



## BRAMSHOTT & LIPHOOK PARISH COUNCIL

[www.bramshottandliphook-pc.gov.uk](http://www.bramshottandliphook-pc.gov.uk)

Mr A S R GROVES MBE  
CLERK

Tel: 01428 722988

Fax: 01428 727335

e-mail: [council@bramshottandliphook-pc.gov.uk](mailto:council@bramshottandliphook-pc.gov.uk)

THE PARISH OFFICE  
HASKELL CENTRE  
MIDHURST ROAD  
LIPHOOK  
HAMPSHIRE GU30 7TN

### A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL TOOK PLACE AT 8PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON MONDAY 18 APRIL 2011

#### MINUTES

**PRESENT:** Cllr J Tough (Chairman), Cllr G Amey, Cllr M Croucher, Cllr Mrs B Easton, Cllr R Evans, Cllr Mrs A C James, Cllr Dr S Judge, Cllr N Newman (part), Cllr Ms J Poole. Thirteen members of the public attended the meeting. One member of the press was present throughout. In the absence of Mr Groves, the minutes were taken by Mrs L Grocott.

#### 49/11 CHAIRMAN'S ANNOUNCEMENTS

Preliminaries: Mobile Phones, Exits, Loop System Toilets, Tape Machine

In the absence of Mr Groves, due to illness, Mrs Grocott, Clerk to Milland PC took the minutes for the meeting.

At the PC meeting on 31 January 2011 a member of the public stated that Dr Judge was receiving only 10% of her salary. Cllr Dr Judge has requested this statement be corrected, as she was receiving 90% of her salary.

**50/11 APOLOGIES FOR ABSENCE** - Cllr J Austin-Olsen, Cllr P Jordan, Cllr P Wilson. Cllr Austin-Olsen is recovering from an operation. The parish council sent their best wishes for his speedy recovery.

#### 51/11 MINUTES OF MEETINGS

Parish Council Meeting – 28 March 2011

For Decision: to agree the minutes of the meeting

**Proposed:** The Chairman **Seconded:** Cllr Newman **Vote:** For 9

Annual Parish Meeting – 28 March 2011

**For Decision:** to agree the minutes of the meeting

**Proposed:** The Chairman **Seconded:** Cllr James **Vote:** For 9

#### 52/11 MATTERS ARISING FROM MINUTES OF MEETINGS

Parish Council meeting – 28 March 2011- There were none.

**53/11 TO RECEIVE THE MINUTES OF COMMITTEES AND WORKING PARTIES/****GROUP MEETINGS****Finance & Policy Committee – 4 April 2011**

The Committee agreed various grant applications and recommendations therein.

**For Acceptance:** Minutes and recommendations

**Proposed:** The Chairman **Seconded:** Cllr Amey **Vote:** For 9

**Liphook Millennium Centre Management Committee – 7 April 2011**

The hire rates to remain the same in the next six months in view of the economic situation. In the interests of helping the senior citizens Lunch Club at the Liphook Millennium Centre to get started, it was agreed the initial hire charges should be waived. Plans are in hand to carpet the upstairs area.

**For acceptance:** Minutes and recommendations

**Proposed:** The Chairman **Seconded:** Cllr Poole **Vote:** For 9

**Planning Committee – 11 April 2011**

The Committee objected to the application for a replacement house on Burgh Hill Road.

The application for the Gospel Hall at Bohunt Manor is provisionally planned to be discussed on 9<sup>th</sup> May at Midhurst. The parish council requested that a councillor represent the parish council at this meeting. The application will be dealt with by the South Downs Park Authority (SDPA). Cllr Croucher will represent the parish council.

**For acceptance:** Minutes and recommendations

**Proposed:** Cllr James **Seconded:** Cllr Judge **Vote:** For 9

**Recreation Committee – 14 April 2011**

Cllr Croucher advised that he had not received the correspondence for this meeting and asked that, in future, any correspondence in the pigeon holes on Friday for meetings on Monday should be posted First Class to councillors.

Cllr Poole reported that a very detailed meeting had been held on 14 April 11 with several important items being decided upon. These included:-

Request from police to fund the £22.80 for a post as EHDC could not provide the funds. This was agreed.

The Clerk reported that the grass cutting had started. Areas where there were large planting of daffodils would not be cut for another 6 weeks.

There had been reports of litter problems in Radford Park, due to the holiday period.

A new dog bin had been ordered for the Malthouse Meadows car park.

The PC Sport and Recreation Representative Mr Rudgard, highlighted the Football Clubs success in winning their league. Mr Rudgard said that the lack of 4 hectares of land for playing areas needed to be re-stated.

Work on Footpaths in Radford Park – S106 Agreement – Agreed. Valley landscapes were to carry out the work in Radford park as quoted, with a 1.2m wide path, using £12,000 of S106 funds held by EHDC.

Village Fun Day – Agreed. The Carnival Committee were permitted to use the Village Green for their Fun day on 3 July 2011 subject to the usual agreement being signed.

Fair – Village Green – Agreed. Showtime Amusements were permitted to use the Village Green for a fair 26-31 July 2011, subject to the usual agreement being signed.

Tree Inspections/training – Agreed. Martin Dobson Associates were to train the Parish Council ground staff, the Clerk, and the Deputy Clerk in tree inspections and record keeping. The Play Park design and play items has been agreed with Kompan and two members of the public. Costing and funding provision has also been considered. The number of gates, disabled access and the Disability Discrimination Act (DDA) has been discussed and it was resolved that one gate would be removed on the eastern end of the site, and a review of DDA requirements carried out 3-6 months after the play park is built.

The Clerk had presented costs and funding for the project. It was recommended that funding provisions be £35K from Developers Contributions, £7K from Earmarked Reserves, £12K from in year funding, £4K from Play Equipment Maintenance Fund, and the residue, £11K from Parish Council General Reserves. The funding for future projects, including the Zip wire, would be considered in the next financial year.

Cllr Croucher expressed his concern about the financing of the new play area. He felt that the parish council was taking up a disproportionate amount of the costs. He understood Kompan would be finding alternative funding. The Clerk was also asked to investigate funding sources. No funding seems to have been found. He asked whether it was appropriate for the parish council to carry out the work this year with funds from Earmarked Reserves as we would then be funding Phase 2 of the project retrospectively.

Discussion and agreement The parish council felt that because of requests by the public for improvements to the play equipment it was important that the project go ahead. Grants would be pursued for the 2<sup>nd</sup> phase of the project. The £11K would be recouped in the next few years. Cllr Poole said the committee must have funding in place in the future.

Cllr Croucher asked that it be noted in the minutes that the council have not been successful in finding funding but we accept the report and recommendation there in.

**For acceptance:** Minutes and recommendations

**Proposed:** Cllr Dr Tough **Seconded:** Cllr Mrs James **Vote:** For 9

#### **54/11 DECLARATIONS OF INTEREST** – The declaration was read out.

Cllr Newman declared a personal and prejudicial interest in item 4 of the Exempt session.

#### **55/11 TO RECEIVE THE MONTHLY REPORT FROM THE CHAIRMAN OF THE F&P COMMITTEE**

Cllr Dr Tough reported that on Tuesday 12 April he checked that the Management Accountants had checked the receipts and expenditure for the 31<sup>st</sup> March on the bank statements and reconciled them against the appropriate balance sheets up to 31 March. He reviewed the Income and Expenditure Report at the end of the financial year, copies of which had been circulated to all councillors. He also signed the internal audit certificate. There were no questions and he asked that payments for April 2011 be approved.

**For Approval:** Acceptance of the report and approval for payments for April 2011

**Proposed:** Cllr Dr Tough **Seconded:** Cllr Newman **Vote:** For 9

#### **56/11 PUBLIC PARTICIPATION SESSION**

Meeting was adjourned.

**Questions to the Parish Council – Matters not on the Agenda**

Travel Concession Scheme – Previously the scheme was managed by the District Council now it will be management by the County Council. How will the changes affect the Parish Office?

The Chairman - Applications forms will still be available from the Parish Office for bus passes. The District Council will no longer be providing contributions to the cost. The tokens cannot be used by 3<sup>rd</sup> parties and cannot be used to subsidise train journeys. However the Over 60s can apply for a Senior Citizens Rail Card. The Parish Office will continue to be an Information Point for the District and County Council.

Signing of the Minutes of the Annual Parish Meeting – Point of order was noted that the minutes of APM should not be approved at a parish council meeting.

The Chairman – The draft minutes are approved in order ascertain accuracy. Final approval would be made at the Annual Parish meeting in 2012.

Behaviour of the Clerk - A letter had been written to the Chairman of the Council regarding the behaviour of the Clerk and the questioner had not received a response.

Cllr Dr Tough would ask the Chairman of the Council to deal with this matter. Cllr Croucher advised that there was a formal procedure which the council will adopt. The letter should be addressed to the council as it is for the council to decide what action should be taken. It was noted that there is no requirement for any member of the parish council to make an appointment to see the Clerk.

Expression of Thanks - Mr Robin Young expressed the grateful thanks from the Lunch Club at the Liphook Millennium Centre for their support in waiving the initial hall hire costs which had helped in setting up the Club.

#### **Member of the Council with a personal/prejudicial interest (Code of Conduct, Para 12 (2))**

Cllr Newman thanked the parish council for giving him the opportunity to correct an article which was printed in the paper on January 31<sup>st</sup> 2011 regarding his person and past behaviour. Cllr Newman said that a no time had he ever been arrested and charged by the police for a criminal offence. He has not extended his home without planning permission. The renovations to his property did not require planning permission. He has not buried any rubbish in his garden. Hard core had been buried and this had been inspected and passed by environmental health. Cllr Newman has engaged a solicitor to defend these accusations and he had been advised to say nothing further on the matter. Cllr Newman left the meeting.

Meeting was reconvened.

#### **57/11 FINANCIAL STATEMENTS FOR YEAR ENDED 31 MARCH 2011**

**The Motion:** “This Council resolves to accept the Financial Statements, dated and signed by the Responsible Financial officer, as presenting fairly the Council’s financial position at close of business on 31 March 2011 subject to any amendments required by the Council and any adjustments required by the auditors.”

Appendix 1 – Financial Statements, Year Ended 31 March 2011

**For Approval:** Acceptance of the Motion

**Proposed:** The Chairman **Seconded:** Cllr James **Vote:** Unanimous

#### **58/11 STANDING ORDERS 2011**

**The Motion:** “This Council approves Standing Orders 2011”.

Cllr Croucher asked whether the proposal Standing Orders had been properly circulated. He was advised that they had been circulated on the Monday previous to the meeting indicating

in grey shading the parts of the Local Council Model Standing orders adapted or modified to take account of the parish council's local conditions. Most of the NALC Standing Orders was word for word and it was fair to assume that these should be accepted.

Cllr Croucher made three points 1) Drafts had been received on 26<sup>th</sup> and 29<sup>th</sup> March and it was not possible to deal with the amendments. 2) He felt that the amendments should be made with the new council. 3) He said in effect there are three documents to be referred to, the first being the parish councils original document, the second the new model and the third the changes from the new model and adaption of the model to the parish council's local conditions. It was suggested that this document should indicate the proposed changes in colour to help clarify the different amendments.

**For Approval:** A special meeting should be held, after the elections, to agree the changes.

**Proposed:** The Chairman **Seconded:** Cllr James **Vote:** Unanimous

#### **59/11 REPORT /REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Cllr Tough reported that he attended a District Transport Workshop in March but there was nothing to report.

#### **60/11 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS**

**The Motion:** "This Council resolves to exclude members of the public and the press during the consideration of the following items, as it is likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were to be present during that item there would be disclosure of exempt information as specified in paragraph 4 and 5 of Part 1 of the Schedule 12A (as amended) to the Local Government Act 1972."

**For Decision:** The Motion

**Proposed:** The Chairman **Seconded:** Cllr Croucher **Vote:** Unanimous

#### **Exempt Session Agenda – 18 April 2011**

Minutes of the Exempt Session; Parish Council Meeting 18 March 2011

Minutes of the Exempt Session; LMCM Committee Meeting – 7 April 2011

Minutes of the Exempt Session; Recreation Committee Meeting – 14 April 2011

Response to letter from Tanner & Taylor, Solicitors.

Business concluded: 9.30pm. Confirmed at the meeting 16 May 2011.

Signed:..... Chairman

Draft minutes until approved by the Parish Council. This does not preclude the implementing of decisions.