



LISS PARISH COUNCIL

COUNCIL MEETING

The Annual Meeting of Liss Parish Council took place at 7pm on 15th May 2023 in the Village Hall

Members:

*Mr K. Budden (Chair), *Ms S. Baldwin, *Mr I. James, *Mr D. Jerrard, *Mr C. Olley,
*Mr P. Payne, *Mr A. Smith, *Ms K. Tordoff, *Ms C. Williams and *Mr N. Wilson

* Present

Clerk: S. Smith, in addition to District Cllr Roger Mullenger

59/23 Election of Chair

Resolved: Cllr Budden, proposed by Cllr Williams and seconded by Cllr Wilson, was unanimously elected as Chairman for the ensuing Council year.

60/23 Election of Vice Chair

Resolved: Cllr Wilson, proposed by Cllr Baldwin and seconded by Cllr Jerrard, was unanimously elected as Vice-Chair for the ensuing Council year.

61/23 Apologies

Members noted that County Cllr Russell Oppenheimer had sent apologies.

62/23 Declarations of Interests and Role as Charity Trustee

Councillors were reminded of the following:

- i. Their responsibility to declare any pecuniary interest they may have in any item of business, no later than when that item is reached.
- ii. That when discussing Charity business, any decision must be made in accordance with the Charities' governing documents, rather than for the benefit of LPC as a whole.

63/23 Chair's announcements

The Chair expressed sadness at the passing of Cllr Phil Deacon on 2nd April 2023. A minute's silence was held in his memory. The funeral was due to be held on 18th May 2023.

The Chair noted that Lizzy Keeling would be leaving the role of Assistant Clerk at the end of the month. Members paid tribute to all of Lizzy's hard work for the Council and wished her well in her new role at HCC.

64/23 Adjournment for public participation

No members of the public were present so no adjournment for public participation was required.

65/23 Update from the County Councillor

Although Cllr Oppenheimer was not present at the meeting Members noted the written report which had been submitted (**at Annex A**).

Cllr Wilson noted, in relation to the section on creating a local nature reserve, that he and Cllr Olley had been discussing a potential nature reserve at the bottom of Liss Forest Recreation Ground. It was likely a working group would be set up to pursue this initiative.

66/23 Update from the District Councillors

Ian James introduced himself as one of the new District Councillors for Liss. Cllr James reported that discussions were ongoing within the hung Council but that nothing had been resolved as yet.

Roger Mullenger introduced himself as the other new District Councillor for Liss. Cllr Mullenger had previously sat on Liss Parish Council for twelve years, including three years as Chair and was pleased to now have been elected to East Hampshire District Council (but extended his commiserations to Cllr Budden who had lost his seat on EHDC). Cllr Mullenger advised that a vote would be taken on 18th May as regards the make up of the new Council.

Cllr Mullenger offered to take up local issues on behalf of LPC, noting two issues he was aware of at present, namely the Andlers Wood footpath with no accessible access and the change of materials at the Opie Gardens development.

67/23 Review of delegation arrangements to committees

Resolved: That Liss Parish Council continue to operate delegated arrangements by way of the existing committee structure, comprising the Finance, Facilities, Highways, Planning, Review and Staff Committees. However, the future of the Review Committee would be reviewed following a paper to the next meeting of Council to be prepared by Cllr Williams.

The motion was proposed by Cllr Olley and seconded by Cllr Wilson with all in favour.

68/23 Review of Terms of Reference to committees

Members approved the Terms of Reference for the Committees with some minor variations (proposed by Cllr Olley and seconded by Cllr Williams with all in favour).

69/23 Appointments to committees

Resolved: That appointments to committees be approved as at **Annex B** (proposed by Cllr Wilson and seconded by Cllr Tordoff with all in favour).

Clerk's Note: Staff Committee appointments will be updated once chairs of Facilities and Finance Committees have been appointed as they are ex officio Members. Committee chairs will also be added once appointed at the first meeting of each committee.

70/23 Appointments of representatives to outside bodies (inc. SDNPA), champions and project leads

Resolved: That appointments of representatives to outside bodies, champions and project leads be approved as at **Annex B** (proposed by Cllr Wilson and seconded by Cllr Tordoff with all in favour).

Resolved: That Cllr Olley be nominated by LPC as the East Hampshire Parish Representative to the South Downs National Park Authority (proposed by Cllr Budden and seconded by Cllr Jerrard with all in favour).

71/23 Minutes of the meeting of Council of 22nd March 2023

Resolved: That the minutes of the Council meeting of 22nd March 2023 be approved as an accurate record (proposed by Cllr Wilson and seconded by Cllr Smith and with all in favour).

72/23 Matters arising

Cllr Williams expressed thanks to all those who had attended and supported the Coronation celebrations to mark the accession of King Charles III to the throne on 6th May 2023, despite the bad weather.

73/23 RFO's reports on payments and receipts for the period 14th March 2023 to 8th May 2023

Resolved: That the receipts and payments reported in the Responsible Finance Officer's Report for the period 14th March 2023 to 8th May 2023, for both the Liss Parish Council and the Charities' accounts, be approved (proposed by the Chair and seconded by Cllr Williams with all in favour) as at **ANNEX A**.

The Clerk would provide check on a possible double entry.

Cllr Williams, Chair of the Finance Committee, requested that the RFO highlight any unusual payments in each report providing any further information as necessary so that Council was fully informed.

74/23 Reports of the Planning Committees of 27th March and 24th April 2023

Members noted the minutes of the Planning Committee meetings of 27th March and 24th April 2023. Cllr Tordoff provided an update on developments at Andlers Wood noting significant activity by contractors onsite to resolve remedial issues, including clearing of gullies and hedge cutting. This had been well received by residents. Cllr Tordoff noted that the full report of the outcome of the site meeting of 26th March 2023 with SDNPA Development Officers, Richard Ferguson and Rob Ainslie, with residents of the Andlers Wood Residents Association were in minute P46/23 of the 27th March Planning Minutes.

75/23 Reports of the Review Committees of 19th and 26th April 2023

Members noted the minutes of the Review Committee meetings of 19th and 26th April 2023 at which the Standing Orders had been reviewed for consideration by Council.

76/23 GDPR Privacy Notice 2023

Members noted the revised GDPR Privacy Notice 2023 as adopted by the Review Committee.

77/23 Code of Conduct 2023

Resolved: That the Code of Conduct 2023 (unchanged) be adopted (proposed by Cllr Williams and seconded by Cllr Tordoff with all in favour).

Members noted that that Local Government Association Model Councillor Code of Conduct 2020 be used as a reference document for further guidance in the area.

78/23 Minutes of the Project Review Group of 20th June 2022

Resolved: That the minutes of the final meeting of the project Review Group of 20th June 2022 be approved (proposed by Cllr Wilson and seconded by Cllr Williams with all in favour).

79/23 Standing Orders 2023

Resolved: That the revised Standing Orders 2023 be approved as recommended by the Review Committee (proposed by Cllr Olley and seconded by Cllr Williams with all in favour).

80/23 Financial Regulations 2023

Resolved: That the revised Financial Regulations 2023 be approved (proposed by Cllr Williams and seconded by Cllr Wilson with all in favour).

81/23 Liss Parish Council Action Plan 2023/24

The Chair noted that the Liss Parish Council Action Plan 2023/24 agreed at the February Council meeting had since been presented to the Annual Parish Meeting on 22nd March 2023 and had been open for public consultation during that time, but that no comments had been received.

Resolved: That the Liss Parish Council Action Plan 2023/24 be approved (proposed by Cllr Wilson and seconded by Cllr Baldwin with all in favour).

82/23 Internal Audit Report for the Charities, the Charities Accounts and Trustees Reports 2021/22

Cllr Williams noted that there had been a delay in finalising the Charities Accounts 2021/22 and noted that the Internal Audit Report advised that all elements of the Parish Council Charities Accounts are correct.

Members noted the Internal Audit Report for the Charities, the Charities Accounts and Trustees Reports 2021/22.

83/23 Interim Internal Audit Report for the Parish Council and Charities

Members considered the content of the Interim Internal Audit Report for the Parish Council and the Charities for the period April 2022 to February 2023 and noted the outcome.

Cllr Williams advised that the Final Internal Audit would take place the following week.

84/23 General Power of Competence

Resolved: That Liss Parish Council has met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence (proposed by Cllr Budden and seconded by Cllr Williams with all in favour).

85/24 Water supply to Mill Road Community Orchard

Members discussed options and the cost benefit analysis for watering the recently installed Community Orchard at Mill Road. Although some queries were raised, there was a general consensus that a water supply would assist the volunteers in managing the community project which had been so well received by the village.

Members extended their continued thanks to local resident, Chris Gray, who had been watering the orchard to date on a voluntary basis.

Resolved: That Liss Parish Council agreed to allocate up to £2,000 of the EMR for Green projects for the installation of a water supply to the Mill Road Community Orchard (proposed by Cllr Tordoff and seconded by Cllr Wilson with all in favour).

86/23 CIL Update

The Chair noted that the total amount of CIL currently unallocated to projects stood at £28,059.43. Cllr Smith highlighted the need to consider allocation of funds for projects on highways improvements in key locations in the village, in particular on Andlers Ash Road and Forest Road, but also looking at Hill Brow Road, Mill Road and Rake Road.

Members agreed to add this area to the list of projects for CIL allocation but without a specific figure at present.

87/23 Calendar of meetings for the remainder of 2023

Resolved: That the calendar of LPC meetings for the remainder of 2023 be noted (proposed by Cllr Williams and seconded by Cllr Payne).

Any variations to that would be considered by individual committees.

88/23 Matters to report

Cllr Jerrard enquired about the EHDC Community Partnership Meetings which have not returned after they were stopped at the start of lockdown.

The Clerk added that she attended the Partnership Action Group meetings which discussed the same issue, but advised it was difficult to report back due to the confidential nature of the content.

Cllr Payne asked where to direct management issues of the Hilliers SANG. The Chair responded that it was probably appropriate for the Planning Committee to consider in the first instance as the SANG was set up as part of the planning permission for Andlers Wood. The Clerk clarified that as the land does not belong to LPC it would not fall to the Facilities Committee.

Cllr Budden noted recent reports of nitrous oxide in the stairwells of the Tesco block. The Clerk would raise this with the PCSO. It was noted that the Crossover was carrying out outreach work to tackle anti-social behaviour which was being funded by LPC CIL.

The Chair closed the meeting at 20.46 hrs.

Next of next scheduled meeting: Monday 19th June 2023, 7pm

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