



BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

P J STANLEY
EXECUTIVE OFFICER

Tel: 01428 722988
e-mail: council@bramshottandliphook-pc.gov.uk

THE PARISH OFFICE
HASKELL CENTRE
MIDHURST ROAD
LIPHOOK
HAMPSHIRE GU30 7TN

To all Parish Councillors

YOU ARE HEREBY SUMMONED TO A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL TO BE HELD REMOTELY AT 7.30 PM ON MONDAY 27th JULY 2020.

Members of the public and press are welcome to attend. Those wishing to attend should contact the council by phone or email no later than 1.00 pm on 27th July 2020. Joining instructions will then be issued.

P J STANLEY
EXECUTIVE OFFICER

22nd July 2020

AGENDA

- 1. CHAIR'S ANNOUNCEMENTS**
Recording of the meeting.
- 2. APOLOGIES FOR ABSENCE**
To receive apologies for absence.
- 3. DISCLOSURE OF INTERESTS**
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
- 4. MINUTES OF LAST MEETING**
To approve the meeting held on 15th June 2020 (**Appendix 1**).
- 5. MATTERS ARISING – For Information Only**

6. PUBLIC PARTICIPATION SESSION

Adjournment of the meeting for public questions.

Public Questions.

(a) To allow members of the public to address the Council with respect to items not on the agenda.

(b) To allow members of the public to address the Council about business on the agenda at the discretion of the Chairman.

Meeting re-convened

7. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

East Hants District Council - Cllr Angela Glass, Cllr Bill Moulard, Cllr Rebecca Standish.

Hampshire County Council – Cllr Floss Mitchell

8. MINUTES OF COMMITTEE MEETINGS

To receive the minutes of committee meetings

Finance & Policy Committee

13th July 2020 (**Appendix 2**)

Recreation Committee

22nd June 2020 (**Appendix 3**)

Planning Committee

29th June 2020 (**Appendix 4**) & 20th July 2020 (**Appendix 5**)

LMC Committee

6th July 2020 (**Appendix 6**)

9. NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

To receive an NDP update.

10. STANDING ORDERS

To consider and approve two amendments to Standing Orders.

(i) Councillor attendance at exempt sessions (**Appendix 7**)

(ii) Staff Appraisals (**Appendix 8**)

11. REPORTS FROM COUNCILLOR REPRESENTATIVES TO COMMUNITY ORGANISATION AND LIAISON GROUPS

To receive an update from councillors who have attended meetings on behalf of the council.

12. LIPHOOK VILLAGE HALL

(i) To note the resignation of Cllr Winfield and appoint a new representative

(ii) To elect a new chair of the Village Hall Working Party

(iii) Report from Liphook Village Hall Working Party

(iv) To review the council's responsibility as Custodian Trustee and agree any necessary actions. (**Appendix 9**)

13. FINAL INTERNAL AUDIT 2019/20

To note the internal audit report and action plan as recommended by the Finance & Policy Committee. (**Appendix 10**)

- 14. ANNUAL RETURN SECTION 1 – GOVERNANCE STATEMENT**
To decide and minute a response to each question on the governance statement (**Appendix 11**)
- 15. ANNUAL RETURN SECTION 2 – ACCOUNTING STATEMENT 2019/20**
To approve the Annual Return Accounting Statement (**Appendix 12**)
- 16. POLICY FOR THE APPROVAL AND SITING OF MEMORIAL BENCHES**
To consider a policy. (**Appendix 13**)
- 17. APPROVAL OF PAYMENTS**
To receive and approve the schedule of payments in April 2020 (**Appendix 14**) and May 2020 (**Appendix 15**), and to note the bank balances shown in the bank reconciliation which has been checked back to the original bank statement by a councillor and signed and dated. (**Appendix 16**).
Queries should be raised with the Executive Officer in advance of the meeting.
- 18. EMERGENCY PLAN**
To agree arrangements to develop an emergency plan.