



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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CLERK

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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 29 SEPTEMBER 2008

MINUTES

PRESENT WERE: Dr J Tough (Chairman), Mr M Croucher, Mrs B Easton, Mr R Evans, Mrs A C James, Mr N Newman, Mr P Jordan, Mr P Wilson, Miss N Young (Parish Councillors). Mr A Groves (Clerk), Mrs D Hart (Assistant Clerk). Six members of the public and one member of the press were present.

124/08 CHAIRMAN'S ANNOUNCEMENTS

Tribute. A minute's silence was observed in memory of Mr David Murray.

Preliminaries. Mobile phones, emergency exits, loop system, and tape machine.

Prize Draw. A further draw was made to find a winner of the Village Survey Prize Draw, because the previous ticket was unclaimed and did not have an address on as set out in the conditions for the draw. The winning ticket was No: 3611.

125/08 APOLOGIES FOR ABSENCE

Cllr Amey.

126/08 MINUTES OF MEETING – 28 JULY 2008

A vote was taken to approve the minutes. (For: 8, Against: 0, Abstention: 0).

Decision: The minutes of the meetings were agreed and signed as being a true record.

Clerk

127/08 MATTERS ARISING FROM THE MINUTES – 28 JULY 2008

None.

128/08 DECLARATIONS OF INTEREST

The Chairman read out the declaration.

129/08 TO RECEIVE THE MINUTES/REPORTS OF COMMITTEE/WORKING GROUP MEETINGS

Liphook Millennium Centre Management Committee (LMCMC) Meeting – 18 September 2008. Cllr Miss Young reported that it had been decided to purchase a PRS Licence which was a legal requirement, the LMC sign had been put up, two Community Chest grants had been agreed (Childminders and Crusaders £250 each). Cllr Everett had reported on the coffee machine, which would be hired for three months on a trial basis. Cllr Miss Young said that the dimmer packs for the theatre lights and two fire doors were in the process of being repaired.

Cllr Miss Young asked that the minutes of the LMCMC Committee Meeting of 18 September 2008 be accepted and the recommendations be adopted. A vote was taken (For: 9, Against: 0, Abstention: 0).

Decision: Agreed.

Clerk

Planning Committee Meeting - 18 August 2008. Cllr Mrs James reported that a change of use for Carpetbaggers had been considered with no objection, and a presentation had been given on the re-development of the buildings at Penally Farm. Cllr Mrs James invited questions.

Cllr Mrs James asked that the minutes of the Planning Committee meeting of 18 August 2008 be accepted and the recommendations be adopted. A vote was taken (For: 9, Against: 0, Abstentions: 0).

Decision: Agreed.

Clerk

Planning Committee Meeting - 8 September 2008. Cllr Mrs James reported that an application for the Land West of the Royal Anchor Hotel had been considered (the original application for the allocated site). An application for the gatehouse at the King George V site, which was a listed building, had also been considered. Cllr Mrs James invited questions.

Cllr Mrs James asked that the minutes of the Planning Committee meeting of 8 September 2008 be accepted and the recommendations be adopted. A vote was taken (For: 9, Against: 0, Abstentions: 0).

Decision: Agreed.

Clerk

Finance & Policy (F & P) Committee Meeting – 7 August 2008. Cllr Mrs James reported that the Willows Nursery, exempt minutes, and the employment of the Assistant Clerk had been discussed. Cllr Mrs James invited questions.

Cllr Easton said that it appeared from the discussions on Minute 38/08 that Standing Orders were to be changed. Cllr Mrs James said that there was no reference to this in the minutes; the decision was explained by Cllr Mrs James and The Chairman.

Cllr Mrs James asked that the minutes of the F & P Committee meeting of 7 August 2008 be accepted and the recommendations be adopted. A vote was taken (For: 9, Against: 0, Abstentions: 0).

Decision: Agreed.

Clerk

Finance & Policy (F & P) Committee Meeting – 22 September 2008. Cllr Mrs James reported that there had been a twenty minute discussion on matter arising from the minutes on 7 August. Grant Applications had been agreed as set out in the budget, and the core clients list had been decided. The Liphook Marketing Panel were to be asked for a report on what they were expecting to be doing. It had also been decided to re-invest funds in the Treasury Deal as recommended by the auditor. Cllr Mrs James invited questions.

Cllr Mrs Easton, referring to Minute 41/08 under matters arising, said she thought that a Council Meeting had to be held to change Standing Orders. The Chairman confirmed that by agreeing the minutes of 7 August the decision had been made to change Standing Orders. It was confirmed that as set out in the decisions to the minute, Standing Orders would be amended. The situation was clarified by Cllr Jordan.

Cllr Mrs James asked that the minutes of the F & P Committee meeting of 22 September 2008 be accepted and the recommendations be adopted. A vote was taken (For: 9, Against: 0, Abstentions: 0).

Decision: Agreed.

Clerk

Recreation Committee Meeting – 25 September 2008. Cllr Newman referred to the minutes. Following the Allotment Visit it was recommended that Cllr Mrs James continued as the Chairman of the Allotment Forum, and Mrs A Haussauer be appointed the Allotments Representative. It had also been recommended that a letter should be sent to the owner of the land at Bohunt Manor expressing the desire to purchase ten acres of land for recreational use as outlined in the Local Plan, once the precise area had been defined. Cllr Newman said he was hoping to speak to Mr Rudgard and Mr Bird to seek some assistance for a definitive plan. Cllr Newman also reported that the Radford Park drainage project had been completed at a cost of about £1,000 rather than £5,000 which was a significant saving. The Malthouse Meadows Car Park project was now the second priority project. It had also been recommended that the allotments at Gunns Farm be transferred to the Parish Council subject to them being in a satisfactory condition and meeting all the legal requirements for allotments.

The relevance of the £1,000 for the Radford Park Drainage Project was questioned by Cllr Jordan. Cllr Newman explained that the estimated cost of the project had been £5,000. Cllr Easton asked if was the intention to own the land for recreational use and who would pay for it. It was confirmed that was the case; Cllr Mrs James explained the developer's contributions over many years should enable the Parish Council to purchase the land.

Cllr Newman asked that the minutes of the Recreation Committee meeting of 25 September 2008 be accepted and the recommendations be adopted. A vote was taken (For: 9, Against: 0, Abstentions: 0).

Decision: Agreed.

Clerk

Heritage Centre Working Party – 13 August 2008. Cllr Croucher referred to the minutes of the meeting, and said that they HCWP were still working on various sources of funding and this was ongoing. Cllr Croucher invited questions.

Cllr Croucher recommended the minutes of the Heritage Centre Working Party meeting of 13 August be accepted and the recommendations adopted. A vote was taken (For: 9, Against: 0, Abstention: 0).

Decision: The minutes were agreed.

MC

Heritage Centre Working Party – 17 September 2008. The receipt of the minutes and their circulation was to be checked.

130/08 MONTHLY REPORT FROM THE CHAIRMAN OF THE F&P COMMITTEE

Cllr Mrs James reported that on Tuesday 23 September 2008, Cllr Jordan had checked the invoices, the receipts and payments, the balance sheet, carried out reconciliation, reviewed the budget, and signed the internal audit certificate. Cllr Mrs James reported that Cllr Jordan had asked that the report form be changed to remove the word “certified” because in his view a certified audit had not taken place. Cllr Mr James asked for Council approval to change the word to “checked”.

Cllr Jordan amplified his proposal to change the Internal Audit Certificate at some future date as it was not feasible to certify the Trial Balance and Balance Sheet. It would be reasonable for Receipts and Payments and Cashbook to be certified against the Bank Statement record. This should be looked at by the F&P Committee. This was discussed further, and the proposed amendment to the wording of the report was withdrawn, with Cllr Jordan offering to propose an alternative set of words to the F&P Committee.

A vote was taken to approve the payments for September 2008. A vote was taken (For: 9, Against: 0, Abstention: 0).

Decision: The payments for September 2008 were approved (Appendix 1).

Clerk

131/08 PUBLIC PARTICIPATION SESSION

Public Questions. None.

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

Public Participation. At the discretion of the Chairman.

132/08 RESIGNATION

The Chairman formally notified the Council that Mr Everett had resigned with effect 29 September because of his employment re-location to Wales. The Chairman thanked Mr Everett and his wife Kate for their enormous contribution to the Council. They had done a tremendous amount of work in connection with the Village Survey, and assisting at the monthly cinema, which they would continue to do whilst they remained in Liphook. The Chairman and Councillors wished Mr Everett every success in his new placement.

133/08 ELECTION OF A VICE-CHAIRMAN

The Chairman said that due to the death of David Murray there was a vacancy for the Vice-Chairman of the Council. He invited nominations. Cllr Mrs James nominated Cllr Newman, seconded by The Chairman. Cllr Easton nominated Cllr Young, seconded by Cllr Evans. Cllr Evans nominated Cllr Croucher. Cllr Croucher said he could not accept the nomination due to work commitments. A ballot was held. The Chairman announced that Cllr Miss Young was elected Vice-Chairman of the Council.

Decision: Cllr Miss Young was elected Vice-Chairman of the Parish Council.

NY

134/08 APPOINTMENTS - COMMITTEES/REPRESENTATIVES

The Chairman informed members that a Chairman of the LMCMC had to be appointed. The Chairman proposed Cllr Miss Young seconded by Cllr Easton. No other nominations were received. A vote was taken. (For: 9, Against: 0, Abstention: 0).

The Chairman sought nominations for the Vice-Chairman of the LMCMC. Cllr Jordan proposed Cllr Tough, seconded by Cllr Miss Young. No other nominations were received. A vote was taken. (For: 9, Against: 0, Abstention: 0).

The Forums were then considered. The Chairman said that the Police and Youth Forums had not met for some time. The Liphook Youth Action Group had been formed, and there was an East Hampshire Youth Forum and the Youth Facilities Working Party. He proposed that the Police and Youth Forums be discontinued with meetings held on an ad hoc basis if necessary. A vote was taken. (For: 9, Against: 0, Abstention: 0).

The Chairman referred to the recommendation of the Recreation Committee that Cllr Mrs James should be the Chairman of the Allotments Forum. No other nominations were received. A vote was taken. (For: 9, Against: 0, Abstention: 0). The Planning Forum was discussed, and Cllr Jordan volunteered to fill the appointment of Chairman. No other nominations were received. A vote was taken. (For: 9, Against: 0, Abstention: 0). The Sport and Recreation Forum was discussed; Cllr Jordan volunteered to fill the appointment pro-tem. No other nominations were received. A vote was taken. (For: 9, Against: 0, Abstention: 0). As proposed by the Chairman, Cllr Miss Young agreed to continue as the Chairman of the Highways and Transport Forum. No other nominations were received. A vote was taken. (For: 9, Against: 0, Abstention: 0). The Chairman said he would be happy to continue as Chairman of the Byways Forum. No other nominations were received. A vote was taken. (For: 9, Against: 0, Abstention: 0).

Members then considered Parish Representatives. No Parish Councillor volunteered to fill the Age Concern appointment. The Chairman said he would be happy to be the representative on the Liphook Youth Action Group. No other nominations were received. A vote was taken. (For: 9, Against: 0, Abstention: 0). The Chairman referred to the recommendation of the Recreation Committee that Mrs A Haussauer should be the Allotments Representative. No other nominations were received. A vote was taken. (For: 9, Against: 0, Abstention: 0).

Decision: Cllr Miss Young was appointed Chairman of the LMCMC.

NY

Cllr Tough was appointed Vice-Chairman of the LMCMC.

JT

The following Forum appointments were made:

Cllr Mrs James - Allotments Forum.

AJ

Cllr Jordan - Planning Forum, Sport and Recreation Forum.

PJ

Cllr Miss Young - Highways and Transport Forum.

NY

Cllr Tough – Byways Forum.

JT

Cllr Tough was appointed as the Parish Council representative on the Liphook Youth Action Group.

JT

Mrs A Haussauer was appointed the Parish Council Allotments Representative.

Clerk

135/08 BUDGET AND PRECEPT PLANNING – 2009/2010

The Chairman referred to the Budget and Planning document that had been previously circulated. The programme had to be agreed together with the level of increases that should be planned for. In previous years it had been agreed to accept the HCC inflation figure as a guide. The expectation was that the figure would be about 4%. The ability to adjust the guide figure when setting the budget and precept, the impact of not sustaining an inflationary increase, concerns over a 4% increase, the addressing of principles and parameters, the budget setting process, and the expenditure of funds allocated each year were all discussed. The Chairman proposed that the Budget and Precept Planning programme be agreed and the HCC inflation figure be used as a guide. A vote was taken. (For: 9, Against: 0, Abstention: 0).

Decision: The Budget and Precept Planning Programme was agreed and the HCC inflation figure was to be used as a guide.

All

136/08 PRESENTATION BY HERITAGE CENTRE WORKING PARTY (HCWP)

Cllr Croucher made a presentation to the Parish Council on behalf of the HCWP. He said it was the second presentation, the aim being to bring all Councillors to a common point as to where they were, and what they wanted to do. He highlighted points as he went through each page of the presentation, with additional comments as follows:

Page 4 - Design Issues. Key issue was disabled access; pre-requisite of external funding. Lift area currently isolated.

Page 5 - Schematic. Three new councillors had visited the Liphook Millennium Hall (LMH) that evening. Useful to have an isometric view which gave a picture of how the room was laid out.

Page 6 - Heritage Centre and Village Archive Plan. Provision of rooms for small groups to work, available to the public, with a secure office area.

Page 7 - Heritage Centre/Heritage Centre Plan. Corridor needed to service the lift, with two access points under building regulations (Gallery and Scouts and Guide area). Deep Freeze

for Meals on Wheels, with proposal for it to remain in a secure area, because some of the food for the kitchens in the LMH was stored in the freezer.

Page 9 - Project Costs. There was a complication with funding from outside bodies. Heritage Lottery Fund (HLF) would not fund the conversion of a basic building. Only fund fitting out. Certain costs in the HLF application had therefore been isolated. VAT included in all costs because not certain at this stage whether it would be recoverable. Would not be known to the end when the Clerk would have to make a submission to the VAT Office to find out. If VAT clawed back then requisite amount would be paid back to the people who provided the funds. The value of voluntary contributions included. Entrust/BIFFA was a peculiarity; refund available from land fill tax but there was a requirement to pay a fee of £2,000 which had to be sponsored by a third party none of whom could be the people who were part of the original application. Confirmation had been received that EHDC were able to fund an application to the Community Initiative Fund (CIF) if the bid was successful.

Page 10 - Funding: potential sources and restrictions. Parish Council had not made an application under CIF. BIFFA funding of £50K would act as a reserve.

Page 11 - Funding Issues. A question had been built into the Parish Survey concerning community interest and was being processed.

Page 12 - Timetable. There had been slippage; 2009 was a target date.

Page 13 - Licence Agreement. Looking to a member of the Parish Council to continue Cllr Murray's work.

Page 14 - Proposals to Parish Council.

- (2) In relation to Page 13, it was proposed that Cllr Tough took the place of David Murray to deal with the licence, as it was part of the condition of funders to have such a licence.
- (5) A legal agreement, Parish Council will need to see the document and to agree it.
- (6) Issue over lack of daylight in all rooms. The drawings indicated the position of lights and planning permission was needed and could be done in advance.
- (7) Heritage Centre had Buildings Regulations approval, whereas the Lift area did not.
- (8) Business Plan and Contractual supervisory arrangements would need to be seen by the providers of external funding.

Cllr Croucher invited questions and clarification of points. The following points were raised or discussed:

Page 9. The funds available from the Parish Council. Earmarked Reserve being built up with £6,400 available, with £3.7K in 2008/2009 budget, and an allocation of £4K in the 2009/2010 budget. About £10,400 might be available. Parish Council would need to pay the VAT and recover it. Stipulation as a part of HLF application that VAT be paid back to funding providers. The divide between the Heritage Centre and Phase 2, and the need for a breakdown of the different costs for each part and what was included in each part (To be

provided by Mr Bird, who would e-mail the details to the Parish Office. The Chairman reported that the Disc in the Parish Office was unreadable).

Money from Police Lease. Already expended.

Funding from Parish Council. General Reserve available of £80K, which was the minimum reserve advised (3-6 months of expenditure). Risk assessment needed, if it was intended to use the General Reserve.

Cllr Croucher said he sought approval and support for the points on Page 14, as it was felt that this was the way ahead, although there was a lot of work to be done. The Chairman asked if this was the final report, and said he was not totally content and there was a need to follow the Terms of Reference (TOR). There was further discussion over the TOR, the need to differentiate between the Heritage Centre and the other elements of Phase 2 in relation to room requirements, costings, management, the implications arising out of the matters raised during the presentation which would need to be addressed i.e kitchen storage area, VAT, room charge rates. The date that the outcome of the HLF application would be known was questioned. It was reported that the case officer had not reported back yet. The use of the BIFFA funding, if required, was explained. The funding opportunity from EHDC, and the expected date for the outcome of the HLF application (not known) were discussed further. The Chairman said he would liked to have seen more in the report and questioned proposals (2), (4), (7), and (8). It was explained that it was a presentation not a report; the provision of a report and further details such as a copy of the HLF application, the details of the proposals, and the way ahead were discussed further. Cllr Croucher asked The Chairman if he was happy to take over from Cllr Murray on the HCWP; he confirmed he was.

The Chairman felt that more time was needed to look at the document, that there should be discussions, and the document should be re-presented to the next meeting. The attendance of The Chairman at the next meeting of the HCWP was suggested. The Chairman understood that in taking over from David Murray he would be a member of the HCWP. Cllr Croucher said that David Murray was not a member of the HCWP. The Chairman raised the need for additional meetings before the HCWP, and expressed his support for the Heritage Centre. It was suggested that the HCWP should go ahead with the BIFFA application. The Chairman said he would like the Parish Council to have time to consider the BIFFA application, although it could be worked up.

The Chairman proposed that there should be further discourse and discussion over the presentation paper which should be re-presented to the next Parish Council meeting. Cllr Jordan asked that there should be clear proposals or counter proposals as to what the project should be addressing. A vote was taken on The Chairman's proposal. (For: 9, Against: 0, Abstentions: 0).

Decisions: There was to be further discourse and meetings on the presentation paper, which was to be re-presented to the Parish Council on 27 October 2008.

All

137/08 REPORTS/REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

Midhurst Road Priority Meeting – 18 September 2008. The Chairman explained that the Liphook Priority had finished, and had been re-born as the Liphook Youth Action Group. The Police would be withdrawing but PC Al Read and PSCO Peter Tedder would still be involved. The Police considered that the Dispersal Zone had been a success. The

breakdown of the details on crime had shown that crimes within the Dispersal Zone had reduced. The only increases were in domestic crime. The Alcohol Free Zone would take over from the Dispersal Zone. PC Al Read had approached Neilans Estate Agents to use the office next to Countrywide for the Youth Club, but their agents had refused.

Youth Forum Meeting – 18 September 2008. The Chairman reported that the purpose of the meeting was to establish whether the youth wanted to hold a “gig” night. The decision had been taken not to go ahead. Accommodation was being sought to act as a premises for the Youth Club. The LMH had been used to hold a drop in session on Monday 22 September and it had been a great success. Twelve young people and eight adults had attended. PC Al Read, PCSO Pete Tedder, Youth Officers, and members of the Community Safety Team had attended. All attendees wanted further sessions.

The Chairman said that there was no exempt business to be transacted.

CONCLUSION – This concluded the business of the meeting at 10.25pm
Confirmed at the meeting held on 27 October 2008
Signed
Chairman