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Wednesday 13<sup>th</sup> May 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the Full Council to be held at **Four Marks Village Hall** on Wednesday 20<sup>th</sup> May 2026 at **7.00pm** for the purpose of transacting the undermentioned business.

Yours faithfully

Debbie Batley  
Locum Clerk

### **AGENDA**

#### **1. ELECTION OF CHAIRMAN**

To elect the Chairman for the next twelve months.

#### **2. ELECTION OF VICE-CHAIRMAN**

To elect the Vice-Chairman for the next twelve months.

#### **3. APOLOGIES AND APPROVAL OF ABSENCES**

#### **4. OPEN SESSION – PUBLIC PARTICIPATION**

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Four Marks Parish Council's Standing Orders 3 (d) – (k), with no individual speaker exceeding a maximum of 3 minutes. All public participation, and the duration of this item will be at the discretion of the Chairman.

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#### **5. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter.

#### **6. FULL COUNCIL MINUTES**

**6.1** To approve the Minutes of the Full Council meeting held on Wednesday 15<sup>th</sup> April 2026.

## **7. CONFIRMATION OF THE GENERAL POWER OF COMPETENCE**

To confirm that Four Marks Parish Council meets the requirements as per S8 Localism Act 2011.

## **8. ADOPTION OF THE SCHEME OF DELEGATION.**

## **9. APPOINTMENT OF MEMBERS TO STANDING COMMITTEES**

- 9.1. Community Facilities Committee
- 9.2 Open Spaces Committee
- 9.3 Planning Committee
- 9.4 Staffing Committee
- 9.5 Finance and General Purposes Committee.
- 9.6 To confirm current Working Parties & Members

## **10.ADOPTION OF GOVERNANCE DOCUMENTS - MEMBERS CODE OF CONDUCT; STANDING ORDERS AND FINANCIAL REGULATIONS**

## **11.REVIEW OF ASSET REGISTER**

## **14. CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE**

**RISKS.** It is noted that the current insurance arrangements have another one year to run as the Council has entered into a three-year long-term agreement.

## **15.REVIEW COUNCILLOR AND OFFICER SUBSCRIPTIONS TO PROFESSIONAL BODIES.**

HALC, SLCC, ICCMC(Cemeteries)CPRE, NALC

## **16.TO CONSIDER PROCESS FOR REVIEWING POLICIES THAT ARE MANDATORY AND RELATE TO THE COUNCILS' LEGAL OBLIGATIONS. Suggest Annually**

## **17.APPROVE SCHEDULE OF DATES AND TIMES FOR ALL MEETINGS.**

## **18. APPOINTMENT OF REPRESENTATIVES ON EXTERNAL COMMITTEES**

- 18.1 Allotment Association
- 18.2 Benians Pavilion Committee
- 18.3 Village Hall Committee
- 18.4 EHAPTC

## **19. APPOINTMENT OF ROLES WITHIN THE COUNCIL**

- 19.1 Footpaths Officer
- 19.2 Oak Green representative
- 19.3 Highways Liaison
- 19.4 Recreation Ground sponsors.

All items above are as per Standing Order 5.

## **20. PLANNING COMMITTEE**

**20.1** To note Minutes of the Planning Committee meetings held on the 1<sup>st</sup> April 2026.

**20.3** To receive updates from Cllr McAllister relating to recent meetings and representations.

**20.4** Planning Applications for discussion

**Reference:** [EHDC-26-0340-OUT](#) : Outline planning application for the erection of up to 45 dwellings with new vehicular and pedestrian access points, parking, public open space, biodiversity area, landscaping, sustainable urban drainage system (SuDS) and associated works. All matters reserved except for a means of access. Access from Alton Lane.

## **21. OPEN SPACES COMMITTEE**

**21.1** To Note the Open Spaces Committee Meeting Minutes from the 8<sup>th</sup> April 2026

## **22. FINANCE AND GENERAL PURPOSES COMMITTEE**

### **23 FINANCIAL ITEMS.**

**23.1** List of payments April 2026 – for approval.

**23.2** Bank balances as of 30<sup>th</sup> April 2026 to note.

**23.3** Report 2025/2026 Year End Report

**23.4** To ratify the use of the internal auditors 'Do the Numbers Ltd' for the period 2025/2026 and approve the continued appointment for 2026/2027.

**23.5** To confirm any potential conflicts of interests with BDO LLP as external auditor to the Parish Council for the period 2025/2026

## **24. CLERK REPORT AND CORRESPONDENCE**

**24.1** To receive report and note any correspondence.

- Japanese Knotweed – Open Spaces has reviewed
- Ad hoc use of Pitches out of season – set a fee
- Request for Laptop for RFO
- Locum Clerk to be added to Bank Account
- Fireworks – confirm date and costs
- Locum Clerk to cover Proper Officer Role until September 2026

**24.2** Grant Request from FMVH

## **25. AGENDA ITEMS REQUESTED BY COUNCILLORS**

- 25.1** Neighbourhood Plan Master Plan – to consider the steering group’s proposal on how this is to be carried out

## **26. TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS (AS APPLICABLE)**

- 26.1 Allotments
- 26.2 Benians Committee
- 26.3 EHAPTC
- 26.4 Four Marks Primary School
- 26.5 Highways update
- 26.6 Oak Green
- 26.7 Village Hall Committee

## **EXCLUSION OF PRESS AND PUBLIC**

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the Council have the right to exclude the public and press from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest and may pass a resolution, without notice, to do so.

## **27 STAFFING MATTERS**

## **28 M&FMNP**

## **29. Next meeting 17<sup>th</sup> June 2026**