



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 24th June 2024 in the Main Hall at the Liphook Millennium Centre, Ontario Way, Liphook.

J. Sawyer

Parish Clerk/RFO
18th June 2024

**PARISH COUNCIL MEETING
Monday 24th June 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 Annual Meeting held on 20th May 2024

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: 14th May 2024

Liphook Millennium Centre Management Committee: 13th May 2024

Planning Committee: 21st May 2024

Recreation Committee: 3rd June 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 Steering Group meeting held on 9th April 2024

b) To hear an update from the Chair of the NDP Steering Group (*Appendix 3*)

10. Clerk's Report: To receive a report from the Clerk on current matters (*Appendix 4*)

11. Financial Report: To receive and approve the schedule of payments for May 2024 (*Appendix 5*) and to note the bank reconciliation for May 2024

12. **Council's banking arrangements:** To consider a recommendation from the Finance & Policy Committee to move the Council's current account (*Appendix 6*)
13. **Safety inspections:** To note expenditure incurred under Financial Regulation 5.17 for the cost of fire risk assessments (*Appendix 7*)
14. **CIL Neighbourhood Portion:** To consider receiving CIL funds of £20,560.70 from EHDC (*Appendix 8*)
15. **Register of Interests:** To note EHDC's email relating to register of interests (*Appendix 9*)
16. **Internal Audit:** To note the end of year internal audit report and agree any actions (*separate appendix 10*)
17. **Annual Return & Governance Statements (AGAR) 2023/24 (*separate appendix 10*)**
 - a) To minute the appointment of BDO LLP as the external auditor for 2023/24 and to confirm there is no conflict of interest (to be signed by the Chairman and the Clerk)
 - b) To note the Annual Internal Audit Report contained in the AGAR
 - c) To complete and approve the Annual Governance Statements 2023/24 (to be signed by the Chairman and the Clerk)
 - d) To consider and approve the Accounting Statements 2023/24 (to be signed by the Chairman)
 - e) To confirm dates for the Exercise of Public Rights to inspect accounting records to be Wednesday 26th June 2024 to Tuesday 6th August 2024
18. **Biodiversity Working Group:**
 - a) To review membership and terms of reference for the working group (*Appendix 11*)
 - b) To consider and agree a Biodiversity Policy and Action Plan (*Appendix 12*)
19. **Recreation Committee:** To consider a recommendation from the Recreation Committee to amend the name of the committee and to agree new terms of reference (*Appendix 13*)
20. **Co-option of a Parish Councillor:** To consider applications and co-opt a new parish councillor (*separate Appendix 14*)
21. **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
22. **Date of next meeting:** The next meeting is on Monday 29th July 2024.

Appendix 1: Actions from previous meetings

Minute reference	Action	Lead person	Complete/updates
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	EHDC ongoing discussions re public toilets
23.242 11/2023	Bring emerging NDP policies to committees/council	Clerk	Ongoing
23.290 01/2024	Carry out actions from Risk Assessment	Clerk	
23.293 01/2024	Proceed with applications for business debit cards	Clerk	Ongoing
23.299 01/2024	Biodiversity Working Group to report back to Council in February	Cllrs Cameron, Kirby & Olson	Agenda item June 2024
23.313 02/2024	Actions from interim internal audit report	Clerk	Agenda item June 2024
23.329 02/2024	Hampshire Legal Services to act on our behalf re land at Hammer Vale	Clerk	Ongoing
23.345 03/2024	Add appointment of Tree Warden to Planning Committee meeting agenda	Clerk	Done, but deferred by committee
23.364 04/2024	Arrange Little Rec Working Group meeting to agree specification of works	Clerk	Weds. 19th June
24.107 05/2024	Update Code of Conduct	Clerk	Complete
24.108 05/2024	Publish new Financial Regulations	Clerk	Complete
24.109 05/2024	Update Standing Orders	Clerk	Complete
24.110 05/2024	Take TORs to committees for approval	Clerk	Ongoing
24.116 05/2024	Contact outside orgs re councillor reps	Clerk	
24.117 05/2024	Elect members to working groups via committees	Clerk	Ongoing
24.127 05/2024	Arrange mtg to review land east of Hollybank Cottage and report back to Council	Clerk, Cllrs Coyte & Tang	
24.128 05/2024	Review EHDC Community Asset Transfer policy and respond to consultation	Clerk, Cllr Curnow-Ford	Complete

Appendix 2: County Councillor's Report

Greetings to the Executive Officers, Staff and Members of Bramshott and Liphook, Headley, and Grayshott Parish Councils. I hope this report finds you all well. So, who had money on a July General Election?? Interesting times but I'm still on the case of residents' concerns with Hampshire County Council.

Local Activities

Bramshott & Liphook – I was delighted to attend the 6th June D Day Commemorations on the Millenium Green. The event was well organised by BLPC and well attended despite the weather being rather chilly. The flaming beacon soon warmed up the air!



Roger Miller, RWT, and I are meeting with the Thames Water's (TW) Field Operational Specialist regarding the sewage pipe over the River Wey adjacent to London Road, where there is a real danger of trees falling and cracking the sewage pipe over the River Wey, on 11th June. Our objective is to get a commitment and deadline from TW to clear the site of the risk to the River Wey.

Traffic calming scheme designs have been completed to slow traffic on Headley Road in Liphook, making the zebra crossing safer, and the B3004 Headley Road at Passfield where speeders have been logged doing more than 55mph. I am now seeking timeframes for these works and confirmation of how these schemes will be funded.

Residents in Bramshott have expressed an interest (understatement!) in a 20MPH speed limit through the village. I have shared HCC Highways policy which requires engagement with the Parish Council.

Highways Planned Maintenance team have liaised with Network Rail concerning persistent flooding on Midhurst Road. It has now been confirmed that the existing highway drainage system, which is clear and working, does connect into the drainage system owned by Network Rail. To help alleviate the problems here, Network Rail are keen to upsize the drainage through the platform which is planned for 2025/26.

Following a request from the Head of Governors of Liphook Infant and Junior Schools for traffic measures to stop people parking close to the entrance on The Avenue, HCC Safer Roads team is proposing a TRO to implement further school keep clear zig-zags to enforce no stopping on school entrance markings Mon-Fri 8am- 10am and 2pm-4pm.

Countryside Services have closed part of Bramshott and Liphook Footpath 67 in Conford to prevent the likelihood of harm to the public due to an unsafe bridge upon this route. The closure is from 28.05.2024 until 07.11.2024 or until completion of the works, whichever is sooner.

Grayshott – I have asked Highways to confirm the exact location of the 4600 sq m of Headley Road being resurfaced in 2024/25. I assume it's the outside the Co-op but will advise.

Grayshott & District Housing Association requested support to get HCC to expedite the agreement to allow them to make agreed improvements to the footpath to better facilitate the vehicular access to properties. I am advised that HCC Countryside Access Team have instructed HCC Legal Department to prepare a s278 agreement between HCC and the GDHA to enable improvement work to Avenue Road to progress.

Headley – I am following up reports of traffic chaos caused by the closure of Fullers Vale with Highways to understand why there wasn't sufficient signage and advanced notice given to the bus company. Thank you to HPC Cllrs for bringing this to my attention.

A Standford resident, who relies on the bus to get to/from work has requested a bus stop in Standford on the main road (B3004), to save the 1/2-3/4 mile walk up to Passfield. This request is now with Stagecoach.

Councillor Grants - my_24/25 pot is OPEN for applications, and I'm delighted to have approved a grant of £750 to Headley Down Nature Reserve for a Commemorative Canadian Wolf Carving. If you're planning a project and think it qualifies for a Councillor Grant, let's discuss it.

News from Hampshire County Council (HCC)

New Leader

I am sure you will have heard that a new leader has taken over at HCC following the resignation of Cllr Rob Humby. Cllr Nick Adams-King was elected to the post of Leader at Full Council on 23 May. Many of you will know Cllr Nick Adams-King from his previous role overseeing Highways as Executive Member for Universal Services.

I have worked closely with Cllr Adams-King over the last two years. He has a wealth of senior experience in the private and public sector. Nick is optimistic about Hampshire. I have confidence that Nick will lead us into a healthy period in which HCC will be even more efficient and commercial. Nick has also said that he will listen to the key messages arising from the Future Services consultation and hopes to ensure that vital services for communities are retained and improved.

Nick's new County Council Cabinet Portfolios:

Councillor Nick Adams-King - Leader and Executive Member for Hampshire 2050 and Corporate Services

Councillor Jan Warwick - Deputy Leader and Executive Member for Younger Adults and Health and Wellbeing

Councillor Lulu Bowerman - Executive Member for Highways and Wast

Councillor Roz Chadd - Executive Lead Member for Children's Services

Councillor Liz Fairhurst - Executive Lead Member for Adult Social Care and Public Health

Councillor Steve Forster - Executive Member for Education

Councillor Zoe Huggins - Executive Member for Hampshire 2050 (Climate Change, Culture and Partnerships) and HR, Communications and Performance

Councillor Kirsty North - Executive Lead Member for Universal Services



Future Services Consultation – delay to decision making.

As a result of the General Election and conventions around making significant decisions during an election period, the democratic scrutiny and Cabinet decisions on the County Council's SP25 savings proposals have been postponed until later in the year.

I want to reassure residents that the new Cabinet have heard the concerns of the public raised in the consultation into the proposals.

We know that the retention of HWRCs and School Crossing Patrols, maintenance of vital community transport routes and the continued provision of homelessness grants to the end of their planned contract term are important to both the public and our partners.

While we will of course consider all the detailed proposals included in the SP25 package, we will also consider what other options may be available so that, should we be minded, we can choose different solutions and timescales at the point of our decision making in the autumn.

If agreed, the proposed changes to services would not commence until April 2025, so there is time for full democratic scrutiny to be undertaken this autumn. The County Council's officer team have been diligent in preparing detailed proposals for the Select Committees to scrutinize and for Cabinet to then consider in due course.

I want to be clear though that these will only be proposals, while they will be recommended by our officers as part of the package of measures to meet the budget gap faced by the County Council we must, and will, fully take into account their profound impact and the huge public response to the consultation on the proposals that ended on 31st March.

The consultation results have been published and can be found here: [Consultation data published on proposals for future services in Hampshire | Hampshire County Council \(hants.gov.uk\)](#)

Deadline for parents applying for School Transport

Hampshire parents who would like their children to be considered for School Transport from September 2024 must apply on time to make sure their applications are reviewed before the new school year starts

[Don't miss your stop - deadline reminder for parents applying for School Transport | Hampshire County Council \(hants.gov.uk\)](#)

Extra cost of living support for Hampshire households

Hampshire County Council has announced plans for how £7.1 million of extra funding will be used to help local households struggling with the cost of food and energy prices. The funding is an extension of the Government's Household Support Fund (HSF) until September 2024

[Extra cost of living support for Hampshire households | Hampshire County Council \(hants.gov.uk\)](#)

Helping new parents

Hampshire parents who have recently welcomed a baby into their lives are invited to meet and connect with other new parents and carers at dedicated drop-in sessions in local libraries

[Helping new parents and their babies to flourish at Hampshire libraries | Hampshire County Council \(hants.gov.uk\)](#)

Support for Hampshire's unpaid carers.

A new, single countywide carers support service starting in September is set to offer help to Hampshire carers over the age of 18 looking after someone with a long term health condition, including dementia, and those looking after a person with a physical or learning disability

[Maintaining vital support for Hampshire's unpaid carers | Hampshire County Council \(hants.gov.uk\)](#)



Community Grants for Healthy Independent Living

Four community projects that help local people to live healthy and independent lives for as long as possible, are set to receive grants from Hampshire County Council totalling £87,612 during 2024/25

[Community grants for healthy independent living | Hampshire County Council \(hants.gov.uk\)](#)

Funding Boost for Hampshire Music Education

Hampshire County Council's Music Service has been awarded £2.3 million by Arts Council England as part of a major national investment in high quality music provision for children and young people.

[Major funding boost to the tune of £2.3 million for Hampshire music education | Hampshire County Council \(hants.gov.uk\)](#)

Blood Pressure Monitors available from Hampshire Libraries

Hampshire residents can now borrow blood pressure monitors from their local library, alongside books and magazines.

[Blood pressure monitors now available from Hampshire libraries | Hampshire County Council \(hants.gov.uk\)](#)

Highways

Making Hampshire's roads more resilient

Hampshire roads will be given a new lease of life this summer as Hampshire County Council's annual programme of road surface strengthening gets underway at 400 locations.

[County Council's surface dressing programme making Hampshire roads more resilient | Hampshire County Council \(hants.gov.uk\)](#)

Reporting Highway Problems - Links to report road issues are here:

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) <https://report.nationalhighways.co.uk>

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.

Keeping up to date You can keep up to date with HCC news through these channels:

[Keep updated at @hantsconnect](#)

[Hampshire County Council | Hampshire County Council \(hants.gov.uk\)](#)

[Subscribe to our resident newsletters | Hampshire County Council \(hants.gov.uk\)](#)

[Hampshire County Council | Winchester | Facebook](#)

[Hampshire County Council \(@hampshire_county_council\) • Instagram photos and videos](#)

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

Kind regards– Debbie

Cllr. Debbie Curnow-Ford

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

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10th June 2024

Appendix 3: Neighbourhood Development Plan update

Current stage of Bramshott & Liphook Neighbourhood Development Plan - Examination

The Bramshott & Liphook Neighbourhood Development Plan (“BLNDP”) submission documents are currently with an external examiner who is reviewing them alongside Regulation 16 consultation feedback, including from EHDC & SDNP, statutory bodies, developers & residents. Examiners summary comments are:

The Plan provides a very distinctive vision for the neighbourhood area. Its presentation is very good. The difference between the policies and the supporting text is very clear. The Plan is impressively underpinned by the extensive supporting text, the Local Green Spaces appendix, and the Design Guide. The package of submission documents is proportionate to the neighbourhood area and the policies in the Plan

BLNDP Updates

The Steering Group (“SG”) has reviewed all 118 of the consultation feedback and examiners comments on these. Here are some of the notable comments and agreed updates

- BL3: Character & Design of Development – change wording to make explicit development should be landscape led (ref 86)
- BL4: Climate Change & Design – examiner recommended to extend policy to address embodied greenhouse gas emissions associated with construction, building material, maintenance & end of life disposal of new buildings. Ref to CLIM3 in draft EHDC LP (ref 57)
- BL5: Green & Blue Infrastructure & Delivering Biodiversity Net Gain - Key elements of Environment Act now operative so can remove requirement for 10% net gain related to green spaces & development. Leave sentence to explain enshrined in law (ref 3)
- B10 – BL12: Safe and Active Travel – supports focus on Active Travel. Particularly as studies show congestion is local (schools) not strategic through traffic

We are now waiting for the final report with required amendments to be made.

NDP document design

The SG is currently working with a document designer to design the NDP and produce a 5 page NDP brochure & leaflet to support the referendum.

NDP Referendum

Once amendments are completed the NDP goes back to examiner and EHDC for final checks and approval. Only then can NDP proceed to referendum organised by EHDC. This is expected to take place in the autumn. The exact timing will not be clear until we hear back from the examiner with final report.

Parish Council adoption of NDP

The NDP SG, is an independent body set up by the PC (the responsible body) to develop the BLNDP on behalf of the parish. Once the plan has been updated with examiners recommendations &

signed off by the examiner and EHDC the SG will have completed its task and will hand over the BLNDP to the Parish Council to prepare for the referendum and implementation of the plan.

Promoting the plan & coordination of final stages

The SG will remain available as an informal advisory group until the referendum has taken place to support with NDP promotion leading up to the referendum and guide PC on procedures for effective implementation.

NDP administrator will take on a liaison role between SG & PC during this handover period to include working with councillors to ensure they understand the policies and how they can be incorporate into their work.

The PC may want to set up a working group to support this implementation phase that reports to F&P or use F&P committee as it consists of committee chairs. The Council could run a launch event, in collaboration with steering group, to take place approximately a month prior to the referendum.

Grants

There is approximately £3K further Locality Grant available for BLNDP. This should include allocation of approximately £1K for Planning Consultant fees to support the final update of the NDP and £2K for promotion event and materials.

Implementation of BLNDP to achieve the Parish Vision

The role of the PC with a 'Made' NDP is laid out in chapter 10 of the NDP. The following are the key actions. A more detailed action plan is being considered.

1. Pursue projects that are non-policy based (chapter 12) but contribute to the NDP
2. Comment on planning applications
3. Monitor the application of BLNDP policies
4. Maintain a dialogue with EHDC / SDNP regarding timing & content of emerging Local Plan
5. Maintain a dialogue with EHDC / SDNP & Site promoters & developers regarding 3 sites allocated within the Local Plan
6. Maintain a dialogue with neighbouring parishes on cross boundary projects
7. Maintain a dialogue with B&L residents on implementing the plan – e.g. Annual Parish Meeting, ensuring records are made available
8. Consider gaps in BLNDP that may trigger inclusion of new policy
9. Instigate a review of BLNDP

Appendix 4: Clerk's Report

D-Day 80, 6th June 2024

The D-Day 80 event was a wonderful commemoration with approximately 400 residents in attendance. Entertainment was provided by Liphook Junior School and Stephanie Belle. A memorial tree was planted to remember all veterans of the war, but in particular two service men from our parish were remembered who took part in the D-Day landings and lost their lives. A memorial plaque stands next to the tree.

The Royal British Legion led us through a commemoration which culminated in the International Tribute being read and a beacon being lit. The beacon was lit by a 99-year-old Liphook resident, a veteran of World War Two.

We have received much positive feedback from residents on social media, and face to face, who thoroughly enjoyed the event.

Special thanks were given to:

- Royal British Legion for working alongside us on the event planning and on the evening
- White's Joinery for providing the oak plinth for the memorial plaque
- The Scouts and Guides for providing refreshments and raising funds from donations for the Royal British Legion
- Liphook Junior School for singing and reading the Nation's Poem
- County Cllr Debbie Curnow-Ford for providing a grant to fund the beacon
- Our staff – Nicki Sosin, Dugg Budd, Gill Snedden and Jonathan Hill – for assisting in the preparation and delivery of the event.

Internal audit

The final year internal audit has been successfully completed and is being reported on at this meeting.

Parish Councillor Vacancy

The Council will be co-opting a new member at this evening's meeting.

Another vacancy has arisen due to the resignation of Sumi Olson. This is currently being advertised.

Land at Hammer Vale

The Council recently considered a request from a resident to purchase a small piece of land at the front of their property which is being used as a driveway and front garden. The resident has now decided not to proceed with the purchase.

Appendix 5: Financial Report: Payments May 2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/05/2024	Jane Sawyer	£139.99	Henry For LMC
01/05/2024	Rialtas Business Solutions Ltd	£1,330.00	Making Tax Digital
01/05/2024	Hampshire County Council	£99.00	Hanging Basket Licence
01/05/2024	Gables Newsagents	£10.50	Newspaper
01/05/2024	Coomers Timber & Building Supp	£91.50	Cable Ties
01/05/2024	Moviola Ltd	£157.57	One Life
01/05/2024	Hampshire County Council	£115.40	Toilet Rolls/Stationery
01/05/2024	Lindsey Clark Brothers	£67.10	Post Mix
01/05/2024	ADP Security Systems Ltd	£2,581.20	MC Alarm and Key Holding
01/05/2024	HALC	£1,695.00	Affiliation Fee and NALC Levy
01/05/2024	SK Electrical Ltd	£25.20	Replacement LED Lamps
01/05/2024	HCC	£501.00	Rates
01/05/2024	HCC	£1,313.00	Rates
01/05/2024	Rialtas Business Solutions Ltd	£0.80	Making Tax Digital
02/05/2024	NEST	£454.86	Nest
07/05/2024	Castle Water	£12.16	Purchase Ledger Payment
07/05/2024	Talk Talk Business	£81.58	Purchase Ledger Payment
13/05/2024	SK Electrical Ltd	£309.00	Deposit Payment LPCL0524
13/05/2024	Gill Snedden Expenses	£295.20	Equipment/refreshments
13/05/2024	Trent Furniture	£525.36	Round Table Trolley x 2
13/05/2024	Trent Furniture	£165.60	Pavement Sign Board
13/05/2024	DCK Accounting Solutions	£116.28	Year End Payroll Reports
13/05/2024	Externiture Ltd	£374.40	Shelter Clean
13/05/2024	D Budd	£24.75	Refreshments
13/05/2024	AK Bookkeeping Services	£961.00	Boo-keeping April
13/05/2024	Jane Sawyer	£187.34	Equipment Purchases
13/05/2024	AK Bookkeeping Services	£0.88	Boo-keeping April
14/05/2024	Elite Playground Inspections	£55.20	Playground Inspection
15/05/2024	Rialtas Business Solutions Ltd	£1,504.75	User Fees x 4
15/05/2024	Altis Industries Ltd.	£103.62	Chain and Hook
15/05/2024	Coomers Timber & Building Supp	£265.98	Batten/Plywood
15/05/2024	DCK Accounting Solutions	£122.16	Payroll Fees
15/05/2024	Hampshire County Council	£108.54	Cleaning
15/05/2024	HALC	£57.60	Local Council Governance
15/05/2024	Morton Pattison	£2,628.72	Survey and FRAP Preparation
15/05/2024	Perfect Panes	£180.00	Window Cleaning
15/05/2024	Rod Gaskin Ltd	£305.22	Kubota Repairs
15/05/2024	Trinevents	£400.00	Equipment Hire Picnic on Green
15/05/2024	W J Fire Protection Services L	£475.56	Fire Extinguisher Services
16/05/2024	Castle Water	£34.50	Purchase Ledger Payment
16/05/2024	Orange Pixel Ltd	£54.00	Hosting
16/05/2024	Castle Water	£62.21	Water MC
16/05/2024	FuelGenie	£676.21	Fuel

16/05/2024		NPower Business	£750.32		Electricity
16/05/2024		British Gas	£104.49		Gas
17/05/2024		Castle Water	£39.75		Water Haskell
20/05/2024		Three Business Services	£61.30		telephone
20/05/2024		Premier Managed Technologies	£81.36		Photocopying
20/05/2024		British Gas	£750.90		Gas
23/05/2024		Castle Water	£18.71		Water MH Standpipe
24/05/2024		Nicki Sosin	£90.33		Refreshments and D Day Tree
24/05/2024		Tudor Environmental	£184.98		Ear Defender Anti Climb Paint
24/05/2024		Surrey Hills Solicitors	£228.00		Scouts and Guides Lease
24/05/2024		Disking International Ltd	£599.99		HP Pavilion 16GB Laptop
24/05/2024		Morton Pattison	£756.00		Planning App for Boardwalk
24/05/2024		Simer Environmental Services	£1,107.60		Boiler service x 3
24/05/2024		Rake Garden Centre	£149.98		Replacement Gates Radford
24/05/2024		Viking Direct	£255.99		Cleaning materials
24/05/2024		Winchester Garden Machinery	£429.89		Pressure Washer
24/05/2024		Liphook Tennis Club	£1,186.00		Repair To Door and Entrance
24/05/2024		Heritage Centre	£364.00		Provision of Tourist Signs
24/05/2024		British Gas	£53.78		Electricity
24/05/2024		British Gas	£81.66		Electricity
24/05/2024		British Gas	£160.42		Electricity
28/05/2024		Veolia Waste	£411.16		Waste Removal
28/05/2024		Service Charges	£15.55		Service Charges
28/05/2024		Payroll	£17,088.59		Payroll
30/05/2024		ADP Security Systems Ltd	£965.40		Intruder Alarm signal
30/05/2024		Acorn Office Supplies	£187.20		Refuse sacks
30/05/2024		Station Garage (Liphook)	£409.50		Brake Pads and Discs
30/05/2024		Gables Newsagents	£11.00		Newspaper
30/05/2024		Hampshire County Council	£99.31		Cleaning Supplies
30/05/2024		Holt Arboriculture	£740.00		Tree Survey Re Boardwalk
30/05/2024		Moviola Ltd	£78.85		The Color Purple
30/05/2024		Trusted PC Man	£64.39		Exention Lead/Mouse
30/05/2024		W J Fire Protection Services L	£73.20		Fire Extinguisher
31/05/2024		PAYE & Superannuation	£6,474.46		HMRC and Pension
		Total payments	£52,744.00		

Appendix 6: Banking arrangements

At their meeting in May 2024, the Finance & Policy Committee resolved to make a recommendation to Council to change the Council's current account from Lloyds Bank to Unity Bank.

The following information was presented to the Committee:

The Council currently holds all its funds with Lloyds Bank and the internal auditor has recommended for a number of years that this arrangement is changed.

Due to the size of the Council's annual budget, it does not benefit from the £85,000 protection limit offered by the FSCS.

We have various issues dealing with Lloyds Bank and I would like to recommend that we move our current account to Unity Bank and, later, review our investment strategy for other funds held, particularly CIL and earmarked reserves.

Unity Bank has been recommended by our internal auditor and I have also used them when working for a number of other local councils. They entirely cater for organisations such as ours making banking really simple.

1. No need for card readers for authorising payments. A combination of passwords and PINs are used instead. This means that councillors can log in from wherever they are.
2. There is a clear separation of roles. The Clerk/RFO can be set up as administrator and can only submit payments and can, with the council's permission, move funds between accounts. Councillors can only authorise payments and view accounts. Permissions can be changed easily with the correct authorisations from councillors.
3. Amendments to bank mandates can be made easily, i.e. adding/removing new signatories is very simple.
4. We now have no bank in the village but can use the banking hub in Haslemere or the Post Office in Liphook to bank cash.
5. Helpline is easy to access with a fast response.
6. Applying for additional services, such as debit cards, is very simple. We have not been able to do this at all with Lloyds currently as the process is overly complicated.

Our Finance Officer has compared banking costs between Lloyds Bank and Unity Bank and these comparisons can be found on the next page. Overall, the cost increase per annum with moving to Unity Bank is approximately £50 per annum. However, this can easily be offset with the amount of staff time currently used with sorting out issues with Lloyds Bank.

The Council are now asked to consider the recommendation from the Finance & Policy Committee.

Unity Charges			April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Total
			2023	2023	2023	2023	2023	2023	2023	2023	2023	2024	
Monthly	£6.00		£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£60.00
Transactions in/out	£0.15		£6.90	£9.75	£6.45	£6.90	£7.65	£11.55	£10.95	£10.95	£9.75	£8.10	£88.95
Cheques in	£0.30		£0.75		£1.20	£1.20	£0.90	£0.30	£6.60	£3.30	£2.10	£1.50	£17.85
Cash in	£0.60 per 100		£3.00		£1.80	£2.40	£1.20	£3.00		£1.80	£2.40	£2.40	£18.00
Total			£16.65	£15.75	£15.45	£16.50	£15.75	£20.85	£23.55	£22.05	£20.25	£18.00	£184.80
Lloyds	£ 7.00		£7.00	£7.00	£7.00	£7.00	£7.00	£7.00	£7.00	£7.00	£7.00	£7.00	£70.00
Transactions in/out	£ -		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Cheques in	£ 0.85		£4.25	£0.00	£3.40	£4.25	£2.55	£0.85	£5.10	£5.10	£5.10	£1.70	£32.30
Cash	£1 per 100		£4.29	£0.00	£2.36	£3.78	£1.49	£4.58	£4.87	£3.94	£3.94	£3.16	£32.41
Total			£15.54	£7.00	£12.76	£15.03	£11.04	£12.43	£16.97	£16.04	£16.04	£11.86	£134.71
	Note: Lloyds monthly fee covers all electronic payments/receipts and DD's												
	Unity charges £0.15 for all above transactions												

Appendix 7: Fire risk assessments

Financial Regulation 5.17

“In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement, or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.”

We are required to carry out fire risk assessments on our buildings and these have not been done for some time.

Under the above Financial Regulation, I have authorised WJ Fire to carry out fire risk assessments as follows:

Tractor Shed	£350.00
Liphook Millennium Centre	£600.00
Haskell Centre	£300.00

Appendix 8: Neighbourhood CIL

In accordance with Regulation 59D of the CIL Regulations 2010 (as amended) the Council as CIL Charging Authority intends to pay out the Neighbourhood Portion of CIL levy receipts.

*Please see the attached spreadsheet showing the Neighbourhood Portions held for the Parish/Town Councils in the **North Eastern parishes**. The sums shown are what's held by the Council up to 31st March 2024.*

Bramshott & Liphook £20,560.70

Please discuss with your chairmen/councillors and confirm to cil@easthants.gov.uk whether your parish does/doesn't wish to receive payment of the Neighbourhood Portion. If your parish does wish to receive payment we would raise a PO which your Parish will then invoice. This should help to speed up the payment process.

If you wish for clarification on which developments have generated the funds, please email CIL@easthants.gov.uk to request this information.

Please include information on any projects you have allocated funding to but not yet spent.

What can neighbourhood funding be spent on?

This Neighbourhood Portion can be spent on a wide range of infrastructure, as long as it meets the requirement to support the development of the area by:

- funding either the provision, improvement, replacement, operation or maintenance of the infrastructure.
- addressing the demands and anything else concerned with what the development places on an area.

(A future guidance note will be distributed regarding this matter)

What is infrastructure?

'Infrastructure' is a broadly defined in the Town and Country Planning Act 2008.

There are typically 3 broad categories of infrastructure: -

- Physical infrastructure: e.g. highways, transport links, cycleways, energy supply, water, flood alleviation, waste management
- Social infrastructure: e.g. education, health, social care, emergency services, art and culture, sports halls, community halls
- Green infrastructure: e.g. parks, woodlands, play areas, public open space

If a parish, town or community council does not spend its levy share within 5 years of receipt, or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of those funds to the charging authority (see [regulation 59E\(10\)](#) for details).

Should you have any queries on our proposed payment of the CIL Neighbourhood Portion please either email cil@easthants.gov.uk or contact me directly.

Best wishes

Josh Wright

Developer Contributions Officer | T: 01730 234271

Developer Contributions, EHDC, PO Box 310, Petersfield, GU32 9HN

Appendix 9: Register of Interests

The following email has been received from EHDC Democratic Services:

The Monitoring Officer at EHDC has respectfully requested that Elected Members review their existing Register of Interests form to assure themselves the information contained within it is up to date and accurate.

I'm aware that many of you would have included this on the agenda for your Annual Council meeting but if you didn't, please would you remind your Members at your next council meeting?

If any amendments are required please ask your Members to sign and date the amendment page (page3) on their original form and make the amendment in the appropriate area of the form, highlighting it with an asterisk.

Forms can either be emailed or posted to me at EHDC, PO Box 310, Petersfield, GU32 9HN.

I've attached a new version of the Register of Interests form with our updated postal address for new Members.

Thank you and kind regards

Kim Amey

Practice Manager | T: 01730 234411

Legal & Democratic Services, East Hampshire District Council

Parish Councillors: Please contact the Clerk for a copy of the Register of Interest form which has already been sent to you by email.

Separate Appendix 10: Internal and External Audit documents

Appendix 11: Biodiversity Working Group

Current members: Cllr Sally Cameron, Cllr Jeanette Kirby

Terms of Reference adopted December 2023

Purpose of the Working Group

The Working Party is an advisory group of council members to research and advise the council on policies and objectives to meet the Government requirement for all local authorities to comply with the Biodiversity Duty [Complying with the biodiversity duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complying-with-the-biodiversity-duty)

Terms of Reference

1. The working group will consist of three council members and a council officer in an advisory capacity as determined by the parish council. Membership is determined at a full council or committee meeting.
2. The working group may invite representatives of relevant authorities to join the efforts of the group in an advisory capacity.
3. At the first meeting of the working group, members shall:
 - a) Review these terms of reference.
 - b) Appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the council.
4. In line with the purpose set by the council, the remit of the working group is to:
 - a) Gain an understanding of the requirements of the Biodiversity Duty
 - b) Apply the requirements to the parish of Bramshott and Liphook
 - c) Prepare draft policies and objectives for consideration of the council
5. The working group does not have any delegated powers to make decisions for or on behalf of the council and must not exceed its purpose or remit without the council's permission.
6. The working group reports to the council and should provide progress reports at each council meeting
7. Meetings of the working group are informal and therefore do not need to be held in public (unless the council/committee stipulates that they should) and may be held remotely.
8. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
9. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council/committee.

Appendix 12: Draft Biodiversity Policy

INTRODUCTION

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Government guidance published on 17th 2023 [Complying with the biodiversity duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complying-with-the-biodiversity-duty), clarifies that, as a public authority, we must:

1. Consider what we can do to conserve and enhance biodiversity,
2. Agree policies and specific objectives based on our considerations.
3. Act to deliver our policies and achieve our objectives.

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Bramshott and Liphook Parish Council (hereinafter referred to as BLPC) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that BLPC can spend funds in conserving and enhancing biodiversity.

Biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet, from flowering plants to birds, from butterflies to mosses, lichens, fungi and even bacteria. Biodiversity also refers to the wide range of habitats and ecosystems which plants and animals depend upon. It is not just about rare or threatened species, it embraces all life, from the commonplace to the greatly endangered.

The UK has lost some 50% of biodiversity since the Industrial Revolution and is ranked in the bottom 10% of countries globally.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of this Parish.

The Full Council and any committees of BLPC will consider biodiversity, environmental impact and sustainability when making decisions and will develop and implement policies and strategies as required.

In particular, BLPC will aim to improve the biodiversity of the area in the following ways:

- Manage its land and property using environmentally friendly practices that will protect and enhance biodiversity.
- Consider the potential impact on biodiversity represented by planning applications.
- Support local businesses and council operations in the adoption of low impact/nature positive practices.
- Encourage and support other organisations within the parish to manage their areas of responsibility with biodiversity in mind.
- Support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Land and property management

BLPC will:

- Carry out a biodiversity audit of its landholdings
- Consider the conservation and promotion of local biodiversity with regards to management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government regulation for plant protection products [The Official Controls \(Plant Protection Products\) Regulations 2020: policy statement - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/the-official-controls-plant-protection-products-regulations-2020)
- Take special care in work of grounds maintenance to ensure that the work, while reaching acceptable standards, does not harm the natural environment
- Source sustainable materials when procuring supplies for BLPC use
- Consider biodiversity issues and the implementation of changes when managing the buildings

Local community

BLPC will:

- Raise public awareness of biodiversity issues, including through its websites and newsletters
- Engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a positive difference
- Where feasible, involve the community in biodiversity projects on its land, including projects such as tree planting, wildflower meadows, bird and bat-box making.

Partners

BLPC will work in partnership with other organisations to protect, promote and enhance biodiversity within parish.

BLPC will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies recommendations.

Monitoring

This policy will be reviewed within two years of being implemented or sooner should legislation dictate. A summary of how the policy has been implemented will be published annually.

ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET DATE	REVIEW DATE	REPORTING / PUBLICITY
Whole Council area	Raise awareness of biodiversity and duty of all local authorities	1. Gain local support of biodiversity and planned actions 2. Residents have better understanding of impact of loss of biodiversity	Ongoing	Jun-25	Website, social media, noticeboards, Community magazine, council events
Increase publicity and engage with residents and stakeholders to raise awareness	1. Ask residents for their views on what they would like to be done to conserve and enhance biodiversity within the parish. 2. Create a page on the parish council website for photographs / information / links. 3. publicise importance of gardens as habitats for wildlife, with possible actions highlighted on website and Community Magazine. 4. Discourage floodlighting,	1. Gain insight of what can be done to improve support and ownership of biodiversity. 2. Improve biodiversity awareness and interaction with residents 3. Exchange of ideas and local knowledge of biodiversity projects. 4. Work in partnership with Horticultural Society, Liphook in Bloom and allotment holders to promote best practice. 5. Protect nocturnal animals.			Conduct a survey with all residents (online or through events/magazine). Encourage residents, staff and councillors to contribute. Consider events to engage with residents.
Recreation Ground	1. Sympathetically maintain hedging. 2. Identify areas that could be left unmown 3. Only use environmentally friendly herbicides where absolutely necessary and only in ideal weather conditions. 4. Place bird and bat boxes in suitable trees. 5. Keep floodlighting low level and using sustainable lighting. 6. Use a green waste bin to maximise composting.	1. Maintain nesting sites, food sources, and cover. 2. Encourage sports users to follow environmentally safe practices. 3. Increase wildlife populations. 4. Manually clear weeds where possible. 5. Minimise disturbance to nocturnal animals such as bats and moths.			

Radford Park	<ol style="list-style-type: none"> 1. Produce a Management Plan that identifies individual habitats and seeks to increase biodiversity. 2. Work with HBiC to identify existing flora and fauna and record new species. 3. Raise public awareness of existing flora and fauna 4. Remove invasive species to encourage native species to flourish. 5. Improve access routes to discourage trampling damage to habitats. 6. Implement protection measures for sensitive areas. 7. Coppicing to be carried out using strict guidelines to avoid loss of habitats for native species. 8. New tree planting to be implemented to mitigate any loss. 9. Maintain riparian zones along River Wey to enhance habitats. Remove any invasive species. 10. Regularly record invertebrate species in the river to monitor water quality. 11. Section sides of some of the pathways that have been eroded/widened by visitor encroachment to allow for natural regeneration. 	<ol style="list-style-type: none"> 1. Raise understanding of best practice in managing habitats. 2. New information boards with key species 3. Identification / eradication / control of invasive species. 4. Increase vegetation at sides of pathways. 			
Millennium Green	<ol style="list-style-type: none"> 1. Increase areas that can be left unmown between spring and late autumn. 2. Audit overgrown beds and clear and replant with pollinator and wildlife friendly plants. 3. Increase tree cover to provide shade, opportunities for bird and bat boxes, and increase in insects. 4. Add swift /martin / swallow bird boxes to Millennium Hall building. 				

Fletchers Field	<ol style="list-style-type: none">1. Check fruit trees on a regular basis and prune as necessary according to variety and time of year.2. Increase number of heritage fruit trees.3. Hold events to promote fruit production and encourage residents to participate.4. Implement a cutting regime to encourage wildflowers around orchard area.				
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Appendix 13: Recreation Committee

At a meeting held in June 2024, the Recreation Committee resolved to recommend to Council that the committee change its name to become Recreation & Open Spaces Committee to better reflect the remit.

It was further resolved to amend the Terms of Reference for the Committee to the following:

Terms of Reference

To have fully delegated powers under Section 101 of the Local Government Act 1972 and to carry out all matters in accordance with Bramshott and Liphook Parish Council Standing Orders and Financial Regulations.

The overall purpose of the Recreation and Open Spaces Committee is the maintenance, improvement, management and promotion of the recreational facilities and open spaces of the Parish Council and to promote recreation within the Parish. Additionally, the Committee will ascertain and monitor sport and recreation needs within the Parish.

The Committee will assume strategic responsibility for:

- All Parish Council owned open spaces, sports and recreational facilities, buildings on Radford Park and the Recreation Ground, equipment and vehicles used by the Grounds Team.
- Allotments including access, parking, waiting lists, lettings and repairs
- Children's and young people's play facilities within the Parish
- Grass cutting and maintenance of all the Council's open spaces
- A landlord role for sports clubs at the Recreation Ground
- Litter collection on all of the Council's open spaces
- Preparing and promulgating by-laws
- Managing areas subject to cultivation licences
- Reporting any issues with local footpaths and bridleways

The Committee will make recommendations to the Council for the purchase of any items being funded from Neighbourhood CIL funds held by the Council.

The Committee has delegated authority to communicate with the following:

- With EHDC over any sporting, recreational, grass cutting, litter, or other matters related to the remit of the Committee
- With any organisation, such as Hampshire Playing Fields Association, over specific sporting or recreational matters
- With any organisation or body that has a recreational or sporting interest or function from whom it is necessary to seek advice in relation to matters set out in these terms of reference

Separate Appendix 14: Applications for co-option of a Councillor