



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

[www.bramshottandliphook-pc.gov.uk](http://www.bramshottandliphook-pc.gov.uk)

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## PARISH COUNCIL MEETING

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT  
THE NEXT MEETING ON THE 26<sup>th</sup> APRIL 2021**

**A REMOTE MEETING OF BRAMSHOTT AND LIPHOOK PARISH  
COUNCIL TOOK PLACE AT 7.30 PM ON MONDAY 22<sup>nd</sup> FEBRUARY  
2021**

### MINUTES

#### PRESENT

Cllr Coyte  
Cllr D Curnow-Ford  
Cllr P Curnow-Ford  
Cllr Garnett  
Cllr Hall  
Cllr Jerrard  
Cllr Jourdan  
Cllr Kirby - Chair  
Cllr Olson (part)  
Cllr Winfield  
Mr P Stanley - Executive Officer

District Councillors B Mouland & A Glass were in attendance. There was one member of the public present.

**18/21**

#### 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.

**19/21 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Trotter.

**20/21 DISCLOSURE OF INTERESTS**

There were no disclosable pecuniary interests. Cllr Winfield & Cllr Coyte declared non-pecuniary interest in the Scouts & Guides.

**21/21 MINUTES OF LAST MEETING**

Minutes of the meeting held on 25<sup>th</sup> January 2021 were approved.

Proposed Cllr P Curnow-Ford, Seconded Cllr Jerrard and approved by a majority vote. Cllr Garnett abstained as she did not attend the meeting.

**22/21 MATTERS ARISING**

None.

**23/21 PUBLIC PARTICIPATION SESSION**

Meeting adjourned

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

None.

**Public Questions – items on the agenda**

None.

Meeting re-convened.

**24/21 REPORT FROM DISTRICT COUNCILLORS**

District Councillors

Councillor Glass ran through the report from District Councillors.

- A casual vacancy arises due to the resignation of Cllr Standish from 6<sup>th</sup> May 2021.
- EHDC's Local Response Centre continues to provide support during the Covid-19 pandemic. Numbers of cases are falling in the area.
- Preparations continue for the forthcoming elections.
- Fly-Tipping continues to be a problem. There was a recent successful prosecution.

Cllr Glass responded to a question from Cllr Garnett stating that the Jeep abandon in Church Road had been reported. Cllr Winfield stated that there had been fly-tipping in Devils Lane and was advised to report this to the relevant authority.

## **25/21 MINUTES OF COMMITTEE MEETINGS**

### Recreation Committee

Receipt of the draft minutes of a meeting held on 1<sup>st</sup> February 2021.  
Proposed Cllr Coyte, Seconded Cllr D Curnow-Ford, all in favour.

### Planning Committee

Receipt of the minutes of a meeting held on 15<sup>th</sup> February 2021.  
Proposed by Cllr Garnett, Seconded by Cllr Coyte, all in favour.

## **26/21 NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

### Minutes of the NDP Steering Group

The minutes of the NDP Steering Group meeting held on 12<sup>th</sup> January 2021 were accepted.

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

### Update from the Vice-Chair of the NDP Steering Group

The committee had received the report from Vice-Chair dated 17<sup>th</sup> February 2021. Cllr Kirby ran through the report.

- The Working Party have considered all the sites considered to be “red” by AECOM and summarised this in the matrix. The draft matrix is finalised.
- The Working Party are assessing which sites have potential to provide facilities and development to suit the community’s requirements.
- AECOM are working on “Housing Needs Assessment” technical package.
- AECOM are considering a request for policy assistance.
- AECOM are updating the Site Option Assessment report with the additional site.
- NDP notice board has been refurbished and has an advert for new volunteers.
- The NDP are actively recruiting for more members to assist with the workload.

Cllr D Curnow-Ford asked whether any new members had come forward. Cllr Kirby stated that there was one person who was currently being assessed.

In response to a question from Cllr Jerrard, Cllr Kirby advised that the working party members considering the matrix were initially Chantal Foo, Louise Bevan, Darren Ellis, Eliza Margrove and Cllr Kirby. Eliza Margrove and Darren Ellis had subsequently left the NDP process.

In response to a question from Cllr Garnett, Cllr Kirby stated that the matrix would be available soon to consider.

**27/21**

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

Cllr Garnett had attended a remote meeting with CAB. The organisation is grateful for the recent grant funding. They are hoping to resume face to face support soon as other forms of support do not help some of the clients.

Cllr D Curnow-Ford had received an update from the Treasurer of the Village Hall and reported that the hall was no nearer having a meeting with the club to discuss financial matters and the upkeep of the premises.

Cllr Kirby advised that there had been no meeting of the Peak Centre. They continue to sell goods on a Tuesday morning.

Cllr Kirby stated that the River Wey Trust had now applied for WHIPS funding.

Cllr P Curnow-Ford provided an update of the Shed project. The project planning was progressing well and there are regular meetings of the working party. Planning and Charity Commission permission were being considered. Quotes were being received for the work and it was hoped to bring some proposals to the next meeting for approval.

**28/21**

**APPROVAL OF PAYMENTS**

The schedule of payments in December 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 December 2020 was checked by Cllr S Coyte and currently stand at:

Current Account - £1,000.00  
Business Account - £180,557.16  
32 Day Notice Account - £301,147.21  
Total Funds - £482,704.37

The schedule of payments in January 2021 was approved. (**Attachment 2**)

Propose Cllr D Curnow-ford, Seconded Cllr Coyte, all in favour.

The bank balances held by the Council at the end of January 2021 was checked by Cllr D Curnow-Ford and currently stand at:

Current Account - £1,001.00  
Business Account - £155,011.96  
32 Day Notice Account - £301,159.14  
Total Funds - £457,172.10

**29/21**

### **SCOUTS & GUIDES**

A request from the Scouts & Guides for rent and maintenance relief for the period October 2020 to March 2021 was considered. Mrs Ling-White from the organisation explained the background to the request. Councillors were aware that a similar request had been approved for the period April 2020 to September 2020 at the June 2020 Council meeting. Mrs Ling-White explained that the organisation had made an application to the Youth Covid-19 Support Fund. If successful, then this grant would be used to pay the rent and maintenance due. Councillors were in favour of supporting the organisation.

Cllr Olson joined the meeting.

It was proposed that the Scouts & Guides be given relief from rent and maintenance payments for the six months from October 2020 to March 2021 should the grant application from the Youth Covid-19 Support Fund be unsuccessful.

Proposed Cllr Hall, Seconded Cllr Garnett, all in favour.

It was stated that no further rent and maintenance relief will be provided although the organisation was free to apply for a grant.

**30/21**

### **INVESTMENT POLICY**

The Executive Officer explained that the council were required to have an Investment & Treasury Policy as the funds held by the council exceed £500,000. The draft policy prepared by the Executive Officer was considered. The policy provided safeguards for public funds as no risky investments would be considered and all decisions would be made by full council. It was proposed that the policy be approved.

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

The Executive Officer had produced a report recommending that the 32-Day Lloyds account be closed and the funding be transferred back Lloyds Business Account. The reasons for this are:

- The interest rate has reduced from 0.75% to 0.05% reducing annual interest from £2,250 to £90 per annum.
- The council are spending capital reserves on projects such as the new heating system and the shed project.
- General Reserves should be more easily available for an emergency.

It was agreed that the Lloyds 32-day account be closed and funds transferred to the Lloyds Business Account.

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

**31/21**

### **QUIET GARDEN**

Cllr Kirby explained the idea of having a quiet area that would be a place for reflection following the turmoil caused by the pandemic. The council had a number of sites that could be potentially considered. It was suggested that a working group look into the feasibility of the proposal. Councillors were invited to comment on the suggestion and were generally in favour of this. It was agreed that the public should be involved in developing the idea.

It was suggested that an informal Zoom meeting be held where all councillors can share ideas. This will be arranged by the Executive Officer.

**32/21**

### **ROLE OF COUNCILLOR REPRESENTATIVES**

Cllr D Curnow-Ford explained that the draft Councillor Representative to Outside Bodies - Role and Responsibility document had been written in response to a request from the allotment holders to have this clarified. The idea is that the document is generic and could be used for any councillor representing the council. It could be issued to anyone appointed to an organisation and to the organisation itself. It may also be appropriate to add the document to the council's Standing Orders.

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

The meeting closed at 20.50 pm.

Signed:  
Chair

Date: