



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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PARISH COUNCIL MEETING

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL
AT THE NEXT MEETING ON 22nd MAY 2017**

**A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL TOOK
PLACE AT 7.30 PM IN THE PEAK CENTRE, MIDHURST ROAD,
LIPHOOK ON MONDAY 24th APRIL 2017**

MINUTES

PRESENT:

Cllr Croucher
Cllr Easton
Cllr Garnett
Cllr Green
Cllr Ives - Chairman
Cllr Jerrard
Cllr Jourdan
Cllr Kirby
Cllr Poole
Cllr Winfield

Mr P Stanley – Executive Officer

Eight members of the public, two District Councillors, and the press were in attendance.

33/17 CHAIRMAN'S ANNOUNCEMENTS

The chairman reminded those present of the fire exits and mobile phones.

34/17 APOLOGIES FOR ABSENCE

Cllr Trotter, Cllr Berry.

35/17 DISCLOSURE OF INTERESTS

No disclosable pecuniary interest were declared.

36/17 MINUTES OF THE LAST MEETING

The minutes of the extraordinary meeting held on 27th March 2017.

Proposed Cllr Ives, Seconded Cllr Poole, 9 in favour and Cllr Jourdan abstained as she did not attend.

Minutes approved.

37/17 MATTERS ARISING FROM THE MINUTES

It was noted that the minutes of the meeting held on 27th February 2017 had been updated to incorporate the amendments agreed at the extraordinary meeting on 27th March 2017.

Cllr Ives had written to all councillors about the Little Rec as one option of the Transport Feasibility Study options could impact on this area.

38/17 PUBLIC PARTICIPATION SESSION

Meeting Adjourned

Public Questions – Not on the Agenda

Mr Robinson asked about the progress of replacing the bridge at Radford Park and whether formal quotations have been received. Cllr Kirby stated that the replacement would be more complex than first thought. Consultation would be required with the River Wey Trust, Environment Agency and EHDC on possible planning permission. The council will need to agree a design for the bridge and consider disabled access. The funding will also need to be put in place some of which could be S106 developer contributions. The replacement bridge will be further considered at the next meeting of the Recreation Committee.

Public Questions – On the Agenda

None.

Meeting reconvened.

39/17 REPORTS FROM DISTRICT COUNCILLORS

Cllr Moulard ran through the report of the District Councillors. It was noted that EHDC was the only council in England to cut its council tax. EHDC had 19 properties at a value of £23.4m, with an average yield of 7.5%. The councillors grant scheme has restarted with each councillor having £4,500 to award to community projects. There was some concern expressed by councillors about a possibility of EHDC borrowing a substantial sum of money for further investment.

Cllr Jerrard was concerned about the provision of retail units and also possible conflicts of interest on planning permission for new investment properties.

40/17 MINUTES OF COMMITTEE MEETINGS

Planning Committee

Cllr Jerrard introduced the two meetings. He stated that the NDP will be a standard agenda item on all future planning meetings. Cllr Garnet suggested the NDP expenditure should be a regular item on the Finance & Policy Committee. Cllr Ives will consider this proposal.

Adoption of the minutes from the meetings held on 13th March 2017 and 10th April 2017.

Proposed Cllr Jerrard, Seconded Cllr Easton, 9 in favour, 1 abstention.
Minutes adopted.

Recreation Meeting

Adoption of the minutes from the meeting held on 3rd April 2017.

Proposed Cllr Kirby, Seconded Cllr Poole, 8 in favour, 2 abstentions.
Minutes adopted.

Finance & Policy Committee

Adoption of the minutes from the meeting held on 15th March 2017.

Proposed Cllr Croucher, Seconded Cllr Ives, 7 in favour, 3 abstentions.
Minutes adopted.

LMC Management Committee

Cllr Garnett asked whether the cinema takings were profitable. Cllr Croucher stated that some were and some were not. Generally 40-50 were needed to break-even.

Adoption of the minutes from the meeting held on 16th March 2017.

Proposed Cllr Croucher, Seconded Cllr Garnett, 7 in favour, 3 abstentions.
Minutes adopted.

41/17 PARISH TREES

The council was undertaking a tree survey to identify trees needing remedial work and to provide a list of trees. Particular emphasis was on trees where there is a health & Safety issue such as trees near paths, play equipment and roads. The quotations being considered was for the provision of the survey only and not for any remedial tree work that may be required as a result of the survey. Funds had been provided within the budget for this work.

Cllr Green ran through the three quotations and the specification of the work required.

It was proposed that Contractor A be awarded the contract.

Proposed Cllr Garnett, Seconded Cllr Jourdan, all in favour.

The Executive Officer stated the winner contractor was Dryad Tree Specialists Ltd at a cost of £3,950 plus VAT at the standard rate.

42/17 TO RECEIVE THE MONTHLY REPORT FROM THE CHAIRMAN OF THE F&P COMMITTEE

The Schedule of Accounts for February 2017 and March 2017 were noted (copy in minute book as attachment 1). The accounts have not yet been audited. Balances held by the bank were as follows:

February 2017

Cleared balances at the bank

Business Account	2,311.76
30 Day Account	312,095.62
Total held by the council	314,407.38

Less un-presented cheque 1,982.03

Cashbook Balance 312,425.35

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March 2017

Cleared balances at the bank

Business Account	1,001.00
30 Day Account	300,439.60
Total held by the council	301,440.60

Less un-presented cheque 2,425.52

Cashbook Balance 299,015.08

Proposed Cllr Croucher, Seconded Cllr Ives, all in favour.

43/17 YEAR END BUDGET STATEMENT

Cllr Croucher introduced the budget outturn statement. There was a year-end budget as underspent by £36,197 which was mainly due to staff vacancies.

44/17 FINANCIAL STATEMENTS 2016/17

The Financial Statements for 2016/17 as prepared by DCK Beavers were noted.

45/17 ANNUAL RETURN SECTION 1 – GOVERNANCE STATEMENT

Each statement in the Annual Governance Statement was considered and confirmed by a show of hands.

Statement 1 – 9 in favour, 1 against

Statement 2 – 8 in favour, 2 against

Statement 3 – 9 in favour, 1 against

Statement 4 - all in favour

Statement 5 - 9 in favour, 1 against

Statement 6 – 8 in favour, 1 against, 1 abstention

Statement 7 - 8 in favour, 2 abstentions
Statement 8 – 8 in favour, 1 against, 1 abstention
Statement 9 – 9 in favour, 1 against.

Proposed all sections 1 to 9 stated as “yes”
Proposed Cllr Ives, Seconded Cllr Croucher, 9 in favour, 1 against.

46/17 ANNUAL RETURN SECTION 2 – ACCOUNTING STATEMENT 2016/17
The accounting statement figures are derived from the council’s accounting system and prepared at year-end by DCK Beavers. The executive Officer signs the return to confirm that he is happy with the figures as the Responsible Finance Officer. Proposed that the figures in Section 2 of the Annual return be approved. Proposed Cllr Ives, Seconded Cllr Croucher, all in favour.

47/17 INTERIM AUDIT REPORT
Councillors noted the interim audit report. It was agreed that the report will be considered at the next meeting of the Finance & Policy Committee together with an action plan to ensure the recommendations are considered and implemented.

48/17 NEIGHBOURHOOD DEVELOPMENT PLAN
Cllr Winfield presented her report which had been circulated with the agenda. Following recent discussions and press coverage, the Steering Group has been contacted by more residents of the Parish who would wish to be considered for the Steering ground and/or work related to the NDP.

The application criteria for members of the Steering Group is as follows:

- A resident of Bramshott and Liphook Parish;
- Over 18 years old;
- Able to commit to at least one evening per month;
- Complete a declaration of interest form having read and understood the Bramshott and Liphook Parish Conflicts of Interest Policy;
- Helpful (but not essential) to have links with community organisations and groups; and
- Be passionate and enthusiastic about the future of the Parish.

Cllr Winfield explained that Christine Davis, who has recently been appointed as an administration officer at the Haskell Centre, will do additional hours for the NDP. This is the most cost effective approach when considering the fluctuating demand of the NDP.

In response to a question from Cllr Garnett about when candidates for the Steering Group will be interviewed, Cllr Winfield stated that following approval at the meeting, applications will be considered asap. However, progress will be undertaken in a considered manner and not rushed.

A visioning event will take place for stakeholders on Wednesday 14th June 2017 between 7.30 pm and 9.30 pm. in the main hall at the Liphook Millennium Centre. Community groups and organisations have been contacted for their up to date contact details and will be invited to the visioning event shortly.

49/17 REPORTS FROM REPRESENTATIVE FROM OUTSIDE BODIES

None.

50/17 LIAISON WORKING PARTY FOR THE NDP

Following the appointment of Cllr Winfield as chair to the NDP Steering Group, there was a vacancy on the Liaison Working Party for the NDP. The Chair of the Council was authorised to make the appointment under the terms of reference. Cllr Poole had agreed to join the Working party and Cllr Ives appointed her to the vacant position.

51/17 DECLARATION OF INTERESTS FOR THE NDP STEERING GROUP

Cllr Winfield introduced the declaration of interests form. This was based on the version used previously but has been revised to reflect the Conflict of Interests policy and the Steering Group Terms of Reference. Cllr Croucher suggested the heading “Project Group” should be replaced by “Steering Group” The declaration includes a statement that failure to disclose relevant information is a breach of the Localism Act 2011 and a criminal offence which can lead to a fine up to a maximum of £5,000.

It was proposed that the Declaration of Interest form and policy on Conflict of Interests be approved subject to the change suggested by Cllr Croucher. Proposed Cllr Winfield, Seconded Cllr Easton, all in favour.

Cllr Ives stated that she had spoken to Richard Eastham who advised that some Steering Groups are not appointed until after the visioning event. Some members of the Steering Group may be in place by the visioning event and some new volunteers may come forward following the event for consideration on the Steering Group.

Meeting closed 9.10 pm

Chairman:

Date: