



BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr A S R GROVES
CLERK

Tel: 01428 722988
Fax: 01428 727335
e-mail : council@bramshottandliphook-pc.gov.uk

THE PARISH OFFICE
HASKELL CENTRE
MIDHURST ROAD
LIPHOOK
HAMPSHIRE GU30 7TN

A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL TOOK PLACE AT 8.00PM IN THE IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON MONDAY 26 OCTOBER 2009

MINUTES

PRESENT WERE: Mr N Newman (Chairman), Mr G Amey, Mr J Austin-Olsen, Mr M Croucher, Mrs B Easton, Mr R Evans, Mr P Jordan, Ms J Poole, Dr J Tough, Mr P Wilson (Parish Councillors)

One member of the public and one member of the press were also present for part of the meeting.

140/09 CHAIRMAN'S ANNOUNCEMENTS

Preliminaries. Mobile phones, emergency exits, loop system, toilets, tape machine. Cllr Tough was to take the minutes.

141/09 APOLOGIES FOR ABSENCE

Mr Barry Hope, Mrs A C James,

142/09 MINUTES OF MEETING – 28 SEPTEMBER 2009

The Chairman proposed that the minutes of the meeting be approved as a true and accurate record. Cllr Wilson seconded the proposal. A vote was taken. (For: 9, Against: 0, Abstention: 0, 1 No vote as absent).

Decision: **The minutes of the meeting were agreed and signed as a true and accurate record.** Clerk

143/09 MATTERS ARISING FROM THE MINUTES – 28 SEPTEMBER 2009

133/09 Publication Scheme Cllr Easton referred to her question at the previous meeting about whether contracts should be included and asked if this had been followed up. The Chairman said did not know but would find out and let her know.

144/09 DECLARATIONS OF INTEREST

There were no declarations of interest.

145/09 TO RECEIVE THE MINUTES OF COMMITTEE AND WORKING PARTY/GROUP MEETINGS

Finance & Policy Committee - 12 October 2009.

Cllr Austin-Olsen introduced the minutes and invited questions.

78/09 Employment Matters Cllr Easton complained that although the minute stated that this was a Parish Council matter no information about it had been presented to Parish Council. The Chairman explained that the letter he had written to members contained the information.

Cllr Jordan asked if it was possible to have time to read the letter at the end of the meeting so that members could request an exempt session if they felt it necessary. The Chairman agreed.

Cllr Austin-Olsen asked that the minutes of the Finance & Policy Committee be accepted and the recommendations therein be adopted. The motion was seconded the Chairman. A vote was taken (For: 10, Against: 0, Abstentions: 0)

Resolution: The minutes were accepted.

Planning Committee - 19 October 2009.

Cllr Wilson introduced the minutes and invited questions.

Cllr Wilson asked that the minutes of the Planning Committee be accepted and the recommendations therein be adopted. The motion was seconded Cllr Jordan. A vote was taken (For: 10, Against: 0, Abstentions: 0)

Resolution: The minutes were accepted.

Heritage Centre Working Party - 15 October 2009.

Cllr Croucher first introduced the minutes of 25th August 2009 which had been corrected and needed approval. He asked that the minutes of the Heritage Centre Working Party meeting of 25th August 2009 be accepted and the recommendations therein be adopted. The motion was seconded by Cllr Jordan. A vote was taken (For: 10, Against: 0, Abstentions: 0)

Cllr Croucher introduced the minutes of 15th October 2009.

Cllr Tough explained that he had taken on three tasks which he had been unable to complete in the short time available before the minutes were to go out:

- To update the application for a grant from the County Councillor Devolved Budget Scheme. This he had done but for some minor checks. However at the previous Council meeting it had been agreed that the Chairman be delegated to sign it.
- The Agreement between the Preservation Society and the Council is still to be modified as a result of discussion at the meeting. It was agreed that this be deferred to the next meeting of the Council.
- To modify, as a result of discussion at the meeting, a draft letter for the Council to send to Biffa indicating its full support of the Heritage Centre project. The letter had been passed around the table and asked that this be read and considered. Members read the letter and agreed that it should be sent to Biffa.

Cllr Tough said he was advised that the Implementation Team should be made up of Councillors only but that Adrian Bird as Project Manager should be able to attend the meetings in an advisory capacity. It was agreed that this be referred back to the Working Party.

Cllr Croucher asked that the minutes of the Heritage Centre Working Party be accepted and the recommendations therein be adopted together with the letter to Biffa prepared by Cllr Tough. The motion was seconded by Cllr Poole. A vote was taken (For: 9, Against: 1, Abstentions: 0)

Resolution: The minutes including the letter to Biffa were accepted.

146/09 TO RECEIVE THE MONTHLY REPORT FROM THE CHAIRMAN OF THE F&P COMMITTEE

Cllr Austin-Olsen reported that on Wednesday 14th October, Cllr Mrs James had inspected and checked the receipts and expenditure for the period 1st to 30th September against the movement on the bank statements, and reconciled them against the balance sheet of 30th September 2009. Cllr Mrs James had also reviewed the Income and Expenditure Report against the budget, and signed the internal audit certificate for September. Cllr Austin-Olsen invited questions.

Cllr Austin-Olsen asked that the payments for October 2009 be approved. The proposal was seconded by Cllr Amy. A vote was taken (For: 10, Against: 0, Abstentions: 0).

Resolution: The payments for October 2009 were agreed.

147/09 PUBLIC PARTICIPATION SESSION

Public Questions. None.

Members/Public Participation (Code of Conduct, Paragraph 12 (2)). No members of the Council exercised their right to make representations, answer questions or give evidence.

Public Participation. The Chairman invited members of the public to address the Council about business on the agenda at his discretion.

148/09 INVESTMENTS

Cllr Austin-Olsen said that the Council was considering Barclays Bank one-year guaranteed fixed-rate no-access bonds.

The rating agencies' thoughts on Barclays are as follows:

Standard and Poors	A+
Moodies	A1
Fitch	AA-

These ratings indicate that Barclays Bank is very strong and has the capacity to cover its commitments and is therefore a very low credit risk.

The one year fixed-rate bonds are giving 2¾% interest. Two year bonds are giving 4% interest but we would have to look at the budget going forward and we would have to be prepared to take that risk.

Cllr Austin-Olsen recommended that the Parish Council invest in the one-year Barclays Bank fixed-rate bonds, the amount to be defined at the next meeting. The motion was seconded by Cllr Jordan. A vote was taken (For: 10, Against: 0, Abstentions: 0)

Decision It was agreed that the Parish Council invest in one-year Barclays Bank fixed-rate bonds, the amount to be defined at the next meeting.

149/09 BUDGET AND PRECEPT 2010/2011

Further information was requested on the following items:

- 1101 Salaries
- 1108 Staff training
- 1124 Subscriptions – itemise
- 1272 Transfer to Elections reserve - review

It was agreed that the transfer to the Play Equipment earmarked reserve should be reviewed by the Recreation Committee with a view to it attracting matched and developer funding.

150/09 ANNUAL RETURN - EXTERNAL AUDITORS' CERTIFICATE AND OPINION

The Chairman recommended that the fidelity guarantee insurance cover be increased to £305,000. The motion was seconded by Cllr Tough. A vote was taken (For:10, Against: 0, Abstentions: 0)

Decision It was agreed that the Parish Council increase its Fidelity Guarantee Insurance Cover to £305,000.

151/09 BRITISH TELECOMMUNICATIONS - ADOPTION OF TELEPHONE KIOSKS

Little interest was shown in the Parish Council adopting any Telephone Kiosks in the Parish. Cllr Jordan suggested that we should refer this question to the Preservation Society asking whether a telephone kiosk should be retained and if so, which one.

152/09 PROJECTS/DEVELOPERS' CONTRIBUTIONS LIST

The Projects and Developers' Contribution List was reviewed. It was suggested that the timescale for some of the Recreation projects should be updated.

The Chairman proposed that timescales should be as follows:

Sports Pitches and Facilities for Liphook	2010 - 2015
New Allotments	2010 - 2015
Play Equipment (Safety surfacing and access routes at the Recreation Ground)	2010 - 2012

The motion was seconded by Cllr Tough. A vote was taken (For: 10, Against: 0, Abstentions: 0)

Decision It was agreed that the timescales for Recreation Projects should be updated as above.

153/09 **REPORTS/REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Larger Councils Meeting - 30 September 2009. The Clerk. - Defer

Community Magazine Meeting - 7 October 2009. Cllr Jordan.

This was the AGM. Have had an successful year. Distributed 3,800 copies to the community by 85 volunteers coordinated by 8 people across the Parish.

Cllr Tough proposed a vote of thanks to all involved with the Community Magazine. Seconded by Cllr Austin-Olsen. A vote was taken (For: 10, Against: 0, Abstention: 0)

Decision The Council's thanks to be conveyed to all involved in the Community Magazine.

154/09 **Request for an Exempt Session**

A request had been received for an Exempt Session in order to discuss a confidential letter to Members.

The Chairman proposed **The Motion:** "This Council resolves to exclude members of the public and the press for Item 15, which was not on the agenda, as it is likely that there would be disclosure to them of exempt information as specified in Schedule 12A (as amended) of the Local Government Act 1972.

The Chairman proposed the motion, which was seconded by Cllr Croucher. A vote was taken (For: 7, Against: 0, Abstention: 3).

Decision: Agreed.

ITEMS CLASSIFIED AS EXEMPT

155/09 **Requested Exempt Item**

Cllr Croucher noted that the Information Commissioner had granted a parishioner access to information from the Parish Council. He said that this should be addressed publicly. The Chairman said that there was 28 days to comply and this had been referred to the Council's Solicitors for advice as to whether the Council should appeal against the decision. Cllr Jordan objected to this as the Council had not agreed to refer this to the Solicitor.

On a point of order Cllr Tough pointed out that it had been agreed that there should be an exempt session to discuss a letter and not the Information Commissioner's decision. Cllr Croucher said that he had brought it up then rather than in the public session.

Cllr Tough said that the Council has obligations that this should be pursued with the guidance of our solicitor. The Council has the option to appeal and therefore needs advice from its solicitor as to whether it should, and how to, appeal.

Cllr Jordan said he objected as a member of the Council and as an employer that he had not been consulted as to whether the Council should accept the ruling of the Information Commissioner or whether it should invest more money on behalf of the Parish in seeking to resist it. He felt he should have been consulted.

Cllr Easton raised the issue of having to approve exempt committee decisions without knowing what they were agreeing to. Cllr Tough said he was sure that at one stage we decided that there should be an exempt appendix which explained the nature of exempt matters in committee minutes.

Cllr Tough pointed out that any member can ask to see any document that we have. Cllr Jordan said he should not have to keep asking and the Chairman should make a judgement as to whether on balance a document was relevant to a person's understanding and if so it should be circulated.

Cllr Evans asked why was it compromising his position if we did not seek legal advice. The Chairman corrected him that it was the Council's position not his. Cllr Evans repeatedly asked why it was compromising the Council's position not to seek legal advice. He asked why do we need to use a solicitor. The Chairman explained that people might wish to take action against Council and we must protect the Council by taking legal advice. Cllr Evans said shouldn't the Council know about that. The Chairman replied that the Council did know about it as he had informed members in a letter.

Cllr Easton asked the Chairman if he was consulting the solicitor on behalf of the Council. The Chairman said he was. Cllr Tough pointed out that the Chairman had delegated powers to consult Solicitors on behalf of the Council.

Cllr Croucher returned to the point that exempt committee minutes were inadequate. He said we are asked to agree to things we know nothing about and when we get asked by Parishioners we are not able to defend the Council when it is accused of secret behaviour, etc. The Chairman interrupted to say that Parishioners were not privy to exempt matters. Cllr Tough said it was fair enough that members of the Council should be able to understand what they were approving and he thought that it had been agreed that there would be the concept of an exempt annexe to the Council agenda. Cllr Tough said that we should go back to that original motion and look at it and if it had been agreed then we should follow the decision.

Cllr Jordan said that he would like to see what the Council writes to the solicitors and what they write to the Council.

Cllr Croucher returned to the the ruling of the Information Commissioner. Cllr Tough explained that the Council had the option to appeal and it was up to the Commissioner to accept or reject the appeal. Cllr Jordan asked why the Council would wish to appeal; why not just accept the ruling and make the information available. Cllr Tough explained that the Council has a responsibility to appeal if so advised by our solicitor.

CONCLUSION – This concluded the business of the meeting at 9.50pm
Confirmed at the meeting held on 30th November 2009.

Signed
Chairman