



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

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 25th JANUARY 2021**

**A REMOTE MEETING OF BRAMSHOTT AND LIPHOOK PARISH
COUNCIL TOOK PLACE AT 7.30 PM ON MONDAY 21st DECEMBER
2020**

MINUTES

PRESENT

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

Mr P Stanley - Executive Officer

District Councillor B Mouland was in attendance. There were no members of the public present.

111/20 CHAIR'S ANNOUNCEMENTS

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

Cllr V Mitchell has resigned from the council and the post was being advertised as a casual vacancy.

112/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Jourdan.

113/20 DISCLOSURE OF INTERESTS

There were no disclosable pecuniary interests.

114/20 MINUTES OF LAST MEETING

Minutes of the meeting held on 23rd November 2020 were approved.

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

115/20 MATTERS ARISING

None.

116/20 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public Questions – items not on the agenda

None.

Public Questions – items on the agenda

None.

Meeting re-convened.

117/20 REPORT FROM DISTRICT COUNCILLORS

District Councillors

Councillor Mouland ran through his report.

- East Hampshire is still in Tier 2 of the Covid-19 measures but infection rates are rising.
- The council will be closed over the Christmas and New Year break but there is a support line available.
- The Local Government Finance Settlement allows councils to increase core spending by 4.5% but this requires a council tax increase of 5%.

- Two new grants have been launched, the Local Restrictions Support Grant and the Christmas Support Payment.
- The Government has now dropped its proposed development algorithm that would have seen EHDC expected to take more houses.

118/20 MINUTES OF COMMITTEE MEETINGS

Recreation Committee

Receipt of the draft minutes of a meeting held on 7th December 2020.
Proposed Cllr Trotter, Seconded Cllr D Curnow-Ford, all in favour.

Planning Committee

Receipt of the minutes of a meeting held on 14th December 2020.
Proposed by Cllr Garnett, Seconded by Cllr P Curnow-Ford, all in favour.

119/20 NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Cllr Kirby stated that the Exempt and redacted minutes of previous NDP meetings were now published on the website. In response to a question about Mr Ellis's resignation from the Steering Group, it was stated that this was partly due to an issue with Strategic Sites. It was reported that Eliza Margrove had recently resigned from the Steering Group. This made the recruitment process for new members of the Steering Group in the new year even more important. Cllr Jerrard raised the question of why the consideration of the Site Assessment & Matrix had been deferred from October and again in November and then not on the agenda for December.

Minutes of the NDP Steering Group

The minutes of the NDP Steering Group meeting held on 20th October 2020 were accepted.

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

Update from the Vice-Chair of the NDP Steering Group

Councillors had received a report from the Vice-Chair of the NDP Steering Group which Cllr Kirby ran through.

- AECOM are processing the application for "Housing Needs Assessment" technical package.
- AECOM are also processing the application for assessing the additional site that has come forward.
- The SG agreed that the draft Stage 1 SEA produced by AECOM can be progressed to the next stage in the process: high level consultation with

consultation bodies: Natural England, Historic England and the Environment Agency.

- The SG discussed various methods of encouraging more volunteers to join the SG to help through the next stages.
- Meeting minutes once approved are published on the NDP website.

120/20 REPORTS FROM COUNCILLOR REPRESENTATIVES TO COMMUNITY ORGANISATIONS AND LIAISON GROUPS

Cllr Garnett and Cllr Jerrard had attended a workshop hosted by South Downs National Park and found it to be a good meeting.

Cllr Garnett and Cllr Kirby had attended the Day Centre Christmas Fair which had been well run.

Cllr Garnett attended a meeting of the CAB. They were concerned about funding and also the drop in volunteers due to Covid-19. Consultations are not face to face so the effectiveness of the advice is difficult to determine.

Cllr Kirby had attended a meeting of the River Wey Trust who are looking to make an application for grant under the WHIPs scheme.

121/20 APPROVAL OF PAYMENTS

The schedule of payments in October 2020 was approved. (**Attachment 1**)
Propose Cllr Kirby, Seconded Cllr Coyte, all in favour.

The bank balances held by the Council at the end of October 2020 will be checked by Cllr Olson and currently stand at:

Current Account - £1,000.00
Business Account - £224,367.93
32 Day Notice Account - £301,110.15
Total Funds - £526,478.08

122/20 CONCLUSION OF AUDIT 2019/20

The Executive Officer reported that the External Auditor had now signed-off the accounts for 2019/20 and the public notices had been displayed. There were no matters to report in the document which was noted.

123/20 LIPHOOK VILLAGE HALL

Cllr D Curnow-Ford ran through the notes of the Village Hall Working Party held on 9th December 2020. The agreed outcomes were:

- The Objectives and purpose of the Working Party had been achieved and the WP can now be dismissed.
- That the Village Hall Trustees investigate becoming a Charitable Incorporated Organisation. The recommendation was approved by the council on 23rd November 2020.

There was an outstanding action for the Executive Officer to determine whether a CIO replaces the council's role as Custodian Trustee and does the ownership transfer from the council to the CIO.

There was some concern that the land was not registered but the legal advice given was that registration was not necessary. Cllr Winfield stated that the other properties within the area were registered which served as an outline of the area owned by the council as Custodian Trustee.

124/20 GUTTERING AT THE LMC

The Executive Officer stated that three quotations had been received however only two were presented as one did not meet the council's requirements.

Following consideration of the two quotes, it was agreed that the contract be awarded to contractor B who is Blue Sky Guttering Ltd at a cost of £3,492.50 plus VAT.

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

125/20 DIRECT DEBITS

The list of direct debits attached to the agenda for the current financial year were approved.

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

126/20 TRACTOR SHED & FORMER WILLOWS BUILDING

Cllr P Curnow-Ford ran through the working party report. It had been determined that Phase 1 refurbishment costs were excessive for what is an agricultural building and the group had revisited the requirements for Phase 1.

Following a site meeting on 4th December 2020, all agreed that the Beacon building was in a state of disrepair and not fit for purpose. An alternative solution was proposed which was a new building using prefabricated steel with sufficient storage for the tractors, lock up area for tools and a mezzanine floor for the Grounds Manager, office, toilets and a kitchen.

The cost of the building and erection is £35k, excluding the mezzanine floor and demolition of the Willows buildings and a new concrete floor. The proposed building will be 50% larger than the Beacon building allowing vehicles to be manoeuvred internally. The new proposal has the support of the Recreation Committee.

It was proposed that the project be approved in principle.
Proposed Cllr P Curnow-Ford, Seconded Cllr Trotter, all in favour.

127/20

WM RECREATION GROUND TERMS OF REFERENCE

It was necessary to agree new terms of reference for the working party. The following were agreed.

Reporting

In view of the cost of the proposed work, the working party should report back to full council.

Membership

Cllr P Curnow-Ford, Cllr D Curnow-Ford, Cllr Coyte, Cllr Olson, Cllr Kirby, Cllr Winfield

Officers: Grounds Manager, Property Manager, Executive Officer (as required)

Terms of Reference

1. To meet on a regular basis to provide guidance and work with officers to ensure that the project is delivered within budget and on time.
2. To produce a timetable for the project through to completion.
3. To produce a new specification and budgetary estimate for the new building for approval by council.
4. To ensure that Planning Permission & Building Regulations approval are obtained where needed.
5. To ensure the safety of the site during demolition and construction.
6. To report back to full council on a monthly basis.
7. To ensure that the necessary approvals for the demolition of the existing complex and erection of the new building are obtained from Full Council, WM Recreation Ground Trust and the Charity Commissioners.
8. To co-ordinate publicity for the project.

Decision Making

As a working party, there is no delegated decision making powers. All decisions concerning final design & budget must be approved by full council.

The Executive Officer in consultation with the Chair of Council is authorised under delegated authority within the council's Standing Orders and Financial Regulations to approve spending up to £2,000 for any professional services and fees. Any such approvals will be reported back to the next meeting of full council.

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

128/20

LOWSLEY PHASE 2 ROAD NAMES

Consideration was given to the names suggested. It was felt that the development would benefit from having names covering a theme and bird names was proposed. The list suggested were:

1. Mallard
2. Heron
3. Nightjar
4. Fieldfare
5. Kite
6. Goldfinch
7. Sparrow

The meeting closed at 8.48 pm

Signed:
Chair

Date: