



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr P J STANLEY  
EXECUTIVE OFFICER  
Tel: 01428 722988  
e-mail : [council@bramshottandliphook-pc.gov.uk](mailto:council@bramshottandliphook-pc.gov.uk)

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

## PARISH COUNCIL MEETING

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE  
NEXT MEETING ON THE 28<sup>th</sup> SEPTEMBER 2020**

**A REMOTE MEETING OF BRAMSHOTT AND LIPHOOK PARISH COUNCIL  
TOOK PLACE AT 7.30 PM ON MONDAY 27<sup>th</sup> JULY 2020**

### MINUTES

#### PRESENT

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

Mr P Stanley - Executive Officer

County Cllr F Mitchell was in attendance. Chantal Foo also attended part of the meeting.

**46/20**

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

The chair welcomed everyone to the meeting and stated the meeting was being recorded by audio and video.

**47/20**

**APOLOGIES FOR ABSENCE**

Apologies were received from Cllr V Mitchell.

**48/20**

**DISCLOSURE OF INTERESTS**

There were no disclosable pecuniary interests.

**49/20**

**MINUTES OF LAST MEETING**

The minutes of the meeting held on 15<sup>th</sup> June 2020 were approved.  
Proposed Cllr Kirby, Seconded Cllr Olson, all in favour.

**50/20**

**MATTERS ARISING**

None.

**51/20**

**PUBLIC PARTICIPATION SESSION**

Meeting adjourned

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

None.

**Public Questions – items on the agenda**

None.

Meeting re-convened.

**52/20**

**REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

The District Councillors were unable to join the meeting due to other commitments. Their brief report had been circulated by the Executive Officer and was noted.

Cllr Jerrard joined the meeting.

County Councillor Floss Mitchell had provided a written report that had been circulated to councillors. She stated that the unplanned cost and losses to the County Council for the current financial year was £110 million. It was hoped part of that could be recovered from the government. There was a new e-permit coming into force from 1<sup>st</sup> August for waste recycling centres. Liphook library is not scheduled for closure following the recent consultation.

A Traffic Management report had been prepared by Cllr Mitchell and Cllr Glass which had been circulated to councillors. There was no option for reducing speed limits and the measurers were proposed as the next best thing. The measures were only for Bramshott under Community Funded Initiatives. Proposals for Liphook were also being considered under a different review, such as crossing points and partly funded by section 106 funding.

**53/20**

**MINUTES OF COMMITTEE MEETINGS**

Finance & Policy Committee

Receipt of the draft minutes of a meeting held on 13<sup>th</sup> July 2020.  
Proposed by Cllr Garnett, Seconded by Cllr Trotter, all in favour.

#### Recreation Committee

Receipt of the draft minutes of a meeting held on 22<sup>nd</sup> June 2020.  
Proposed Cllr Trotter, Seconded Cllr Olson, all in favour.

#### Planning Committee

Receipt of the minutes of a meeting held on 29<sup>th</sup> June 2020 and the draft minutes of a meeting held on 20<sup>th</sup> July 2020.

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

#### LMC Management Committee

Receipt of the draft minutes of a meeting held on 6<sup>th</sup> July 2020.  
Proposed Cllr Winfield, Seconded Cllr Olson, all in favour.

54/20

### **STANDING ORDERS**

Two proposals to amend standing orders were considered in turn.

#### Councillor attendance at exempt sessions.

Councillors considered the report and attachments provided by the Executive Officer. This item had been discussed at the last council meeting but was deferred so that a better understanding could be gained by councillors. The key points are that there is no automatic right to attend an exempt session when not a member of that committee. However, a councillor who is not a member of that committee can attend an exempt session where the councillor has a “need to know”. There will be few matters where there is not a “need to know”. The council can include in Standing Orders arrangements for the attendance of non-committee councillors in Exempt sessions.

The following wording was proposed:

e. A councillor who is not a member of a committee does not have an automatic right to attend an exempt session of that committee or have access to the documents relating to that committee. Receipt of papers and attendance will be on the basis of a “Need to Know”. It will be for the Chairman of a committee to exclude a councillor who is not a member of that committee from an exempt session where the Chairman believes that to not do so could give rise to that councillor obtaining information that the councillor would not otherwise be entitled to receive. The Chairman should provide the reason for exclusion and report the reason when the minutes are adopted by the Council. There are few reasons for a councillor to be excluded. Councillors generally have a “Need to Know” as part of their collective responsibility for all decisions, including those delegated to a committee. Exclusion should never be on the basis that they are not a member of the committee.

Proposed Cllr Kirby, Seconded Cllr Garnett 8 in favour, 1 oppose and 1 abstention. Proposal approved by a majority vote.

#### Staff Appraisals

Councillors considered an amendment to the standing orders under 19 Handling Staff Matters covering staff appraisals. This had been considered at the last meeting but had been deferred

so that the Executive Officer could clarify the procedure and provide the appraisal forms currently used. These were attached to the agenda.

There was a full discussion about who should be the second appraiser. A proposal was put forward that the appraisal should be carried-out by the Chair of the Council and Chair of the Finance & Policy Committee.

Proposed Cllr Garnett, Seconded Cllr Hall, 6 in favour and 4 opposed so proposal approved by a majority vote.

It was also agreed that a resolution was not needed for an appraisal to be carried-out.

Finally, it was proposed that the appraisal for all staff should be carried out by the end of the calendar year and appraisals reported in writing for approval by the end of March.

Proposed Cllr Hall, Seconded Cllr Trotter, 8 in favour, two abstentions so approved by a majority vote.

Subject to the above decisions the wording of the Standing Order amendment is as per the appendix 8 attached to the agenda.

**55/20**

**REPORTS FROM COUNCILLOR REPRESENTATIVES TO COMMUNITY ORGANISATIONS AND LIAISON GROUPS**

Cllr Garnett attended a meeting of Age Concern, Liphook. She reported that they are keen to use the Liphook Millennium Centre once it opens. The Day centre had written to the Landlord several times concerning a possible rent holiday.

Cllr Garnett had also attended a Zoom meeting with the CAB. The organisation was conducting most support by telephone with some use of Zoom. There had been an increase in demand for CAB services. The food Hub was also raised at the meeting and the possible extra demands placed on it as the jobs cuts start to impact on people.

**56/20**

**LIPHOOK VILLAGE HALL**

The resignation of Cllr Winfield from the Village Hall committee was noted. Cllr D Curnow-Ford was proposed as her replacement.

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

It was reported that Paul Robinson had joined the Village Hall Working Party as the Village Hall Committee representative.

Cllr D Curnow-Ford explained that the working party still had work to do in identifying the councils role and supporting the committee in accordance with those responsibilities.

The village Hall working Party had looked at all the documentation to try and clarify responsibilities. Nobody attended from the Village Hall.

The Executive Officer had produced a report and attached some information from the Charity Commission concerning the role of a Custodian Trustee. However, there were some issues still to resolve, including the councils role as landlord on the lease.

It was agreed that the Executive Office will do further research and contact the Charity Commission if necessary to ensure the council are conducting their legal role.  
Proposed Cllr P Curnow-Ford, Seconded D Curnow-Ford, 9 in favour so approved by a majority vote.

It was proposed that Cllr D Curnow-Ford be the Chair of the Village Hall Working Party.  
Proposed Cllr Winfield, Seconded Cllr Olson, all in favour.

**57/20 FINAL INTERNAL AUDIT 2019/20**

The final internal audit report was considered at the last meeting of the Finance & Policy Committee. This report was noted.

**58/20 ANNUAL RETURN SECTION 1 – GOVERNANCE STATEMENT**

The council considered each of the statements in turn and responded to each.

Statement 1 – Yes. All in favour.

Statement 2 – Yes. All in favour.

Statement 3 – Yes. 9 in favour so carried by majority.

Statement 4 – Yes. All in favour.

Statement 5 – Yes. All in favour.

Statement 6 – Yes. All in favour.

Statement 7 – Yes. All in favour.

Statement 8 – Yes. All in favour.

Statement 9 – Yes. All in favour.

The chair will ensure the form is signed prior to submission to External Audit.

**59/20 NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

Chantal Foo was in attendance and her report had been circulated to councillors. She ran through her report.

The NDP had its first formal meeting on 22<sup>nd</sup> July 2020 following a break due to Covid-19. The public minutes from the March meeting were approved. However, as the exempt session was postponed, the exempt March minutes were not approved. The meeting was to provide an update on what had been happening since the March meeting including

- A draft of the NDP
- AECOM issued the final “Site Options and Assessments”
- A discussion on potential land use required by the community
- Agreement to source additional information on impact of Covid-19
- Discuss methods and actions to gather further information.

The NDP has 7 members and are actively recruiting more members to assist with the workload.

There was also a discussion about the previous and future administrative support required by the NDP Steering Group. The Executive Officer will work with all involved to ensure suitable support is in place once the needs have been identified.

60/20

**ANNUAL RETURN SECTION 2 – ACCOUNTING STATEMENT 2019/20**

The Annual Accounting Statement is generated by the councils accounting system. It was proposed that this be approved.

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

61/20

**POLICY FOR THE APPROVAL AND SITING OF MEMORIAL BENCHES**

The policy as drafted by the Executive Officer was approved.

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

62/20

**APPROVAL OF PAYMENTS**

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

The bank balances held by the Council at the end of April 2020 were checked by Cllr Coyte:

Current Account - £1,000.00  
Business Account - £413,514.82  
32 Day Notice Account - £300,959.80  
Total Funds - £715,474.62

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

The bank balances held by the Council at the end of May 2020 were checked by Cllr D Curnow-Ford:

Current Account - £1,001.00  
Business Account - £377,425.93  
32 Day Notice Account - £300,983.64  
Total Funds - £679,410.57

Proposed that the schedule of payments for April and May be approved.

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

The bank balances as at the end of April 2020 and May 2020 were noted.

63/20

**EMERGENCY PLAN**

The possibility of developing an emergency plan was considered. This follows the need to put special arrangements in place following the Covid-19 restrictions. It was noted that most councils and organisations will have such plans, particularly the larger organisations. Such plans cannot cover every possible scenario but looks at the most likely issues and how the organisation would deal with them.

It was proposed that an emergency plan be drawn-up by the Executive Officer for approval at a future council meeting.

Proposed Cllr Kirby, Seconded Cllr Olson 8 in favour, two opposed so approved by a majority vote.

The meeting closed at 9.21 pm

Signed:  
Chair

Date: