



**BRAMSHOTT & LIPHOOK
PARISH COUNCIL**

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EXECUTIVE OFFICER**

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PARISH COUNCIL MEETING

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

THE ANNUAL MEETING OF BRAMSHOTT AND LIPHOOK PARISH COUNCIL TOOK PLACE AT 7.30 PM ON MONDAY 23rd MAY 2022 AT THE LIPHOOK MILLENNIUM CENTRE

MINUTES

PRESENT

Cllr D Curnow-Ford
Cllr P Curnow-Ford
Cllr Hall
Cllr Jerrard
Cllr Kirby – Chair
Cllr Olson
Cllr Rowson
Cllr Trotter
Mr P Stanley - Executive Officer
Ms D Meek – Deputy Executive Officer

There were two District Councillors, the chair of the NDP Steering Group and two members of the public in attendance.

- 75/22 ELECTION OF A CHAIRMAN OF THE COUNCIL 2022/23**
Cllr Kirby was elected Chair of the Council.
Proposed Cllr P Curnow-Ford, Seconded Cllr D Curnow-Ford, all in favour.
- 76/22 DECLARATION OF ACCEPTANCE OF OFFICE**
The chairman signed the declaration of acceptance of office.
- 77/22 ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL 2022/23**

Cllr Coyte was elected as Vice-Chair of the Council.
Proposed Cllr D Curnow-Ford, Seconded Cllr Jerrard, all in favour.

78/22 CHAIRMAN'S ANNOUNCEMENTS

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

79/22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Coyte, Cllr Garnett and Cllr Winfield.

80/22 DISCLOSURE OF INTERESTS

There were no interests declared.

81/22 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 25th April 2022 were approved subject to an amendment to minute 68/22 to substitute "social club" with "village hall".
Proposed Cllr Kirby, Seconded Cllr Trotter, all in favour.

82/22 MATTERS ARISING

There were no matters arising.

83/22 APPOINTMENT TO COMMITTEES EXCEPT FINANCE & POLICY

Recreation Committee

Cllr Coyte, Cllr D Curnow-Ford, Cllr Garnett, Cllr Hall, Cllr Olson, Cllr Trotter.
Proposed Cllr Kirby, Seconded Cllr Rowson, all in favour.

Planning Committee

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

LMC Committee

Cllr Coyte, Cllr P Curnow-Ford, Cllr Hall, Cllr Kirby, Cllr Olson, Cllr Winfield.
Proposed Cllr Kirby, Seconded Cllr D Curnow-Ford, all in favour.

84/22 ELECTION OF COMMITTEE CHAIRS AND VICE CHAIRS EXCEPT FINANCE & POLICY

Recreation Committee

Cllr Trotter was elected as chair of the Recreation Committee.
Proposed Cllr D Curnow-Ford, Seconded Cllr Hall, all in favour.

Cllr Coyte was elected as vice-chair of the Recreation Committee.
Proposed Cllr Trotter, Seconded Cllr D Curnow-Ford, all in favour.

Planning Committee

Cllr P Curnow-Ford was elected as Chair of the Planning Committee.
Proposed Cllr Rowson, Seconded Cllr Trotter, all in favour.

Cllr Rowson was elected as vice-chair of the Planning Committee.
Proposed Cllr P Curnow-Ford, Seconded Cllr Trotter, all in favour.

LMC Committee

Cllr Winfield was elected as chair of the LMC Committee.
Proposed Cllr D Curnow-Ford, Seconded Cllr Trotter, all in favour.

Cllr Olson was elected as vice-chair of the LMC Committee.
Proposed Cllr P Curnow-Ford, Seconded D Curnow-Ford, all in favour.

85/22

APPOINTMENT TO FINANCE & POLICY COMMITTEE & ELECTION OF A CHAIR & VICE CHAIR

Cllr P Curnow-Ford, Cllr Kirby, Cllr Trotter and Cllr Winfield were automatically elected as chairs of the council and committees.

There were three councillors wishing to fill the remaining two positions.
Cllr D Curnow-Ford was proposed by Cllr Trotter and Seconded by Cllr P Curnow-Ford.

Cllr Garnett was proposed by Cllr Rowson and Seconded By Cllr Hall.

Cllr Coyte was proposed by Cllr Olson and Seconded by Cllr Kirby.

Following a vote, Cllr D Curnow-Ford was elected to the first position and Cllr Coyte was elected to the second position.

Cllr Coyte was elected as Chair of the Finance & Policy Committee.
Proposed Cllr Jerrard, Seconded Cllr P Curnow-Ford, 6 in favour and 2 abstentions.

Cllr D Curnow-Ford was elected as vice-chair of the Finance & Policy Committee.
Proposed Cllr P Curnow-Ford, Seconded Cllr Olson, 6 in favour and 2 abstentions.

86/22

ELECTION OF REPRESENTATIVES TO ORGANISATIONS AND OUTSIDE BODIES

HALC	Cllr Kirby & Cllr Coyte
Village Hall Management Committee	Cllr D Curnow-Ford
Citizens Advice Bureau	Cllr Garnett
Peak Centre Trust	Cllr Kirby
River Wey Trust	Cllr Kirby
Bramshott and Liphook Heritage Society	Cllr D Curnow-Ford

Parish Sports & Recreation	Cllr Coyte
Parish Tree Warden	Cllr P Curnow-Ford
Community First East Hampshire	Cllr Olson
Allotment Representative	Cllr Coyte
Conford Village Hall	Cllr Garnett
Speed Watch	Cllr Trotter
Local Police Liaison Meeting	Cllr Jerrard/Cllr Coyte
Age Concern	Cllr Garnett
Oak Park	Cllr Garnett

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

87/22 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public Questions – items not on the agenda

A member of the public raised his concerns about the provision of toilets for the Jubilee event. His comments were noted.

A member of the public raised his concerns about the publicity for the Jubilee event. His comments were noted.

Public Questions – items on the agenda

None.

Meeting re-convened.

88/22 REPORT FROM DISTRICT COUNCILLORS

District Councillors

Councillor Glass ran through the report from District Councillors.

At the EHDC Annual Council Meeting, the Leader Cllr Millard outlined plans for the coming year.

- Local Plan - Suspending Regulation 19 to undertake a full consultation again and challenge numbers.
- Penns Place – EHDC are looking to create a new spots hub on the site.
- Green Agenda – to be accelerated.
- District Councillor Grants - £500 from each councillor awarded to the council for the Jubilee Picnic.

County Councillor

Cllr D Curnow-Ford ran through her report as County Council representative.

- Highways apologised for coinciding road closures and will ensure improvements.
- Attended a briefing on the proposed safer walking route scheme.
- Will be visiting Bohunt Academy in June.

89/22 MINUTES OF COMMITTEE MEETINGS

LMC Committee

The minutes of a meeting held on 3rd May 2022 were received.

Planning Committee

The minutes of a meeting held on 16th May 2022 were received.

Finance & Policy Committee

The minutes of a meeting held on 9th May 2022 were received.

90/22 NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

The minutes of the NDP Steering Group held on 12th April 2022 were approved.

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

The chair of the NDP Steering Group provided an update. The Steering group meeting on 10th May agreed a revised strategy.

Cllr Jerrard asked whether there were any notes of the meeting held with SDNPA & EHDC on 8th April and felt these should be published. The Chair of the NDP Steering Group agreed to see what was available for publication.

91/22 APPOINTMENT OF CONSULTANT TO NEIGHBOURHOOD DEVELOPMENT PLAN

It was agreed that Alison Eardley Consulting be appointed to provide 17 days of support to the NDP Steering Group at a cost of £8,500, subject to grant covering the full amount being approved by Locality.

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

It was noted that the contract dates should be included and the correct title used for the Parish Council.

92/22 REPORTS FROM COUNCILLOR REPRESENTATIVES TO COMMUNITY ORGANISATIONS AND LIAISON GROUPS

Cllr Kirby had attended meeting with the Peak Centre and the Liphook Village Hall.

93/22 COMMUNICATIONS WORKING PARTY

It was agreed that the Communications Strategy be approved and implemented over time in part or full.

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

It was agreed that the contract to build, host and support a new council website be awarded to Parish Council Websites at a cost of £1,850 (plus VAT) and £19 (plus VAT) per month for hosting and support.

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

94/22 APPROVAL OF PAYMENTS

The schedule of payments for April 2022 was approved. (**Attachments 1**)
Propose Cllr Olson, Seconded Cllr Hall, all in favour.

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

Current Account - £1,000.00
Business Account - £956,760.24
Total Funds - £957,760.24

The current balances were noted.

95/22 LIST OF DIRECT DEBITS

The list of direct debits for 2022/23 was approved.

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

96/22 PAYMENT SIGNATORIES

Payment signatories were approved as follows:

Cllr P Curnow-Ford, Cllr Garnett, Cllr D Curnow-Ford, Cllr Kirby, Cllr Rowson, Cllr Trotter.

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

97/22 FINANCIAL RISK ASSESSMENT

The Financial Risk Assessment for 2022/23 was approved.

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

98/22 STANDING ORDERS AND FINANCIAL REGULATIONS

It was reported that there had been some changes to the procurement section of the Standing Orders in accordance with the new model scheme published by NALC.

The Standing Orders and Financial Regulations were approved for 2022/23.

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

99/22

COUNCIL PROJECTS

The Executive Officer presented his report which shows the current projects, budgets and possible additional projects for consideration. The problems with progressing the Shed project were discussed. It was agreed that the Shed Working party be reconvened to provide guidance and report back to council for approval.

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

100/22

SCOUTS HALL

The council considered the Executive Officers report concerning reported water damage in the Scouts Hall. It was agreed to take no action at present.

101/22

JUBILEE CELEBRATION PLANNING

The Chair provided an update on the planning for the Jubilee Picnic. It was expected that 20 plus organisations would be present on the day. Publicity for the day had been provided through posters, electronic media and in the Community magazine. Two multi-purpose toilets will be provided with additional facilities at the Midhurst Road car park. Volunteers will be able to use the NDP office at the LMC. Wild seed cards had been produced to keep or plant.

102/22

ADDITIONAL FRUIT TREES

Following an application, COPSE had been given a significant number of trees and the council had been offered six fruit trees. The Chair had worked with other councillors and the Grounds Manager to identify a suitable site on the Millennium Green. A ceremonial planting could take place during the Jubilee celebrations. Following debate, it was felt by some councillors that the new trees should be located in the existing orchard.

Cllr Kirby proposed that three new trees be planted on the Millennium Green. Proposed Cllr Kirby, Seconded Cllr Rowson, 3 in favour and 5 against so not approved.

It was then proposed that the new trees should be planted in the new orchard at Fletchers Field.

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

MEETING ARRANGEMENTS

Cllr Rowson presented his motion.

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, Seconded Cllr Hall

The reasons given for the motion included, security of the building, sound quality, heating and lighting costs, not many public attend and the planning screen being too small.

Councillors were given an opportunity to express their view. Some councillors felt that the motion allowed more appropriate rooms to be used. Some felt that it should be left for the Executive Officer to decide and some were concerned about the safety of holding meetings in smaller spaces when Covid was still active.

The Executive Officer stated that the setting of the agenda and choice of a suitable venue were part of his responsibility and the motion would undermine his ability to do this. He also stated that having a variety of rooms used at the Millennium Centre could reduce the centres income as rooms may need to be block booked on a Monday evening.

The motion was considered and approved 5 in favour and 3 against.

Cllr Rowson presented his motion.

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, Seconded Cllr Hall

Councillors considered this motion and there was general feeling that councillors should not have their backs to the public.

The Executive Officer reminded councillors that meetings are for council business to be conducted with members of the public observing proceedings. It is important that councillors are able to see each other and the chair to whom all comments should be addressed.

The motion was considered and approved 5 in favour and three against.

The meeting closed at 21.34 pm.

Signed:
Chair

Date: