

## **FOUR MARKS PARISH COUNCIL**

### **Minutes of the Meeting of the Full Council Held on Wednesday 18<sup>th</sup> July 2018, commencing at 7.30pm At the Village Hall, Four Marks**

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<b>MEMBERS PRESENT:</b>	<b>Cllr Janet Foster (Chairman) Cllrs Tim Brake, Neil Bonter, John Davis, John Hammond, David Mills, Simon Thomas and Anne Tomlinson</b>
<b>IN ATTENDANCE:</b>	<b>Sarah Goudie (Clerk), District Councillor Ingrid Thomas and 3 members of the public</b>
<b>APOLOGIES:</b>	<b>Cllr Davie Edgar, Cllr Shaun McCarthy</b>

#### **18.103 OPEN SESSION**

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

Mr Maloney from the Neighbourhood Plan Steering Group asked if the Parish Council could ask EHDC or HCC for new Atkins report to be made available to enable accurate response to the new planning application currently under consultation in Boyneswood Road. The Clerk confirmed that she had been made aware that its release was imminent.

**There being no further issues to be raised. The Chairman closed the open session and opened the meeting at 7.33pm. Standing Orders were applied.**

#### **18.104 DECLARATION OF ACCEPTANCE OF OFFICE**

Mr Bonter duly signed his declaration of acceptance of office and joined the meeting. Cllr Bonter was welcomed to the Council by the Chairman and Councillors.

#### **18.105 APOLOGIES AND APPROVAL OF ABSENCES**

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

There was also an apology from District Councillor Jackson, due to a clash of meetings.

#### **18.106 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **18.107 COUNCIL MINUTES**

- The Minutes of the Meeting of the Full Council held on Wednesday 20<sup>th</sup> June 2018, were proposed as a true record by Cllr Tomlinson seconded by Cllr Davis, approved by all members, and signed by the Chairman.
- Matters arising
  - Cllr Hammond asked District Cllr Thomas whether there was any information on the local tree officer initiative. Unfortunately, Cllr Thomas had not yet been able to take this any further due to an unforeseen absence, but had a meeting planned the following week to discuss, and reassured Cllr Hammond it had not been forgotten.
  - The Clerk confirmed she had still not received a response with reference to the Council's query on missing documentation from the Land West of Brambles Application, and it was agreed to send a reminder letter to the District Councillor.
  - The Lunch Club bench issue was now resolved satisfactorily

- The Clerk confirmed that only two Councillor had transferred their email, with one confirming they were unable to do so. The Clerk reminded them that Cllr McCarthy had offered help to those who needed it.
- The agreed action of sending a letter to Cllr Humby from last month's meeting had not been carried out as subsequently a meeting had now been organised at HCC with representatives from both Four Marks and Medstead Parish Council's to discuss all the transport issues within the area.

#### **18.108 COMMITTEE MINUTES**

- **Planning Committee Meeting, Wednesday 4<sup>th</sup> July 2018**

The Minutes of the above meeting had been circulated, the Chairman had nothing further to add, and there were no questions.

- **Open Space Committee Meeting, Wednesday 4<sup>th</sup> July 2018**

The Minutes of the above meeting had been circulated.

The Chairman thanked members for attending the site visits, which had raised several issues as well as the decision for the location of the ladder rung notice boards.

Cllr Hammond commenting on the new fencing at Lymington Bottom asked if there was a section that could be opened for vehicular access for the Remembrance Day parade. The Clerk confirmed there was.

The Clerk, referencing the proposal for the replacement notice board at Oak Green, advised that Medstead Parish Council had suggested that an application be made for a District Councillor grant rather than using developers' contributions. After discussion, Councillors all agreed that as District Councillor grants were available to all members of the community, that the Parish Council, who have developers' contributions available for this purpose, should not be using this grant funding scheme for this expenditure, and leave funds available for other projects around the village.

#### **18.109 CHAIRMANS REPORT**

The Chairman brought to the Council's attention a letter from the Four Marks WI, thanking the Parish Council for restoring and fixing their bench, giving special thanks to those involved.

#### **18.110 EAST HAMPSHIRE DISTRICT COUNCIL**

District Councillor Thomas' report was circulated at the meeting.

Cllr Brake asked if EHDC could do anything about the current contractors parking their vehicles at the Telegraph Lane junction which was blocking the site lines for people trying to access the A31, Cllr Thomas confirmed that there was nothing they could do. Cllr Simon Thomas also raised concern that the bus stop had been closed, but that there did not appear to be a temporary bus stop elsewhere, although it was confirmed that there had been a temporary bus stop sign originally, this was no longer evident, and this should be raised with HCC together with inappropriate parking. The Clerk advised talking to the contractors themselves, as they were very approachable.

Cllr Tomlinson raised concern over the recent events involving Benjamin UK children, and asked what was the outcome of recent events, and what actions are put in place when the children go missing? Cllr Thomas responded that they do not appear to acknowledge that the issues are serious, nor carry out appropriate actions to resolve the situations such as climbing buildings or letting them wander the streets alone when they are clearly a flight risk. The problems appear to stem from lack of carers.

Cllr Mills asked if Cllr Thomas knew of the diverted traffic route for HGVs whilst the A31 was closed at nights for repair works, although it does not appear to be noted anywhere on the closure notification, it was assumed that the route will be A32/A272.

#### **18.111 FINANCIAL ISSUES**

18.111.1 It was RESOLVED, following proposal by Cllr Thomas and seconded by Cllr Brake, to approve the list of payments (as detailed below), for June 2018.

**List of Payments made between 01/06/2018 and 30/06/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2018	Ian McNeill Horse Supplies Ltd	SO	400.00		Parish Office Monthly Rent
04/06/2018	Semrah Landscape Management	2268	1,992.00		May grass cutting
04/06/2018	Rialtas Business Solutions Ltd	2269	142.80		Annual software support
05/06/2018	Talk Talk Business	DD	27.54		Monthly Phone/bband- May
06/06/2018	Treloan Trust IKC	2270	19.00		Leaflets for Annual 10k run
06/06/2018	M B Coles & Sons Ltd	2271	840.00		Rec. Grd, water main repair
07/06/2018	Four Marks Village Hall	2272	24.00		May village hall hire
14/06/2018	Cato Computers	2274	109.81		Tripod, ink & software check
14/06/2018	Eddie Hodkin	2273	492.00		Oak Green maint/flowers
24/06/2018	Biffa Waste Services	DD	155.38		Pavilion bin empty qtr chrg
30/06/2018	FM01	0001	59.85		Travel Expenses - June
30/06/2018	Tesco Stores Limited	0001	15.00		Stamps
30/06/2018	Hampshire Pension Fund	SO	443.83		FM01 June Pension Contribs
30/06/2018	FM01	SO	1,572.26		FM01 June Net Salary
30/06/2018	FM03 - PB	FP	691.40		FM03 June Net Sal. & Travel
30/06/2018	Alton Service Station	FP	5.00		Petrol for strimmer/blower
30/06/2018	Sainsbury's	FP	5.01		Petrol for strimmer/blower
30/06/2018	HM Revenue & Customs	FP	535.61		June PAYE/NI
		<b>Total Payments</b>	<b>7,530.49</b>		

It was also agreed to approve in principle the payments to date for July 2018, circulated prior to the meeting, and as detailed below:

**List of Payments made between 01/07/2018 and 23/07/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2018	Ian McNeill Horse Supplies Ltd	SO	400.00		Parish Office Monthly Rent
04/07/2018	WKL Building Supplies	0002	148.37		General materials
04/07/2018	Idverde Limited	0003	702.00		Bin Emptying Apr-Jun 18
04/07/2018	Norbury Park Wood Products	0004	1,601.40	DC 14	Final payment-Cem. Gates
04/07/2018	Playsafety Limited	0006	163.80		Annual RoSPA inspection
04/07/2018	Hampshire Woodlands Ltd	0007	504.00		Open spaces maintenance
04/07/2018	Eddie Hodkin	0008	240.00		Labour-Oak Green Jun.EH
04/07/2018	Four Marks Village Hall	0009	2,000.00	Minute 18.95.1	Annual Donation
04/07/2018	Hampshire Flag Company	0010	305.16		Adv. banners, FM10k
04/07/2018	Semrah Landscape Management	0011	1,638.00		Grass cutting - June
06/07/2018	Talk Talk Business	DD	28.15		Monthly phone/b/band June
18/07/2018	Four Marks Village Hall	0012	24.00		June Hall Hire
18/07/2018	South Coast Medics Ambulance S	0013	250.00		Medical cover for 10k
18/07/2018	Externiture Ltd	0014	337.50		Bus shelter cleaning
18/07/2018	Hampshire Woodlands Ltd	0015	1,212.00		Open Spaces labour/maint.
18/07/2018	WKL Building Supplies	0016	29.00		General materials
18/07/2018	SSE Southern Electric	0017	341.56		Pavilion Electric Apr-Jun 18
18/07/2018	Howard Carpenter	0018	231.38		Allotment expenses
18/07/2018	Water Choice	0019	72.21		Water Rates, Pavilion, final
20/07/2018	British Gas	DD	168.54		Pavilion gas account Apr-Jun
23/07/2018	Water Choice	DD	85.13		Water rates, allotments,final
		<b>Total Payments</b>	<b>10,482.20</b>		

18.111.2 The Clerk had circulated the bank statements and associated bank reconciliations for the previous three months, and current trial balance, after having finally received copies from the bank. However, had contacted the Internal Auditor for advice on the bank statements not showing the Parish Council's name or correct address. Cllr Davis had been into the office earlier in the day and confirmed that all was in order, however the Clerk advised that there was a discrepancy due to a banking error in the June accounts. The bank had been contacted, admitted their error and the amount would be credited back this month. Therefore, it was RESOLVED to approve both the trial balance and bank reconciliations as presented.

18.111.3 The Clerk relayed further concerns and referenced the TSB data breach and, to add insult to injury, the formal complaint acknowledgement had gone to a completely random private address. Whilst it had already been agreed to change the banking provider as a matter of urgency, it was yet to be agreed which bank would be the best option for the Parish Council.

The Clerk had spent some time investigating various options and had asked for opinions on each. She then proceeded to give a brief report on the pros and cons, upon recommendation, of the Unity Trust bank. The bank offered a on line service with a UK based customer service centre. Funding comes from customer accounts with a loyal and growing customer base. There is 24 hour access with a fully compliant authorisation process. The charges are £6 per month, charged quarterly, with a 15p charge per debit/credit when turnover exceeds £100,000. The Clerk reported that this banking provider was widely used by Parish Council's with no adverse comments other than the introduction of charges.

After discussion and due consideration, and following questions on charges and underwriting, and consideration, the move to Unity Trust Bank was proposed by Cllr Foster, seconded by Cllr [Davis], and agreed unanimously, it was therefore RESOLVED to move the Council's day to day banking to the Unity Trust Bank, with immediate effect.

It was agreed to set up with the same current signatories for authorisation. Cllr Davis was happy to continue a non-signatory and check the accounts as per the Finance Regulations.

It was also agreed that the data breach should be reported directly to the Information Commissioners Office and to actively progress the compensation claim.

## 18.112 INTERNAL COUNCIL MATTERS

- **Clerk's report:**
  - It was agreed to continue the Parish Council's postal redirection for another three months.
  - The Clerk gave a brief summary of this year's 10k race, confirming that despite the heat, and fewer entries, the event was a great success, with a number of positive comments, and requests already for next year's date. The Clerk was unable to prepare a financial report as she was still awaiting one final invoice. There was one comment that there was nothing to do afterwards, however that is generally the case with 10ks elsewhere and you need a clear vehicle free start/finish which had proved difficult last year. There was a sweep up meeting scheduled for 1<sup>st</sup> August.
  - The Clerk had received a request from an Alton student to film at the play park, which was agreed, providing that they sign an appropriate disclaimer, and they advise anyone in the park at the time that they are filming.
  - The Clerk advised Council members of the receipt of a thank you letter from the Village Hall Committee for the annual donation, however was slightly bemused that it had been addressed to Errol, the former Clerk.
  - An email had been received from the external auditor requesting copies of bank statements, internal audit reports and copies of minutes confirming action had been taken. The Internal Auditor had been contacted for clarification, but advised that as these are new auditors, it would not be unusual for them to request further information.
- **Pavilion boiler and CCTV initial quotations and agreement in principle to move forward.**
  - The Clerk reported that initial investigations had indicated that a new boiler and hot water system for the showers at the Pavilion was likely to cost more than £10,000, and further quotations would need to be sought. There was a discussion on how this would be financed, and it was suggested that the Benians Committee are approached for a 50/50 split on costs,

however, it was mentioned that the showers are only used by the football club, so may be harsh to penalise other clubs. Another suggestion was that the Benians trust money could be used and the cost recouped back through the annual rental and paid back over the years.

Action: Terms would need to be discussed and agreed between the Parish Council and Benians Committee and the Clerk needs to seek alternative quotations.

- The Clerk reported back on initial quotations to provide CCTV at the recreation ground and update at Oak Green. The costs for both were over £5000 and it was agreed that other quotes would be required. It was also agreed that due to GDPR, the system should no longer be housed by a third party. There was the suggestion of using the loft space under the clock tower, which is due to be rewired for electricity supply for the Christmas lights, and putting the system there. Remote access would need a broadband connection and it was questioned whether this was necessary. It was agreed that the CCTV needs to be upgraded and provided but further investigation, and additional quotes should be sought. Cllr Foster agreed also to visit the hair dressers and reported a new owner and name at the flower shop.

### 18.113 COUNCIL REPRESENTATIVE REPORTS

- **Allotments**; nothing to report although the committee are currently dealing with eligibility issues with plots, which they are trying to resolve.
- **Benians Committee**; no meeting, nothing to report.
- **Festival Committee**; no meeting, however there will be at least 4 vacancies for new members for the committee, which need to be advertised.
- **Village Hall**; no meeting.
- **Footpaths**; Cllr Mills advised the footpath report was nearly completed, just waiting for one more area.
- **Oak Green**; Cllr Foster was pleased with the location of the ladder rung notice board. She also confirmed relations had improved with the Fish & Chip shop proprietor but advised that there are more pallets to be removed from the stairwell. The Clerk advised that the additional two hour limit parking signs appeared to be having the desired effect, although she had received a telephone call from a resident, concerned over exceeding the limit for lengthy hair appointments, which would be responded to.

### 18.114 COMMUNITY BUILDINGS PROJECT

Cllr Tomlinson, in the absence of Cllr McCarthy, gave a brief summary on the objectives of the task group, and their proposals to date, as follows:

Summary of Initial meeting held.

- Cllr McCarthy is the lead on this part of the activity, I will be supporting him along with Cllr Davis and Edgar.
- Supporting documentation at the meeting has been share along with other material.
- Objective: to provide a road map and gain the community support to a preferred approach that we agree in due course.
- To be fully transparent, ensure the whole community is considered, have a degree of pragmatism and a thought for the "greater good".
- Once we endorse a way forward, we have a cabinet responsibility to support it – however it is important to allow this process to happen.

Proposed way forward

- look at the various options, now including a 'do nothing' proposal as suggested, and consider their pros & cons
- keep this simple giving major pros & cons
- consult with village on above – drop in session at VH, FMN, PC website, survey monkey
- collate & refine pros & cons based on feedback
- use above to inform a recommendation
- Prepare a business case (Aware of time pressure if to seek funding from EHDC)

Aware of the work already carried out and the need to move forward with the project, and due to financial time constraints and deadline of a specific funding stream, the Chairman was keen to the get the Council to commit

to moving forward asking for agreement to provide a new community building; 6 agreed, 1 disagreed and 1 abstained.

Cllr Tomlinson proposed the way forward to ascertain a time line for action.

- It was agreed unanimously to move towards starting a public consultation period of 4-6 weeks, using the strawman proposals, once approved, currently being prepared by the task group, with a proposed end date of last week in September.
- The options would be brief but factual, with pros and cons of each. Finer detail would be discussed later down the line once the way forward is agreed.
- A drop in or public consultation would need to be held within the consultation period, but ideally early September, once people are back from holidays.
- It was suggested that the Parish Council liaise with the EHDC Community officer as a link to the use of their services, for design, print and distribution, and advice on holding consultations. A full parish postal drop of the proposals could cost over £2000, however this was considered a necessary expenditure and reserves are held for this project and associated expenses.
- It was agreed, in order to progress towards a September consultation period, to hold an extraordinary full council meeting in August, for the purpose of agreeing an approving the designs and proposals prepared by the task group. Once approved, the leaflets and notices would be prepared and printed ready for distribution prior to the end of the month. Wednesday 15<sup>th</sup> August was proposed and agreed, subject to hall availability.
- At the end of the consultation period all comments would be collated and the majority decision by the community would then be progressed by the Parish Council as appropriate.

Councillors were reminded that they are there as a public body to represent the interests of the local communities they serve and improving the quality of life and local environment and the delivery of services to meet local needs.

## **18.115 HCC CONSULTATION RESPONSES**

### **18.115.1 Street lighting, supported passenger transport and concessionary travel consultation**

#### **Street Lighting**

The proposal to turn off streetlighting at certain times of the night was agreed, and reference should be made to the dark skies policy, the village design statement and note the connection with proximity to the SDNP and wildlife trust work within these areas.

Although there had been reports of higher crime rate with the removal of all night lighting in other areas, however in this area it is primarily only the A31 that would be affected, and therefore unlikely to have much negative impact, as a large majority of the village is unlit already. The amount that would be saved was questioned as being minimal (£230,000).

There was a suggestion that randomly changing the switch off times would be a good deterrent but probably more appropriate for areas with a higher crime rate.

#### **Supported passenger transport**

Although the proposals would not affect the 64, it would affect those residents who wished to get to Petersfield, as the Alton to Passenger service (38) would be affected. Again, the proposed cost savings are minimal, but the reasoning is questioned as this is one of the highest used services.

#### **Concessionary travel consultation.**

This proposal goes against reasoning, however with a predicted 2% increase in the area's aging population to 2024, more people are going to need this service, and with an area with an already poor public transport service, those who rely on this service, would be isolated. HCC are very aware of the issues of isolation and loneliness and are trying to address them, however trying to remove concessionary travel fares, this would affect those people who need the support the most. People should be encouraged to use public transport not deter them from using the service. It was also noted that there is likely to be 2% more under 24s using the bus service, and again, those who cannot afford increases.

Internet facilities. It should also be noted that many of the older generation do not have internet access or would be able to use this facility.

Use of public transport should be encouraged by reduction in fares, not deter people from using the service by taking away concessionary travel and increasing fares. Make the fares cheaper, more people will use the service, thus revenue will increase.

Therefore, the Parish Council object to the two latter proposals, and also raise concern that an issue as important as transport and concessionary travel are contained within the same consultation as street lighting.

**18.115.2 Permit scheme for road works and street works consultation.**

The first comment is that the 60 page consultation was difficult to read with all the acronyms and various references, and a 10 page summary in plain understandable English would have been more appropriate.

Whilst the Parish Council would be very supportive of permit schemes and for all companies to work together, the proposals make no commercial sense. There are no penalties or motivations to ensure the companies comply, there must be a way to enforce compliance and communication between the utility companies.

Four Marks would be a good case study to use as they, together with Medstead, have experienced the 'worst case scenario' with a succession of road closures, traffic lights and the resulting issues where one utility company after the other have dug the roads up.

**18.116 PROPOSALS FOR JOINT PARISH S.106/CIL PROJECTS**

The proposed meeting with Medstead Parish Council to discuss joint parish projects using S106 /CIL contributions had been postponed and would be rescheduled in August.

It was remarked that the relationship with Medstead Parish Council was better than it had ever been, and the fact that they had agreed to this meeting was really positive, but the two parish sizes and proportionate development needs to be considered carefully, as there is a clear imbalance between the two parishes. All the recent developments granted permission by either EHDC or Appeal had all highlighted the provision of services at Four Marks, yet only one of those developments had made provision for Four Marks infrastructure. Medstead does have potential locations for new services, but Four Marks does not, and all this needs to be taken into consideration during discussions for optimum co-operation between the two parishes.

**18.117 COMMUNITY RESILIENCE PROJECT**

The Chairman advised that work had begun on this project and some names had been collected at the Village Picnic, however due to other more pressing issues, she proposed that this project be deferred. Councillors agreed but felt that this should be completed by the end of the year and asked that it only be deferred until October as this was a worthwhile project.

**18.118 NEXT MEETING:**

Following on from Minute 18.114, there would be an extra-ordinary Full Council meeting on Wednesday 15<sup>th</sup> August, but only to discuss the Community Facilities consultation, the next Full Council meeting for all items would be held on Wednesday 19<sup>th</sup> September 2018, 7.30pm, Village Hall.

**18.119 The Chairman closed the meeting at 9.25pm.**

..... CHAIRMAN

## **APPENDIX**

District Councillors Report June/July 2018

Ingrid Thomas

The developments currently under construction have been causing a great deal of distress to residents who are suffering from dust over everything, noise and having to stay inside with the windows shut during our current heat wave. Every sympathy goes out to all those affected, the environmental health team at Easthants have now served notices on both Bellway and Bargate with regard to noise and dust and will be monitoring the sites closely. Lets hope that things improve considerably.

At the Bellway liaison meeting this week a vivid description was given of the noise created by banging a metal silo with a metal pole early in the morning, such behaviours should not happen when existing neighbours are so close, these development companies need to show more respect for their neighbours.

I would like to draw to your attention the application that has been received by Easthants to add another 58 houses to the land already being developed behind Friars Oak. This is a speculative application in a similar way to the Gladman application a couple of months ago. We have more than a five year housing land supply, it is not an allocated site and therefore building in the countryside, all local plan policies have full weight. It would be helpful if you could once again put pen to paper or keypad to work to write a letter of objection to this application (through the planning pages at Easthants ref 25256/045) As the application is against policy it should be refused but the applicant is likely to go to appeal and the strength of local opinion would help the case.

Another meeting about the Benjamin childrens homes was held this week, it's very disturbing to hear that boys are still climbing on the roof of one of the houses, items are being thrown into neighbours gardens, rubbish left on the pavement and once again a boy has gone missing. The residents who go along to these meetings are very concerned about the care of these children and the effect the ongoing activities have on the lives of other residents. We continue to try to get improvements to the situation.

Yesterday the first prosecution case went to court for fly tipping, however the case has been adjourned until September. A considerable amount of time and money is spent clearing away these fly tips, an officer is now employed to look for evidence at each incident. If there is any evidence of addresses or other identifying evidence the officer can then begin the long process of collecting evidence, interviewing suspects and eventually getting the case to court.

Please remember that if you have rubbish taken away from your home and the person who collects that rubbish from you fly tips it you can be prosecuted. The collector must have a license and provide you with paperwork to show where he will take your rubbish.

There is a collection service available through the Easthants/ Winchester district council partnership who will remove large unwanted items at a reasonable cost.

I hope to be able to give details of a parking survey that we are in the process of setting up in the near future. The aim will be to find out who parks where, for how long and how often, i would encourage you to take part in the survey when it happens as it is a way for you to be involved in future car parking strategy.

We are about to suffer a period of car parking on the A31 as various closures happen and the traffic grinds to a halt. The purpose is to resurface the road which is probably worth the inconvenience lets be patient!

As ever if I can be of assistance to you on any District Council matter please contact me.

Ingrid Thomas

East Hampshire District Ward Councillor for Four Marks and Medstead

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