



LISS PARISH COUNCIL

A meeting of Liss Parish Council took place at 7pm on 15th June 2020 via Zoom teleconferencing.

Members

*Mr R Hargreaves (Chairman), *Mrs S. Baldwin, *Mr K Budden, *Mr D Dodds, *Mrs C Edwards,
*Mr I James, Mr D Jerrard, *Mrs M. Knibbs, *Mr H Linsley, *Mrs L McDonald, *Mr A Smith,
*Mrs C. Williams and *Mr N Wilson

* Present, in addition to Liz Ford, Responsible Finance Officer
Clerk: S. Smith

61/20 Apologies

Members accepted apologies from Cllr Jerrard.

62/20 Declarations of interests

Cllr Wilson declared an interest in agenda item 9: Report from the Chair on the status of buildings and land at Newman Collard Playing Fields, given his membership of the Liss Men's Shed. Cllr Linsley noted a non-pecuniary interest in the same item given his position as Trustee to the Newman Collard Playing Field Trust (NCPFT).

63/20 Chair's announcements

The Chair welcomed everyone to this first virtual meeting of Council and highlighted the following from the list of announcements which had been circulated (**Annex A**):

- That officers should be congratulated for the continued service provided following closure of the office and during this difficult period. The Chair extended a vote of thanks to them;
- That the competitive tender exercise for the refurbishment of the Village Hall toilets had been completed but that the quotations would require the further allocation of £3,888 from general reserves in order to complete the project – this was noted by Members. As soon as the SDNPA had given the go ahead the project could be started without delay;
- That the Football Club had accepted the need to undertake works to remove the fallen floodlight and make the site safe by further removal of floodlights as required. LPC officers had stepped in as first responders to remove immediate hazards and subsequently to close the site due to concerns about the safety of other floodlights. The Chair extended thanks to the Clerk, Assistant Clerk and Groundsman for their prompt response to the situation. However, the Trust would now pursue further with the Football Club who use the site under an agreement with the Trust and were responsible for the floodlights. A contribution had been sought from LPC but it was felt that was not appropriate at this time;
- That Cllr James was keen to produce the next edition of the Village Voice which had been delayed due to the pandemic, subject to any concerns about delivery at this time. The Chair advised that delivery would be dependent on volunteers (both cllr and others) as the bulk of the delivery is undertaken by hand. Members should let the Clerk know if they were unable to deliver themselves or they thought delivery difficult under lockdown.

Members agreed that the situation with the floodlights should be addressed by the Football Club in conjunction with the Trust in the first instance.

Cllr Wilson added his thanks to the work of the Clerk in response to the pandemic which had been noted by the Liss Forest Residents Association, in particular communication and the production of the Covid-19 leaflet which had been distributed to all residents by volunteers. He also noted that Residents Association had also welcomed the outcome of the Clerk's

investigations into the car park at the Longmoor Range.

64/20 Minutes of the meeting of 16th March 2020 and maters arising

Resolved: That, having noted a few minor amendments, the minutes of the Council Meeting of 16th March 2020 be accepted as a correct record (proposed by the Chair and seconded by Cllr McDonald and with all in favour).

Cllr Wilson reported that by way of follow up to an action under Resolution 46/20, he had worked with the Clerk to support the volunteer groups, particularly by providing information on funding opportunities available to them. There were no other maters arising.

65/20 Responsible Finance Officer's Report

Cllr McDonald queried the transfers made to individuals and the amounts shown for British Gas bills for the buildings given their closure during the pandemic. The RFO advised that the transfer were refunds made following cancellation of bookings and undertook to check which periods the bills related to; the RFO undertook to report back accordingly.

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

66/20 Decisions made under Resolution 46/20

Members noted the decisions made under Resolution 46/20 which provided for decision making faced with the Covid-19 outbreak and the possibility that the Council would not be able to meet (see **Annex B**).

The Chair thanked the Vice Chair Keith Budden who had stood in for him during the outset of the lockdown period whilst he recovered from heart surgery.

Cllr Dodds enquired as to whether the new financial software was now in use and would be used for the next set of financial reports. The RFO responded that the system was not yet in operation but that she was in regular contact with the provider to make the necessary preparations; it might take a short while for this the system to provide the financial reports but the transition was in progress.

67/20 Review of accounts

The Chair of Finance, Cllr Williams, provided a summary of the relevant documents to be considered and their status, noting that LPC was compliant with the required regulations. Cllr Williams welcomed this full set of accounts and extended her thanks to the RFO for preparation of the audit material, which was not an easy task under current circumstances.

Resolved:

- a) That Liss Parish Council notes the audit report received from Lightatouch for the 2019/20 financial year and approves its contents;
- b) That Liss Parish Council approves the audited Liss Parish Council accounts for 2019/20;
- c) That Liss Parish Council approves the Annual Governance Statement for the 2019/20 financial year and authorises the Chair and Clerk to sign the document accordingly;
- d) That Liss Parish Council approves the Accounting Statements for the 2019/20 financial year and authorises the Chair to sign the document accordingly;
- e) That Liss Parish Council approves the audited Charities accounts for 2019/20 and authorises the Chair to sign the documents accordingly;
- f) That Liss Parish Council approves the Trustees' reports for the Village Hall and West Liss Recreation Ground registered charities for the year ending 31st March 2020 and authorises the Chair to sign the documents accordingly.

The motions were proposed collectively by the Cllr Williams, seconded by Cllr Hargreaves and with all in favour.

68/20 Approval of the Action Plan for 2020/21

Following minor amendments at the meeting the Action Plan as at **Annex C** was approved to guide the work of Liss Parish Council in the coming year, proposed by the Chair, seconded by Cllr McDonald and with all in favour.

Cllr Wilson noted that the Liss Forest Residents Association had discussed a similar item relating to the Covid-19 response at their recent meeting to look at how the village can come together and build on the willingness of the volunteers within the community.

69/20 Report from the Chair on the status of buildings and land at Newman Collard Playing Fields

The Chair introduced his report (**Annex D**). Members were content with the proposed way forward as outlined in the paper.

70/20 Report from the Flood Action Group and Arun and Rother Rivers Trust

Members consider a paper from the Flood Action Group from former Chairman Mike Kendall which posed the following questions for consideration:

- i) Is the Parish Council willing to take over the running of the FAG, perhaps by appointing a chairman and accepting regular reports to an existing committee?
- ii) Is the Parish Council willing to contribute to the further survey work by ARRT of the 3 main tributaries of the Rother and, if so, how much?
- iii) Would the Parish Council be prepared to lead representation to Greatham, Selbourne, Hawkley and other parish/town councils downstream, to contribute towards the further survey work?

Members supported the work of the Flood Action Group but noted that the request for funds had come too late in the 20/21 budget process for consideration and that, faced with the current climate, LPC was not in a position to contribute financially at this time.

Members also felt that the Parish Council were not best placed to lead the work and that the work of the groups should be independent. It was understood that the Environment Agency had been involved to a certain extent but that they weren't prepared to fund any further work. Cllr Linsley added that such work should be led at county level and Cllr Budden undertook to establish the EHDC district position on the matter.

Cllr Wilson suggested that the work may be a suitable candidate for CIL funding in due course. The Chair would respond accordingly along with the offer to join the FAG as a point of liaison.

The Chairman closed the meeting at 20.22 hrs.

Next meeting: Monday 20th July 2020 at 19hrs via Zoom

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

1. Welcome to everyone via this first virtual meeting of Council since March.
2. Thank you to the community for adhering to Government guidelines during the Covid-19 pandemic, particularly to all the groups and volunteers who have been assisting those in need.
3. The office, Pavilion and Village Hall and all play areas are still closed in line with Government guidance, but wider grounds, allotments and tennis courts are available for people to enjoy within the social distancing guidelines. The relaxation of restrictions has also allowed Liss in Bloom to resume the provision of planting in the village.
4. We will continue to keep service delivery under review, particularly regarding meetings. The Planning Committee have now started to meet via Zoom and Zoom has been used for less formal meetings.
5. Officers are still operating remotely and can be contacted by phone or e-mail as usual. Thank you to all staff for keeping business going during this time despite the difficulties. We believe our level of service has not been significantly impacted. The office will not reopen until it is safe to do so and in a way which meets government guidelines.
6. The Annual Meeting of Council was postponed, as provided for by government legislation, and as a result all appointments of members to offices, committees and outside bodies remain in place until the next Annual Meeting of Council, although vacancies can be filled. The meeting can be rescheduled later in the year, or take place next May.
7. I would like to emphasise that the Council will still be working to deliver on the Action Plan, to be considered later on the agenda, as well as the implications of Covid-19.
8. I am very pleased to say that we have been successful in securing developer contribution funding held by EHDC which will deliver the Mill Road Community Garden. Work will be carried out in conjunction with EHDC.
9. Also, following our successful bid for CIL funding, the refurbishment of the Village Hall toilets is to be carried out whilst the premises are closed. A detailed design drawn up by Michael Weakley, the architect of the pavilion and after consultation with members has been put out to tender.
10. Finally, we understand from the MOD that the car park on Forest Road for the Longmoor Range, which has been closed during lockdown, should re-open in the next week or so. I know this will be welcomed by users and also local residents as it will hopefully relieve the current parking problems on Forest Road.

Council Resolution of 16th March 2020

46/20: In response to the Covid-19 Coronavirus outbreak in the UK and in the event that it is not possible to convene a meeting of the Council in a reasonable time, the Chairman in consultation with the Clerk shall have delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred or must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with Members by electronic means or telephone. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the Council after the Council meeting at which the delegation was put in place. In the event of the self-declared incapacity of the Chairman or Clerk, this authority will extend to the Vice-Chairman or to the Assistant Clerk respectively.

Decision	Consultation	Decision made by/on
That LPC purchase the RBS Omega accounting software package, including optional sales and purchase ledgers and a multi-user licence, at a cost of £4,254 in the first year of operation, to be funded by reserves, and an ongoing annual cost of £673.	Paper prepared by the RFO and circulated to Finance Committee on 20/3/20 and subsequently to other Council Members on 23/3/20. Unanimous agreement by members of Finance Committee. No responses from other Council Members.	Roger Hargreaves, 23/3/20. Keith Budden, 1/4/20.
That the LPC Finance Committee appoint Cllr Clayre Williams as Chair of the Finance Committee with immediate effect, following Cllr Howard Linsley stepping down from the position.	Finance Committee Members consulted on 23/3/20 with a clear majority in favour (one non-response).	Keith Budden, 25/3/20.
That LPC donate excess toilet rolls (35 packs of 4) from the Village Hall and Pavilion to the Liss Food Bank.	Chair (RH), Vice Chair (KB) and outgoing (HL) and incoming Chairs (CW) of Finance Committee. RH, KB and HL all in favour, no response from CW.	Roger Hargreaves and Keith Budden, 25/3/20.
Publication of a one-sided information leaflet from LPC on Covid-19, in place of Village Voice in light of current circumstances, by Alpha Graphics at a cost of £120.	Chair & Vice Chair on the finance. Plus 'Comms Team' (IJ, AS & NW) on the general idea.	Keith Budden, 30/3/20.
That LPC accept the quotation from Tildan Construction for the Village Hall toilet refurbishment project, for the sum of £22,888, to be financed from £15,000 CIL allocation the Decision on contractor for toilet refurbishment project based on competitive tender and 4 quotes received, and use of £3,888	DD consulted.	Roger Hargreaves, 10/6/20

allocated reserves from capital projects allocated reserves to make up the shortfall		
Planning comments (detailed below).	Planning Committee Members consulted and comments summarised by Assistant Clerk.	Keith Budden on a monthly basis.

Planning comments agreed under Resolution 46/20

SDNP/20/01119/HOUS - The Shaw, Pruetts Lane, Liss, GU33 7QT

Single storey rear extensions, together with internal alterations, external energy improvements, a replacement garage and enclosed outdoor pool following demolition of existing porch and garage.

NO OBJECTION PROVIDED THAT:

1. the Case Officer is content that the proposed development does not increase the floor space of the existing dwelling by more than approximately 30%, in line with SDNPA Local Plan Policy SD31.
2. any permission granted is conditioned to ensure that the development is in line with Policy SD8 of the SDNPA Local Plan which aims to conserve and enhance the intrinsic quality of dark night skies. Mitigating measures should be considered to minimise any possible light pollution, for example, the fitting of automatic blinds which are set to close at dusk or the use of a finish to the windows which prevent light emissions to the outside; also no external artificial lighting should be installed over the swimming pool

SDNP/20/00615/FUL - 96 Station Road, Liss, GU33 7AQ

Change of use from A2 offices to 2 flats C3

STONG OBJECTION:

1. There is no evidence it has been marketed for 18 months to satisfy SDNPA Local Policy Plan
2. It is considered that the parking arrangements are inadequate and access to those parking arrangements are impractical and potentially dangerous, no space for turning requiring residents to reverse into the access road
3. An alternative to St Peter's parking must be secured before permission is considered
4. Lack of sufficient amenity space

SDNP/20/01247/FUL - The Temple Inn, 82 Forest Road, Liss, GU33 7BP

3 dwellings with associated parking and landscaping, and enlargement and refurbishment of PH car park

NO OBJECTION provided that the planning officer can determine

1. the bin store located at the front of the middle property is sufficiently large enough for two bins as well as glass recycling box whilst remaining an uncluttered appearance
2. the replacement of the conifer hedge with a beech hedge is an acceptable boundary solution to reduce impact on occupants of 19 to 23 Temple Road

We would like to make the planning officer aware of the public concern at the loss of parking for other residents in Temple Road. In view of that concern, the applicants may wish to consider making some of the pub parking accessible to local residents by having direct access to it from Temple Road

SDNP/20/00699/HOUS - White Beam, Hatch Lane, GU33 7NJ

Additional roof lights. – Minor amendment to approved application SDNP/18/06495/HOUS

NO OBJECTION PROVIDED THAT any permission granted is conditioned to ensure that the development is in line with Policy SD8 of the SDNPA Local Plan which aims to conserve and enhance the intrinsic quality of dark night skies. Mitigating measures should be considered to minimise any possible light pollution, for example, the fitting of automatic blinds which are set to close at dusk or the use of a finish to the windows which prevent light emissions to the outside.

SDNP/20/00873/FUL - Mangers Cottage, Warren Road, Liss, GU33 7DG - withdrawn

Detached outbuilding for agricultural use

SDNP/20/00829/HOUS - High Brook Hall at Lyss Place, Hawkley Road, Liss, GU33 6JP

Replacement of existing gateways

NO OBJECTION but the Liss Parish Council are disappointed that aspects of increasing developments at this location are visible from the road and do not enhance the character of the landscape of the listed building.

SDNP/20/00855/HOUS - 92 Inwood Road, Liss, GU33 7JZ

First floor rear extension

NO OBJECTION provided that the planning officer can determine there isn't an unacceptable loss of light to the neighbouring property.

SDNP/20/00907/FUL - 1 Mainline Business Centre, Unit, 72 Station Road, Liss, GU33 7AD

The change of use from a B1 class to a D1 class

STONG OBJECTION:

1. There is no evidence it has been marketed for 18 months to satisfy SDNPA Local Policy Plan
2. There is insufficient parking provision on site to cater for any visitors of D1 class business use. The location, close to the level crossing, does not enable convenient alternative on street parking.

SDNP/20/01/01644/FUL - 71 Station Road, Liss, GU33 7AD

Continued use of Part of Site from use class D2 to use class D1 (state registered nursery)

Liss Parish Council STRONGLY OBJECTS as the risk of flooding on site has not been properly addressed. No flood plan has been submitted or approved in writing contravening Policy SD49 of the SDNPA Local Plan, which aims to reduce vulnerability to flooding. In addition, the flooding analysis provided by the applicant is disingenuous as there was severe flooding of the property in 2013 which resulted in the Crossover centre, who were tenants at the time, having to cease operation for several weeks. As the applicant was the landlord at that time they have full knowledge of this planning incident.

We would also like to draw the Planning Officer's attention to the dismissal of the planning appeal for the neighbouring property, 71A Station Road (SDNP/19/00334/FUL), where flood risk was the main reason for their decision.

SDNP/20/01655/APNB - Land South of Upper Adhurst Industrial Park, London Road, Sheet
Prior Notification – Agricultural Building

Liss Parish Council has NO OBJECTION provided any permission granted is conditioned:

1. to ensure that the development is in line with Policy SD8 of the SDNPA Local Plan which aims to conserve and enhance the intrinsic quality of dark night skies. Mitigating measures should be considered to minimise any possible light pollution, for example, the fitting of automatic blinds, to the Perspex roof panels, which are set to close at dusk, or the use of a finish to the windows which prevent light emissions to the outside
2. to retain the tree cover on the boundary screening the site from the road

SDNP/20/01286/HOUS - 1 Millbrook Close, Liss, GU337SR

Demolition of existing conservatory and replacement with part single storey and part double storey extension, garage conversion and attaching to the main house

Liss Parish Council has NO OBJECTION provided that the planning officer can determine the extensions are within the 30% limit set by policy SD31 of the SDNPA Local Plan and parking provision is sufficient.

SDNP/20/01427/FUL - Ryecroft, The Annexe, 76 Forest Road, Liss, GU33 7BL

Four dwellings following demolition of Annexe

Liss Parish Council STRONGLY OBJECTS to the planning application for the following reasons:

1. the proposed development is a cramped over-development of the site, three rather than four dwellings would reduce the impact on the existing property and allow development to be distanced further from the boundary trees which are liable to limit light into the rear of the proposed dwellings
2. it is considered that the parking arrangements are inadequate with only one space allocated per dwelling, limited visitor parking provision and no bin collection vehicle manoeuvring area
3. inadequate provision of screening the dwellings from the Liss Forest recreation ground

SDNP/20/01455/HOUS - Acorn House, Farther Common Lane, Hill Brow, Liss, GU33 7QQ

Conservatory to rear and removal of existing balcony

Liss Parish Council has NO OBJECTION provided any permission granted is conditioned to ensure

that the development is in line with Policy SD8 of the SDNPA Local Plan, which aims to conserve and enhance the intrinsic quality of dark night skies. Mitigating measures should be considered to minimise any possible light pollution, for example, the fitting of automatic blinds which are set to close at dusk or the use of a finish to the windows which prevent light emissions to the outside.

On a side-note Environmental Health flagged up possible contamination from a rubbish tip on adjacent land, Liss Parish Council note that there is a burial ground but no sign of a tip.

SDNP/20/01150/HOUS - 37 Greenfields, Liss, GU33 7EJ

Single storey rear extension and attached garage following demolition of existing garage

Liss Parish Council has NO OBJECTION and note the applicant has responded to the Planning Officers earlier advice to keep additional space to within the 30% limit set by policy SD31 of the SDNPA Local Plan.

During the Council year 2020/21 Liss Parish Council will undertake the following actions:

- Maintain the open spaces for which the council is responsible, including the three recreation grounds, and facilities such as the Village Hall and Liss Pavilion, to the required standard;
- Comment on all planning applications which fall within or impact on the Parish;
- Represent the views and promote the interests of the parish of Liss, particularly in relation to East Hampshire District Council, the South Downs National Park and Hampshire County Council;
- Communicate with parishioners of Liss by maintaining an up-to-date website, (www.lissparishcouncil.gov.uk), maintaining a social media presence, including a Twitter feed (@LissCouncil) and Facebook page, representation at village events and regular publication of Village Voice newsletters;
- Listen, investigate and respond to issues identified by the parish of Liss and, if appropriate, to signpost to the correct person/ organisation for resolution/ further progression;
- Working with key local groups for the benefit of residents, including the Liss Forest Residents Association and the Flood Action Group;
- Deliver speedy and transparent decisions through full meetings of the Council, supported by appropriate committees;
- Maintain good financial practices, ensuring transparency and value for money;
- Working to identify and secure sources of funding to advance LPC priorities;
- Promoting training and induction and ongoing support for members of staff and new councillors.

Key projects for 2020/2021 include:

- Covid-19: helping the village recover and learn from the experience of Covid-19, in consultation with the community, using our services and funding and through support to and from other organisations, such as the district and county councils and local voluntary groups;
- Liss Neighbourhood Plan: working with the SDNPA to set up arrangements for the implementation and monitoring;
- Identifying priorities for the use of CIL funds allocated directly to Liss Parish Council, with work to be led by the new Project Review Group and to include community consultation;
- Highways priorities: delivering the additional courtesy crossings in West Liss and identifying opportunities to tackle speeding throughout Liss;
- Facilities priorities: providing new toilets in the Village Hall, improving leisure facilities at West Liss Recreation Ground and delivery of a Community Garden on land between Woodbourne Close and The Oval, subject to the availability of funding;
- Community engagement: promoting greater engagement of the council with other community groups and organisations in the village in line with the Community Engagement Policy;
- Governance: making further progress towards attaining the Quality Level of the Local Council Award Scheme;
- Financial framework: completing the transition to a more effective and transparent accounting system for the Council.

As reported to the Council meeting on 16th March the Council has been investigating the ownership and responsibilities of land and property at Newman Collard, particularly the role of the Parish Council, as the basis for considering the Men's Shed proposal. We have taken legal advice, which we will circulate. The advice focuses on the 2007 Trust scheme which replaces all previous agreements covering land managed by the Trust and the role of the Parish Council as the appointed Custodian Trustee. It highlights that neither the Council nor the Trust have implemented the role of the Council as the custodian trustee as required by the 2007 Trust scheme and we do not appear to be meeting our legal obligations.

The role of a custodian trustee is laid down in law which requires that all property of the Trust should be vested in the Council. However, the management of that property is entirely a matter for the Trust and the Council has no say in the use of that property. This is set out in more detail on the Charity Commission website.

Thus, all land and buildings including the Pavilion, the groundsmen's hut, and the Tennis Courts should be held by the Council on behalf of the Trust and the land should be registered as such. If the Council and the Trust can agree to this it will remove any of the uncertainties which may have existed previously.

The legal position has significant implications for the proposal for the Men's Shed. It now appears that although the Council currently uses the hut it is for the Trust to make decisions about its future use. The limitation is clearly that any use must fit with the objectives of the Trust but it seems likely that the Men's Shed would do so.

However, the Parish Council will still require accommodation for its vehicle and equipment for management of land at Newman Collard for the Trust. As you know, if the groundsman's hut is used by the Men's Shed they have proposed to provide a garage to meet our needs. It is essential to our ability to provide services to the Trust so we are suggesting to the Trust to include the Parish Council in discussions over the Men's Shed. The Men's Shed are already functioning and are keen to come to an agreement as soon as possible so three-way discussions need to get underway as soon as possible.

We have alerted both Dorothy Collard of the Trust and Brian Mayo of the Men's Shed to the above position and, with the agreement of Council I propose to write to both explaining the position in detail and seeking three way discussions leading to confirmation of the Men's Shed and provision of a garage for the Parish Council

Roger Hargreaves