



# 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 24<sup>th</sup> MAY 2021**

**A REMOTE MEETING OF BRAMSHOTT AND LIPHOOK PARISH  
COUNCIL TOOK PLACE AT 7.30 PM ON MONDAY 26<sup>th</sup> APRIL 2021**

### MINUTES

#### PRESENT

Cllr Coyte  
Cllr D Curnow-Ford  
Cllr P Curnow-Ford  
Cllr Garnett  
Cllr Hall  
Cllr Jerrard  
Cllr Kirby – Chair  
Cllr Trotter  
Cllr Winfield  
Mr P Stanley - Executive Officer

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

**41/21**

#### 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.

**42/21 APOLOGIES FOR ABSENCE**  
Apologies were received from Cllr Olson.

**43/21 DISCLOSURE OF INTERESTS**  
There were no disclosable pecuniary interests.

**44/21 MINUTES OF LAST MEETING**  
  
Minutes of the extraordinary meeting held on 29<sup>th</sup> March 2021 were approved.  
  
Proposed Cllr Kirby, Seconded Cllr Trotter, all in favour.

**45/21 MATTERS ARISING**  
Cllr Hall raised his concern about not having the purdah advice from HALC prior to the meeting. Cllr Garnett asked why the advice had not been circulated, which was due to the Executive Officers approved leave.

**46/21 PUBLIC PARTICIPATION SESSION**

Meeting adjourned

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

A member of the public asked whether there was anything that the parish council or district council could do to ensure developers resolved the SANG and Footpath issues. Cllr Glass covered this as part of her report (minute 47/21)

**Public Questions – items on the agenda**

None.

Meeting re-convened.

**47/21 REPORT FROM DISTRICT COUNCILLORS**

District Councillors

Councillor Glass ran through the report from District Councillors.

- Taylor Wimpey arranged for the emptying of the reported overflowing bins.
- Following additional complications with the drainage in the SANG area, a new scheme is being worked through with Planning Compliance.
- The SANGs land is owned by Trustees and they lease it to Taylor Wimpey, who are responsible for maintenance.

- Taylor Wimpey granted Redrow permission to close the footpath that leads to their land. This temporary closure is to ensure the safety of residents.
- Two by-elections for the District Council are being held on Thursday 6<sup>th</sup> May for vacancies in Grayshott and Bramshott & Liphook.

**48/21**

## **MINUTES OF COMMITTEE MEETINGS**

### Recreation Committee

Receipt of the minutes of a meeting held on 6<sup>th</sup> April 2021.

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

### Planning Committee

Receipt of the minutes meetings held on 15<sup>th</sup> March 2021 and 19<sup>th</sup> April 2021.

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

### Finance & Policy Committee

Receipt of the minutes of a meeting held on 8<sup>th</sup> March 2021.

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

**49/21**

## **NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

### Minutes of the NDP Steering Group

The minutes of NDP Steering Group meetings held on 9<sup>th</sup> February 2021 and 9<sup>th</sup> March 2021 were accepted.

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

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

The Vice-Chair ran through the report.

- AECOM have issued the addendum Site Options Assessment report for the additional site.
- The Housing Needs Assessment technical report has been received and comments on the draft have been prepared.
- The Steering Group and Working parties are continuing their liaison with AECOM regarding the “Evidence Base and Policy Development” assessment.
- The Working Party are also assessing which sites have potential to provide facilities and development to suit the communities requirement.

Cllr Garnett asked when the Site Matrix would be available. The document was still being finalised.

The Vice-Chair of the NDP provided some background to three potential new members of the Steering Group that had recently been interviewed. The Liaison Working Party had met on 23<sup>rd</sup> April 2021 and recommended that all three be appointed.

It was proposed that Jonathan Ainsley, Alan Lindsell and Andrew Thornhill be appointed to the NDP Steering Group.

Proposed Cllr Kirby, Seconded Cllr D Curnow-Ford, agreed by a majority vote.

Cllr Jerrard abstained as the papers were only provided on the day of the meeting and he felt it gave him insufficient time to consider the matter. He queried the attendance of Raine Ryland at Steering Group meetings as she had not attended for 7-8 months. The Vice-Chair of the NDP stated that the meeting day was not convenient for her but that she does get involved in helping outside the meetings. The councillor representatives would be reviewed at the Annual Meeting of the council.

**50/21**

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

Cllr Winfield reminded councillors that the Carnival had been cancelled for this year.

Cllr D Curnow-Ford provided an update on the Liphook Village Hall. A draft constitution was being considered prior to changing the charity status.

Cllr D Curnow-Ford advised that the preservation society has received grant funding from EHDC and were publishing two new book.

Cllr Kirby stated that the Peak Centre was now operating but with reduced numbers.

Liphook in Bloom had done a litter pick and had been grateful for the use of parish equipment.

**51/21**

**APPROVAL OF PAYMENTS**

The schedule of payments in February 2021 and March 2021 were approved. **(Attachments 1&2)**

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

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

Current Account - £1,000.00  
Business Account - £134,118.09  
32 Day Notice Account - £301,170.50  
Total Funds - £436,288.59

The bank balances held by the Council at the end of March 2021 was checked by Cllr Hall and currently stand at:

Current Account - £1,001.00  
Business Account - £118,263.59  
32 Day Notice Account - £301,178.70  
Total Funds - £420,443.29

**52/21 CIL NEIGHBOURHOOD PORTION APPLICATION PROCESS**

A working party was established to consider the application process and to report back to full council. Membership is Cllr Coyte, Cllr Garnett and Cllr D Curnow-Ford.

**53/21 COMMUNITY INFRASTRUCTURE LEVY**

The Executive Officer presented the CIL year-end statement. This shows that the council received £24,921 in 2020/21 and the total held in an earmarked reserve was £47,359. There was no CIL expenditure in the year and no notices were served by the charging authority for failure to use CIL monies within the required 5-year period.

**54/21 FINAL INTERNAL AUDIT REPORT**

The final Internal Audit report together with the AGAR statement was noted. There were no observations to consider.

**55/21 YEAR END BUDGET STATEMENT**

The year-end budget statement and balance sheet were noted. The budget was underspent by £8,542.

**56/21 ANNUAL RETURN SECTION 1 – GOVERNANCE STATEMENT**

The council considered each of the statements in turn and responded to each.  
Statement 1 – Yes. Carried by majority.  
Statement 2 – Yes. Carried by majority.  
Statement 3 – Yes. Carried by majority.  
Statement 4 – Yes. Carried by majority.

Statement 5 – Yes. Carried by majority.

Statement 6 – Yes. Carried by majority.

Statement 7 – Yes. Carried by majority.

Statement 8 – Yes. Carried by majority.

Statement 9 – Yes. Carried by majority.

**57/21 ANNUAL RETURN SECTION 2 – ACCOUNTING STATEMENT 2020/21**

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

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

**58/21 PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS**

It was noted that the dates for the period for the Exercise of Public Rights commences on 14<sup>th</sup> June 2021 and ends on 23<sup>rd</sup> July 2021 and the notice will appear on the council website.

**59/21 CODE OF CONDUCT**

The EHDC Code of Conduct dated 17.09.2020 was considered and was adopted by the council.

Proposed Cllr P Curnow-Ford, Seconded D Curnow-Ford, agreed by a majority vote.

**60/21 THE SHED PROJECT**

The draft specification was considered. Cllr P Curnow-Ford ran through the report and explained that the document had been produced through the working party. It was now ready to go out to tender and approval was sought from the committee to proceed.

It was proposed that the specification attached to the agenda be approved.

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

It was proposed that the work should be put out to tender in accordance with Standing Orders and Financial Regulations which includes the use of the Government Contract Finder website.

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

**61/21 REMOTE MEETINGS**

It was noted that remote meetings will end on 7<sup>th</sup> May 2021. A legal case will determine whether Councils will still have a right to meet remotely after this time.

**62/21 FESTIVE LIGHTS**

Councillors considered several options for the hire or purchase of festive lights. Of the options available, the purchase of the lights used this year was proposed at a cost of £3,600 plus VAT. There was also an annual installation charge of £1,890. The purchase price was subject to a discount of 20% if the order is placed by the end of the month.

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

**63/21 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 Kirby, Seconded Cllr Jerrard, all in favour.

The following minute applied to an item considered in exempt session.

**64/21 REPLACEMENT BOILER & CONTROLS AT THE LMC**

Following a full public tender carried out in accordance with Standing Orders and Financial Regulations, the contract for replacement boilers and control systems at the Liphook Millennium Centre was awarded to Simer Environmental Services Ltd at a cost of £33,863 plus VAT.

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

The meeting closed at 21.11 pm.

Signed:  
Chair

Date: