



Jane Sawyer  
Parish Clerk/RFO

**BRAMSHOTT & LIPHOOK  
PARISH COUNCIL**

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*Councillors, you are hereby summoned to a meeting of Bramshott & Liphook Parish Council to be held at 7.30pm on Monday 29<sup>th</sup> January 2024 in the Main Hall at the Liphook Millennium Centre, Ontario Way, Liphook.*

*J Sawyer*

Parish Clerk/RFO  
23<sup>rd</sup> January 2024

**PARISH COUNCIL MEETING  
Monday 29<sup>th</sup> January 2024, 7.30pm, Liphook Millennium Centre  
AGENDA**

**1. Chairman's Announcements**

**2. Apologies for Absence**

**3. 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.*

**4. Approval of Minutes:** To approve the minutes of the meeting held on 18<sup>th</sup> December 2023

**5. Actions:** To provide updates on any actions from previous meetings (*Appendix 1*)

**6. Minutes of Committee Meetings:** To receive the minutes of committee meetings:

Finance & Policy Committee: 19<sup>th</sup> December 2023

Liphook Millennium Centre Management Committee: 15<sup>th</sup> January 2024

**7. 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 (*Appendix 2*)

**8. 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

**9. Neighbourhood Development Plan:**

a) To accept the minutes of the meetings held on 12<sup>th</sup> December 2023

b) To consider the submission version of the Neighbourhood Development Plan prior to submission to EHDC under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012

10. **Council Projects:** To review the project list and agree any priorities or funding (*separate appendix 3*)
11. **Budget 2024/25:** To consider and agree the following:
  - a) A budget and precept for the next financial year 2024/25 recommended by the Finance & Policy Committee (*separate appendix 4*)
  - b) Earmarked reserves for 2024/25 (*separate appendix 4*)
12. **Clerk's Report:** To receive a report from the Clerk on current matters (*Appendix 5*)
13. **Financial Report:** To receive and approve the schedule of payments for December 2023 (*Appendix 6*) and to note the bank reconciliations for December 2023
14. **Risk Assessment:** To consider & approve the Council's financial risk assessment (*Appendix 7*)
15. **Budget 2023/24:** To note income/expenditure to end of quarter 3 (December 2023) in accordance with Financial Regulations (*separate appendix 8*)
16. **Rialtas Omega Accounts software:** To agree to purchase a Facilities Management module and Cloud Access at a cost of £3,381 for year 1 (*Appendix 9*)
17. **Business Debit Cards:** To approve applications for debit cards for the Clerk & Deputy Clerk
18. **Planning Committee:** To note the resignation of Cllr P Curnow-Ford as Chairman of the Planning Committee and to appoint a new Chairman and Vice-Chairman.
19. **EHDC Draft Local Plan Consultation:** To consider a response to the consultation  
<https://www.easthants.gov.uk/planning-services/planning-policy/local-plan/draft-local-plan-2021-2040>
20. **CCTV Haskell Centre:** To hear recommendations from the working group regarding the CCTV system at the Haskell Centre & agree any actions
21. **South Downs National Park Authority Settlement Facilities Assessment:** To delegate authority to the Clerk to respond to the assessment (*Appendix 10*)
22. **Environment Act 2021: Biodiversity duty:** To hear an update from the working group
23. **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
24. **Date of next meeting:** The next parish council meeting will be held on Monday 26<sup>th</sup> February 2024

**Appendix 1: Actions from previous meetings**

<b>Minute reference</b>	<b>Action</b>	<b>Lead person</b>	<b>Complete</b>
23.109 05/2023	Update policies for council approval	Clerk	Ongoing
23.144 06/2023	Update the bank mandate to include new signatories	Clerk	Ongoing
23.170 07/2023	Investigate charges for public toilets & discuss with EHDC.	Clerk	Meeting Jan '24
23.197 09/2023	Arrange police liaison meeting	Clerk	To be rearranged
23.206 09/2023	Consider options for a beacon for D-Day 80 celebration	Clerk	Ongoing
23.242 11/2023	Bring emerging NDP policies to committees/council	Clerk	Ongoing
23.269 12/2023	Write letter of support re toilet refurbishment to the Day Centre	Clerk	
23.270 12/2023	Clerk to work with Speedwatch to agree locations for new ASW cameras. New licence will need to be applied for.	Clerk/Speedwatch team	Ongoing
23.271 12/2023	Investigate options for CCTV and report back to Jan '24 council meeting. Look at remote access, connection to network & staff's ability to view live feed	Cllrs P Curnow-Ford, Ireland, Rowson & Tang	Report at January 2024 meeting

## **Appendix 2: County Councillor's Report**

Happy New Year to the Executive Officers, Staff and Members of Bramshott and Liphook, Headley, and Grayshott Parish Councils. It's been a wet and windy start to 2024 with flooded roads and power cuts. I thank you all for your reports and patience whilst Hampshire Highways have dealt with these issues.

### **Local Activities**

#### **Bramshott & Liphook**

My thanks to BLPC Cllr Kim Kemp for reporting the issue with lifted and broken surface on **Midhurst Road pedestrian railway bridge**. This bridge was repaired only last summer. I have reported this to HCC's Chief Engineer for Structures for immediate attention.

You may have seen reports in the local newspaper on 5<sup>th</sup> Jan re: the new £360,000 **safer walk route from Liphook railway station to Bohunt School**. Works to upgrade the rear access to Bohunt have been completed. The next step is the installation of a toucan (2 can!) crossing over the Portsmouth Road from Fletchers Field.

After many complaints and escalations re: potholes on **Woolmer Lane**, Bramshott, I am pleased that this road is now being reviewed for resurfacing. The challenge is when will this happen.

One pothole by a Thames Water inspection cover that featured in many complaints over the Christmas period was on **Midhurst Road** adjacent to bus stop pull in by Sainsburys. It was difficult to spot in the dark and rain. Thankfully it has now been repaired.

#### **Grayshott**

I am following up pothole repairs needed at the end of **School Road**, in between the junctions with Headley Road and Beech Hanger End which were originally report in August.

#### **Headley**

HCC Flood and Water Management team reported a sewage leak on **Churt Road** from Thames Water's pumping station to the Environment Agency where it's been logged as an incident, ref 2213366, and forwarded to the duty officer for their assessment.

I look forward to meeting with Headley residents to discuss support for **Fullers Vale Pond**. I can confirm that an order has been raised and passed to Highways Operations Team for the cleansing of the gullies and for the jetting of the connecting pipework to the Pond which is currently programmed for early February, weather and resource allowing.

### **Councillor Grants**

My 23/24 devolved grant pot is now fully committed. I expect next year's pot to be open for applications in the May/June 2024 timeframe. If you're planning a project and think it qualifies for a Councillor Grant then let's discuss it.

## **News from Hampshire County Council (HCC)**

### **Future Services Consultation – PLEASE PARTICIPATE! THIS WILL AFFECT YOU!**

HCC will launch a public consultation at midday Monday 8 January to understand people's views across Hampshire on proposals to change and reduce some local services and help the Authority address a £132 million budget shortfall faced by April 2025.

The Future Services Consultation runs from 8 January **to 31 March 2024**, and signals the next stage in the County Council's plans to ensure it can focus key support to the most vulnerable people in Hampshire – such as protecting children from harm, social care for older people, and supporting adults and children with disabilities and additional needs - while meeting its legal duty to deliver a balanced budget in 2025/26.

Hampshire is in a better position than many other councils, but in the absence of a national funding solution to address the higher costs and demand pressures facing the whole of local government, tougher decisions and deeper savings are needed in Hampshire to ensure the local authority can keep providing critical services after April 2025 for those people who need its help the most.

Covering various local services, the consultation sets out 13 detailed options to help lower costs in future – by doing things differently and moving towards providing only those services that the County Council is legally required to deliver. **HCC would like to hear from as many people in Hampshire as possible – from residents, to businesses, schools, universities, community and voluntary groups, and our partners, to help us understand and consider the potential impact of any changes proposed.**

Feedback can be provided by using the consultation Response Form, available online via the consultation webpage: [www.hants.gov.uk/future-services-consultation](http://www.hants.gov.uk/future-services-consultation)

Responses can also be emailed directly to Hampshire County Council via: [insight@hants.gov.uk](mailto:insight@hants.gov.uk) or write to Freepost HAMPSHIRE. (Please also write PandO, IEU, FM09 on the back of the envelope).

### **Household DIY waste charges ended**

From 1 January 2024, residents using HCC Household Waste Recycling Centres (HWRCs) will no longer be charged for disposing of their DIY waste - in line with the Government policy changes.

Up to two 50-litre rubble bags, or one bulky item such as a sink or toilet pedestal, will be accepted for free, at a maximum frequency of four visits over four weeks. Anything more than this amount will be chargeable at current rates, as permitted by national legislation, to cover specialist disposal costs. DIY waste can be accepted at all HWRCs in Hampshire except New Alresford due to its restricted size. Customers must also be able to lift, carry and empty out their DIY waste.

The Council estimates that the removal of the charges could impose an additional cost to Hampshire council taxpayers of up to £2 million every year. This is because recycling or disposal of DIY waste, such as soil, rubble, asbestos and gypsum board, requires specialist processing and the fees we currently charge help to cover these expenses. This will need to be considered as part of the Council's savings proposals to help meet a £132 million budget shortfall faced by the local authority from April 2025. This will include a review of Hampshire's HWRCs.

### **Schools**

Parents with children due to start school or move to a junior school in September 2024 are reminded that they have until **Monday 15 January 2024** to submit their primary school applications. Parents will have the best chance of being offered a place at one of their preferred schools by applying on time and naming three preferences on their applications.

A recent survey across secondary schools and colleges in Hampshire shows a large increase in the percentage of young people both experimenting with, and using vapes. The survey shows that experimentation with vapes increases from 4% in year 7 to 53% in year 13. Similarly, vape use increases from 7% in year 10, to 18% in year 13. The Council is therefore continuing its clampdown on shops selling vapes illegally to underage buyers. Test purchase operations took place in December 2023, with visits to 17 different premises with teenage volunteers helping officers by going into the businesses to attempt to buy a vape, also known as an e-cigarette. Since September 2023, Trading Standards has prevented the sale of over £200,000 of illegal vapes and e-cigarettes by removing them from shops across Hampshire.

### **Fire and Rescue Authority Mid-Year Update**

The Hampshire and Isle of Wight Fire & Rescue Service has published its mid-year update on their annual performance. This provides useful (and positive) insights as to the activities of the service and is well worth a look. The update can be seen at

<https://www.hantsfire.gov.uk/wp-content/uploads/2023/12/HIWFRS-2023-24-Mid-Year-Performance-Update-Report.pdf>

### **Hampshire Minerals and Waste Plan consultation**

The consultation on the updated plan is expected to start during the week beginning **8 January** and to last for eight weeks. Details can be found at <https://www.hants.gov.uk/minerals-waste-update>

### **Climate change and nature recovery**

The Council has published its [Climate Change Annual Progress Report](#) which highlights the progress of council backed community initiatives and its own efforts to tackle climate change. One example is the Solar Together scheme - over the past two years, 2,100 households have purchased competitively priced solar panels, resulting in the installation of 7,400kw of rooftop solar power, which has the capacity to save an estimated 46,000 tonnes of carbon emissions.

Separately, the Council is launching a survey asking residents where they would like to see improvements for nature recovery, their views on nature priorities and what action they may be taking locally to help nature in their area. Gathering this information is an important first step in the development of a Local Nature Recovery Strategy which aims to ensure Hampshire's natural environment is protected for today's and future generations. That strategy is intended to create a blueprint for the recovery of nature in Hampshire – outlining what we can do, where the opportunities for doing it are, and considering how it can be delivered alongside wider positive environmental outcomes for people and nature, such as reduced flood risk. It will provide organisations with a framework for developing nature recovery projects and help prioritise funding and investment in Hampshire's nature's recovery.

Here is a link to the [online survey](#)

### **Hampshire Trading Standards prosecutions for sales of vapes to minors.**

Hampshire County Council Trading Standards has taken action against illegal vape sales to underage buyers! Two shops in Aldershot and Havant caught in the act during test purchases on Dec 18 and 20, 2023.

Vaping among young people is a growing concern. HCC are therefore emphasizing the need to crack down on illegal sales to under 18s. Most retailers are following the law, but investigations are underway where sales occurred. Trading Standards has already prevented over £200,000 of illegal vape sales since September 2023. Regular visits to businesses ensure compliance, and any violations may lead to criminal prosecution.

### **If you have info on underage vape sales, report it to Hampshire Trading Standards.**

Contact details and more info: <https://www.hants.gov.uk/business/tradingstandards>

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### **Highways**

I would like to share with you the [County Council's Highways Service Annual Review for 2022/23](#) which offers useful insights into the Highways team's activity over what has been an exceptionally challenging period.

We are continuing with our intensive focus on fixing potholes and other road defects following confirmation of the 3-year Stronger Roads Today campaign in July. This has enabled the deployment of significantly more repair teams and specialist equipment with the primary aim of making our roads better, fixing defects more quickly, and addressing the widespread deterioration from last winter's wet and freezing weather.

You will be aware that in November the Government announced that more funding would be allocated to local highway authorities for highway maintenance. For Hampshire a 'minimum uplift' of £132.3million of funding has been confirmed up to 2033/34, i.e. over an 11-year period from 2023 to 2034. Included within this funding is an extra £4.2million for both 2023/24 and 2024/25, which has already been confirmed, and we await further confirmation from the Department for Transport on how the rest of the uplift funding for Hampshire will be allocated over the remainder of the funding period. This is, of course, welcome news and having such long-term uplift funding confirmed will enable us to plan with greater certainty and commit to longer-term resources from the supply chain.

This year we have seen exceptionally wet weather, with higher-than-average rainfall in 9 out of the last 12 months. In anticipation of another wet winter, the frontline teams have been undertaking additional checks on highway drains, roadside grips (short channels between the road and ditch) and gullies/chambers in areas where there is a history of high groundwater and/or surface water flooding to make sure the County Council's highway drainage assets are functioning optimally. This is in addition to the year-round cyclical maintenance of our 212,000 gullies and 15,000 manholes/chambers.

Last year ended and this year has started on a stormy and wet note.

Last week, Hampshire Highways teams responded to the impacts of Storm Henk, attending 162 emergency jobs clearing roads of collapsed trees and fallen debris.

A reminder of emergency contacts should you need them:

For immediate risk to life, call 999.

Stay updated on flood alerts from @EnvAgency.

There is a list of flood alerts also here [Check for flooding in England - GOV.UK \(check-for-flooding.service.gov.uk\)](https://www.gov.uk/check-for-flooding)



**However, if/when you do need to report a problem, please see links to log a report online:**

Issues regarding vegetation on verges and banks can be reported at this link:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/othertree>

Request a Highways Tree: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/tree-planting>

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Problems with rights of way: <https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

For issues on **National Highways Roads** (A3 etc)

Report a problem: <https://report.nationalhighways.co.uk>

### **Water Updates**

Report problems and view updates here:

Thames Water: [Thames Water - Report a problem - View and report problems](#)

### **Electricity Updates:**

Report problems and view updates here:

SSEN: <https://powertrack.ssen.co.uk/powertrack>

### **Weather updates:**

Keep up to date with weather warnings via the Met office here: <https://www.metoffice.gov.uk/.../warnings.../uk-warnings...>

**When reporting an issue to Hampshire Highways, you'll be sent an email confirming an Enquiry reference number for the report. If you would like me to follow this up for you, please forward that message to me and I will chase for you.**

Please do not hesitate to email me with any feedback, suggestions, and questions.

Kind regards and Happy New Year – Debbie

7<sup>th</sup> January 2024

Cllr. Debbie Curnow-Ford

Hampshire County Councillor for the Liphook, Headley, and Grayshott Division

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**Appendix 3: Project list (separate document)**

**Appendix 4: Budget 2024/25 and earmarked reserves (separate document)**

**Appendix 5: Clerk's Report**

**LMC Caretaker**

Our new caretaker, Jonathan Hill, started work with us on 2<sup>nd</sup> January and has made great progress. He is currently carrying out small maintenance tasks and learning how to do all the room moves at the LMC.

**S106 funding**

Further to my report last month that we had been awarded £4,839.70 from EHDC Section 106 funds for interpretation boards at Radford Park, I am pleased to advise that we have now been awarded £2,856 towards the cost of replacement doors on the public toilets at the Haskell Centre. Although this doesn't cover the entire cost, the funding pot was relatively small and we have been apportioned about two thirds of the fund.

I am awaiting the outcome of our application for the sluice gate.

**Sluice gate at Radford Park**

The grounds team and I met with a representative from the Environment Agency recently to discuss the various projects we wish to carry out in Radford Park. Some of the projects may need EA approval and others won't but we felt it would be useful to advise them of all projects.

The sluice gate replacement causes them some concern and we have arranged a second meeting with the EA to discuss a potential alternative option. However, this option will have impact on the other waterways through the pond so any recommendations will need to come back to the Council for approval.

**Public toilets**

I have a meeting at the end of January with EHDC's Director of Regeneration to discuss the public toilets. I had contacted them some months ago regarding the legal agreement we have with them for provision of the toilets and also to request additional funding to renovate them up to a good standard. I will keep the Council informed of the outcome of this meeting.

**Grounds Staff**

The grounds team have been making good progress in clearing the site where the new grounds building is intended to be housed. They have also been painting all the benches outside the LMC, along with our caretaker, and they have done an excellent job.

They will also be giving the playground equipment a winter clean and will also spend some time cleaning our village gateway signs in Bramshott and Liphook.

**Jane Sawyer**

**Parish Clerk/RFO**

**23<sup>rd</sup> January 2024**

**Appendix 6: Schedule of payments December 2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/12/2023	NPower Business	£376.69	Electricity
01/12/2023	EHDC	£376.69	Rates
01/12/2023	EHDC	£1,074.00	Rates
01/12/2023	EHDC	£79.31	Rates
05/12/2023	Nicki Sosin	£25.00	Vehicle Reg Docs
05/12/2023	Disking International Ltd	£1,209.89	Omada trunking and switches
05/12/2023	Futuresys Digital	£18.00	Upgrade Hostig Space
05/12/2023	Kim Kemp	£112.92	Christmas Tree Decs
05/12/2023	Jane Sawyer	£115.44	Premises
05/12/2023	Gill Snedden Expenses	£125.80	Cleaning and Refreshments
05/12/2023	Adams Plumbing & Heating	£155.00	Gas Boiler Service and Cert
05/12/2023	Elite Playground Inspections	£55.20	04/11/2023
05/12/2023	Rake Garden Centre	£119.85	Post Mix
05/12/2023	Altis Industries Ltd.	£72.94	Headlight
05/12/2023	Coomers Timber & Building Supp	£69.82	Phone Box Repairs
05/12/2023	Tudor Environmental	£174.14	Protective Clothing
05/12/2023	Talk Talk Business	£74.21	Telephone
12/12/2023	British Gas	£231.15	Gas
14/12/2023	Transform Landscaping Design	£7,532.46	Balance of wall repairs
14/12/2023	AK Bookkeeping Services	£911.13	Book-keeping November
14/12/2023	Moviola Ltd	£123.13	Local Hero
14/12/2023	T.M. Clothing Limited	£172.08	Jackets x 4
14/12/2023	Hampshire County Council	£106.42	Copier Paper
14/12/2023	Dylan's Ice Cream	£71.00	Ice Creams
14/12/2023	DCK Accounting Solutions	£107.52	Payroll Processing
14/12/2023	Albarrie	£193.26	PAT Testing
14/12/2023	Viking Direct	£211.70	Steel Bins x 5
14/12/2023	HALC	£288.00	Intro to Appraisals
14/12/2023	Haslemere Swimming	£200.00	Refund of deposit
15/12/2023	Orange Pixel Ltd	£54.00	Hosting and support
18/12/2023	FuelGenie	£370.39	Fuel
18/12/2023	Three Business Services	£60.65	Telephone
18/12/2023	Castle Water	£194.28	Purchase Ledger Payment
20/12/2023	British Gas	£990.54	GAS
20/12/2023	Petty Cash Parish Office	£11,939.20	To correct posting to P Cash
20/12/2023	Castle Water	£31.56	Purchase Ledger Payment
20/12/2023	Castle Water	£58.54	Purchase Ledger Payment
20/12/2023	Premier Managed Technologies L	£40.34	Copies
20/12/2023	Viking Direct	£0.05	Ink/tape
22/12/2023	Gill Snedden Expenses	£254.54	Expenses
22/12/2023	Castle Water	£1,233.56	MH Police Office
22/12/2023	Nicki Sosin	£7.65	Mileage 17 x .45p
22/12/2023	Gables Newsagents	£10.00	Newspapers to 16/12
22/12/2023	SK Electrical Ltd	£879.00	Electrical Works
22/12/2023	Online Playgrounds	£10.80	Post covers and postage charge
22/12/2023	Moviola Ltd	£81.31	Asteroid City

22/12/2023		Merlin Lighting (Installations)		£1,814.40		Christmas Lights
22/12/2023		Balfour Landscapes		£5,786.00		Completion of Works To Steps
22/12/2023		Payroll		£16,780.86		Payroll
28/12/2023		Altis Industries Ltd.		£130.37		Plugs and Screws
28/12/2023		Coomers Timber & Building Supp		£5.09		3 Way Adapter
28/12/2023		Viking Direct		£75.12		Ink/tape
28/12/2023		British Gas		£74.14		Electric
28/12/2023		British Gas		£227.39		Electric
28/12/2023		British Gas		£308.44		Electric
28/12/2023		Veolia Waste		£280.30		Waste Removal
28/12/2023		NPower Business		£1,093.21		Electricity
28/12/2023		NEST		£391.82		NEST
28/12/2023		Service Charges		£16.97		Service Charges
28/12/2023		Veolia Waste		£157.14		Purchase Ledger Payment
29/12/2023		PAYE & Superannuation		£7,236.53		PAYE & Superannuation
		<b>TOTAL</b>		<b>£64,976.94</b>		

## **Appendix 7: Risk Assessment**

Last year's internal audit report suggested the Council use a risk matrix to determine risk.  
Below the table is an explanation of the risk matrix used.

<b>Risk Area</b>	<b>Risk Identified</b>	<b>Risk Rating</b>	<b>Management of Risk</b>	<b>Action required</b>	<b>Review date</b>
<b>Section One : Areas where there may be scope to use insurance to help manage risk</b>					
Property and contents owned by the council	Loss or damage	Moderate	An up to date register of assets and investments	No disposals were recorded in previous financial years. Review in February 2024. Reviewed in annual internal audit	Feb-24
Damage to third party property or individuals	Public liability	Moderate	Property maintenance and insurance cover	Insurance held with, renewal date of 24 <sup>th</sup> June 2024	Jun-24
Consequential loss of income or the need to provide essential services following critical damage, loss or nonperformance by a third party	Public liability	Low	Annual review of risk and the adequacy of cover	Value of insurance is sufficient, and reviewed annually by the Council. Balances held at least over 4 months liabilities.	Ongoing
Loss of cash through theft or dishonesty	Fidelity guarantee	Low	Adequate internal controls	Separation of roles for RFO & Finance Officer should continue to demonstrate full transparency in accounting records. Ensure banking is performed promptly.	Ongoing

Legal liability as a consequence of asset ownership	Public liability	Moderate	Property maintenance and insurance cover	Inspection of play equipment carried out monthly by competent inspector; PAT testing completed in November 2023; maintenance carried out as required; inspection of lift, tiered seating completed in year	Feb-24
Risk Area	Risk Identified	Risk Rating	Management of Risk	Action required	Review date
<b>Section Two - Working with others to help to manage risk</b>					
Security for vulnerable buildings, amenities or equipment	Theft, damage or loss	Moderate	Security of buildings	Parish office and LMC protected by CCTV and alarm systems. Tractor shed protected by alarm systems. Officers monitor security and act on any issues.	Feb-24
The provision of services being carried out under agency / partnership agreements with principal authorities	Standing orders and financial regulations dealing with the award of contracts	Low	Regular review of agreements relating to public toilets and information office	Agreements out of date and need to be updated	Meeting with EHDC January 24
Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption	Low	Financial regulations, proper practices	Financial regulations cover safe arrangements and internal controls. Councillors check during monthly reconciliation. Reported back to council meetings.	Reviewed monthly by cllrs and quarterly at council meetings
Ad hoc provision of amenities/facilities for events to local community groups	Public Liability	Low	Appropriate processes and insurance cover	Hirers to provide copy of insurance (where applicable); must sign hire agreement and security deposit held (where applicable)	Ongoing

Vehicle or equipment lease or hire	Public liability or financial loss	Low	Hire from reputable companies, ensure adequate insurance cover	Continue on current basis for future lease or hire	Ad hoc, when required
Parish Buildings, playing fields, etc.)	External contractors or in-house for maintenance	Low	Use qualified contractors or competent staff. Ensure staff have training where required.	Ensure staff training up to date	Ad hoc, when required
Professional services (accountancy, legal, HR, etc.)	Standing orders and Financial regs deal with the awarding of contracts	Low	Standing Orders apply and committee should approve relevant contracts. Value for money should be sought and ensure contractor is qualified to advise where appropriate.	Continue on current basis	Ad hoc, when required
<b>Risk Area</b>	<b>Risk Identified</b>	<b>Risk Rating</b>	<b>Management of Risk</b>	<b>Action required</b>	<b>Review date</b>
<b>Section Three - Self Managed Risk</b>					
Proper financial records	In accordance with statutory requirements	Low	RFO is CiLCA and FiLCA qualified. Finance Officer is qualified bookkeeper.	Standing Orders require quarterly budget monitoring; use of Rialtas system to keep proper records; monthly reconciliation by councillor; quarterly financial report to council	Checked monthly and quarterly by Council
Business activities	Ensuring that they are within the legal powers of councils	Low	CiLCA qualified Clerk and Deputy Clerk undergoing training. All staff undertake specific training for their roles. Councillors encouraged to attend training related to their committee roles.	Continue to offer training to staff and councillors.	Ongoing
Paying suppliers/contractors and staff	Unable to pay due to lack of signatories	High	Ensure sufficient bank signatories	Council currently has 2 signatories. All councillors to update their status with the bank and new councillors to be appointed as signatories.	Mar-24

Employment law and HMRC regulations	Ensuring that requirements are met	Low	LCPD member of Hampshire ALC. Up to date HR policies in place.	Continue to update HR policies.	Ongoing
Liability for staff or members of the public when using our buildings	Health & safety risks to be identified	High	Appropriate risk assessments and risk management policies in place	LMC risk assessments to be reviewed and updated; risk management policies to be introduced	Apr-24
VAT Registered	Ensuring that requirements are met under HMC&E regulations	Low	Finance Officer carries out VAT reporting and reports to Clerk/RFO.	Clerk/RFO continue to review and F&P have overview.	Quarterly
Annual precept	Ensuring adequacy within sound budgeting arrangements	Moderate	Ensure precept is adequate to cover liabilities and approved by full Council	F&P committee continue to have overview; budget monitoring by full Council.	Annually
Grants	Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	Low	The Council no longer have the General Power of Competence so should ensure they have relevant powers to give grants or use S137 where appropriate	All applications must have relevant supporting information. Minutes to continue to record decisions.	Annually or when applications received
Council Minutes	Proper, timely and accurate reporting of council business in the minutes	Low	Minutes to comply with best practice and transparency regulations.	Continue to maintain signed minute book and post minutes on website in appropriate timescales.	For each meeting

Document control	Proper systems	Low	Follow advice from Hampshire ALC and NALC	Document retention policy required and filing arrangements to be reviewed. Parish records need to be archived with Hampshire County Council and appropriate old records shredded.	Apr-24
Register of Members' Interests and Gifts and Hospitality	Councillors to complete relevant document on election	Low	Requirement to report to EHDC	All councillor information in place and publicised on website	On election of each new councillor
Payment to Contractors	Payment of deposits or up front payments increasingly requested for larger projects.	Low	Ensure the liability is identified at contract stage. Ensure Standing Orders deal with the risk	Use reputable contractors and ensure contract is clear. Regular review of Standing Orders.	Ongoing
Global Pandemic	Loss of income from hire of the Millennium Centre, loss of licence fees from sports clubs. Potential cost of providing additional support to the community.	Low	Ensure the Council holds sufficient reserves and applies for relevant grants. Ensure the Council has an emergency plan.	Monitor general reserves and ensure the budget is adequate each year. Adopt an emergency plan.	Sep-24



### **Risk Rating**

<b>Risk level</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>
High Risk	High	High	High
Moderate Risk	Medium	High	Moderate
Low Risk	Low	High	Low
Moderate Risk	High	Medium	Moderate
Negligible Risk	Low	Low	Low

**Likelihood** This column represents the probability of a specific risk event occurring

**Consequence** This column represents the potential impact of an event should it occur  
This may be assessed in terms of financial, operational, reputational or otherwise

**Risk level** This column is based on a combination of likelihood and consequence

## **Appendix 8: Budget 2023/24 Income and Expenditure (separate document)**

### **Appendix 9: Omega Rialtas software**

The Council have been using Omega software for some years to carry out our accounting function. The software is sector specific and we use a number of the available modules.

Currently, the LMC staff use a Google calendar for bookings and a separate manual system to produce invoices using a Word document. This document is then passed to the Finance Officer who duplicates the information into our Omega software and then separately posts the payment when it is received.

The sales invoices are manually created and there is no way of tracking or reporting which rooms are hired and when or how much income is received from each room.

Omega can offer a Facilities Management facility which would allow us to set up a sales ledger and produce all our invoices. This would save the current duplication of work. The Facilities Management option also gives us the opportunity to have a linked calendar system which can be accessed by LMC staff and can include caretaker's notes, i.e. each booking could contain information about what the caretaker needs to do, such as how many chairs are needed, what sort of tables etc.

Additionally, because we would be using stock codes for each room then we would get more accurate invoicing and a far superior way of reporting usage of the LMC.

The cost for the first year are as follows:

Licence	£ 671
Facilities Management module	£1,200 (2 <sup>nd</sup> year cost £400)

Additionally, the Omega software is currently only available when staff are working in the Haskell Centre so it cannot be accessed at the Millennium Centre or if staff are working from home or at another location. This is proving very difficult particularly, for example, when councillors would like financial information during a meeting. It also means the Millennium Centre staff could not use the above module should the Council wish to go ahead.

The cost to add Cloud Access to the current system is £1,500.

The sums above have been included in the budget being presented this evening to come out of this year's spend and I am now seeking approval to proceed so we can get the software in place and staff trained in its' use prior to the new financial year on 1<sup>st</sup> April.

**Jane Sawyer, Clerk/RFO**

**23<sup>rd</sup> January 2024**

## **Appendix 10: South Downs National Park Authority Settlement Facilities Assessment**

The SDNPA wrote to the Council on 15<sup>th</sup> December 2023 as follows:

### **Draft Settlement Facilities Assessment**

We are writing to ask for input from your parish to fact-check the draft settlement facilities assessment.

As covered in the recent Local Plan Review Parishes workshops, we are updating the assessment of settlement facilities across the National Park to assist in our understanding of the relative sustainability of settlements based on the availability of facilities and services which residents can access daily. This will help inform decisions regarding the provision of future housing development and help to focus development within established and well connected settlements.

The Assessment covers a number of specific facilities within a settlement that can be accessed on a daily basis. If a facility is not present within the settlement, there is also the opportunity to include a nearby facility if it is within a reasonable walk or cycle distance in a neighbouring settlement.

We wrote to parishes in February 2023, with a proforma to be completed by the 6th April 2023. Over half of all parishes within the National Park responded and we are grateful for the information provided which we have added to our records. For those settlements where no questionnaire was completed, we have carried out desktop research and added these results to our records.

The results of our assessment to date are confidential at this time but are available to view using the following weblink and password (*provided*)

Please can you fact-check and confirm the assessment is accurate. A proforma is available on the above webpage, which should be used to let us know of any additions or amendments that are necessary. The proforma also includes details of the criteria used for including facilities in the assessment. We are requesting feedback on this draft assessment by the 31st January 2024.

Do contact us if you have a problem responding in this timescale. For any other queries regarding the Local Plan Review, please contact us at [planningpolicy@southdowns.gov.uk](mailto:planningpolicy@southdowns.gov.uk)