



Jane Sawyer
Parish Clerk/RFO

**BRAMSHOTT & LIPHOOK
PARISH COUNCIL**

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**PARISH COUNCIL MEETING
Monday 29th January 2024, 7.30pm
MINUTES**

Attendees: Cllr J Kirby (Chairman)
Cllr S Cameron
Cllr D Curnow-Ford
Cllr K Kemp
Cllr R Rowson
Cllr E Trotter

Also in attendance: District Cllrs: Cllr A Glass and Cllr B Mouland
County Cllr: D Curnow-Ford
Parish Clerk/RFO: Jane Sawyer
Louise Bevan, NDP Steering Group Chairman
2 members of the NDP Steering Group
2 members of the public present

- 23.274 Chairman's Announcements:** The Chairman welcomed everyone to the meeting and reminded everyone to switch off their mobile phones and to note the fire exits. The Chairman advised that the meeting was being recorded for minute taking purposes.
- 23.275 Apologies for Absence:** Cllr Coyte, Cllr P Curnow-Ford, Cllr Ireland, Cllr Li, Cllr Olson, Cllr Tang. District Councillor N Sear had also sent apologies.
- 23.276 Disclosure of Interests:** There were none.
- 23.277 Approval of Minutes:** It was **RESOLVED** to approve the minutes of the meeting held on 18th December 2023. **Proposed: Cllr Kirby. Seconded: Cllr Cameron.**
- 23.278 Actions:** The action list at appendix 1 was noted. The Clerk additionally advised she had met with EHDC to discuss the future of the public toilets. Cllr D Curnow-Ford is arranging a meeting with the local PC and PCSO.
- 23.279 Minutes of Committee Meetings:** The following minutes were received by the Council:
Finance & Policy Committee meeting held 19th December 2023
Liphook Millennium Centre Management Committee meeting held 15th January 2024
- 23.280 District Councillors Report:** The report at appendix 2 was noted.

- 23.281 County Councillor Report:** The report was noted. County Cllr D Curnow-Ford encouraged everyone to respond to the Future Services Consultation. Cllr Rowson commented that he felt Hampshire Highways should improve their communication when road issues are fixed.
- 23.282 Public Participation Session:** A member of the public raised concerns about the potential of Bordon and Petersfield Household Waste Recycling Centres closing. County Cllr D Curnow-Ford urged residents to complete the consultation and advised that Hampshire County Council are pressing central government for additional funding.
- A member of the public raised a question regarding the Neighbourhood Development Plan policy on accessibility and that there did not seem to be any consideration of how it might influence the issue of traffic in The Square.
- 23.283 Neighbourhood Development Plan Steering Group minutes:** The Council accepted the minutes of the meeting held on 12th December 2023. **Proposed: Cllr Kirby. Seconded: Cllr Cameron.**
- 23.284 Neighbourhood Development Plan:** NDP Steering Group members presented the final submission version of the Neighbourhood Development Plan (separate appendix 3) and answered questions from Councillors. The NDP Chairman responded to the public question raised earlier regarding accessibility and responded that the Parish Council does not have any authority over transport.
- The EHDC Draft Local Plan was briefly discussed, and the Steering Group confirmed that the NDP is not allocating sites in the parish whereas EHDC will be.
- It was **RESOLVED** to agree the submission version of the Neighbourhood Development Plan. **Proposed: Cllr Kirby. Seconded: Cllr Rowson.**
- 23.285 Council Projects:** The project list was noted, and the Council agreed to include two additional projects at the LMC: replacement tiered seating and reconfiguration of the corridors.
- 23.286 Budget 2024/25:** It was **RESOLVED** to agree a gross budget of £514,276. The precept for 2024/25 was set at £429,576. The band D equivalent per household per year equates to £98.46. This constitutes an increase for a band D household of £2.27 per year.
Proposed: Cllr Kirby. Seconded: Cllr Kemp.
A recorded vote was requested with the following votes made:
For: Cllr Cameron, Cllr Kemp, Cllr Kirby, Cllr Trotter
Against: Cllr D Curnow-Ford, Cllr Rowson
- 23.287 Earmarked Reserves:** It was **RESOLVED** to approve and carry forward the following earmarked reserves:
- | | |
|--------------------------------|-------------|
| CIL 2021-22 | £163,844.78 |
| CIL 2022-23 | £257,260.00 |
| CIL 2023-24 | £ 12,519.63 |
| Works Building | £126,357.39 |
| Neighbourhood Development Plan | £ 16,508.95 |
| Elections | £ 4,936.00 |
| Skatepark | £ 561.00 |
| Allotments | £ 500.00 |
| Coronation Grant | £ 96.20 |
| D Day Beacon | £ 549.00 |
- Proposed: Cllr Kirby. Seconded: Cllr Cameron.**

- 23.288 Clerk's Report:** The report was noted. Additionally, the Clerk reported that EHDC had recently awarded S106 funding of £30,000 to fund a new sluice gate in Radford Park.
- 23.289 Financial Report:** It was **RESOLVED** to approve the schedule of payments for December 2023. **Proposed: Cllr D Curnow-Ford. Seconded: Cllr Trotter.** Additionally, the bank reconciliations for December were checked by Cllr D Curnow-Ford prior to the meeting and noted.
- 23.290 Risk Assessment:** It was **RESOLVED** to note and approve the risk assessment provided by the Clerk/RFO. The necessary actions will be carried forward. **Proposed: Cllr Rowson. Seconded: Cllr D Curnow-Ford.**
- 23.291 Budget 2023/24:** The income and expenditure figures for quarter 3 were noted in accordance with Financial Regulations.
- 23.292 Rialtas Omega Accounts software:** It was **RESOLVED** to purchase a Facilities Management module and Cloud Access at a cost of £3,381 for year 1. **Proposed: Cllr Rowson. Seconded: Cllr D Curnow-Ford.**
- 23.293 Business Debit Cards:** It was **RESOLVED** to approve debit card applications for the Clerk and Deputy Clerk. **Proposed: Cllr Kirby. Seconded: Cllr D Curnow-Ford.**
- 23.294 Chairman of Planning Committee:** The Chairman noted the resignation of Cllr P Curnow-Ford as Chairman of the Planning Committee. It was **RESOLVED** to appoint Cllr Rowson as the Chairman. **Proposer: Cllr D Curnow-Ford. Seconded: Cllr Trotter.**
- 23.295 Vice Chairman of Planning Committee:** It was **RESOLVED** to appoint Cllr Kemp as Vice Chairman of the Planning Committee. **Proposed: Cllr Kirby. Seconded: Cllr Rowson.**
- 23.296 EHDC Draft Local Plan Consultation:** It was **RESOLVED** to delegate authority to the Planning Committee to submit a response to the consultation. **Proposed: Cllr Kirby. Seconded: Cllr D Curnow-Ford.**
- 23.297 CCTV Haskell Centre:** The working group had reviewed various options and agreed to move the CCTV screen to the front reception desk. The Clerk will action.
- 23.298 South Downs National Park Authority Settlement Facilities Assessment:** It was **RESOLVED** to delegate authority to the Clerk to provide a response. **Proposed: Cllr Rowson. Seconded: Cllr D Curnow-Ford.**
- 23.299 Environment Act 2021: Biodiversity duty:** The working group reported that they have carried out desk studies and reviewed what other authorities have done. They will bring further information to the next meeting for consideration.
- 23.300 Reports from councillor representatives to community organisations and liaison groups:** Cllr Kirby reported she had attended a Day Centre management meeting and a trustees meeting will be held shortly.

The meeting closed at 9.01 pm.

Signed:

Chairman

Date:

Appendix 1: Actions from previous meetings

Minute reference	Action	Lead person	Complete
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
23.197 09/2023	Arrange police liaison meeting	Clerk	Cllr D Curnow-Ford arranging
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

Appendix 2: District Councillor's Report

EHDC matters

EHDC Draft Local Plan 2021-2040, Consultation 22nd January – 4th March, 2024

The Draft Local Plan is now out for Consultation, with participation and response invited both on-line and in person. We need to receive feedback from all our residents, and there are also five in-person events being held across the district, outside of the National Park. These are being held on:

Thursday 1st February from 3.30 pm until 7.30 pm at the Forest Community Centre, Bordon GU35 0BS

Saturday 3rd February from 10 am until 2 pm at The Maltings, Alton, GU34 1DT

Wednesday 7th February from 3.30 pm until 7.30 pm at The Millennium Centre, Liphook, GU30 7LD

Monday 19th February from 3.30 until 7.30 pm at Four Marks Village Hall, Four Marks, GU34 5AA, and

Tuesday 20th February from 3.30 pm until 7.30 pm at Merchistoun Hall, Horndean, PO8 9LJ.

We have already received feedback and would ask that responses are made as far as possible, on-line, as well as by e-mail or letter. We received over 3,000 comments on our previous Consultation, and we hope to receive as much interest this time. All comments together with officer responses will be published as part of our Regulation 18 process.

The consultation website is: easthants.gov.uk/lp-consultation

To e-mail use: localplan@easthants.gov.uk

To write, please use: **Planning Policy, East Hampshire District Council, Penns Place, Petersfield, Hampshire, GU31 4EX**

Planning

Planning Fees were increased by Government at the beginning of December, by 35% for majors, any development of 10 houses and more, and by 25% for non-majors. Government sets the fees for all planning, other than for pre-application advice.

Enforcement – Among Planning Enforcement notices, 13 Appeals and an Article 4 Direction, for an important and large area within the National Park, the team has a potential P.O.C.A. (Proceeds of Crime Act 2002) which is currently being considered in view of a case of non-compliance with a Notice, that has been ongoing. This would be a significant case in the District.

2024/25 Budget setting

EHDC Audit Committee signed off the work that is being finalised on the 2024/25 Budget setting, which it is hoped will be able to propose a balanced Budget.

The Audit Opinion showed one minor recommendation, and no accounting adjustments required.

Councillor Allowances

The Independent Remuneration Panel made a series of recommendations with regard to Councillor Allowances and Special Responsibility Allowances. These recommendations, together with proposed minor alterations, were approved at full Council held on the 11th January, 2024. Councillor allowances have remained at the same level for the last seven years. Full details of the recommendations that were approved can be found in the Agenda of the Council meeting of the 11th January, 2024.

Polling Stations

With a General Election scheduled to take place before the end of January, 2025, a review of Polling Stations has been undertaken. It is proposed that there will be changes to the Polling Stations in

Petersfield Bell Hill, Headley, and Farringdon. Other areas, because of the Boundary Commission changes, need alternative Polling Stations for a General Election as they are now part of the new Farnham and Bordon constituency.

This does not appear to affect Bramshott and Liphook, but we can report back again at the end of February.

For full information about the different Portfolios, and the work that is currently being undertaken, please see the Council papers for the full Council meeting that was held at Alton Maltings on the 11th January.

Our Councillor Community Grants are available until the end of February. However, we have very little left to distribute, so would ask that any requests are received before the end of the first week in February.