



LISS PARISH COUNCIL

A meeting of Liss Parish Council took place at 7.30pm on 16th September 2019.

Members

*Mr R Hargreaves (Chairman), *Mr K Budden, *Mr D Dodds, Ms C Edwards, *Mr I James, *Mr D Jerrard, *Mr H Linsley, *Mrs L McDonald, *Mr A Smith, and *Mr N Wilson

* Present

Also present: County Councillor (CC) Russell Oppenheimer and three members of the public (Margaret Effenberg, Sue Jordan & Clayre Williams)

Clerk: S. Smith

142/19 Apologies

None received.

143/19 Declarations of interests

None declared at this point.

144/19 Chairman's announcements

The Chairman advised that:

- i. The councillor retirement event had gone well and was appreciated by those councillors stepping down;
- ii. Julie Ryan had commenced in post as an additional caretaker to cover the Pavilion;
- iii. Frances Cook, Assistant Clerk, had resigned and would be leaving LPC on 8th October – Members noted their regret at the loss of a key and much valued member of staff. The Chairman advised that an emergency Staff Committee had been convened for the following day to consider the way forward and noted that there would likely be a need to reduce non-essential work in the short-term;
- iv. The Chairman noted that two recent planning meetings had been inquorate recently due to a lack of apologies being submitted. The Chairman reminded councillors of the need to send apologies if they could not attend a meeting so that other arrangements could be made to ensure a quorum.

145/19 Adjournment for public participation

Margaret Effenberg presented proposals for a watering system above the shops in the Tesco's block to reduce the watering burden for the volunteers who water the baskets. Mrs Effenberg sought assistance from LPC in submitting a bid for funding. Members agreed that, although supportive of the initiative, further investigation was required on the detail, including landlord permission, ownership and maintenance of the system, before this could be pursued.

The meeting was re-convened.

Margaret Effenberg and Sue Jordan left the meeting at this point.

146/19 Report from County Councillor

CC Russell Oppenheimer had submitted a written report (**Annex A**). He also noted the following:

- i. That he had been successful in assisting a parishioner in Hatch Lane to access the Rural Gigabit Voucher, after being told they were ineligible. He encouraged Members to help get the message out to other pockets of Liss affected;

- ii. That the SDNPA Local Plan had been challenged at Judicial Review. This would delay adoption of the Plan although Cllr Oppenheimer advised it would still carry some weight in the planning framework;
 - iii. That the CALA application had been approved by the SDNPA Planning Committee;
 - iv. That a consultation was taking place on the future of the Lengthsman Scheme as a possible measure to help bridge the HCC 80m funding gap, including the possibility of charging back to parish councils. He invited views from Members to inform the review.
- Cllr Dodds advised that this was not welcome as the work carried out was ultimately the responsibility of HCC.
- Cllr Budden added that such a measure would likely result in parish councils opting out. In turn, this would likely give rise to less efficiencies for the lengthsman making it less desirable for them to continue in the scheme.

147/19 Reports from District Councillors

DC Budden reported that:

- i. The new waste collection service by Norse would commence 30th September with collections likely to be on a Thursday (Clerk's Note: This has now been confirmed). Collection timetables were being delivered and were available online;
- ii. There had been rumours of a potential conversion of a waste site off the A31 to a waste Energy centre (an incinerator);
- iii. The July meeting of EHDC had declared a climate change emergency with two cross-party panels set up to;
- iv. The first of the "Let's Talk" sessions which replaced the Community Forums had been held at the Secrets of the Heath event and discussions had been held with approximately 400 people over the two days. Cllr Budden sought ideas on group meetings in Liss where "Let's Talk" could visit;
- v. The Remembrance Sunday Parade would commence at the Pavilion with the service at the Triangle this year due to the refurbishment of St. Mary's. Capacity would be an issue at 270 but it was hoped that the service could be broadcast outside or to the British Legion – this was being explored;
- vi. There had been a spate of attempted thefts of dogs in the area;
- vii. Cllr Budden would host a Charity Dinner/Comedy Night at Rake Village Hall on 26th October in his capacity as Chairman of EHDC. This would be in aid of his chosen charities – Crossover Centre and Dementia Friendly Hampshire.

DC Oppenheimer advised that he had nothing to add to the above.

Cllr Smith asked about the green waste collection service which had yet to be clarified and Cllr Budden replied that the collection day would be clarified shortly (Clerk's Note: This has been confirmed as every other Thursday).

Cllr Linsley enquired about the properties which the new collection vehicles could not access. Cllr Budden advised that access to some properties was being negotiated with those affected (including Duckmead Lane and far end of Rake Road).

Cllr McDonald raised an issue with Cllrs Oppenheimer and Budden about the content of the East Hampshire Conservative In Touch Spring 2019 edition relating to the Pavilion. Cllr Oppenheimer advised that Cllr McDonald should write to the Chairman of the Conservative Association. The Chairman advised that he had already written to the publisher of In Touch on the same issue but no response had been received as yet.

CC Oppenheimer left the meeting at this point.

148/19 Minutes of the meeting of 15th July 2019

Resolved: That the minutes of the Council Meeting of 15th July 2019 be accepted as a correct record (proposed by Cllr McDonald and seconded by Cllr Wilson, with all in favour).

149/19 Matters Arising

121/19: The Clerk advised that a date was awaited for the meeting with Steve Peach, HCC, on the Service Pollinator Project.

135/19: The Clerk advised that EHDC had confirmed receipt of the bollards for the entrance of the Riverside Walk which would be installed shortly.

137/19: Cllr Wilson re-asserted the need for communication with the Triangle about Pavilion bookings when the office had returned to full capacity.

139/19: Cllr Wilson advised that the Village Agent vacancy had not yet been filled. He called upon Members to assist in identifying suitable candidates and requested an article in the next edition of the Village Voice.

150/19 Responsible Finance Officer's Report

Cllr Smith noted an interest given that his wife, the Clerk, was also a recipient of a payment.

Resolved: That the payments and receipts recorded in Responsible Finance Officer's Report be approved (proposed by Cllr McDonald and seconded by Cllr Linsley, with all in favour).

152/19 Correspondence

Correspondence for response:

- i) SDNPA Invite to October Town & Parish Workshops (Hampshire: 29th October) – Members agreed that the Chairman would attend with either Cllr Wilson or Linsley. The Clerk would enquire as to whether a third place could be made available (Clerk's note: The third place would be on a reserve basis only);
- ii) EDDC Consultation of the Prohibition of Waiting Order on Forest Road – Cllr Wilson noted the importance of undertaking measures to address speeding and parking at the same time and that one should not be considered without the other. Members agreed that the Highways Committee should continue to deal; Cllr Smith was writing to relevant Cabinet Members at EHDC and HCC to express LPC views;
- iii) NALC Policy Consultation Briefing – Mobile Coverage in Rural Areas – The Chairman would consider further to establish any relevance to LPC.

All other items of correspondence were for information only and would remain in the office for viewing until the date of the next council meeting.

153/19 Report of the Finance Committee of 22nd July 2019

In response to questions raised, the Clerk confirmed that:

- i) LAFC had been offered and accepted the package for use of the West Liss pitch agreed by the Finance Committee (Minute 24/FIN/19 refers);
- ii) The RFO was still investigating options for appropriate accounting software for use by LPC with a view to implementing it ready for the new financial year commencing 1st April 2020 (Minute 25/FIN/19 refers).

Resolved: That the Finance Committee of 22nd July 2019 be noted.

154/19 Reports of the Planning Committees of 5th August and 2nd September 2019

The Chairman of the Planning Committee, Cllr Budden, noted that neither meetings were quorate and so Council would need to approve the minutes. He echoed the Chairman's words on the importance of sending apologies.

Cllr Jerrard noted that he had submitted apologies for the 5th August meeting but that these had not been recorded. The Clerk would seek an amendment to the minutes.

The Chairman of the Planning Committee highlighted that the CALA Homes application had since been approved following the SDNPA Planning Meeting on 12th September at which it was considered. This included approval of the SANG site running alongside the Riverside Walk.

Resolved: That the Planning Committee Minutes of 5th August 2019 be accepted as a correct

record (proposed by Cllr Budden and seconded by Cllr Wilson, with all in favour).

Resolved: That the Planning Committee Minutes of 2nd September 2019 be accepted as a correct record (proposed by Cllr Budden and seconded by Cllr Wilson, with all in favour).

155/19 Report of the Highways Committee of 9th September 2019

The Chairman of the Highways Committee, Cllr Smith, highlighted that a current priority was installation of the courtesy crossing on Station Road near to the Pavilion and that re-instating the pavement here was also being pursued at the same time. He reported that other priority projects agreed were tackling speeding and exploring priorities contained within the Neighbourhood Plan.

Resolved: That the Highways Committee Minutes of 9th September 2019 be noted.

156/19 Review of Standing Order provisions on committee chairmanship

A paper on proposals had been circulated to Council and is attached at **Annex B**.

Resolved: That Council approves the amendment of LPC Standing Orders to allow members to hold the chairmanship of more than one committee (proposed by the Chairman, seconded by Cllr Budden and with all in favour).

157/19 Office upgrade

A paper on proposals had been circulated to Council and is attached at **Annex C**.

Resolved: That Council approves proposals on immediate improvements to the Parish Office, specifically a new computer set-up for the RFO and a new chair for the Assistant Clerk, to be funded in part by the remaining 2019/20 budget allocation for replacement equipment (£407.17), with £118.56 vired from the Liss Walks reserve and the shortfall of approximately £220 to be vired from the general reserve (proposed by Cllr McDonald and seconded by Cllr Dodds with all in favour).

Cllr James enquired about data back-up. The Clerk advised that regular data back-ups were undertaken on hard drives stored externally as part of risk management process for business continuity.

158/19 Reports of Representatives to Outside Bodies

Cllr McDonald had attended three meetings of the Dorothea & Mary Cole Foundation and the Simon Wood Liss Youth Fund which aimed to get the charities up and running again and re-registered with the Charity Commission.

Cllr McDonald had also attended a meeting of the Newman Collard Playing Field Trust on 4th September and advised that the new playgroup was settled in and that the Trust hoped to make use of the proceeds to upgrade the kitchen and the acoustics.

Cllr James had also attended the meeting of the NCPFT and asked about comparative rates of the football pitch at Newman Collard compared with West Liss as the latter was higher. The Chairman advised that the Trust were responsible for the Newman Collard pitch and LPC for West Liss and that LPC rates were an issue for the Finance Committee.

Cllr Linsley had not attended the meeting of the NCPFT but advised that the new principal tenant, Little Treasures Nursey, had taken up occupancy. He had also attended a meeting of the Rake Village Hall Committee on 10th September and advised that the formal opening of the new Rake playground would take place on 20th September.

Cllr Wilson advised that, although not a formal outside body, the Men's Shed Initiative was forging ahead and was aimed at both men and women. A presentation would be made to the Facilities Committee on 23rd September.

Cllr Wilson was also due to attend a meeting of preparations for the Christmas Village Fair on 19th September along with the Clerk. He was keen to ensure that all obligations on LPC for a road closure were being fully considered. He also confirmed he was happy to take on the role of putting

out the road closure signs and taking them down but sought some assistance from somebody familiar with the process.

Cllr Jerrard advised that he had attended the Longmoor Rural Community Partnership Meeting on 2nd July in his role as parish councillor for Liphook (Cllr Linsley had attended on behalf of LPC). He noted an increase in anti-social behaviour and drug matters in the area, but noted that this was more prevalent in Liphook rather than Liss.

Cllr Budden had attended a meeting of the Liss, Greatham & Hawkley Friendship Fund but had nothing to report.

159/19 Matters of concern from councillors

No issues were raised.

160/19 Extension to meeting

Members agreed an extension to the meeting of no more than 30 minutes (proposed by the Chairman and seconded by Cllr McDonald with all in favour).

Clayre Williams left the meeting at this point.

161/19 Co-option of councillors

Resolved: That Clayre Williams be elected as a member of Liss Parish Council for the Liss ward with an absolute majority of votes.

Resolved: That Margaret Knibbs be elected as a Member of Liss Parish Council for the Liss ward with an absolute majority of votes.

Resolved: That Sheila Baldwin be elected as a Member of Liss Parish Council for the Liss Forest ward with an absolute majority of votes.

The Chairman closed the meeting at 21.58 hrs.

Next meeting: Monday 21st October 2019 at 19.30hrs

Signed:.....Dated:.....

**COUNTY COUNCILLOR REPORT
TO
ALL PARISH COUNCILS
IN PETERSFIELD HANGERS**

2 SEPTEMBER 2019

1. GCSE and A Level results in Hampshire.

Hampshire's pupils have achieved impressive results, once again beating national averages.

This year saw the final rollout of the three-year implementation of 1 to 9 grade ratings for GCSEs - with 9 being at the very top of the scale and a pass grade being 4 or above. In Hampshire, secondary schools are reporting that 69 per cent of pupils taking the exams achieved a pass at grade 4 in English and mathematics, compared to 67 per cent last year. The 'attainment 8' outcome, which measures the results across the wider curriculum, has also improved from a score of 47.2 in 2018 to 47.6 in 2019.

The average A-level grade achieved moved up to a "B minus" from a "C plus" in 2018. Point scores (translating to UCAS points) across all types of qualification have also improved to an average of 35.5 at A-level (up from 33.4 in 2018).

2. New Visitor Centre for QECP

Following a £1.2m investment, the new visitor centre at Queen Elizabeth Country Park has opened its doors for the first time. Changes include an entirely fresh new look and reconfigured space comprising of a new reception area, shop, toilets and event space to hire. The café has a fresh new menu and can also seat more people in a larger brighter space (the refurbishment includes new tables and benches as well as a covered seating area in the courtyard).

There is new landscaping to the front and rear of the visitor centre while elsewhere there is new signage for exploring the park as well as improvements to the car parks. Lastly but no means least the kiosk at Juniper has been improved along with the toilets to match the new play area and assault course.

This is the third of four major investments HCC has made into the County Council's country parks following the successful renovation of Lepe Country Park in the New Forest and Royal Victoria Country Park. This work at QE will be followed closely by Staunton Country Park in Havant. These projects are ensuring that our country parks continue to be top visitor destinations in Hampshire but also become self-sustaining so that they can continue to thrive in the future.

3. Brexit preparedness

On 21 August 2019 the Government announced an extra £9m in funding for port towns, including Portsmouth, to make preparations to cope with possible no-deal Brexit scenarios. Some of this funding may come to Hampshire County Council to improve the resilience of the road network.

Hampshire County Council is playing a leading role in the Local Resilience Forum plans for a no-deal Brexit. HCC will continue to work closely with colleagues in other local authorities on planning for disruption at the Port of Portsmouth. Plans are well advanced and the implementation of plans is under daily review. In summary, a lot of work is going on behind the scenes to ensure that any disruption is kept to a minimum.

4. SDNPA declared preferred bidder for Seven Sisters Country Park

I thought it was worth reporting on the decision by East Sussex County Council in July to name the SDNPA as the preferred bidder in the disposal of the Seven Sisters Country Park.

This acquisition by SDNPA does have relevance for all parts of the National Park. Owning a Country Park asset will enable the National Park Authority to grow and develop new skills. It is hoped that the investment and the facilities will in time generate meaningful income which can be spent across the Park. Donations to the South Downs National Park Trust may also increase as fundraising campaigns are planned. And finally, it is hoped that the project will in time lead to further acquisition of country assets by the SDNPA over here in the Western section of the National Park.

RUSSELL OPPENHEIMER

County Councillor for Petersfield Hangers

Item 13: Review of Standing Orders on chairmanship of committees

Proposal

That LPC Standing Orders are updated to allow Members to hold the chairmanship of more than one committee.

Reasoning

The proposal will:

- a) Meet operational requirements – the Finance Committee of 22nd July 2019 suspended the Standing Orders so that Cllr Hargreaves could chair the first committee. All other members present were already chairmen of committees and there were no other nominations for the position of chairman. Thus to allow Cllr Hargreaves to continue as chairman of the Finance Committee, the SO's would require amendment. The other committee Cllr Hargreaves chairs is the Staff Committee.
- b) Be in line with the latest version of the NALC Model Standing Orders 2018

Supporting information

- 1. Section 4 of the LPC Standing Orders states:
 - i.) The full council shall appoint or may dissolve each and every committee of the council. The full council or (unless the council determines otherwise) a committee may appoint or dissolve sub-committees, advisory committees and working groups as may be necessary, and
 - vi) shall permit a committee, subcommittee, advisory committee or working group to appoint its own chairman at its first meeting and at each first meeting after the annual council meeting, provided that no member holds more than one chairmanship of a committee;
- 2. The LPC Standing Orders were last updated in 2015 and are due to be reviewed following publication of the latest version of the Model Standing Orders in 2018. However, given the operation requirements highlighted above, it is recommended that this amendment is considered in advance of a full review of the LPC Standing Orders.
- 3. The latest NALC Model Standing Orders 2018 does not include a limit on any member from holding the chairmanship of more than one committee.
- 4. Should members agree, the deletion of the last line of Section 4 vi. ("provided that no member holds more than one chairmanship of a committee") is proposed.

Sarah Smith, Clerk

10/9/19

**Liss Parish Council
Council Meeting 16 September 2019
Agenda Item 14: Office Upgrade**

There is an immediate requirement to replace the RFO computer (currently running Windows 7 with insufficient processing capacity, one of ISBN ports is not working and the keyboard/mouse has a fault).

This has led to a wider review of all computer equipment used in the Council Office including a meeting with office staff, the Chairman, Vice Chairman and Chairman of the Facilities Committee, which also considered other requirements for the Council Room.

This has found the following:

- there are no further computer needs at this time apart from a new computer set-up for the RFO,
- shared drives have been considered but are not considered of benefit. A new computer can therefore be purchased without needing to include the facility for any future use of shared drives/networked computers,
- a new chair (approx £150) will be required for the new desk already approved for the Assistant Clerk to replace the unsuitable chair being used at present,
- replacement bulbs are no longer available for the lighting in the outer office area so a new fitting will be required when the bulbs fail,
- The large meeting chairs in the office are coming to the end of their life (they were originally cast offs from EHDC) and are very bulky for the space available.

It is also clear that there is a need to look at the layout and other facilities of the office, including in the store room, but this should be left to the next financial year. Paper filing is currently being re-organised and storage needs will not be known until then. Also, although the meeting chairs need replacing in the longer term an interim solution would be to use spare chairs from the village hall.

Proposed immediate improvements

Different computer options from different suppliers have been considered for replacement of the RFO computer set-up. At a cost of approx. £596 plus £119 VAT it is proposed to buy:

- a HP Pavilion 590 tower hard drive, with AMD Ryzen 5 processor, 8 GB memory, and 2TB storage, £417,
- with a maximum of 27" monitor, £125, to accommodate multiple page viewing,
- also a wireless keyboard and mouse £34 and monitor stand £20 - all exc. VAT.

This will provide more than sufficient capacity for foreseeable needs as well as the capability for handling legacy files.

It is also proposed to purchase a new chair for the Assistant Clerk for approximately £150. These improvements are expected to be compatible with any future changes to the office arrangements

Funding

The 2019/2020 budget provides for £600 under the Admin Costs: "replacement equipment". From this approval has already been given for a new desk for the Assistant Clerk which is £190.83 exc. VAT (possible delivery cost) leaving a maximum of £409.17 in the 2019/2020 budget.

Otherwise, there are no allocated reserves for office upgrade or office equipment replacement and no likely surpluses in the 2019/2020 budget allocation have been identified so far this year.

However, in the allocated project reserves there is £118.56 under the Liss Walks reserve which will not be required this year, since there are a high number of packs in stock.

Provision for any longer term improvements to the Council Office can be considered as part of the 2020/21 budget process.

Recommendation

That the Council agrees to the proposed immediate improvements to the Council Office set out above, funded in part by the remaining 2019/2020 budget allocation for replacement equipment (£409.17), £118.56 vired from the Liss Walks reserve and the shortfall of approx. £220 to be vired from the general reserve.

Liz Ford, RFO
9/9/19