



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 THE 18th DECEMBER 2018

A MEETING OF BRAMSHOTT AND LIPHOOK PARISH COUNCIL TOOK PLACE AT 7.30PM IN THE MILLENNIUM CENTRE, LIPHOOK ON MONDAY 26th NOVEMBER 2018

MINUTES

PRESENT

Cllr Croucher
Cllr Easton
Cllr Garnett
Cllr Hall
Cllr Jerrard
Cllr Kirby
Cllr Poole
Cllr Rowson
Cllr Taplin
Cllr Trotter

Mr P Stanley - Executive Officer

2 District Councillors, 24 members of the public and the Press were in attendance.

98/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off. He pointed out the fire escape routes. He welcomed Cllr Hall as a new councillor following the recent election and confirmed the appointment of Mr Jones as the councils Property Manager.

99/18 APOLOGIES FOR ABSENCE
Apologies were received from Cllr Jourdan.

100/18 DISCLOSURE OF INTERESTS
There were none.

101/18 MINUTES OF LAST MEETING
Councillors approved the minutes of the Parish Council meeting held 29th October 2018.
Proposed by Cllr Croucher, Seconded by Cllr Garnett, 9 in favour.

102/18 MATTERS ARISING
None.

103/18 PUBLIC PARTICIPATION SESSION
Meeting adjourned

Public Questions – items not on the agenda

Mr Groves asked the chairman what actions he was going to take to restore the reputation of the council and asked whether the chairman was going to resign. The Chairman stated that he would not be resigning.

Mr Young asked whether in view of the recent publication, would it be appropriate to apologise publicly at the meeting. The Chairman stated that was a matter for the councillor concerned.

Public Questions – items on the agenda

A request was made to move the item on the recommendations from the Governance, Audit & Scrutiny Sub-Committee of EHDC to earlier in the meeting in view of the public interest. This was agreed (see minute 104/18 below).

Mr Cameron asked whether it was the Chairman's duty to consider Cllr Jerrard's position on the council or reduce his role. The Chairman stated that as a code of conduct matter this was the responsibility of EHDC as stated in the Council's Standing Orders. It was not within the powers of the council to sanction any councillor.

Mrs Ives asked whether the Chairman could assure her that the decision notice would be on the Parish website after the meeting and had all Parish Councillors been given a copy of the notice. She also asked whether the council will be taking any other steps to ensure it upholds a statutory duty to promote and maintain high standards of conduct. On the first question the chairman stated he did not know. On the second question he felt that the council would ensure this happens.

Mrs Hope asked why councillor Jerrard was a member of the council and multiple councils as he did not live in the parish. The Chairman stated that the law allows any person who lives within 3 miles of the parish boundary to be a member of the council and people can put themselves forward to any council if the criteria is met.

Mrs Olson stated that she had been interested in becoming a councillor. She asked that when the council was looking to recruit new members for the Parish Council next year, what

assurances can Cllr Croucher give as Chairman and what was he going to do to make her feel that this is a parish council where she can serve the community without personal threat and stress. She also asked what the council is doing to change the environment of the council and to listen to feedback. The Chairman stated that there will be elections in May 2019 and the council will stand down before this. As such he cannot give any personal assurances. He also stated that there were two new councillors on the council who had nothing to do with the past. He encouraged new people to put their names forward for the elections next May.

The Chairman closed the public participation session as the allotted time had passed.

Meeting re-convened.

104/18

RECOMMENDATIONS FROM THE GOVERNANCE, AUDIT & SCRUTINY SUB-COMMITTEE OF EAST HANTS DISTRICT COUNCIL

It was agreed to bring this item forward on the agenda.

The Chairman introduced this item. The Governance, Audit & Scrutiny Sub-Committee of EHDC had made five recommendations for the council to consider. These related to Councillor training on Code of Conduct and DP/GDPR, a review of the terms of reference for all committees and Steering Groups, consideration of disbanding the Liaison Working Party and to ensure that there should be no door-stepping. The Chairman read each of the recommendations and felt that except for the recommendation to disband the Liaison Working Party, the recommendations were sensible. The NDP still had residual functions including agreeing Working party Membership and should continue.

Several Councillors felt that no decision could be made without seeing full report rather than an extract. In view of this, it was agreed that Councillors are provided with the report and that the decision be referred to the next meeting of the council.

Proposed Cllr Rowson, Seconded Cllr Garnet, 9 in favour.

105/18

NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

It was agreed to bring this item forward on the agenda.

Councillors accepted the minutes of the Steering Group meeting held on 9th October 2018.

Proposed Cllr Kirby, Seconded Cllr Poole, 9 in favour.

Chantal Foo presented an update on the work of the NDP Steering Group. It was noted that there are now 18 working party members following the two appointments agreed at the last council meeting. Working Party members are making good progress gathering and analysing data.

The next community engagement event will take place on 15th February 2019 between 10.30 am – 4.30 pm and on Saturday 16th February 2018 between 9.30 am and 2.00 pm.

All meeting minutes are on the NDP website to view.

106/18

NEIGHBOURHOOD DEVELOPMENT PLAN MEMBERSHIP

It was agreed that the terms of reference of the NDP Steering Group be amended to include membership from outside the parish within a 3-mile radius on a similar basis to that that applies to a parish councillor.

Proposed Cllr Croucher, Seconded Cllr Kirby, 9 in favour.

107/18

REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Hampshire County Council

Cllr Mitchell had offered her apologies. Her report was circulated to councillors and members of the public present.

East Hants District Council

Cllr Glass presented the report from District Councillors covering the following areas:

Change at EHDC – Both Executive Director James Hopkins and Chief Executive Sandy Hopkins were leaving the council for new posts.

Bramshott Speeding – Cllr Glass and Cllr Mitchell had met with Hampshire County Council to discuss possible road calming measures in the village. Any solution will involve a contribution from the Parish Council.

Oak Park Liaison Meeting – the first meeting was held but no representatives from Taylor Wimpy attended which was extremely disappointing as there were a lot of matters raised at the meeting that needed an answer.

It was noted that the council has a budget of £5k for community Funded Projects in 2019/20 and bids will be considered at a future Finance & Policy Committee meeting.

108/18

MINUTES OF COMMITTEE MEETINGS

LMC Committee

Cllr Kirby stated the committee had agreed to consider renaming some of the rooms at the LMC.

Minutes of a meeting held on 15th November 2018.

Acceptance of the minutes was Proposed by Cllr Kirby, Seconded by Cllr Taplin, 9 in favour.

Finance & Policy Committee

Cllr Garnett confirmed the appointment of Mr Peter Jones as the council's Property Manager. She also advised that the committee had considered the poor state of the play park surfaces which had been flagged-up on safety inspections. The cost to replace the surfaces was about £64k and it was hoped that s106/CIL money could be used to fund the project.

Minutes of a meeting held on 14th November 2018.

Acceptance of the minutes was Proposed by Cllr Garnett, Seconded by Cllr Kirby, 9 in favour.

Planning Committee

Minutes of a meeting held on 12th November 2018.

Acceptance of the minutes was Proposed by Cllr Garnett, Seconded by Cllr Kirby, 9 in favour.

109/18

APPROVAL OF PAYMENTS

Councillors considered and approved the schedule of payments for October 2018 and the bank reconciliation (See attachments 1 & 2 to these minutes). It was noted that the current balances held by the Council at the end of October are:

Current Account - £1,081.00

Business Account - £533,249.73

Total Funds - £534,330.73

Proposed by Cllr Croucher, Seconded by Cllr Poole, 9 in favour.

110/18

CONCLUSION OF AUDIT

The conclusion of audit notice and comments were approved. It was noted that this had been considered at the last Finance & Policy Committee meeting.

Proposed Cllr Garnett, Seconded Cllr Taplin, 9 in favour.

111/18

INTERNAL AUDIT INTERIM REPORT 2018/19

The internal audit report and action plan were approved. This had been considered at the last Finance & Policy Committee meeting.

Proposed by Cllr Garnett, Seconded by Cllr Taplin, 9 in favour.

112/18

CLOSURE OF ACCOUNTS

The council is now using an updated software package from which the figures for the year-end return can easily be generated. The Executive Officer as RFO can complete the returns without the need for external consultant DCK Beavers. This will also address the concern of internal audit that the figures in the council return does not reflect what is in the finance system. Councillors noted this and that there will be a saving in consultant costs.

113/18

REPLACEMENT FOOTBRIDGE AT RADFORD PARK

The Executive Officer stated that Hampshire Highways had provided an updated tender schedule as some costs had been clarified increasing the tender from the supplier agreed at the last meeting from £42,075.10 to £42,919.10, an increase of £844. The increased cost is still within budget and the contractor is still the lowest cost.

It was agreed to approve the tender provided by Beaver Bridges at a cost of £42,919.10 plus VAT at the standard rate.

Proposed by Cllr Croucher, Seconded by Cllr Trotter, all in favour.

114/18

APPOINTMENT TO COMMITTEES

It was agreed that Cllr Rowson be appointed to the Planning Committee.

Proposed by Cllr Croucher, Seconded by Cllr Trotter, all in favour.

115/18

DEFIBRILLATORS

Councillors considered a report prepared by the Executive Officer that detailed the location of current defibrillators and whether they are available 24 hours or only when the premises are open. It was noted that the cost of units can vary significantly from £1,000 to £3,500. Several possible sites had been suggested by councillors including the LMC, Manor Fields, Recreation Ground, Sainsbury's Railway Station and the Co-op. It was noted that locations can be registered so they can be identified on a smart phone. It was agreed that the council should write to Sainsbury's and the Co-op about the possibility of locating a defibrillator at those locations. A suggestion was made that the council contact Mr Hall concerning the equipment used at the Peak Centre.

It was agreed that a budget of £6,000 be approved for the provision of defibrillators in the parish.

Proposed by Cllr Taplin, Seconded by Cllr Garnett, all in favour.

116/18

REPORTS FROM REPRESENTATIVES FROM OUTSIDE BODIES

- a) *River Wey Trust*: Cllr Kirby reported that she had attended the meeting of the River Wey Trust AGM.
- b) *East Hampshire Community Rail Partnership*: Cllr Garnett had attended a meeting at Hollycombe. Two books of walks from various stations had been viewed and it was suggested the council may wish to purchase some for sale in the Parish Office.
- c) *HALC AGM*: Cllr Croucher had attended the HALC AGM at which the Hampshire Police & Crime Commissioner had done a presentation stressing the importance of using the 101 number to report crimes so that a database is established. Cllr Croucher had also attended a Police liaison meeting where it was stated that crime in Liphook is low and the main issue is vehicle crime.

The meeting closed at 21.17 pm

Signed:
Chairman

Date: