



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 24th FEBRUARY 2020

A MEETING OF BRAMSHOTT AND LIPHOOK PARISH COUNCIL TOOK PLACE AT 7.30 PM IN THE MILLENNIUM CENTRE, LIPHOOK ON MONDAY 27th JANUARY 2020

MINUTES

PRESENT

Cllr Coyte
Cllr D Curnow-Ford
Cllr P Curnow-Ford
Cllr Garnett
Cllr Jerrard
Cllr Jourdan
Cllr Mitchell
Cllr Kirby
Cllr Olson
Cllr Trotter
Cllr Winfield

Mr P Stanley - Executive Officer

2 District Councillors, 3 members of the public, and the Press were in attendance.

01/20

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.

02/20

APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hall.

03/20

DISCLOSURE OF INTERESTS

There were no Disclosable Pecuniary Interests disclosed.

04/20

MINUTES OF LAST MEETING

The minutes of the meeting held on 16th December 2019 were approved.
Proposed Cllr Kirby, Seconded Cllr Winfield, all in favour.

05/20

MATTERS ARISING

There were no matters arising

06/20

PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public Questions – items not on the agenda

It was confirmed that the safety netting at the WM Recreation Ground will be on the next Recreation Committee agenda.

Public Questions – items on the agenda

None.

Meeting re-convened.

07/20

REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Floss Mitchell was not in attendance.

Cllr Glass ran through the report of the district councillors.

- A ceremony took place at Penns Place to mark the 75th Anniversary of the liberation of Auschwitz.
- District Councillor grants are still available to local groups and the closing date is 18th February 2020.
- The new Alton Sports Centre has now opened and was attended by a large number of people on its first day where facilities could be tried-out free of charge.
- The EHDC Sports Awards deadline for nominations is 28th February 2020.

08/20

MINUTES OF COMMITTEE MEETINGS

LMC Committee

Receipt of the draft minutes of meeting held on 6th January 2020.
Proposed by Cllr Winfield, Seconded by Cllr Olson, all in favour.

Finance & Policy Committee

Receipt of the draft minutes of a meeting held on 13th January 2020.
Proposed by Cllr Garnett, Seconded by Cllr Winfield, all in favour.

Planning Committee

Receipt of the draft minutes of a meeting held on 20th January 2020.

Proposed by Cllr Jourdan, Seconded by Cllr P Curnow-Ford, all in favour.

09/20

REPORTS FROM REPRESENTATIVES FROM OUTSIDE BODIES

Oak Park Consultative Committee – Cllr Garnett reported that the contractors were invited to submit a new Health & Safety Assessment of their sustainable urban drainage system as it was unfenced and had quite deep water. The outcome was for signage to be provided however it was stated that this would not help young children. The water is very deep and the drainage system is meant to be dry. There was concern that EHDC as the planning authority was accepting this suggestion which is not a sufficient enforcement response.

Preservation Society – Cllr D Curnow-Ford reported that she had attended a meeting on 23rd January. Because several members were not present, there was no discussion on planning matters. The society were busy scanning slides and picture recently provided and were storing some golf club documents. They are looking at some projects to print new books. The AGM will be held on 2nd April. Cllr D Curnow-Ford had provided the society with an update on the Jubilee Tree where it is hoped to start cutting back the overhanging trees soon.

Village Hall – Cllr Winfield had attended a meeting on 17th January. The terms of reference for the working party had been explained to them and how the council were looking to support them. There was also an AGM attended by Cllr Kirby and Cllr P Curnow-Ford who reported that the revenues are looking good and bookings are up particularly at weekends. There was a new treasurer appointed and the Chairman was re-elected.

10/20

NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Cllr Kirby explained that there had been some confusion with two sets of minutes being provided for the December meeting of the Steering Group. Cllr Trotter stated that he could not accept the minutes as there had been so many changes between the draft version and that approved by the Steering Group. Cllr Kirby then ran through the background to the setting up of the NDP Steering Group for the newly elected councillors. Of the options available to establish an NDP, the council had opted to appoint a Steering Group and for the Council to be arms-length. All the Steering Group and Working party members were appointed. Meetings of the Steering Group are open for attendance by the public and press except the excluded sessions. Councillors were able to attend all sessions. Under the terms of reference, two councillors are also on the Steering Group to ensure due process takes place. The minutes produced by the NDP administrator are modified to add clarity and more information. Cllr Kirby explained that she had had discussions with the Executive Officer and with the appointment of a new administrator, the procedure will be brought into line with other council meetings.

Concerns about the process were discussed particularly the draft minutes being changed, the difficulty finding agendas and minutes on the website and the excessive use of excluded sessions for matters that were not felt to be confidential.

It was agreed that in future, agendas will be circulated to councillors and that procedures should be the same as other council meetings. It was suggested that the excluded minutes of the December Steering Group should be made available to all. Cllr Kirby will discuss this with the NDP and ensure that the use of excluded sessions is minimised and only used when it can be justified. The reasons for an excluded session should also be recorded in the main minutes.

Where there is a need to add extra clarity, this should be in the monthly NDP update reports rather than amending the draft minutes.

It was proposed that the minutes of the excluded NDP Steering Group meeting on 10 December be published.

Proposed Cllr Jerrard, Seconded Cllr Trotter, all in favour.

The minutes of the Steering Group meeting on 10 December 2020 were accepted.

Proposed Cllr Jourdan, Seconded Cllr Winfield, all in favour

11/20 APPROVAL OF BUDGET AND PRECEPT 2020/21

The Finance & Policy Committee had considered the budget and precept and recommend the following:

- Gross Budget £456,392
- Precept £370,242
- Cost per band D Equivalent £89.81
- Increase per annum £2.19

The budget and precept as recommended by the Finance & Policy Committee was approved.

Proposed Cllr Olson, Seconded Cllr P Curnow-Ford, all in favour.

12/20 APPROVAL OF PAYMENTS

Approval of schedule of payments in December 2019 (**Attachment 1**).

Proposed Cllr Winfield, Seconded Cllr P Curnow-Ford, all in favour.

The bank balances held by the Council at the end of December 2019 were checked by Cllr Jourdan:

Current Account - £1,001.00

Business Account - £198,024.00

32 Day Notice Account - £300,468.88

Total Funds - £499,492.88

13/20 INTERIM AUDIT REPORT

The Interim Audit Report prepared by IAC together with the comments made by the Responsible Finance Officer was considered and noted by the council. The Executive Officer confirmed that the priorities shown were as recommended by IAC as it was their report.

14/20 LIPHOOK VILLAGE HALL WORKING PARTY

Councillors considered the draft Terms of Reference for the Liphook Village Hall Working Party attached to the agenda. The working party would work with the Village Hall Committee and a member of that committee will attend the working party.

Proposed Cllr Winfield, Seconded Cllr D Curnow-Ford, all in favour.

The meeting closed at 8.20 pm

Signed:

Chair

Date: