



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr P J Stanley  
PARISH CLERK

Tel: 01428 722988

Fax: 01428 727335

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 25<sup>th</sup> FEBRUARY 2013**

**A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL  
TOOK PLACE AT 8.00PM IN THE PEAK CENTRE, MIDHURST  
ROAD, LIPHOOK ON MONDAY 28<sup>th</sup> JANUARY 2013**

### MINUTES

#### PRESENT:

Cllr M Croucher  
Cllr B Easton (Chairman)  
Cllr D Hoskins  
Cllr J Ives  
Cllr D Jerrard  
Cllr P Jordan  
Cllr J Kirby  
Cllr T Maroney  
Cllr J Poole  
Cllr P Robinson  
Cllr E Trotter

#### 01/13 CHAIRMAN'S ANNOUNCEMENTS

Cllr Easton made announcements covering the recording of the meeting for minute taking, location of fire exits and toilets.

#### 02/13 APOLOGIES FOR ABSENCE

Cllr R Evans.

#### 03/13 DISCLOSURE OF INTERESTS

The Chairman read out the declaration covering disclosable pecuniary interest.  
None were declared.

**04/13 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 18<sup>th</sup> December 2012 - **Unanimously Approved**

**05/13 MATTERS ARISING**

Minute 208/12 – Bramshott Educational Trust

Cllr Maroney explained that he could not be the representative as Mr Weighell was already representing the Parish and had done so for a number of years.

Minute 210/12 – Developer Contributions for Radford Park

The chairman advised Councillors that the planned Community Forum had been postponed due to the recent snow and had been rescheduled for Tuesday 5<sup>th</sup> February 2013.

**06/13 PUBLIC PARTICIPATION SESSION**

**Meeting Adjourned**

**Public Questions – Not on the Agenda**

Mr Fitcher raised the issue of the spending of Council Funds on sculpture along Shipwrights Way at a cost of £50k. Cllr Cowper confirmed that the money would come from general County Council Funds and not Developer Contributions at the expense of the Parish Council.

Mrs Hall raised two issues. The first was a request to enquire whether the edge of the steps leading down from the Parish Office could be painted with a white or yellow line for the safety of older users. The Parish will take this up on her behalf. The second issue was drainage problems by the doctor's surgery. Cllr Robinson explained that this had been pumped out by Hampshire County Council before but it is an on-going problem. The Parish Office will report the problem again.

**Public Question – On Agenda**

In response to a question, it was confirmed that the Parish Plan would form a large part of any Neighbourhood Plan.

**Meeting Re-convened**

**07/13 REPORTS FROM DISTRICT / COUNTY COUNCILLORS**

**Cllr Ferris Cowper**

A report was tabled and Cllr Cowper ran through his report (copy in minute book). It was reported that good progress was being made with the proposed walk to Woolmer Hill through Hammer Lane. Land ownership enquiries were complete, funding was available and a project engineer was in place.

The issue of a lack of car parking in the village was raised. The recent yellow lines had led to displacement to other areas. A view needs to be taken of parking for the

whole of the village. The use of limited hours parking was also possible and possibly the easiest solution to implement.

Cllr Cowper also covered Midhurst Road flooding, A3 south lining and lighting, snow clearing and public transport.

It was noted that there was to be a Longmoor Road Drainage Scheme works over Easter including provision of a further lay by. It was agreed the Clerk would obtain details of the scheme.

### **District Councillors**

A report produced by Cllr Angela Glass was circulated to the Committee (copy in minute book. The report covered Joint Core Strategy, Budget and OSU site.

### **08/13 TO RECEIVE THE MONTHLY REPORT FROM THE CHAIRMAN OF THE F&P COMMITTEE**

The schedule of accounts for December 2012 was considered. Councillors were asked to contact the Clerk if they have any questions about the figures

**Proposed Cllr Croucher, Seconded Cllr Easton. Unanimously Approved.**

### **09/13 MINUTES OF COMMITTEE MEETINGS**

#### **Planning Committee**

Minutes of the meeting held on 10<sup>th</sup> December 2012 - Unanimously approved.

Minutes of the meeting held on 14<sup>th</sup> January 2013 – Not yet Available

This meeting included a discussion on the establishment of a Working Party to discuss the feasibility of developing a Neighbourhood Plan. It was noted that the appeal concerning Bleachers was thrown out.

#### **Finance & Policy Committee**

Draft Minutes of the meeting held on 8<sup>th</sup> January 2013 – Unanimously accepted

Minutes of the meeting held on 16<sup>th</sup> January 2013 – Not Yet Available

#### **LMC Management Committee**

Draft Minutes of the meeting held on 10<sup>th</sup> January 2013 – Unanimously accepted

It was reported that there had been a major water leak from the roof following the recent heavy snow. Action had been taken to minimise the damage. Quotes were being sought and a decision on the work will be made at the next LMC meeting on 8<sup>th</sup> February 2013.

#### **Recreation Committee**

Cllr Jordan requested he be replaced on the Skate Park working party. Cllr Robinson and Cllr Ives agreed to join the group.

**10/13 REPORTS FROM REPRESENTATIVES FROM OUTSIDE BODIES**

None

**11/13 MEMBER-OFFICER PROTOCOL**

It was noted that the protocol had been adopted at the November 2011 meeting, but the agreement had never been signed by the Chairman and Clerk. The document to be signed was a little different from that circulated so the clerk will arrange to send a copy to all staff and Councillors. This will then be signed on behalf of the groups. All staff and Councillors were urged to read the document to understand what officers can expect of members and what members can expect of officers.

**12/13 NEIGHBOURHOOD PLAN**

Chris Patterson, Strategy Lead Communities at South Downs National Park Authority was introduced. A paper was also tabled covering an introduction to Neighbourhood Planning. Mr Patterson advised that they were able to provide support in the form of stage workshops, websites, advice on best practice and liaison. He also advised that the Neighbourhood Plan can cover the whole Parish, a part of it or a specific area such as transport. The Parish Plan can be used as a significant input to the Neighbourhood Plan. Funding is available via grants upon application. It was noted that a referendum is needed and there was some concern about the format and cost of this activity. It was also noted that the Neighbourhood Plan cannot be different from the EHDC plan. Those present thanked Mr Patterson for his input.

**The Motion**

“That the Council should form a Working Party, to be known as the Neighbourhood Plan Working Party, to research and make reports and/or recommendations to the Council on the cost, resource requirements, feasibility and benefits of preparing a Neighbourhood Plan for the whole or part of the Parish.

The Working Party shall consist of a maximum of seven members, consisting of members and/or officers of the Council and co-opted members of the public, at least one of whom should be a District Councillor, to be appointed at the January meeting of the full Council”.

Following the presentation and answers from Mr Patterson, Cllr Jerrard’s motion was discussed. Cllr Jordan, Cllr Kirby, Cllr Jerrard and Cllr Maroney all volunteered to be involved with the working party.

The Working Party will report to the Planning Committee.

**Proposed Cllr Jerrard, Seconded Cllr Jordan, motion unanimously agreed.**

**13/13 CLOSURE OF THE PARISH OFFICE TO VISITORS IN THE AFTERNOONS**

Following discussion it was proposed that this item be considered in public session.

Proposed Cllr Easton, Seconded Cllr Hoskins, unanimously agreed that the item be considered in public session

The proposal was to close the office to the public in the afternoons as approved at the Finance & Policy Committee. There was mixed views about this. Concerns about the loss of income were express. It was also felt that the statistics did show lower afternoon use but this meant that coverage should not be onerous. It was noted that the Clerk is the largest cost to the Council and was the only presence in the office on Wednesdays which was not the best use of his time. There was also the problem of having only one person in the office from a safety and security aspect. Some Councillors felt that they could provide cover on a rota basis.

It was proposed that the office be closed in the afternoons.  
Vote 4 in favour, 6 not in favour, so proposal not accepted.

#### **14/13 APPROVAL OF BUDGET AND PRECEPT 2013/14**

Cllr Croucher ran through the major changes to the proposed budget. It was noted that the Council had lost two major grass-cutting contracts and to offset some of this, there had been a reduction in staff costs most notably the reduction in the hours of the clerk from 5 days to 3 days per week.

Cllr Jordan explained the technical changes to the Council Tax Band D equivalent following the localisation of Council Tax Benefit and the 90% offset via a notional grant from EHDC.

The proposed precept figure was adjusted to reflect the decision in item 13/13 above. This produced a precept of £225,255. Proposed precept and budget unanimously approved.

#### **15/13 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS**

The Motion: "In accordance with the provisions of section 1(2) of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted"

**Proposed Cllr Easton, Seconded Cllr Robinson Unanimously Approved.**