



# 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 27<sup>th</sup> JULY 2020**

**A REMOTE MEETING OF BRAMSHOTT AND LIPHOOK PARISH COUNCIL  
TOOK PLACE AT 7.30 PM ON MONDAY 15<sup>th</sup> JUNE 2020**

### MINUTES

#### PRESENT

Cllr Coyte  
Cllr D Curnow-Ford  
Cllr P Curnow-Ford  
Cllr Garnett  
Cllr Hall  
Cllr Jerrard  
Cllr Kirby  
Cllr Mitchell (part)  
Cllr Olson  
Cllr Trotter  
Cllr Winfield

Mr P Stanley - Executive Officer  
Mrs D Meek – Deputy Executive Officer

2 District Councillors and 1 member of the public were in attendance.

**30/20**

#### **CHAIR'S ANNOUNCEMENTS**

The chair welcomed everyone to the meeting.

**31/20 APOLOGIES FOR ABSENCE**

The were no apologies.

**32/20 DISCLOSURE OF INTERESTS**

There were no disclosable pecuniary interests.

Cllr Winfield was actively involved with the Cubs.

Cllr Olson was involved with the guides and Tennis Club.

Cllr Coyte has family members involved with the Scouts & Guides.

**33/20 MINUTES OF LAST MEETING**

The minutes of the meeting held on 24<sup>th</sup> February 2020 were approved.

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

**34/20 MATTERS ARISING**

Minute 29/20 – Cllr Trotter enquired about the sewerage leak at Oak Park and the outcome. There had been no liaison meeting recently. If there was no satisfactory resolution it should be considered at a future meeting.

**35/20 PUBLIC PARTICIPATION SESSION**

Meeting adjourned

**Public Questions – items not on the agenda**

None.

**Public Questions – items on the agenda**

None.

Meeting re-convened.

**36/20 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr Glass read out the report of the district councillors.

- One large site had been chosen within the district which is Prince Philip Park at Whitehill giving 1,300 additional homes and giving the area a total of 4,350 homes overall.
- Meetings continue at EHDC using Skype for Business. The Annual Council meeting had been postponed.
- An extensive programme of welfare support was put in place to help all those affected by the Coronavirus.
- Up to the end of May, over £24,125,000 of grants had been delivered to local businesses.

County Cllr F Mitchell was unable to attend due to a clash of meetings but will attend the July meeting.

Cllr V Mitchell left the meeting due to technical problems.

37/20

## MINUTES OF COMMITTEE MEETINGS

### Finance & Policy Committee

Receipt of the draft minutes of a meeting held on 9<sup>th</sup> March 2020.  
Proposed by Cllr Garnett, Seconded by Cllr Hall, all in favour.

### LMC Management Committee

Receipt of the draft minutes of a meeting held on 2<sup>nd</sup> March 2020.  
Proposed Cllr Olson, Seconded Cllr Coyte, all in favour.

It was noted that the CCTV had been effective at preventing vandalism

### Planning Committee

Receipt of the minutes of a meeting held on 16<sup>th</sup> March 2020 and the draft minutes of a meeting held on 1<sup>st</sup> June 2020.  
Proposed by Cllr Garnett, Seconded by Cllr Jerrard, all in favour.

38/20

## FINANCIAL ASSISTANCE

It was agreed to bring this forward as a representative of the Scouts & Guides was in attendance.

Scouts & Guides – the representatives made the case for assistance. Fund raising activities were cancelled and there were no subscriptions as they were unable to meet. The organisation had never requested a grant in the 20 years it has been at the LMC.

The amount requested was relief for 6 months from rent and property maintenance. All councillors were given an opportunity to express their views and were generally supportive of the request and the difficult financial position it faced in view of Covid-19.

Relief from rent and building maintenance was approved for six months from April to September and these amounts will not be charged to the Scouts & Guides.

Proposed Cllr D Curnow-Ford, Seconded Cllr Winfield, 9 in favour, 1 not in support, proposal approved.

Tennis Club – the club had identified a number of projects and the replacement of a sinking fund used to offset reduced subscriptions due to Covid-19 restrictions. The total amount requested was £3,300.

Councillors were considering relief from fees and charges as landlords to the facilities and not grants which had all been allocation for 2020/21. It was noted that it is now possible for the tennis club to open facilities and therefore income should start to return to the club.

It was proposed that no grant be payable as this was outside the scope of the financial assistance scheme but that the club be invited to apply for a grant in 2021/22.

Proposed Cllr Garnett, Seconded Cllr Hall , 9 in favour, 1 abstained.

**39/20**

**RADFORD PARK STRATEGY**

Cllr Coyte introduced the Radford Park Strategy. This document outlines the long-term strategic plans for Radford Park including the aqueduct. The resulting documents will provide a clear guide to how the area will be managed and maintained for use by the public and future generations. The Environment Agency has provided very useful guidance on maintaining Radford Park. It was confirmed that the Radford Park Management Plan, once sourced and implemented, will have timeframes and will be reviewed quarterly. The future of the disused building by the car park will also be addressed in this document.

It was proposed that the Radford Park Strategy be approved.  
Proposed Cllr Coyte, Seconded Cllr Trotter, all in favour.

**40/20**

**MEMORIAL BENCH**

Cllr D Curnow-Ford stated that Bramshott Open Gardens had requested permission to do work on the Bramshott Triangle for easier access and to remove the existing Bench and replace it with another bench. This new bench is carved from an oak tree that had fallen nearby and would be a memorial for Adrian Bird, who had sadly recently passed-away.

Bramshott Open Gardens had provided some photographs of the new bench and a site plan for the proposed landscaping scheme. Councillors felt this was a fitting tribute to Adrian and thought the council should also consider providing a memorial bench in Radford Park.

It was proposed that the request by Bramshott Open Gardens for landscaping and replacing the bench with a memorial to Adrian Bird be approved.  
Proposed Cllr D Curnow-Ford, Seconded Cllr Winfield, all in favour.

**41/20**

**NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

Cllr Jerrard pointed out that on page 6 Site LIP-011 should read "Land at Longmoor Road" and not Haslemere Road. The Executive Officer will ensure the NDP Steering Group are made aware of this error.

The approved minutes of the NDP Steering Group meeting held on 11<sup>th</sup> February 2020 were received.

Proposed Cllr Kirby, Seconded Cllr Garnett, all in favour

The NDP update produced by the Vice Chair of the Steering Group was received. It had not been possible to progress much in view of the Covid-19 restrictions.

The final Site Assessment report from AECOM was considered. Several councillors stated that having read the report in detail, it was felt to be a good document.

It was proposed that the document be published so that the public are able to view the document.

Proposed Cllr Kirby, Seconded Cllr D Curnow-Ford, all in favour

**42/20**

**APPROVAL OF PAYMENTS**

The schedule of payments in February 2020 were approved. (**Attachment 1**)

The bank balances held by the Council at the end of February 2020 were checked by Cllr Winfield:

Current Account - £1,000.00  
Business Account - £144,418.32  
32 Day Notice Account - £300,833.40  
Total Funds - £446,251.72

The schedule of payments in March 2020 were approved. (**Attachment 2**)

The bank balances held by the Council at the end of March 2020 were checked by Cllr Hall:

Current Account - £1,000.00  
Business Account - £86,876.24  
32 Day Notice Account - £300,935.15  
Total Funds - £388,811.39

**43/20**

**YEAR END BUDGET STATEMENT**

The Executive Officer stated that the council had ended the year with an underspend on budget of £30,789 after transfers from the earmarked reserve for approved capital building and equipment. The Executive Officer will prepare the year-end AGAR reports which will need to be approved by the council at the July meeting. The year-end outturn was noted.

**44/20**

**COMMUNITY INFRASTRUCTURE LEVY**

The Executive Officer presented the CIL year end statement. This shows that the council received £6,504 in 2019/20 and the total held in an earmarked reserve was £22,438. There was no CIL expenditure in the year and no notices were served by the charging authority for failure to use CIL monies within the required 5-year period.

**45/20**

**STANDING ORDERS & FINANCIAL REGULATIONS**

The council considered updated Standing Orders and Financial Regulations as recommended by the Finance & Policy Committee. The council was also asked to consider two amendments covering Councillor attendance at Exempt Sessions and Staff Appraisals.

The proposed two amendments were considered first.

Appraisals - There was discussion about when appraisals should be held, who should be the second appraiser and also whether or not they should be used for pay reviews. Councillors had mixed views and felt they needed to understand the process better before a decision

could be made. This amendment was deferred for decision at the July meeting. It was noted that no appraisals will take place until a decision has been made at the next Council meeting.

Attendance at Exempt Session – Cllr Hall and the Executive Officer explained the work they had done. As it was not possible to get consensus on the proposed amendment in the time available, this was deferred for decision at the July meeting.

The Standing Orders and Financial Regulations were considered without the two amendments.

It was proposed that the Standing Orders and Financial regulations be approved.  
Proposed Cllr Kirby, Seconded Cllr Garnett, all in favour.

The meeting closed at 9.24 pm

Signed:  
Chair

Date: