



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 28th OCTOBER 2019**

**A MEETING OF BRAMSHOTT AND LIPHOOK PARISH COUNCIL TOOK PLACE
AT 7.30 PM IN THE MILLENNIUM CENTRE, LIPHOOK ON MONDAY 30th
SEPTEMBER 2019**

MINUTES

PRESENT

Cllr Coyte
Cllr Garnett
Cllr Hall
Cllr Jerrard
Cllr Kirby
Cllr Mitchell
Cllr Olson
Cllr Trotter (part)
Cllr Winfield

Mr P Stanley - Executive Officer

2 District Councillor, 12 members of the public, and the Press were in attendance.

109/19

CHAIR'S ANNOUNCEMENTS

The chair requested that mobile phones should be turned off. She pointed out the fire escape routes. It was stated the meeting would be recorded for the purpose of the minutes. No other recording was taking place.

110/19

APOLOGIES FOR ABSENCE

Apologies were received from Cllr D Curnow-Ford, Cllr P Curnow Ford and Cllr T Jourdan.

111/19 DISCLOSURE OF INTERESTS

None.

112/19 MINUTES OF LAST MEETING

Councillors unanimously approved the minutes of the meeting held on 29th July 2019. Proposed Cllr Kirby, Seconded Cllr Olson, all in favour.

113/19 MATTERS ARISING

Minute 105/19 – a question was raised about arrangements for the strategic planning session. The Executive Officer explained that HALC had been contacted to facilitate a session but no response had yet been received. He will contact HALC to get a response so that a session can be held.

Minute 108/19 – A site had been agreed for the planting of a maple tree. The date of planting needs to be co-ordinated with the school.

114/19 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public Questions – items not on the agenda

A question was raised about the ownership of the small car park off the Haslemere Road. Cllr Coyte stated that the ownership had passed from EHDC to private ownership but that EHDC will continue to manage the site. There will be a reduction of one parking space and the car park will remain free to use.

Public Questions – items on the agenda

The council were asked to confirm that no developer will claim Radford Park as a SANG. If they do then the parish would lose developers open space. Cllr Kirby stated that she could not guarantee this but the council would discuss whether Radford Park could be used as a SANG as a separate agenda item.

A question was raised about why every household in the parish had not received the leaflet on the Large Site Consultation. It was stated that there had been no undertaking to leaflet all households but that the consultation and events had been widely publicised.

Meeting re-convened.

115/19 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Glass ran through the report of the district councillors.

- The Large Sites consultation finishes on 15th October 2019. The last event was held at the Forest Community Centre and attended by 150 people.
- Portfolio reports are being reintroduced from the next full council meeting at EHDC.
- The new Norse Waste collection starts next week and collection cards have been sent to all residents.
- District Councillor Ginny Boxall has been appointed Climate Champion at EHDC

County Councillor Floss Mitchell had sent her apologies but forwarded a report that was read out by Cllr Olson. It was noted that Cllr Mitchell had resigned from the Conservative Party and would continue in office until the next County Council Election.

116/19

MINUTES OF COMMITTEE MEETINGS

Finance & Policy Committee

Acceptance of the minutes of meetings held on 9th September 2019.
Proposed by Cllr Garnett, Seconded by Cllr Hall, all in favour.

Planning Committee

Acceptance of the minutes of meetings held on 19th August 2019 & 16th September 2019.
Proposed by Cllr Garnett, Seconded by Cllr Mitchell, all in favour.

LMC Management Committee

Acceptance of the minutes of a meeting held on 2nd September 2019.
Proposed by Cllr Winfield, Seconded by Cllr Coyte, all in favour.

Recreation Committee

Acceptance of the minutes of a meeting held on 5th August 2019.
Proposed by Cllr Trotter, Seconded by Cllr Mitchell, all in favour.

117/19

RADFORD PARK POSSIBLE SANG

The council has been asked by EHDC to confirm whether there is in principle support for the use of Radford Park as a SANG.

Councillors had received a report prepared by Cllr Kirby. On 5th September 5 councillors and officers had carried out a site visit to all areas of Radford Park to assess the current use, accessibility and potential increased visitors to the park. The Radford Park Strategy working party was established to investigate the long-term aspirations for Radford Park. Several site visits had been made and a series of potential projects identified. On 10th September a meeting was held with representatives from EHDC, Natural England, Consultants, Ecologists and two parish councillors.

Cllr Kirby stated that the decision should be about what is best for the park moving forward and was not linked in any way with a particular development. Councillors were invited to give their views. Comments made covered several areas.

- Concern that the council would be required to maintain the SANG in perpetuity and whether the funding would make that possible.
- The negative impact on the east of the site which is natural and the wildlife could be affected.
- The dangers of opening up the east of the site due to caves, steep slopes and poor footpaths
- Some members of the public had contacted the council and were not in favour of Radford Park being designated a SANG.
- There may be better ways to fund development work in the park through CIL, grants and the precept.

Following the discussion, it was felt that there was no support for Radford Park being designated a SANG.

Proposed that the council does not support the designation of Radford Park as a SANG.
Proposed Cllr Kirby, Seconded Cllr Winfield, all in favour.

118/19

CONSULTATION ON LARGE DEVELOPMENT SITES

The Planning Committee had considered the EHDC consultation document and had made comments to the questions. Councillors were invited to agree these comments and make any suggested changes or additions. The following additional comments were suggested.

- That the parish does not need a new school.
- The new Highfield School Sports Facility will generate additional traffic in the area
- The road and transport infrastructure around the site are poor compared with the other proposed sites
- Under section 6 – These are outline proposals and may not be deliverable when considered in detail.
- Impact on Dark sky.

119/19

REPORTS FROM REPRESENTATIVES FROM OUTSIDE BODIES

CAB - Cllr Garnett had met with CAB. There were no planned changes to the outreach service in Liphook. Funding was very tight but CAB were providing an excellent service to the community.

Carnival Committee – Cllr Winfield stated that the preparations for the carnival on 26th October were going well.

CTCG – Cllr Jerrard had attended the last meeting. The Police reported some staff shortages and the need to recruit a PCSO. Radford Park was still regarded as one of the main priorities for policing. It had been established that using CCTV was legal if the recording was used to report crime to the police and not used on social media. Finally, the recent damage to windows at the LMC should be reported to the police if it had not already been done.

Peak Centre – Cllr Mitchell had attended the last meeting and the main item had been the lease and trust document.

EHATPC – Cllr Kirby attended a meeting on 25th September 2019.

- Hampshire Police had 3,000 officers but were now down to 1,000
- Police have 5 drones to deploy with high resolution cameras
- Access to s106 money was more difficult as there was a 10-page application form, a window to for application and any organisation can apply to use the funding.

120/19

NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Acceptance of the minutes of the Steering Group held on 9th July 2019 and 13th August 2019.
Proposed Cllr Kirby, Seconded Cllr Coyte, all in favour.

Cllr Kirby had received a report from the vice-chair of the Steering Group and ran through some of the points contained in the report. Cllr Garnett queried why the meetings appeared to be poorly attended. It was suggested the last meeting was in the school holiday and there was also a resignation requiring a new member to be appointed.

It was reported that grant application had now been made.

121/19

APPROVAL OF PAYMENTS

Approval of schedule of payments in July 2019 (**Attachment 1**).
Proposed Cllr Kirby, Seconded Cllr Coyte, all in favour.

Approval of Schedule of Payments in August 2019 (**Attachment 2**)
Proposed Cllr Kirby, Seconded Cllr Winfield, all in favour.

The bank balances held by the Council at the end of July were:

Current Account - £1,000.00
Business Account - £614,871.51
Total Funds - £615,871.51

The bank balances held by the Council at the end of August were:

Current Account - £1,000.00
Business Account - £610,283.22
Total Funds - £611,283.22

122/19

BUDGET MONITORING

The budget monitoring statement for the period to August 2019 was noted.

Cllr Trotter left the meeting.

123/19

PEAK CENTRE LEASE

Cllr Garnet explained that she, Cllr Hall and Cllr Mitchell had been tasked to deal with the trust deed under which the Peak Centre Trust charity currently operate. The Parish Council are custodian trustee and over the years, the Trust Deed terms have not been observed. The present members of the management committee personally and individually indemnify the Parish council against financial loss. The committee members have not been aware of this financial obligation. It has been proposed that a new Trust Document be drawn up by a specialist trust lawyer (see minute 124/19). Under the new Trust Document, the Parish Council will remain Custodian Trustee and enter a new lease on behalf of the Peak Centre Trust.

The new lease has been received and approved by the Peak Centre Trust. The document has a break clause after 5 years. The £30k in a COIF account held by the Peak Centre Trust will be ringfenced to meet the cost of the rent. This has been agreed by the Peak Centre Trust.

A grant request by the Peak Centre Trust for £30k over 3 years was refused by EHDC, which has made the financial position more difficult.

Cllr Garnett stated that the trust deed and revised insurance covering the Peak Centre and the Council must be in place prior to the signing of the lease.

It was proposed that the lease agreement be approved for signature but that the document is not signed until the new Trust Document and Insurance is in place.

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

124/19 PEAK CENTRE TRUST DOCUMENT

Following the decision of Finance & Policy Committee to employ a trust lawyer, an estimate of costs has been provided by Russell-Cooke Solicitors. This gives a standard cost for amending a charitable deed of £1,750. In addition, as the deed in question is more complex, an extra budget of £750 is suggested.

There was some concern that these were not firm figures and that the overall cost could escalate. However, it was proposed that Russell-Cooke be instructed to undertake the work and a maximum budget of £3,000 be set for the work.

Proposed Cllr Kirby, Seconded Cllr Winfield, all in favour.

125/19 INTERNAL AUDITOR

The councils existing arrangements for internal audit had been in place for many years. The council had requested that the position be reviewed and three quotations have been provided including the councils existing internal auditor. Having considered the details provided by the three companies, it was proposed that IAC Audit & Consultancy Ltd be appointed for 2019/20 at a cost of £935 plus VAT at the standard rate.

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

126/19 CONCLUSION OF AUDIT

The Executive Officer stated that the accounts for 2018/19 had now been signed-off by the external auditor. The conclusion of audit notice had been displayed since it was received and is on the council website. The comments from the external auditor were noted.

The meeting closed at 9.40 pm

Signed:
Chair

Date: