



## LISS PARISH COUNCIL

A meeting of Liss Parish Council took place at 7pm on 20<sup>th</sup> July 2020 via Zoom teleconferencing.

### Members

\*Mr R Hargreaves (Chairman), \*Mrs S. Baldwin, \*Mr K Budden, \*Mrs C Edwards,  
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 Lizzie Keeling, Assistant Clerk  
Clerk: S. Smith

### 71/20 Apologies

Members accepted apologies from Cllrs Jerrard and Knibbs.

### 72/20 Declarations of interests

Cllr Wilson declared an interest in agenda item 12: Update on Report from the Chair on shared occupancy of the Groundsman's Hut with the Liss Men's Shed.

Cllrs Linsley and McDonald did not declare an interest but noted their positions as Trustees to the Newman Collard Playing Field Trust (NCPFT).

### 73/20 Chair's announcements

The Chair read out the Chair's announcements (**Annex A**).

The Chair highlighted the need to monitor Government guidance on resuming meetings in person, noting that the possibility of making use of the Village Hall for social distanced meetings would require consideration of how to reach the public who were currently not permitted to attend in person. No meetings would be able to take place in the Office once re-opened.

Cllr Wilson proposed an alternative to the Village Voice in terms of format and distribution, making greater use of social media with more limited hard copy distribution, but with greater frequency which would reflect a more up-to-date picture. He undertook to circulate some further thoughts on this.

### 74/20 Minutes of the meeting of 15<sup>th</sup> June 2020 and matters arising

**Resolved:** That the minutes of the Council Meeting of 15<sup>th</sup> June 2020 be accepted as a correct record (proposed by Cllr Linsley and seconded by Cllr McDonald and with all in favour).

### 75/20 Responsible Finance Officer's Report

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

The Chair noted that the final payments had been made in relation to the construction of the Pavilion following completion of the snagging process.

### 76/20 Toilet Refurbishment Project

**Resolved:** That Liss Parish Council allocate a further £798 from Village Hall Capital Works Allocated Reserves to the Village Hall Toilet Refurbishment Project, following identification of additional vanity units required to meet the touch free specification (proposed by the Chair, seconded by Cllr McDonald with all in favour).

### **77/20 Allocation of CIL receipts**

**Resolved:** That Liss Parish Council allocates CIL receipts to the sum of £5,033.48 to Village Hall Building Maintenance to fund works identified in a recent Structural Inspection Report, with Facilities Committee to agree the priority order (proposed by the Chair, seconded by Cllr Wilson and with all in favour).

### **78/20 Cloud-based networking system for office computers**

**Resolved:** That Liss Parish Council approve a budget figure of up to £972 from General Reserves for a cloud-based networking system for the new RBS Financial Software System to network the office computers on any device and to support home based working in all areas (proposed by the Chair of Finance, seconded by Cllr Smith and with all in favour).

### **79/20 Appointment of the Internal Auditor**

**Resolved:** That Liss Parish Council agrees to the recommendation from the Finance Committee to the re-appointment of Lightatouch as internal auditor for both the main and charities accounts for 2020/21 (proposed by the Chair of Finance, seconded by Cllr McDonald and with all in favour).

### **80/20 Repair, upgrade and deployment of the Speed Indicator Device to support traffic calming measures**

Cllr Smith moved an amendment to the motion as tabled.

**Resolved:** That Liss Parish Council approves the allocation of £1,153.80 from the Traffic Calming Reserves to pay for the repair and proposed upgrade to the SID (Speed Indicator Device) machine so as to store as well as display data, and to cover the cost of the HCC fee for review of SID deployment sites (proposed by the Chair of Highways, seconded by Cllr Edwards and with all in favour).

### **81/20 Delivery of Village Centre Improvement Project**

Cllr Smith proposed the following motion which was seconded by Cllr Edwards:

“That Liss Parish Council allocate up to £10,000 from General Reserves to fund specialist services for village centre redesign options to help leverage other funding for delivery, and to delegate the procurement of specialist services to the Project Review Group, subject to requirements as set out in Standing Orders and Financial Regulations”

Cllr Linsley proposed that the motion be amended to remit the issue to the Highways and Planning Committees for further consideration.

The Clerk advised that this may be contrary to s1.5 of Standing Orders as it appeared to negate the purpose of the motion. The Chair noted the Clerk’s advice.

Cllr Linsley’s amended motion was not carried, with 3 in favour (Cllrs Linsley, McDonald and Baldwin) and 6 against (Cllrs Budden, Edwards, Smith, Hargreaves, Williams and Wilson).

The Chair tabled an amendment to Cllr Smith’s motion, adding “and scrutiny of the brief by the Highways and Planning Committees”.

**Resolved:** That Liss Parish Council allocate up to £10,000 from General Reserves to fund specialist services for village centre redesign options to help leverage other funding for delivery, and to delegate the procurement of specialist services to the Project Review Group, subject to requirements as set out in Standing Orders and Financial Regulations and scrutiny of the brief by the Highways and Planning Committees.

The motion was carried with 7 in favour (Cllrs Hargreaves, Budden, Baldwin, Edwards, Smith, Williams and Wilson) and 2 against (Cllrs Linsley and McDonald).

### **82/20 Update on shared occupancy of the Groundsman’s Hut with the Liss Men’s Shed (LMS)**

The Chair advised the following:

- The shared occupancy would see the LMS take over the majority of the Hut with specific areas to meet LPC needs provided at no cost;
- This would be confirmed in various agreements, though the principal agreement would be between the NCPFT and LMS following the clarification of the responsibilities as reported at the last Council meeting;

- A three-way meeting had taken place on 8th July at which reassurances were provided that the planning application for shared occupancy would include the provision of a garage, workshop, storage and welfare facilities for the Groundsman to meet LPC needs;
- Any formal agreements on LPC provisions would come to Council via the Facilities Committee in due course for consideration;
- A decision on the planning application submitted by the LMS was expected around 7<sup>th</sup> September, although this could be delayed, some preparatory works could take place before then;
- A close working relationship would be maintained between the three parties to ensure the needs of all were met during the conversion of the site and following completion - Facilities Committee would mainly manage on a day to day basis to ensure that LPC practical needs were met.

**83/20 Appointments to Committees and Outside Bodies**

**Resolved:** That Cllr David Dodds be co-opted to the Facilities Committee (proposed by the Chair, seconded by Cllr Linsley and with all in favour).

**Resolved:** That Cllrs Baldwin and Linsley be appointed to the Project Review Group (proposed by the Chair, seconded by Cllr McDonald and with all in favour).

The Chair welcomed expressions of interest for the vacancy for an LPC appointee to the Newman Collard Playing Fields Trust arising from Cllr James' resignation.

The Chairman closed the meeting at 20.32 hrs.

Next meeting: Monday 21st September 2020 at 19hrs via Zoom

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

- I regret to announce that there have been two councillor resignations since the last meeting of Council: Cllrs Dodds and James. Cllr Dodds will be much missed as will his hard work and experience. Since becoming a cllr in 2012 he has played a key role in managing LPC facilities as Chair of Grounds and subsequently Facilities and also played a key role in delivering the new Pavilion. Cllr James, although a much newer member of Council will be missed for his enthusiasm and ideas. We wish them both the best in their future endeavours. Both vacancies are now being advertised.
- Unfortunately this has also meant a further delay in the publication of the Village Voice as Cllr James had kindly undertaken to produce the next edition (any willing volunteers familiar with appropriate software welcome!)
- Pleased to announce that all play areas were re-opened on 4th July as soon as the Government allowed this to happen. A rigorous risk assessment was carried out and signage has been put up to allow children to enjoy the play areas whilst keeping safe.
- The football pitches at Newman Collard had also re-opened following the temporary closure following the collapse of one of the floodlights and a safety check on the others. The football club, which is responsible for the lights subsequently took down all remaining floodlights on the advice of a surveyor to ensure public safety. I would also like to thank very much the clerk, the assistant clerk and the groundsman who made the site secure and cleared up the debris when it happened.
- A risk assessment is underway on the regarding the possible re-opening of the Village Hall and Pavilion for various activities in line with Government guidelines. Similarly, a risk assessment will be undertaken with regards to re-opening of the office, but re-opening is unlikely to take place before September.
- Council has returned to some new kind of normality with virtual meetings of the Finance Committee and the first meeting of the Project Review Group having also taken place. It is hoped that we may be able to meet in person in September, but this will of course be subject to Government guidance at the time and associated practicalities.