

FOUR MARKS PARISH COUNCIL

**Minutes of the Full Council Meeting
Held on Wednesday 15th May 2024, commencing at 7.00pm
At Four Marks Village Hall, Lymington Bottom, Four Marks**

MEMBERS PRESENT:	Cllrs Briggs, Smith, Gebbett, R Pullen, McAllister, Medhurst, Black, Coulson, M Pullen
STAFF:	Jo Tsigarides, Clerk
PUBLIC:	Five Members of the public
DISTRICT COUNCILLORS:	Cllrs Day and Richardson
APOLOGIES:	Cllr Roger Speed.

24.81 ELECTION OF CHAIRMAN

There were two nominations for Chairman. Cllr M Pullen proposed Cllr R Pullen, which was seconded by Cllr R Pullen. Cllr Gebbett proposed Cllr Briggs, which was seconded by Cllr McAllister. Cllr Briggs was elected as Chairman by a majority vote of seven.

24.82 ELECTION OF VICE CHAIRMAN

There were two nominations for Vice Chairman. Cllr M Pullen proposed Cllr R Pullen, which was seconded by Cllr R Pullen. Cllr McAllister proposed Cllr Smith, which was seconded by Cllr Briggs. Cllr Smith was elected as Vice Chairman by a majority vote of seven.

24.83 APOLOGIES AND APPROVAL OF ABSENCES

Apologies were received by Cllr Speed (holiday) and were duly accepted by the Council. Cllr R Pullen enquired as to whether written apologies had been received, and it was confirmed that they had. Councillors were then reminded that apologies needed to be submitted to the Clerk.

24.84 OPEN SESSION

Resident One thanked Fight 4 Four Marks and Cllr McAllister for their representation and support at the recent EHDC Planning Committee meeting held on the 8th May 2024. They also noted the hard work and support that both of these organisations had shown in defending the village regarding the Mount Royal application.

Resident two reflected on the EHDC meeting noted above and in capacity as the Chairman of Fight 4 Four Marks stated that the organisation would support the development of a new Neighbourhood Plan depending on the scope.

Resident three identified themselves as the Secretary of the Neighbourhood Plan Steering Group and reassured the attendees that full public consultation would be required to take place if the Neighbourhood Plan were to be revised.

Referring to the above discussions, Cllr Pullen asked District Councillors what action they had taken regarding the contentious planning decisions. Cllr Day had requested a full internal review of the representation made by EHDC at the Gladman (Mount Royal) Inquiry. Cllr Richardson, who was hoping to be elected to the EHDC Planning Committee, advised that there was a high turnover of staff and that applications had been backlogged.

24.85 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no declarations of interest.

24.86 CONFIRMATION OF THE GENERAL POWER OF COMPETENCE

On the proposal of Cllr R Pullen, which was seconded by Cllr Medhurst, and with all Councillors in agreement, it was:

RESOLVED that the Council confirms that it meets the criteria for eligibility for the exercise of the General Power of Competence required by S8 Localism Act 2011, set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

24.87 REVIEW OF DELEGATION ARRANGEMENTS TO THE CLERK AND THE STANDING COMMITTEES.

On the proposal of Cllr R Pullen, which was seconded by Cllr Medhurst, and with all Councillors in agreement, it was:

RESOLVED to keep all current delegation arrangements in place pending a review by each Committee at its first meeting.

24.88 TO CONFIRM THE PROCEDURE FOR REVIEWING THE COMMITTEE TERMS OF REFERENCE

On the proposal of Cllr Gebbett, which was seconded by Cllr Smith, and with all Councillors in agreement, it was:

RESOLVED that each Committee would review its own Terms of Reference at its next meeting, returning any proposed changes to the next meeting of the Full Council.

24.89 APPOINT MEMBERS OF STANDING COMMITTEES

24.89.1 Community Building Project Committee

The following Councillors offered themselves for this Committee:

Cllrs McAllister, Medhurst, M Pullen, R Pullen and Black

24.89.2 Open Spaces Committee

The following members offered themselves for this Committee:

Cllrs Medhurst, Gebbett, M Pullen, Coulson.

24.89.3 Planning Committee

The following members offered themselves for this Committee:

Cllrs Medhurst, Smith, M Pullen, R Pullen, McAllister.

24.89.4 Staffing Committee

The following members offered themselves for this Committee:

Cllrs Pullen, Gebbett, McAllister and Coulson as a reserve member.

24.89.5 Finance and General Purposes Committee

This Committee was not yet fully formed, and membership would be confirmed at the next meeting of the Council on the 19th June 2024. Cllr Briggs and Smith were automatically members and Cllrs M Pullen and R Pullen offered themselves for the Committee that would operate as a working group on the 30th May 2024.

24.90 ADOPTION OF STANDING ORDERS AND MEMBERS CODE OF CONDUCT

On the proposal of Cllr R Pullen, which was seconded by Cllr Smith, and with all Councillors in agreement, it was:

RESOLVED to adopt the Standing Orders and Members Code of Conduct in their current adopted form.

24.91 ADOPTION OF FINANCIAL REGULATIONS PENDING REVIEW BY F&GP WORKING PARTY

On the proposal of Cllr Briggs, which was seconded by Cllr R Pullen, and with all Councilors in agreement, it was:

RESOLVED to defer the adoption of the new model Financial Regulations until they had been fully reviewed by the Finance and General Purposes working party.

24.92 REVIEW OF ARRANGEMENTS WITH LOCAL AUTHORITIES, NOT FOR PROFIT BODIES AND BUSINESSES.

The Council agreed to the following:

- To continue to work collaboratively with the Neighbourhood Plan Steering Group.
- Four Marks News – to continue updates.
- Festival Committee – to continue to support and hold funds.
- Speedwatch and Streetwatch if reformed.
- Medstead Parish Council.
- PCSO – to invite to meetings and continue to build relationship.
- Village Hall Committee

24.93 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

- BOATS group.
- FMEG
- School

24.94 REVIEW OF ASSET REGISTER

On the proposal of Cllr Briggs, which was seconded by Cllr R Pullen, and with all Councillors in agreement, it was:

RESOLVED to approve the asset register as of the 31st March 2024.

24.95 CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

The current insurance policy details had been circulated to the Council and the Clerk noted that the policy expires in September 2024. The Finance and General Purposes Committee would review quotations at their meeting on the 24th July 2024.

24.96 REVIEW COUNCIL AND OFFICER SUBSCRIPTIONS TO PROFESSIONAL BODIES

The Clerk advised that the Council currently subscribes to HALC/NALC, CPRE, SLCC, ICCM and the ICO. All Councillors agreed that these subscriptions should continue.

24.97 TO CONSIDER THE PROCESS FOR REVIEWING POLICIES THAT ARE MANDATORY AND RELATE THE COUNCIL'S LEGAL OBLIGATIONS.

The Council agreed to defer the to the Finance and General Purposes Committee to review the following policies: Data protection/handling policies, employment policies, risk assessment, publication scheme, business continuity plan and any other core documents.

24.98 APPROVE SCHEDULE OF DATES AND TIMES FOR ALL MEETINGS.

The Clerk noted that the working party meeting for Finance and General Purposes Committee will be held on Thursday 30th May 2024 at Four Marks Village Hall.

On the proposal of Cllr R Pullen which was seconded by Cllr Smith and with all Councillors in agreement, it was:

RESOLVED to approve the meeting schedule for 2024/2025.

24.99 APPOINTMENT OF REPRESENTATIVES ON EXTERNAL COMMITTEES

The following Councillors offered themselves as representatives on the following external Committees:

24.99.1 Allotment Association – Cllr M Pullen

24.99.2 Benians Committee – Cllr Smith

- 24.99.3 **Village Hall Committee** -Cllrs Gebbett and R Pullen
- 24.99.3 **EHAPTC** – Cllrs R Pullen and Medhurst

- 24.100 **APPOINTMENT OF ROLES WITHIN THE COUNCIL**
- 24.100.1 **Footpaths officer** – Suggested Cllr Speed, Clerk to liaise.
- 24.100.2 **Oak Green** – Cllr Briggs
- 24.100.3 **Highways Liaison** – Cllr R Pullen, Cllr Medhurst
- 24.100.4 **Recreation Ground Sponsors** – Cllr Smith

24.101 PLANNING COMMITTEE

24.101.1 To note Minutes of the Planning Committee meeting held on Wednesday 1st May 2024
The Minutes were noted.

24.101.2 To receive updates from Cllr McAllister relating to recent meetings and representations.
Cllr McAllister gave an overview of meetings held recently with Steve Tilbury (Planning consultant) with regard to the process and legality of amending Settlement Policy Boundaries, with the Alton Neighbourhood Plan Steering Chair and also with the EHDC Planning Policy team (notes included in Councillor paperwork).

Cllr McAllister discussed the representation that he had made at the meeting of the EHDC Planning Committee on the 8th May and it was suggested by Cllr R Pullen that a formal complaint should be made about the way the meeting was conducted.

24.101.3 To note EHDC ‘call for sites’ survey and defer to Planning Committee
There was a brief discussion of whether there are any ‘brownfield’ sites in Four Marks, with a suggestion that the golf club might be identified as such. The Council agreed to defer this discussion to the Planning Committee, with the Clerk then completing the survey by the deadline.

24.101.4 Planning Applications for discussion

FOR DISCUSSION				
Date received	Ref No:	Location	Proposal	Decision
	56774	73a Winchester Road, Four Marks, Alton, GU34 5HR	single storey extension to replace existing conservatory	
Four Marks Parish Council has no objection to this application and defers to the Planning Officers expertise in this regard.				
	33691/002	Lingmala, 105 Lymington Bottom, Four Marks, Alton, GU34 5AH (easthants.gov.uk)	Application for a Lawful Development Certificate for a Proposed single storey side extension.	
Four Marks Parish Council has no objection to this application and defers to the Planning Officers expertise in this regard.				
	SDNP/24/01534/FUL	Land Off Hawthorn Road Four Marks Alton GU34 5AT	Construction of hardstanding for timber lorry loading and turning area measuring 75m	

			by 6m with a 30m T turnaround at the end	
<p>Four Marks Parish Council objects to this application. There is a major surface water flood area which crosses the proposed road, so the concern is that there is no information on how this is to be handled, for example ie semi permeable surface or other solution. The main sewer from Four Marks to Alton also crosses the proposed road with no assessment of potential damage to the sewer with heavy lorries.</p>				

24.102 NEIGHBOURHOOD PLAN STEERING GROUP

24.102.1 To consider recommendation from the Planning Committee to the Full Council with regard to the Neighbourhood Plan remit: to explore the possibility of including site allocations and design codes depending on consultant advice and cost.

On the proposal of Cllr M Pullen, which was seconded by Cllr McAllister and with all Councillors in agreement, it was:

RESOLVED to support the suggested scope that the Neighbourhood Plan Steering Group want to pursue.

24.102.2 To consider request from Neighbourhood Plan Steering Group for £1500 for initial consultant advice.

On the proposal of Cllr M Pullen, which was seconded by Cllr McAllister and with all Councillors in agreement, it was:

RESOLVED to approve the release of funds to the value of £1500 to the Neighbourhood Plan Steering Group (from NP Plan reserve).

24.103 OPEN SPACE COMMITTEE

24.103.1 To Note the Open Spaces Committee meeting Minutes from 1st May 2024

Cllr Medhurst gave an overview of the recent meeting.

24.103.2 Oak Green bus shelter – for approval

There was a discussion about the various quotations with the Council agreeing that contractor three could be a preferred option but that a working party consisting of Cllrs Briggs, Smith, McAllister and the Clerk should meet with the contractor and gather some further details. The Clerk would arrange this.

Cllr R Pullen expressed concern about how this project could be funded. A detailed discussion would take place on the 30th May 2024 by the Finance and General Purposes working group.

24.104 FINANCE AND GENERAL PURSPOSES COMMITTEE

24.104.1 To note Minutes of 10th April 2024 meeting.

The Minutes were noted.

24.104.2 To note working party meeting on 30th May 2024 (to include Chair, Vice Chair, and interested Councillors).

This meeting would be held at the Village Hall at 6.00pm. An Agenda would be circulated to Councillors beforehand.

24.105 COMMUNITY BUILDING COMMITTEE

24.105.1 Update from Cllr McAllister

Cllr McAllister explained that Phase Two of the Sports Consultant report was due and that a meeting would be scheduled when this information was received.

24.106 STAFFING COMMITTEE

24.106.1 To note the Minutes of meeting held on 17th April 2024

The Minutes were noted.

24.107 YEAR END 31ST MARCH 2024 – ACCOUNTS AND GOVERNANCE STATEMENTS

24.107.1 Internal Audit report

Following on from the internal audit conducted on the 15th May 2024, a recommendation from the internal auditor was to agree that there was no conflict with BDO LLP. Cllr M Pullen noted that the external auditor was incorrect on the Notice of Public Rights of Inspection and the Clerk advised that the Locum RFO would amend this before the notice is displayed on the 31st May 2024.

On the proposal of Cllr R Pullen, which was seconded by Cllr Briggs, and with all Councillors in agreement it was

RESOLVED that the Council confirms that there are no conflicts with BDO LLP.

24.107.2 Annual Governance Statement

On the proposal of Cllr R Pullen which was seconded by Cllr Briggs , and with all Councillors in agreement, it was:

RESVOLED to approve the Annual Governance Statement (AGAR Part One) for 2023/2024.

24.107.3 Accounting Statements

On the proposal of Cllr R Pullen, which was seconded by Cllr Briggs, and with all Councillors in agreement, it was:

RESOLVED to approve the accounting statements (AGAR Part 2) for 2023/2024.

24.107.4 Dates for public inspection

On the proposal of Cllr Black, which was seconded by Cllr Coulson, and with all Councillors in agreement, it was:

RESOLVED to set the dates for the Exercise of Public Rights of Inspection as the 3rd June – 12th July 2024.

24.108 APPOINTMENT OF INTERNAL AUDITOR

24.108.1 To ratify the use of the internal auditors ‘Light a Touch’ for the period of 2023/2024

On the proposal of Cllr R Pullen, which was seconded by Cllr Briggs, and with all Councillors in agreement, it was:

RESOLVED to ratify the use of the external auditors ‘Light a Touch’ for the period 2023/2024.

24.108.2 To approve the appointment of the internal auditors ‘Light a Touch’ for the period 2024/2025.

On the proposal of Cllr Briggs, which was seconded by Cllr Medhurst, and with all Councillors in agreement, it was:

RESOLVED to approve the appointment of the internal auditors ‘Light a Touch’ for the period 2024/2025.

24.109 FINANCIAL ITEMS

24.109.1 List of payments April 2024

On the proposal of Cllr Smith, which was seconded by Cllr R Pullen, and with all Councillors in agreement, it was:

RESOLVED to approve the April 2024 payments totalling £15006.16.

24.109.2 List of payments May 2024 to date –

On the proposal of Cllr R Pullen, which was seconded by Cllr Briggs, and with all Councillors in agreement, it was:

RESOLVED to approve the May 2024 payments to date totalling £3693.58.

24.109.3 Bank balances as of 30th April 2024

The bank balances, as prepared by the Locum RFO, were noted and Cllr M Pullen requested some reports going forward. This would be discussed further at the F&GP working party meeting on the 30th May 2024.

24.109.4 To approve RFO, Heidi Simmonds, as a signatory on the Unity Bank trust bank account.
On the proposal of Cllr Briggs, which was seconded by Cllr Black, and with all Councillors in agreement, it was: **RESOLVED to take the necessary steps to add the RFO, Heidi Simmonds, onto the Unity Trust bank account.**

24.109.5 To approve the removal of Louise Steele from the Unity Trust bank account as of 31st May 2024.

On the proposal of Cllr R Pullen, which was seconded by Cllr Briggs, and with all Councillors in agreement, it was:

RESOLVED to remove Louise Steele from the Unity trust bank account as of the 31st May 2024.

24.110 CLERK REPORT AND CORRESPONDENCE

24.110.1 To receive report and note any correspondence

In addition to the circulated report, the Clerk advised that the following correspondence had been received:

- A thank you from one of the Speedwatch team for the recognition received at the Annual parish meeting.
- Some feedback from a resident regarding the Annual Parish meeting. Some of the following points were made: That the event was too long, and refreshments should have been timed better, that the awards process should have been more formal, with presentations being made at the front so that photographs could be taken, that the projection of the Agenda was not clear enough, that Councillors should have been introduced and that the event should have been more formal.
- Information about a Playing Pitch strategy workshop that was being run by EHDC in June 2024. Details would be circulated to Councilors.

24.111 COMMUNITY ENGAGEMENT

24.111.1 Update on Councillor surgeries.

The Councillor Surgeries had been agreed for the last Saturday of the month at Garthowen Garden Centre. Cllr Briggs had agreed to host the one scheduled for the 25th May 2024, and Cllr Medhurst had agreed to do the following two. The Clerk asked for volunteers to ensure that there were two Councillors at each meeting but there were no other offers.

24.111.2 Update following meeting with FOFM regarding fireworks

The Clerk advised that the meeting did not take place and had been rearranged for the 20th May 2024.

24.112 TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS N(AS APPLICABLE).

24.112.1 Allotments (Cllr Speed)

Cllr Speed was not present but the Clerk advised that the Open Spaces Committee would be considering some requests for pruning in the Orchard at their next meeting.

24.112.2 Benians Committee (Cllr Smith)

No update.

24.112.3 Village Hall Committee (Cllr Gebbett)

Cllr R Pullen advised that the D Day tea party was going ahead on the 2nd June 2024 and that plans were underway for a quiz in September 2024.

Following the AGM, Chris Lake had been appointed as Chairman, Frank Maloney as Vice Chairman, and Jenny Lake as bookings administrator. There was a new Secretary.

The LED lighting project would begin on the 23rd July 2024.

24.112.4 Oak Green (Cllr Briggs)

Nothing to report, the bottle bank had been functioning well and there were no issues.

24.112.5 Highways update (Cllrs R Pullen/Medhurst)

Councillors were awaiting their next Liaison Panel meeting. Cllr R Pullen reported that works to the Shrove had begun on the 13th May 2024 and would take approximately four weeks.

24.112.6 Next meeting: 19th June 2024

24.112.7 Meeting closed: 8.50pm.