



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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

Mr P J STANLEY  
EXECUTIVE OFFICER  
Tel: 01428 722988  
e-mail : [council@bramshottandliphook-pc.gov.uk](mailto: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**

**A MEETING OF BRAMSHOTT AND LIPHOOK PARISH COUNCIL  
TOOK PLACE AT 7.30 PM ON MONDAY 25<sup>th</sup> APRIL 2022 AT THE  
LIPHOOK MILLENNIUM CENTRE**

### MINUTES

#### PRESENT

ClIr D Curnow-Ford  
ClIr P Curnow-Ford  
ClIr Coyte  
ClIr Garnett  
ClIr Hall  
ClIr Jerrard  
ClIr Kirby – Chair  
ClIr Rowson  
ClIr Trotter  
ClIr Winfield

Mr P Stanley - Executive Officer

There was one District Councillor, one member of the NDP Steering Group and two member of the public present.

**52/22 CHAIRMAN'S ANNOUNCEMENTS**  
The chairman welcomed everyone to the meeting and stated the meeting was being recorded for the purpose of the minutes.

**53/22 APOLOGIES FOR ABSENCE**  
An apology was received from Cllr Olson.

**54/22 DISCLOSURE OF INTERESTS**  
There were no interests declared.

**55/22 MINUTES OF THE LAST MEETING**  
The minutes of the meeting held on 28<sup>th</sup> March 2022 were approved. Proposed Cllr Rowson, Seconded Cllr Winfield, all in favour.

**56/22 MATTERS ARISING**  
None.

**57/22 PUBLIC PARTICIPATION SESSION**

Meeting adjourned

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

A member of the public asked whether public questions were minuted.

**Public Questions – items on the agenda**

None.

Meeting re-convened.

**58/22 REPORT FROM DISTRICT & COUNTY COUNCILLORS**

District Councillors

Cllr Glass presented the report from District Councillors.

- EHDC is lobbying Government to allow decision-making meetings to be hybrid.
- Charity walk for peace is taking place on 21<sup>st</sup> May 2022.
- It is hoped subject to a suitable business case, to move EHDC HQ from Penns Place to a property in Bedford Road, Petersfield.

County Councillor

Cllr D Curnow-Ford presented her report.

- The issue of vehicles parking on pavements and grass verges in Liphook was raised.
- Many abandoned road work signs have been identified and are being documented so that ownership can be traced back for removal.

- Potholes have returned to Woolmer Lane and a request has been made to resurface the road rather than just repair the potholes.

## **59/22 MINUTES OF COMMITTEE MEETINGS**

### Recreation Committee

The minutes of a meeting held on 4<sup>th</sup> April 2022 were received.

### Planning Committee

The minutes of a meeting held on 19<sup>th</sup> April 2022 were received.

## **60/22 NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

An update was provided by the Chair of the NDP Steering Group. There were no minutes of the last meeting due to staff leave. The revised TOR will be brought to a future meeting. There had been a very successful meeting with the SDNPA and EHDC. They have asked for the site matrix to be rescheduled so that they can be understood better in terms of constraints, site choices and other relevant factors. One question that was raised at the meeting was the objective of the BLPC NDP which needs to be clarified. Important factors moving forward include public understanding of the process, team working, use of EHDC & SDNPA and the importance of the Parish Council in the process. To this end, an offer of an NDP presentation to an Extraordinary council meeting was offered which will be considered.

## **61/22 TENNIS CLUB**

Mr Hargreaves from the Liphook Tennis addressed the council concerning the grass courts and outstanding invoices. He stated that for the past 2-3 years the grass courts have been unfit to play on. This was partly down to COVID, partly problems with the cylinder mower and partly communications between the council and the club. It was stated that the grass courts were an asset to the village and could be lost if the funding is not available to fund them. A sinking fund is required so that major work can be undertaken every 10 years.

In response to a question, it was stated that the club undertakes fund raising through tournaments, quizzes and social events. There were about 130 members per annum and court are available for the public to use.

It was reported that the council had funded maintenance of the cylinder mower and it was hoped that this will now function properly. In addition, the work schedule agreed between the club and Grounds manager will ensure only maintenance required will be undertaken ensuring a transparent process.

It was proposed that the club be given a reduction of 50% of the ground staff time for 2020/21 and 2021/22.

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

**62/22**

**APPROVAL OF PAYMENTS**

The schedule of payments for March 2022 was approved. (**Attachments 1**)  
Proposed Cllr Coyte, Seconded Cllr Winfield.

The bank balances held by the Council at the end of March 2022 was checked by Cllr Coyte and currently stand at:

Current Account - £1,000.00  
Business Account - £610,640.12  
Total Funds - £611,640.12

The current balances were noted.

**63/22**

**FINAL INTERNAL AUDIT 2021/22**

The final year end internal audit and recommendation was noted.

**64/22**

**YEAR END BUDGET OUTTURN 2021/22**

The year-end budget statement and balance sheet were noted. The Executive Officer stated the underspend for the year was £20,628 which was transferred to General Reserves giving a total of £140,474 which represents 30.9% of gross expenditure and near the 25% recommended.

**65/22**

**ANNUAL RETURN SECTION 1 – GOVERNANCE STATEMENT 2021/22**

The council considered each of the statements in turn and responded to each.

Statement 1 – Yes. All in favour.  
Statement 2 – Yes. All in favour.  
Statement 3 – Yes. All in favour.  
Statement 4 – Yes. All in favour..  
Statement 5 – Yes. All in favour.  
Statement 6 – Yes. All in favour.  
Statement 7 – Yes. All in favour.  
Statement 8 – Yes. All in favour.  
Statement 9 – Yes. All in favour..

**66/22**

**ANNUAL RETURN SECTION 2 – ACCOUNTING STATEMENT 2021/22**

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

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

**67/22**

**PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS**

It was noted that the dates for the period for the Exercise of Public Rights commences on 13th June 2022 and ends on 22nd July 2022 and the notice will appear on the council website.

**68/22**

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

Cllr D Curnow-Ford had attended a meeting of the Liphook Village Hall. The Social Club need new trustees. A meeting had been arranged with the social club.

Cllr D Curnow-Ford reported that she had attended a meeting of the Heritage Society. They need more volunteers.

Cllr P Curnow-Ford had attended a tree warden meeting that had been very useful.

Cllr Coyte and Cllr Jerrard had attended a meeting with the local Police. The next meeting will be on 1<sup>st</sup> July 2022 to report any ASB.

Cllr Kirby had attended a meeting of the Peak Centre Trust. Following the resignation of the trust chairman, Cllr Kirby had been elected chair on a temporary basis until a new chair can be found.

**69/22**

**COMMUNICATIONS WORKING PARTY**

Consideration was given to the Style Guide recommended by the working party.

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

Cllr Jerrard left the meeting.

Five new signs for the Recreation Ground were considered as recommended by the working party and agreed by the Recreation Committee.

It was proposed that five new signs including graphics be approved at a cost of £1,753 plus VAT from Alpha Graphics.

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

There was some discussion concerning the proposed new website and the communications plan. The Executive Officer raised his concerns that these would have an impact of staff responsibilities and that the Finance & Policy Committee need to consider the staffing impact and also agree to the cost of

the website and any costs associated with the communications plan prior to approval. Both will be considered at the next meeting of full council.

Proposed Cllr Hall, Seconded Cllr Winfield, approved by a majority vote.

**70/22**

**NEW LOGO**

A new Council Logo had been recommended by the Communications Working Party. The style and meaning of the logo was discussed. It was proposed that the new logo be approved for future use by the council.  
Proposed Cllr Hall, Seconded Cllr D Curnow-Ford, all in favour.

Cllr Winfield, Cllr Rowson, Cllr D Curnow-Ford and Cllr P Curnow-Ford left the meeting.

**71/22**

**DEFINITIVE MAP MODIFICATION ORDER**

Cllr Kirby outlined the reasons for seeking an order as part of the safer routes for Bohunt School pupils. Hampshire County Council and Bohunt School would undertake most of the work and there would be no cost to the council other than some officer time.

It was proposed that the council pursue a Definitive Map Modification Order.

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

**72/22**

**COUNCIL PROJECTS**

This item was deferred to the next meeting.

**73/22**

**SCOUTS HALL**

This item was deferred to the next meeting.

**74/22**

**JUBILEE CELEBRATION PLANNING**

This item was deferred to the next meeting.

The meeting closed at 9.41 pm.

Signed:  
Chair

Date: