



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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PARISH COUNCIL MEETING

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT
THE NEXT MEETING**

**A MEETING OF BRAMSHOTT AND LIPHOOK PARISH COUNCIL
TOOK PLACE AT 7.30 PM ON MONDAY 25th OCTOBER 2021 AT THE
LIPHOOK MILLENNIUM CENTRE**

MINUTES

PRESENT

Clr Coyte
Clr D Curnow-Ford
Clr P Curnow-Ford
Clr Hall
Clr Kirby – Chair
Clr Olson (Part)
Clr Rowson
Clr Trotter (Part)

Mr P Stanley - Executive Officer

District Councillor A Glass was in attendance. There was no member of the public present.

136/21

CHAIRMAN'S ANNOUNCEMENTS

The chairman welcomed everyone to the meeting and stated the meeting was being recorded for the purpose of the minutes.

137/21 APOLOGIES FOR ABSENCE
Apologies for absence were received from Cllr Garnett, Cllr Jerrard & Cllr Winfield.

138/21 DISCLOSURE OF INTERESTS
There were no interests declared.

139/21 MINUTES OF THE LAST MEETING
The minutes of the meeting held on 27th September 2021 were approved. Proposed Cllr Kirby, Seconded Cllr D Curnow-Ford, all in favour.

140/21 MATTERS ARISING
There were no matters arising.

141/21 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public Questions – items not on the agenda

None

Public Questions – items on the agenda

None.

Meeting re-convened.

142/21 REPORT FROM DISTRICT COUNCILLORS

District Councillors

Councillor Glass ran through the report from District Councillors.

- The EHDC COP26 event was held on 8th October and was very well attended with 38 different associations, businesses and schools having stalls.
- There will be a site visit on 29th October to the AMK site at Passfield Mill Business Park to allow committee members to see the site in person.
- Cllr Richard Millard has written to Rt.Hon. Michael Gove expressing concern at the amount of housing that the District is expected to take over the Local Plan period.
- The former Community Partnership meetings are now held under the title of Partnership Action Group but no longer include Parish and District Councillors.

County Councillor

Cllr D Curnow-Ford ran through her report.

- Various ASB issues will be on the agenda for the next Partnership Action Group on 1st November.
- A request has been made for regular Community Partnership meetings to be re-instated which allows Councillors from Parish, District and County Council to attend.
- Cllr Curnow-Ford had met with staff at the Library to discuss the repair to the quiet garden and the possibility of thinning the tree canopy to make the area lighter and more open.
- Despite persistent follow up to BT Openreach and DCMS BDUK, the Passfield Community Funded Partnership still do not know the status of their application to help roll out of Fibre broadband in Passfield and Conford.
- Cllr D Curnow-Ford and Cllr Kirby had a meeting with the Head of Bohunt School and were shown the new facilities including a “state of the art” gym.

Cllr Olson joined the meeting.

143/21 MINUTES OF COMMITTEE MEETINGS

Recreation Committee

The minutes of a meeting held on 4th October 2021 were received.

Planning Committee

The minutes of meetings held on 18th October 2021 were received.

144/21 NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

Minutes of the NDP Steering Group

The minutes of NDP Steering Group meetings held on 20th July 2021 were approved.

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

There was no update provided from the Vice Chair of the NDP Steering Group.

145/21 REPORTS FROM COUNCILLOR REPRESENTATIVES TO COMMUNITY ORGANISATIONS AND LIAISON GROUPS

Cllr P Curnow-Ford stated that he had attended the first of a number of training sessions concerning the responsibilities of being a tree warden.

Cllr Coyte and the Grounds Manager had met with the tennis club and the football club to discuss various issues. Both had been productive meetings.

Cllr Kirby had attended a meeting of the River Wey Trust. The RWT were very grateful for the work done by the grounds staff at Allees Meadow. There was an AGM next week.

Cllr Kirby has attended the COP 26 event which had been a good event with many stalls including one from the RWT. She had also attended the Community Magazine AGM. The growing size of the parish means more copies of the magazine are needed and extra costs. The upcoming edition will include an article on our new Grounds Manager and the Community Orchard.

Cllr Kirby reported that there had been a meeting of the Peak Centre Management Committee. They have now appointed a new centre manager. The receipt of grant has meant the finances are sound and there has been no need to use the COIF account.

146/21

APPROVAL OF PAYMENTS

The schedule of payments in September 2021 were approved. (**Attachment 1**)
Propose Cllr P Curnow-Ford, Seconded Cllr Coyte, all in favour.

The bank balances held by the Council at the end of September 2021 will be checked by Cllr Winfield and currently stand at:

Current Account - £1,000.00
Business Account - £694,989.29
Total Funds - £695,989.29

147/21

BUDGET MONITORING

The budget monitoring statement for the period April to September 2021 was noted.

148/21

ASSET REGISTER

The additions to the asset register were noted and approved.

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

149/21

FINANCIAL REGULATIONS

The Executive Officer report was considered recommending a change to the Financial Regulations so that the threshold for quotations increases to £5,000. Following discussion it was agreed that the Financial Regulations be amended to read as follows:

Section 11.1 paragraph h of the Financial Regulations

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Executive Officer or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

150/21

PLAY EQUIPMENT REPAIR & REPLACEMENT

Following a recommendation from the Recreation Committee, it was agreed that the quotations from Sawscapes for the repair to the Cable Way at a cost of £2,495 plus VAT be approved. It was also agreed that Sawscapes quotations for the removal and replacement of the Trim Trail be approved at a cost of £1,845 plus VAT. Both items are to be funded from the Councils CIL Neighbourhood Portion.

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

It was also agreed that a sum up to £6,000 be provided from CIL Neighbourhood Portion to fund the backlog of play park repairs.

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

151/21

SIGNAGE

The councils need to improve signage was discussed. It was agreed that a budget of up to £5,000 from CIL Neighbourhood portion be approved as recommended by the Recreation Committee.

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

The design and location of the new signs was still to be determined.

152/21

RADFORD PARK MANAGEMENT PLAN

It was agreed that a Radford Park Management Plan Working Party be established. Membership of the working party are Cllr Coyte, Cllr Kirby, Cllr Trotter, Cllr Olson, Cllr D Curnow-Ford. The working party will report to the Recreation Committee.

Cllr Trotter left the meeting.

The draft Terms of Reference were considered. It was agreed that reference should be made to the Environment Agency and the NDP. It was also agreed that the Recreation Committee should oversee the implementation of the plan.

It was proposed that the TOR with amendments be approved. (Attachment 2)

Proposed Cllr Kirby, Seconded Cllr Coyte, all in favour

153/21

COMMUNICATIONS POLICY

Cllr D Curnow-Ford ran through the draft Terms of Reference and explained some of the areas that would be considered by the working party. The draft Terms of Reference were approved. (Attachment 3)

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

Membership of the Communications Strategy Working Party are Cllr D Curnow-Ford, Cllr Olson, Cllr P Curnow-Ford, Cllr Kirby.

154/21

BUS SHELTER IN THE SQUARE

Councillors considered a request by Hampshire County Council (HCC) to take responsibility for the bus shelter in the square. The bus shelter would be brought up to standard by HCC at a cost £2,184.67. Although no budget will be transferred, HCC have offered to help with future maintenance costs subject to available budget.

It was proposed that the council takes responsibility for the bus shelter in the Square once the necessary repairs are carried-out.

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

The meeting closed at 8.52pm.

Signed:
Chair

Date: