



BRAMSHOTT & LIPHOOK PARISH COUNCIL

Jane Sawyer
Executive Officer/Clerk

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Councillors, you are hereby summoned to the Annual Meeting of Bramshott & Liphook Parish Council to be held at 7.30pm on Monday 15th May 2023 in the Main Hall at the Liphook Millennium Centre, Ontario Way, Liphook.

J Sawyer
Executive Officer/Clerk
9th May 2023

AGENDA

1. **Election of Chairman to the Council 2023/24**
2. **Chairman's Declaration of Acceptance of Office**
3. **Election of Vice Chairman to the Council 2023/24**
4. **Chairman's Announcements**
5. **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. **Declarations of Acceptance of Office from councillors:** To note receipt and agree any extensions
8. **Approval of Minutes:** To approve the minutes of the meeting held on 24th April 2023
9. **Actions:** To provide updates on any actions from the previous meeting (Appendix 1)
10. **Governance and Policies:** To review Standing Orders, Financial Regulations, Terms of Reference for committees and working groups, and council policies in line with current Standing Orders.
11. **Co-option of new parish councillors:** To consider applications and appoint new parish councillors
12. **Appointment of councillors to serve on the following committees: (Appendix 2):**
Recreation Committee (6 members)
Planning Committee (8 members)
Liphook Millennium Centre Management Committee (6 members)

- 13. Election of committee chairmen and vice chairmen:**
Recreation Committee
Planning Committee
Liphook Millennium Centre Management Committee
- 14. Election of councillors to serve on the Finance & Policy Committee (6 members)**
- 15. Election of Chairman and Vice Chairman of Finance & Policy Committee**
- 16. Meeting schedule:** To approve the meeting schedule for 2023/24 (Appendix 3)
- 17. Election of representatives to organisations and outside bodies** (Appendix 4)
- 18. Public Participation Session**
(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.
- 19. Reports from District and County Councillors:**
East Hampshire District Council – Cllr A Glass, Cllr B Moulard, Cllr N Sear
County Councillor – Cllr D Curnow-Ford
- 20. Councillor training:** To agree any training for councillors (Appendix 5)
- 21. Asset register:** To approve the current Asset Register (Appendix 6)
- 22. Insurance Renewal:** To note the council's insurance renewal for 2023/24
- 23. SDNPA Parish Representatives Election:** To consider making a nomination for a representative
- 24. Neighbourhood Development Plan Steering Group:** To receive an update from the Chair of the NDP Steering Group
- 25. Reports from councillor representatives to community organisations and liaison groups:** To receive an update from councillors who have attended meetings on behalf of the council.
- 26. Exclusion of members of the public and press:** *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*

Agenda items for excluded session:

1. To consider extension of the NDP Administrator contract
2. To consider naming of the new works building (confidential due to naming of individuals)

Appendix 1: Actions from previous meetings

Minute reference	Action	Lead person	Complete
23.60 04/2023	Contact Highways re concrete plinth outside LMC	Clerk	25-Apr
23.62 04/2023	Write to HCC re cuts in bus service 13/23	Cllr Kirby	
23.65 04/2023	Write to EHDC re reinstatement of Community Partnership Meetings	Cllr Kirby	
23.68 04/2023	Accept CIL payment from EHDC	Clerk	25-Apr
23.71 04/2023	SDNPA Local Plan Review submissions to be prepared	Cllrs Kirby & Cameron	09-May
23.72 04/2023	Repaint toilets at Haskell Ctr and add to project list	Clerk/Property Mgr	
23.75 04/2023	Seek temporary finance cover	Clerk	

Appendix 2: Committee Membership 2023/24

PARISH COUNCIL 12 MEMBERS	FINANCE & POLICY COMMITTEE 6 MEMBERS	PLANNING COMMITTEE 8 MEMBERS	RECREATION COMMITTEE 6 MEMBERS	LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE 6 MEMBERS
Cllr Sally Cameron				
Cllr Simon Coyte				
Cllr Debbie Curnow-Ford				
Cllr Peter Curnow-Ford				
Cllr Jeanette Kirby				
Cllr Sumi Olson				
Cllr Eddie Trotter				
Vacancy				
Vacancy				
Vacancy				
Vacancy				
Vacancy				

Appendix 3: Meeting Schedule 2023/24

2023/24

	FINANCE & POLICY	RECREATION	LMC MANAGEMENT	PLANNING		PARISH COUNCIL
				Regular	As required	
May			tbc (BH x 2?)	22		15 (Annual Meeting)
June		5		19	26	26
July	10		3	17	24	24
August		7		14	21	
September	11		4	18	25	25
October		20		16	30	30
November	6		13	20	27	27
December		4		11	18	18

2024

January	8		15	22	29	29
February		5		19	26	26
March	4		11	18	25	25 27 - APM
April		8		15	29	29
May	6		13	20		27 Annual Meeting

Council and Committee Meetings - 7.30pm

Additional Planning Committee Meetings - to be held as required before the Council meetings

Annual Parish Meeting will be held on 27th March 2024

Decisions required:

1. Approval of above dates
2. Agree meeting start time
3. Decide whether to hold a Finance & Policy meeting earlier than July
4. Agree date for LMC meeting in May (if required)

Appendix 4: Parish Council Representatives to Outside Bodies

Organisation	Representatives
Hampshire Association of Local Councils	
East Hampshire Association of Parish & Town Councils	
Village Hall Management Committee	
Citizens Advice Bureau	
Peak Centre Trust	
River Wey Trust	
Bramshott & Liphook Heritage Society	
Parish Sport & Recreation	
Parish Tree Warden	
Community First East Hampshire	
Allotments	
Conford Village Hall	
Speedwatch	
Local Police Liaison Meeting	
Age Concern	
Oak Park	
HCC Passenger Transport Forum	

Appendix 5: Councillor Training

Hampshire ALC offer training to councillors and officers and are running numerous courses over the coming months.

Knowledge & Core Skills

1 day course covering the following:

- Role of parish councils and councillors
- Legal frameworks
- Meetings and procedures
- Council services and assets
- Community engagement
- Meeting structure and protocol
- Code of conduct
- Council's powers and duties

Various dates available throughout the year

Chairing Skills

3 hour sessions covering:

- How to be an effective chair
- Roles & responsibilities
- Relationship with stakeholders
- Self awareness and leadership skills
- Running effective meetings
- Upholding professional conduct
- Dealing with difficult situations
- Maintaining good relationships with the clerk and other members of staff
- Effective communications

Dates: 5th July and 22nd November

Introduction to Planning for Local Councils

2.5 hour online session covering:

- Roles played by national and local government
- How planning applications are made
- The decision making process
- Material planning considerations
- Local plans and neighbourhood plans
- Planning disputes
- How parish councils can make effective contributions

Dates: 6th July, 18th October, 7th November

Local Plans and Planning Policy for Councils

2.5 hour online sessions covering:

- Purpose of planning system and context in national agenda
- How local plans are prepared and what they must cover
- Legal steps to forming a local plan
- Meeting local priorities
- Future changes in the planning system
- Housing delivery and site allocations

Dates: 10th July

Various other courses are available here: <https://www.hampshirealc.org.uk/what-we-do/training-and-networking/>

Appendix 6: Asset Register

(to be uploaded when available prior to meeting)