bowls club and the new defibrillators, and was delighted to inform the meeting that the grant had been increased to £4,500 for next year.

Referring back EHDC, they now had CCTV cameras available to share to try and when we get our turn the aim would be to try and stop fly tipping and misuse of the local tracks by off road vehicles. They have allocated funding for 3 new PCSO's.

The District Councillor surgeries were taking place at the Parish Council offices on the first and third Wednesday of the month, although there had not been many attendees. The issues were primarily housing, planning and the mess that developers leave on the roads. It was confirmed that there is a legal agreement on all new housing in that local people must have first choice, there is the same policy on the older housing, but is not so easy to enforce.

*A question was asked “have we got enough local people needing this housing”, and the answer was, yes, it was thought so.*

Cllr Thomas apologised for her lack of presence at Parish Council meetings being due to the fact that she had signed up for too many committees at the District, and confirmed that this will change if she is re-elected.

Cllr Tomlinson, referring back to a comment made on the downside to the Medstead, 20mph speed limit, asked for clarification. Cllr Thomas advised that planning permission had been granted because of the low speed limit affecting the visibility splay, making it acceptable for highways, so reducing speed limits did not always have all round benefits.

The District Councillor also offered her condolences to Cllr Kemp Gee on his recent family bereavements.

*Cllr Timms asked the District Councillor that as planning permission had been refused to turn the Sun at Bentworth into houses, do the Local Authority have any plans to buy it? It was confirmed that the local villagers were buying it, and that the District Council had no plans to purchase.*

*Mr Reg Pullen asked the District Councillors, in the County Councillors absence, if there was any news on extending the 30mph speed limit in Telegraph Lane, Cllr Thomas was not aware but agreed to follow this up in Cllr Kemp Gee’s absence.*

**8. COUNTY COUNCILLOR’S REPORT – CLLR MARK KEMP-GEE**

Due to the fact that Cllr Kemp Gee had suffered a family bereavement that day, he was not in attendance and therefore there is no County Councillor report to include.

**9. QUESTIONS**

There were no further questions.

**The Chairman thanked everyone for attending and closed the meeting at 8.40pm.**



## **FOUR MARKS PARISH COUNCIL**

### **FINANCIAL REPORT FOR THE ANNUAL PARISH MEETING 8<sup>th</sup> APRIL 2015.**

The Parish Council accounts are audited each year by an independent Internal Auditor, currently Auditing Solutions Limited. An Annual Return is prepared by the Clerk/RFO for the Internal Auditor, who subsequently signs the Annual Return following completion of the Audit. The Annual Return is then approved by the Parish Council, and signed off by the Chairman. The approved and signed Annual Return is then sent to the External Auditor, currently BDO, who were appointed by the Audit Commission prior to their abolition at the end of March, they then compare the financial year's accounts with the previous year's accounts and can, if necessary, carry out further audit should they so wish.

The Annual Return is returned, confirmed and signed by the External Auditor and displayed for 21 days on our notice boards together with a notice advising that anyone can ask to see the documents in accordance with the Freedom of Information Act.

At this, the Annual Parish Meeting, the previous year's accounts should be presented, in this case the year ending 31<sup>st</sup> March 2014, however as the results are over a year old, it has been historical for the Clerk/RFO to present the provisional figures of the financial year just completed 2014-2015. It is important to note that the figures contained within this report are provisional, have not been reconciled against the bank statement, or approved by the Parish Council, and therefore are subject to change following the process as detailed above.

A budget for the following financial year is prepared in November each year so that the Parish Council can project the spending requirements and agree an appropriate Precept amount.

**Sarah Goudie, Parish Clerk/RFO**

**8<sup>th</sup> April 2015**



## FOUR MARKS PARISH COUNCIL

### FINANCIAL REPORT FOR THE ANNUAL PARISH MEETING 8<sup>th</sup> APRIL 2015

#### INCOME

INCOME Detail	Year to 31/3/13 £	Year to 31/3/14 £	Year to 31/3/15 £
Balance Brought Forward	95,492	99,502	111,068
Precept	47,500	63,000	80,000
VAT recovered from previous year	5,674	2414	4,070
Burial Ground fees	2,110	2265	1,650
Pavilion subs and lettings	1,558	2094	2,472
Allotment committee income	1,938	2222	2,284
Medstead pc phone/share etc	168	0	0
Developers Contributions/Grants (1)	1,814	810.00	5,755
Sundry (2)	186	138	318
Sale of Mowers & Machinery (3)	0	0	5,000
Donation from Sports Clubs	0	1121	0
Funds for Scout HQ	0	1661	0
Barry Seward Memorial Tree Fund	1,000	0	0
Defibrillator – maintenance fund (4)	0	0	190
Interest	262	327	367
<b>Total Income</b>	<b>62,210</b>	<b>76,052</b>	<b>102,106</b>

#### NOTES:

- 2013 – Two grants received towards the replacement playground fencing, and a grant for a Hampshire flag  
 2014 – Grant received from Four Marks News for two benches for the play area  
 2015 – Grants received for Defibrillators, various £4730, from Four Marks Festival Committee £750 for Christmas lights and £275 for new flag
- 2013 – Wayleave £65.60; MPC use of equipment £100, Ropley PC £20 for fence  
 2014 – Wayleave £67.75; Reimbursement from Parish Plan £40.00, Admin fees for photocopying minutes £30.00  
 2015 – Wayleave £70.00, Medstead PC NP costs reimbursement £186.58, SLCC reimbursement £61.40
- 2015 – Amount received for sale of Mowers and Machinery
- 2015 – Grant received from FM Village Hall to hold for defibrillator maintenance, to be held in reserves



## FOUR MARKS PARISH COUNCIL

### FINANCIAL REPORT FOR THE ANNUAL PARISH MEETING 8<sup>th</sup> APRIL 2015

#### EXPENDITURE

EXPENDITURE Detail	2013 £	2014 £	2015
Clerk's costs (5)	13,928	13,531	17,559
Insurance	5872	4165	5148
Maintenance work & Building repairs (6)	9056	5702	19268
Other open space work (6a)	2476	6434	3005
Recreation Ground (7)	3475	8474	10723
Phone, heat, light, rates, admin. (8)	5170	6051	5975
Grants (including S137) (9)	4733	2454	2300
Benian's Grant	0	0	0
Subs to membership bodies	821	881	944
VAT (recoverable)	2418	4903	8135
Audit (10)	795	625	855
Open space fund payments	3345	6150	1043
Capital expenditure (11)	0	0	5425
Reserves (12)	2040	1364	1200
Allotment Fund	1971	1744	1433
Sundry Items (13)	1809	332	0
Oak Green costs (14)	292	1673	5400
Neighbourhood Plan Costs	0	0	5354
<b>Total Expenses</b>	<b>58,201</b>	<b>64,483</b>	<b>93,767</b>

#### NOTES:

- (5) **2015** Increase in Clerk's costs due to increase in hours from 25 to 30 per week
- (6) **2014** Figure lower than 2013 due to change in cash ledger headings, see note 5a  
**2015** Figure includes £ 8,122 for Old Pavilion demolition and £8,169 for Uplands Lane resurfacing, both budgeted expenditure.
- (6a) **2014** Figure higher than 2013, due to change in cash ledger headings, see note 5.

- 2015** *Figures lower than 2014, due to change in cash ledger headings, see note 5*
- (7) **2014** *Includes £5,212 for completion of new fencing and £1999 for new equipment*  
**2015** *Figure higher than previous year due to unplanned and excessive vegetation growth in the year, and additional equipment hire*
- (8) **2014** *Administration £1,658 (general office expenses including £500 legal advice for possessory title, £220 building regulation fee for Bowls Club extension) Utilities (gas, electric, rates, & phone) £3,816, Hall Hire £202, Publications & Training £375*  
**2015** *Administration £1583 (general office expenses including £860 legal expenses to assist the Clerk with a persistent agitator - ongoing), £5975 general utilities, £191 Hall hire, £102.50 publications & training*
- (9) **2014** *Village Hall Grant £1600, Home-Start WeyWater Grant £50.00, Christmas tree costs £162.50, CPRE Grant £50.00, Speedwatch set up fee £500, Victim Support Grant £50, New Flag £41.50*  
**2015** *Village Hall Grant, £1600; Home-Start WeyWater Grant, £100.00; CPRE Grant, £50.00; ADSC Grant, £100; Streetwatch Grant, £250.00; Victim Support Grant, £50.00; Benian's Committee for Broadband at Pavilion, £150.00.*
- (10) **2015** *Higher Audit fee due to new Internal Auditor and interim audit charge*
- (11) **2015** *Purchase of Defibrillators and Christmas lights from grants received, un-budgeted expenditure*
- (12) **2013** *Community Plan Printing Costs £2040*  
**2014** *Reserves; New Laptop £496.32, Furniture for Benian's Pavilion £868,*  
**2015** *Reserves; purchase of new bench and two bins, un-budgeted expenditure*
- (13) **2013** *New Youth wing costs £1809*  
**2014** *Old Pavilion repairs £332*
- (14) **2013** – *Maintenance and bedding areas*  
**2014** – *Maintenance, bedding, new Christmas tree lights and caretaker costs*  
**2015** – *Maintenance, plant and tree work, caretaking and cleaning*



## FOUR MARKS PARISH COUNCIL

### FINANCIAL REPORT FOR THE ANNUAL PARISH MEETING 8<sup>th</sup> APRIL 2015

#### DEPOSIT ACCOUNTS

FUNDS HELD IN DEPOSIT ACCOUNTS	2013 £	2014 £	2015 £
Badger Close (special fund) (15)	13,617	12,137	11,385
Kingswood Copse (special fund) (15)	9,914	8,787	8,521
Bus Shelter Maintenance (15)	2,000	2,000	2,000
Barry Seward Memorial Tree Fund (15)	1,000	1,000	1,000
Benian Trust (Trust Fund) (16)	37,186	37,460	37,738
Parish Council (17)	24,046	26,226	26,342
Allotment Committee (18)	1579	2,057	2,857
Defibrillator – maintenance fund (19)	0	0	190
Funds held for Scouts HQ (16)	0	1661	1661
Rounding (20)	1	1	1
<b>TOTAL FUNDS HELD</b>	<b>89,134</b>	<b>91,328</b>	<b>91,695</b>

**Notes:**

- (15) *Badger Close, Kingswood Copse, Bus Shelter Maintenance and Barry Seward Memorial Tree have funds specifically received and ring fenced for the maintenance of these areas only. All receive interest and all expenses are processed through the Council accounts.*
- (16) *Benians Trust – The Trust is managed by the Parish Council and the funds held must be used for the benefit of residents, but not individuals, for recreational purposes. In the past this has included playground, Benians Pavilion, Sports Clubs, Scouts and Guides etc, and raised funds held for Scout HQ*
- (17) *Parish Council – This is remaining funding (reserves) held by the Parish Council. The figure for total funds held is slightly misleading in as much as the only money that can be spent on any agreed project or purpose is the £26,342 under the heading Parish Council as all other funds held under the control of the Parish Council as specified are ring fenced for specific purposes.*
- (18) *Allotment Committee, the Allotment Committee manage their own fund, but the funds are held by the Parish Council.*
- (19) *Defibrillator Maintenance Fund – funds given to hold for maintenance/replacement equipment*
- (20) *Rounding – this is where pence are excluded and round pounds used. This affects all areas and as the figures produced here are rounded up or down some slight difference occurs.*



**FOUR MARKS PARISH COUNCIL**

**FINANCIAL REPORT FOR THE ANNUAL PARISH MEETING 8<sup>th</sup> APRIL 2015**

**BENIAN'S TRUST ACCOUNT**

**AS AT 31<sup>st</sup> MARCH 2015**

**Balance brought forward from 2013/14**

Lloyds TSB	£ 2,371.50	
National Savings	£ <u>36,749.63</u>	
		£39,121.13

**Income – Interest**

Lloyds TSB	£ 2.23	
National Savings	£ <u>275.62</u>	
		£ 277.85

**Balance carried forward: £39,399.01**

**Represented by:**

Lloyds TSB	£ 2,373.73
National Savings	£37,025.25