



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL TOOK PLACE AT 8.00PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON MONDAY 28 NOVEMBER 2005

MINUTES

PRESENT WERE: Dr J Tough (Chairman), Mr N Atherden, Mr M Croucher, Mr S Coyte, Mr L Futchter, Mrs A C James, Mr A Jordan, Mr D Murray, Mr W Ratcliffe, Mr J Walters (Parish Councillors). Mr S C James (District and County Councillor). Mr A Groves (Clerk). Three members of the public and one member of the press were present.

174/05 CHAIRMAN'S ANNOUNCEMENTS

Letter from Mr N Marr (Chairman of the Football Club). The Chairman read out a letter from Mr Marr commending the Clerk for his work on behalf of the Council.

Carol Service. To be held on 19 December at 7.00pm outside the Royal Anchor.

175/05 APOLOGIES FOR ABSENCE

Cllr Dawkins, Cllr Hope.

176/05 MINUTES OF THE MEETING – 31 OCTOBER 2005

Resolution: The minutes were agreed and signed as being a true record subject to amending Minute 157/05 to read "Dawkins". Clerk

177/05 MATTERS ARISING FROM THE MINUTES – 31 OCTOBER 2005

151/05 Extension of Licensing Hours. Cllr Futchter outlined the background to the exchange of letters with the Chief Constable, and the contents of the letter from the Chief Constable. He asked for comments. Cllr Coyte believed that as the Licensing Act had only been introduced the previous week, and with no experience to draw upon and no problems yet in Liphook, the matter should be monitored and reviewed. It was agreed that the situation should be monitored. Clerk

163/05 **Public Questions.** It was confirmed that a meeting had been held with Cllr S C James, Mr G Williams (Transport Development Officer, EHDC), and representatives from the two schools. The Travel Plans had been discussed and Cllr James had taken away comments to pass to the County Engineers. It was confirmed that the volume of traffic proceeding to the school was “the item” under discussion.

165/05 **Village Appraisal.** Cllr Mrs James reported that the Clerk had obtained the information and a meeting should now be held. This would be arranged soon, and she would get back to Cllr Croucher, Cllr Coyte and the Clerk with the date. **ACJ**
As it was towards the end of the November, and near Christmas, the Appraisal would not be going out in November as originally intended.

178/05 DECLARATIONS OF INTEREST

The Chairman read out the declaration.

179/05 TO RECEIVE THE MINUTES/REPORTS OF COMMITTEE/WORKING GROUP MEETINGS

Recreation Committee Meeting – 7 November 2005. Cllr Coyte referred to the minutes of the meeting. The two main points were the Gunns Farm Play Area (the Clerk had written to EHDC) and Anti-Social Behaviour which was an agenda item. He invited questions.

Cllr Coyte asked that the minutes of the Recreation Committee meeting of 7 November 2005 be accepted and the recommendations be adopted.

Resolution: Agreed.

H, B & T Committee Meeting – 14 November 2005. Cllr Tough said that the main discussion point was use of funding from the Countryside Access Improvement Scheme. It had been agreed that a leaflet on walks would be produced.

Cllr Fatcher raised the work on BOAT 44. The work, the extent of the cycleway, and its use by motorcyclists were discussed.

Cllr Tough asked that the minutes of the H, B & T Committee meeting of 14 November 2005 be accepted and the recommendations be adopted.

Resolution: Agreed.

LMCMC Meeting – 17 November 2005. Cllr Tough referred to the minutes. It had been decided that a DVD Player should be purchased to operate with the new projector and TV.

Cllr Tough asked that the minutes of the LMCMC meeting of 17 November 2005 be accepted and the recommendations be adopted.

Resolution: Agreed.

Planning Committee Meeting – 21 November 2005. Cllr Mrs A C James referred to the minutes. A number of applications had been received within the time limit, but there had not enough time for councillors to study and consider them thoroughly. Those applications had been deferred to the next meeting on 12 December, which would be held at the Liphook Millennium Centre. The draft Development Brief for the King George V site had been considered in detail. It was felt that the open area at the site was the most important, and the determining factor for the building, with the landscaping being secured first. Cllr Mrs A C James reminded members that Mr Daryl Phillips, the Head of Planning Control, would be talking to members at 7.00 pm and all members were welcome to attend.

Cllr Atherden asked if the minutes could be re-presented to the next meeting because there had not been enough time to consider them. It was explained that there would be further opportunities to raise matters and comment on the minutes at the next Planning Committee meeting and the next Parish Council meeting.

Cllr Mrs A C James asked that the minutes of the Planning Committee meeting of 21 November 2005 be accepted and the recommendations be adopted.

Resolution: Agreed.

Website Working Party Meeting – 17 November 2005. Cllr Tough reported that it had been a useful meeting. A list of items for inclusion on the website had been agreed, and he had agreed to design the website using Front Page. A draft website had been viewed. If possible a “.gov” domain name would be used. The main reason for setting up the website this way, was to facilitate the updating by office staff which was thought to be important. Cllr Tough invited questions.

Cllr Ratcliffe raised the level of expertise and use of a designer for the website. Cllr Tough said he had experience in this area which he outlined.

Cllr Tough asked that the notes of the Website Working Party meeting of 17 November 2005 be accepted and the recommendations be adopted.

Resolution: Agreed.

180/05 TO RECEIVE THE MONTHLY REPORT FROM THE CHAIRMAN OF THE F&P COMMITTEE

Cllr Croucher reported that on Tuesday 22 November, Cllr Tough checked the invoices, the receipts and payments, and the balance sheet, and carried out the reconciliation, reviewed the budget, and signed the internal audit certificate. Cllr Croucher asked that the payments for November 2005 be approved. A vote was taken.

Decision: The payments for November were approved (see attached).

Clerk

181/05 ADJOURNMENT FOR PUBLIC QUESTION TIME

The meeting was adjourned.

182/05 CITIZENS ADVICE BUREAU

The Chairman welcomed Mrs Kirsty Stratton who gave a presentation on the current and future work of the Citizens Advice Bureau in Liphook. (The presentation notes were distributed to all members; copies available from the Parish Office)

Following the presentation, there were questions and discussion on homelessness, the reasons for homelessness, assistance to homeless people outside the Liphook area, the percentage of people that were threatened homeless but in rent arrears/benefits, the system for payment of benefits, and the problems of administrating the Working Tax Credit system. Councillors thanked Mrs Stratton for the presentation. The meeting was re-convened.

183/05 ANTI-SOCIAL BEHAVIOUR

The Chairman referred to the meeting held on 13 October and the notes that had been produced (further copies were distributed to councillors). Cllr Coyte explained the reason for the meeting, and the Police need for the further reporting of incidents. He outlined the system in place for the logging of minor incidents, and how this could provide useful intelligence. People that attended the meeting had felt that a further meeting should be held in six months time. Cllr Coyte thought that there was no need for a full Committee structure and all that entailed, but for more informal meetings that interested parties could attend. Cllr Coyte proposed that a forum type-meeting should be set up.

Members discussed the formation of a committee/meeting/forum, how incidents were to be reported, how a forum might work, participants, frequency, how incidents were to be defined, police responses, the current methods of recording information, and the clerking of meetings.

The Chairman proposed a forum should be set up, that Cllr Coyte should be Chairman and that the Clerk should attend meeting and take the record. Cllr Coyte proposed that a meeting should be held in April. The provision of information about the forum, police numbers, and police assistance in publicising matters were discussed. Votes were taken.

Decisions:	A Police Liaison Forum was to be set up.	Clerk
	The Chairman of the Police Liaison Forum was to be Cllr Coyte.	SC
	The Clerk would attend the forum meetings and take notes.	Clerk
	The first meeting would be in April 2007.	SC

184/05 PARISH COUNCIL MEETING PROGRAMME 2006/2007

Members considered the Parish Council Meeting Programme for 2006/2007. The Chairman asked members to note that there was no Parish Council meeting planned for August. A Planning Committee meeting had been programmed and this could be combined with the Parish Council meeting. This was discussed. The Chairman ask members to note that no Forum meetings were planned. They would be called, when necessary, by the Forum Chairs. A vote was taken.

Decision: The Parish Council Meeting Programme for 2006/2007 was agreed.

Clerk

185/05 XMAS CLOSEDOWN

Members considered the closing of the Parish Office and Liphook Millennium Hall Office from 12.00noon on 23 December 2005, until 9.00am Tuesday 3 January 2006. The use of the answer phones at the Parish Office and the LMH, the Meals-on-Wheels service, and bookings for the LMH were briefly discussed. A vote was taken.

Decision: The Xmas closedown period was agreed.

Clerk

186/05 HERITAGE CENTRE

The Motion: "Council agrees to the addition to the Council budget for the year 2006/2007, of an amount of £15,000, allocated to an appropriate cost centre (or reserves), which can be used in the year 2006/07 for the internal structures of that part of the Liphook Millennium Centre to be used for a Heritage Centre".

Cllr Walters proposed the motion which was seconded by Cllr Futchter. Cllr Walters said the reason for the motion was because the budget discussion would finish at the next meeting of the Council. Cllr Walters said he had attended a recent meeting of the Preservation Society and he understood that a draft estimate had been received for the costs of providing walls, ceilings, lights, heating for the Heritage Centre. Cllr Walters had recommended to the Chairman of the Preservation Society that he should pass this to the Parish Council quickly, since he thought that when the Heritage Working Party reported some time back, the arrangements were to be along the lines that the Parish Council would do the fitting out, and the Preservation would provide cabinets, display boards, and archiving facilities. If they were to do that, he imagined that the LCMCMC, as he had seen in the minutes, were going to discuss this at their January meeting. Cllr Walters said that his thinking was along the lines that, at the January meeting or sometime thereafter, they would agree a form of what was to be done and then it would come back to Council, to recommend that the work be done. This might happen in March or April. The question would then be asked, who would pay? The sum of over £20,000 was being thought of. He had thought of a figure of £15,000, but that was for consideration, and one which he thought would probably be modified considerably. What was going to happen was the Council would look and see who could help with funds for Phase 2 of the building, not just the Heritage Centre, but the other rooms. The Council would seek £20,000 from the Preservation Society or more for the Heritage Centre, and the Preservation Society would come back and ask what the Council was contributing. Cllr Walters felt that there should be a centre in which reserve money could be put towards the Phase 2 development. He did not know whether this would be done through increasing the precept this year, as the motion suggested, or whether it should be done in a different way or manner. He felt that a fund should be set up, and that was what he was trying to get at.

The Clerk advised the Chairman that the motion was specific and did not deal with the setting up of a fund. Discussion followed on the setting up of a fund, where and how money could be found, the need to know the details before agreeing to specific sums of money, and the advantages and disadvantages of bringing all the projects together under Phase 2. The Chairman said he did not feel that the Council should be pushed into this. A detailed report was required from the Heritage Centre Working Party. The last report of a year ago, estimated the cost at £10,000 and it was now £23,000. The full costs and responsibilities

were not known, nor was the contribution the Preservation Society might make. Funding applications needed to be made to other authorities. It was not known who should apply for the grants, whether the work should be carried out by the Preservation Society or the Council, and there would be VAT implications and the expenditure might have to be spread over two years. The Chairman said there was an awful lot the Parish Council did need to know. He said that if the money was not put in the budget this year, it would not delay the implementation of the Heritage Centre. He understood that funding could be made available if necessary.

Cllr Coyte said that it had been agreed that the Parish Council would provide the facility to be run by the Preservation Society. It would be more sensible if the infrastructure was the property of the Parish Council, because there would be no problems over future ownership. The Parish Council should apply for the funds, and some funds needed to put in the budget to start the process and provide evidence to support funding applications. Cllr Atherden said he supported the project but the Parish Council needed the details before spending any money. A full and thorough report needed to be placed before the Council so that serious consideration could be given to the details before deciding to put money into this year's or even next year's budget. He suggested that Cllr Walters might amend the motion to make a policy statement that the Parish Council would financially support the project.

The relationship with the Preservation Society, the provision of an agreement and a Management Plan, and the assumption that everyone would support the project were raised. The delay in receipt of the estimate, the need for three quotes, the need to identify a sum to put in the budget for funding applications if it was possible, the implications of providing £15,000 for a single building in the community, the hidden costs such as maintenance and cleaning, amending the motion, where funds could be obtained, and the way ahead were all discussed.

Cllr Walters thanked Councillors for their input. He said he wished to correct some of the things that had been said. When the Heritage Centre was first mooted and offered by the LMH Trustees to the Preservation Society, the Preservation Society wrote to all members to contribute to the project. They had raised somewhere in the order of £17, 000 towards its development. At the stage before the Parish Council owned it, someone agreed that they could go in and start, and the floor had been laid and some of the walls had been put up. At that stage the Heritage Centre Working party met with the Chairman and Vice-Chairman of the Preservation Society and started thinking about the agreement. He said that what Cllr Coyte had said was absolutely correct. The structure was the responsibility of the Parish Council and that should have been minuted, and the fitting out of the internal part should be done by the Preservation Society. All the Preservation Society had currently spent their funds on was the software which would deal with the archives, the scanning and storing of archives, and items of that sort. The volunteers who had been working on the building had stopped because that was not their remit. Cllr Walters said that the thing that worried him about doing nothing because there were funds, was that when the Council had been through all things that needed to be done, which might be in the first quarter of next year, assurance was needed that if the contractor started in June, then the funds were available for the contractor to do that. If not, then there could be a wait until at least the next year's budget. What he hoped for was for modification to this (his motion), which he would not do for the Council. A number of councillors commented that it was Cllr Walters' motion. Cllr Mrs A C James said that she would not support the motion. Cllr Walters said that the Council understood that Cllr Mrs A C James did not support the motion because she did not understand how the Preservation Society had been working. Cllr Walters said he was glad

that some councillors had said that some fund should be set up, and he wished it to be minuted that nothing would be delayed if nothing was done about it. The Chairman sought advice from the Clerk. The Clerk advised that this could not be confirmed because there were a number of implications such as VAT that would need to be considered. Within the Parish Council funds there was £15,000 in reserves that could be spent tomorrow should the Parish Council wish to do so. There were funds available to do what they wished to do. Cllr Walters asked if the money could be transferred to do this. The Clerk advised that a project should not be entered into without knowing the precise costs, the funding implications, that there was a management plan to take the project forward, and a time frame. The transfer of funds, the processes that had already been decided, the commitment already shown in the budget document, and the way ahead were discussed further. Cllr Walters withdrew the motion.

The Chairman asked Cllr Walters to ask the Preservation Society to assist in the process. The composition of the Heritage Working Party and the current situation to take the matter forward were briefly discussed.

187/05 REPORTS/REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

Village Hall Management Committee – 17 November 2005. Cllr Jordan reported that he had attended the meeting. It had included a discussion about fund raising and a possible quiz night. He suggested that the Parish Council might consider putting in a team for the quiz.

188/05 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion: “This Council resolves to exclude members of the public and the press for Items 16-19 in order to discuss confidential matters and those classified as exempt under Section 100I and Schedule 12A of the Local Government Act 1972.”

The Chairman proposed the motion, seconded by Cllr Croucher. A vote was taken.

Resolution: Agreed.

Cllr Jordan declared a personal and prejudicial interest in Item 19 (Minute 192/05) as a member of the Scout Association and said that he would leave the meeting.

ITEMS CLASSIFIED AS EXEMPT

189/05 MATTERS ARISING FROM THE MEETING/MINUTES OF THE PARISH COUNCIL MEETING 31 OCTOBER 2005

None.

190/05 LAND AT HAMMER VALE

The Chairman referred to the recommendations from the report prepared by the Asst Clerk as advised by the Parish Council’s solicitor. The recommendations were discussed. The Chairman proposed that the recommendations were agreed. A vote was taken.

Decision: The recommendations were agreed subject to a common approach over measurements.

Clerk

191/05 STAFF MATTERS

Staff Report. The Chairman reported that Mrs L Kent had started her employment on 21 November, and that no further correspondence had been received from Mrs F Wright.

Cllr Coyte and Cllr Atherton declared personal interests in Item 19 (Minute 192/05) as supporters of the Scouts and Guides and said they would remain at the meeting. Cllr Ratcliffe declared a personal interest as his son was a member of the Scout Group.

Cllr Jordan left the meeting.

192/05 LEASES

Scouts and Guides. Cllr Croucher reported on the situation under the current legal process, and the implications. Cllr Croucher recommended that the legal process was followed in accordance with the advice given by the Parish Council solicitor. A vote was taken (For: 7, Abstentions: 2).

Decision: Agreed.

Police Lease. The Chairman informed members of the amendment that had been made to the plan about parking. The Chairman proposed that the lease was signed and sealed. A vote was taken.

Decision: Agreed.

CONCLUSION – This concluded the business of the meeting at 10.20 pm.
Confirmed at the meeting held on 19 December 2005
Signed
Chairman