



**BRAMSHOTT & LIPHOOK
PARISH COUNCIL**

**MR P J STANLEY
EXECUTIVE OFFICER**

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**YOU ARE HEREBY SUMMONED TO THE ANNUAL MEETING OF BRAMSHOTT &
LIPHOOK PARISH COUNCIL AT 7.30 PM IN THE LIPHOOK MILLENNIUM CENTRE,
ONTARIO WAY, LIPHOOK ON MONDAY 23rd MAY 2022.**

P J Stanley

**P J STANLEY
EXECUTIVE OFFICER**

18th May 2022

AGENDA

- 1. ELECTION OF A CHAIRMAN OF THE COUNCIL 2022/23**
- 2. DECLARATION OF ACCEPTANCE OF OFFICE – CHAIRMAN**
- 3. ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL 2022/23**
- 4. CHAIRMAN'S ANNOUNCEMENTS**
Telephones, fire exits & recording of the meeting.
- 5. APOLOGIES FOR ABSENCE**
Apologies for absence.
- 6. DISCLOSURE OF INTERESTS**
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
- 7. MINUTES OF LAST MEETING**
To approve and sign Minutes of the meeting held on 25th April 2022
(Appendix 1)

- 8. MATTERS ARISING – For Information Only**
To consider matters arising from the meeting.
- 9. APPOINTMENT TO COMMITTEES EXCEPT FINANCE & POLICY 2022/23 (Appendix 2)**
Recreation Committee – 6 members
Planning Committee – 8 members
LMC Management Committee – 6 members
- 10. ELECTION OF COMMITTEE CHAIRS & VICE CHAIRS EXCEPT FINANCE & POLICY 2022/23**
Recreation Committee
Planning Committee
Liphook Millennium Centre Management Committee
- 11. APPOINTMENT TO FINANCE & POLICY COMMITTEE & ELECTION OF A CHAIR & VICE CHAIR**
Appointment of members – 6 members. (to include chair of the council and chairs of committees)
Election of Chair and Vice Chair.
- 12. ELECTION OF REPRESENTATIVES TO ORGANISATIONS AND OUTSIDE BODIES (Appendix 3)**
- 13. PUBLIC PARTICIPATION SESSION**
Adjournment of the meeting for public questions.

Public Questions.

(a) To allow members of the public to address the Council with respect to items not on the agenda.

(b) To allow members of the public to address the Council about business on the agenda at the discretion of the Chairman.

Meeting re-convened

- 14. REPORTS FROM DISTRICT & COUNTY COUNCILLORS**
East Hants District Council – Cllr A Glass, Cllr B Moulard, Cllr N Sear.
County Councillor – Cllr D Curnow-Ford
- 15. MINUTES OF COMMITTEE MEETINGS**
To receive the minutes of committee meetings

LMC Management Committee
3rd May 2022 (**Appendix 4**)

Planning Committee
16th May 2022 (**Appendix 5**)

- 16. NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**
To approve the minutes of the NDP Steering Group held on 12th April 2022 (**Appendix 7**).
To receive an update from the Chair of the NDP Steering Group (**Appendix 8**)
- 17. APPOINTMENT OF CONSULTANT TO NEIGHBOURHOOD DEVELOPMENT PLAN**
To approve the appointment of the preferred supplier subjects to costs being met by a grant from Locality. (**Appendix 9**)
- 18. REPORTS FROM COUNCILLOR REPRESENTATIVES TO COMMUNITY ORGANISATION AND LIAISON GROUPS**
To receive an update from councillors who have attended meetings on behalf of the council.
- 19. COMMUNICATIONS WORKING PARTY**
(i) To consider the recommendations and approve the new Communications Plan. (**Appendix 10**)
(ii) To consider recommendations for development of the council website and approve the successful contractor. (**Appendix 11**)
- 20. APPROVAL OF PAYMENTS**
To receive and approve the schedule of payments in April 2022 (**Appendix 12**). To note the bank balances shown in the bank reconciliation has been checked back to the original bank statement by Cllr Coyte for April 2022 (**Appendix 13**). Queries should be raised with the Executive Officer in advance of the meeting.
- 21. LIST OF DIRECT DEBITS**
To approve the list of direct debits for the year. (**Appendix 14**)
- 22. PAYMENT SIGNATORIES**
To agree six councillors to authorise payments.
- 23. RISK ASSESSMENT**
To approve the councils financial risk assessment. (**Appendix 15**)
- 24. STANDING ORDERS & FINANCIAL REGULATIONS**
To consider and approve the Standing Orders and Financial Regulations. (**Appendix 16**)
- 25. COUNCIL PROJECTS**
To receive a report from the Executive Officer covering current council projects and budgets. (**Appendix 17**)

26. SCOUTS HALL

To consider what action to take as landlord concerning the condition of the Scouts Hall flooring following the report from the Scouts. (**Appendix 18**)

27. JUBILEE CELEBRATION PLANNING

To receive an update.

28. ADDITIONAL FRUIT TREES

The council has been provided with 6 additional fruit trees. To discuss and agree the location for these trees.

29. MEETING ARRANGEMENTS

Motion 1

“The council and each committee of the council shall decide by a simple majority vote which room they would like to meet in for the year, the following rooms being available :-

The Parish Council Office

The Peak Centre

The Millennium Centre Canada Room

The Millennium Centre main hall

A meeting room at the Millennium centre”

Proposed Cllr Rowson

Motion 2

“The arrangement of the seating for members of the Council and for the Committees of the Council shall be decided by the members of the Council or the members of each Committee of the Council.”

Proposed Cllr Rowson