

COUNTY COUNCILLOR REPORT TO ALL PARISH COUNCILS IN PETERSFIELD HANGERS

2 JUNE 2025

1. New Chairman for HCC

Councillor Mark Cooper who represents the Romsey Town electoral division on the County Council was elected to the position of Chairman at the Annual Meeting of HCC on Thursday 22 May 2025.

In his role as Chairman, Councillor Cooper is the Civic Head of the County. He will represent the County Council on any Royal visits and ceremonial occasions in Hampshire as well as carry out other civic activities and duties. The Chairman presides over County Council meetings and ensures they are conducted in line with Standing Orders.

Cllr Cooper is the first Lib Dem Chairman of HCC for over 20 years; to me his election is a sign of strong cross-party relations which enable all parties to work together for the good of Hampshire residents.

2. Devolution and LGR update

The Government has set a deadline of 25 September 2025 for submissions of proposals for Local Government Reorganisation in Hampshire. Any Council can submit a proposal and the Government is expecting more than one submission from Hampshire.

All local government bodies have worked closely together since February, when Hampshire was placed on the Devolution Fast Track. Good progress has been made in agreeing the priorities and the data sets – every council is now working with the same data. Hampshire County Council is now accelerating its work with PWC to identify a solution which delivers financial sustainability, optimal economies of scale and the crucial importance of a strong connection with place.

You can read the full press release here:

[Local Government Reorganisation – securing a strong future for Hampshire and the Solent | Hampshire County Council](#)

3. Local Nature Recovery Strategy Consultation

A draft Local Nature Recovery Strategy has been published by HCC as the lead local authority for nature recovery in Hampshire. This is a landmark document of over 300 pages which aims to reverse the sad nature depletion of the last 70 years. The draft sets out the biodiversity priorities for Hampshire. It has been prepared following the engagement we undertook last year with stakeholders. You can read the full document here:

[Local Nature Recovery Strategy For Hampshire, Draft, May 2025](#)

A statutory public consultation on this draft Strategy has now commenced. I would like to invite Parish Councils to consider responding formally to the consultation. The link to respond to the consultation is here:

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/LNRS-2025>

More details about the Strategy can be found on our web pages here: [Engagement | Environment | Hampshire County Council](#). Among a broad range of suggested priorities and actions, the draft strategy includes proposals that could:

- provide guidance on actions for farmland and woodland to achieve nature recovery and move towards more sustainable farming practices;
- help local planning authorities to understand locations important for conserving and restoring biodiversity;
- identify the highest priority areas for habitat creation, species recovery and connectivity; and
- help guide local communities with funding applications for nature recovery projects
- suggest potential measures for embedding nature into urban infrastructure, such as stormwater management.

The public consultation will remain open until 23 June. Our partners at the national parks and districts, borough and city councils will also be using their networks and communication channels to publicise the consultation.

4. Drug and Alcohol Recovery in Hampshire

I am keen to raise awareness of the free alcohol and drug recovery service provided in Hampshire. **There is no waiting list and self-referrals are welcomed.** I would be grateful for any support which Parishes can give in building public awareness of this service.

HCC is responsible for the recovery service as we are the lead authority for Public Health. We manage a £9m contract which is currently operated by an NHS Trust called Inclusion.

Inclusion have nine hubs located in Eastleigh, Fareham, Gosport, Havant, Andover, Aldershot, Winchester, Basingstoke and New Forest. Inclusion have a range of specialists including counsellors, doctors, mental health nurses, group facilitators and criminal justice teams.

As Executive Member for Health & Wellbeing I visited the Havant Inclusion hub recently where I spoke with staff and service users. The recovery support provided there is making a difference for hundreds of people. It is notable that many recovering addicts go on to volunteer with the service to help others.

Self-referrals can be made via the website which can be found here:

<https://www.inclusionhants.org/>

5. Smokefree Hampshire News

31 May was “World No Tobacco Day”. This Day was established by the WHO in 1987 to draw global attention to the tobacco epidemic and the preventable death and disease it causes. Smoking causes heart disease, respiratory disease, gum disease, infertility, arthritis, cataracts, and 15 types of cancer. Of course the main cancer which smoking causes is lung cancer. People who smoke are 25 times more likely to develop lung cancer than non-smokers.

In Hampshire, we are ambitious about the smokefree agenda. We want to make Hampshire smoke free by 2030. By working together, I believe we can do it. The support of communities will be integral to achieving this.

We have just appointed a new contractor for our Stop Smoking Service in Hampshire. They are called Thrive Tribe and they have a strong track record, so we are optimistic. Their service is now up and running. Evidence shows that quitters are three times more likely to quit for good if they use a Stop Smoking service such as this. Please therefore help us to promote the service by sharing a link to the new website:

smokefreehampshire.co.uk

Quitters can sign up on the website and get free 1:1 sessions either in-person, by phone or online, as well as free Nicotine Reduction supplies such as patches and vapes. Tailored support is also available for many groups including those with mental health conditions.

Public health measures including campaigns, restrictions on tobacco advertising and restrictions on smoking areas have made a real difference over recent years. Largely as a result of these measures, smoking rates have actually halved in Hampshire in the last 12 years. But some parts of Hampshire still see a smoking rate of 19% which is way too high. By de-normalising smoking and helping more people to quit we believe we can get those levels right down.

This is primarily about improving health and wellbeing but there is also an economic issue. Smoking in Hampshire costs the public sector £470m per year. Reducing smoking will ease the financial pressures on local government and benefit the local economy. Please help us to achieve a smoke free Hampshire by helping to publicise our Stop Smoking service on your website, noticeboards, newsletters and emails.

6. Heatwave guidance

As we enter the Summer months, I thought it would be helpful to share this easy-to-read guidance document from the UK Health Security Agency:

[Beat the Heat: staying safe in hot weather](#)

It is an informative document and it is good to see that the Government advocates the eating of ice lollies during heatwaves!

People at most risk during hot weather include those over 65 and those under 5, and those with ongoing health conditions. It is worthwhile to promulgate this advice to those at risk and their carers in the community.

Town and Parish Councils may want to consider sending out their own advice on this issue to their networks. You may also want to consider formulating a plan for setting up a cool space for Parishioners in case we do get a period of extreme heat. I know that some Parishes have done this in previous heatwaves and I think it is a really good idea to have these contingency plans in place.

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers

Report to Liss Parish Council - Monday 16th June 2025

Councillor grants

- I have given two grants and advertised for applications.
One for Petersfield ATC for “**Resusci Anne**” (Liss residents attend) another for coaching “train the trainers” for Liss Runners who meet at Newman Collard.

Surgeries

- Ian James & I have continued our surgeries on the first Saturday morning of each month.

Casework

- South East Water contacted me about the poor road closure signage in Station Road as reported at the last meeting.
- Various reports on behalf of residents have been made to HCC. These include road defects, flooding in Andlers Ash Road and a missing bollard near West Liss Rec. The latter is marked complete although only half done.

Planning

- is general dissatisfaction, inside and outside EHDC, with the new planning software which is used for the non-SDNP areas of East Hampshire. There is a lot of work going on to try to improve it, probably not helping in the overall efficiency of the department.

Other

- Cala Homes are still proving to be completely hopeless.

EHDC business

- There has not been a full council meeting
- Audit committee has met with presentations by internal & external auditors of their findings. EHDC will receive qualified accounts from the external auditors this year. The final quarter results were not available, although normally expected at this meeting.
- The “Fly Tipping Task & Finish Group” has produced some recommendations which will go to Cabinet in July.

Local Government Reorganisation

- Overview & Scrutiny have appointed a “task & finish group” to review the processes and progress of deliberations. EHDC has opted out of the group submission of other 13 councils. Data collection, planning and submission preparation are going on without the involvement of any councillors, so O&S involvement will hopefully obtain some information.

Devolution

- Nothing new to report.

Roger Mullenger, 8th June 2025

Date: 04/06/2025

Liss Parish Council Current Year

Page 1

Time: 16:07

Cashbook 1

User: SARAH

Treasurers Acc. 00110939

Payments made between 01/05/2025 and 31/05/2025

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction	
02/05/2025	Hampshire County Council	DEBIT CARD	116.60			4300 210	116.60	Hanging Basket Licence	
06/05/2025	Landall	DD	84.00		14.00	4100 150	70.00	Copier Support Charge	
06/05/2025	Amazon	DEBIT CARD	11.69		1.95	4110 150	9.74	Door stoppers - Pavilion	
07/05/2025	LPC Charities	BACS	65,280.00			5060 500	65,280.00	LPC Grant Payments 25/26	
07/05/2025	Charities	BACS	216.00			106	216.00	Charities	
07/05/2025	Cloudy IT	DD	72.00		12.00	4080 150	60.00	Cloud License May	
07/05/2025	Amazon	DEBIT CARD	8.99		1.50	4110 150	7.49	Coat hooks - Pavilion	
07/05/2025	Amazon	DEBIT CARD	3.99		0.66	4110 150	3.33	Hand Sanitiser Labels - VH/Pav	
08/05/2025	U-Do DIY	BACS	23.04		3.84	4245 200	19.20	Grounds Supplies	
08/05/2025	Hampshire Grounds Limited	BACS	888.00		148.00	4235 200	740.00	Hampshire Grounds Limited	
08/05/2025	Liss Mens Shed	BACS	385.00			6150 700	385.00	Bug Hotel x 2	
						378	-385.00	Bug Hotel x 2	
						6000 700	385.00	Bug Hotel x 2	
08/05/2025	Liss Mens Shed	BACS	75.00			4245 200	75.00	Repairs to Yorkwood bench	
08/05/2025	Vision ICT	BACS	60.00		10.00	4080 150	50.00	Vision ICT	
08/05/2025	U-Do DIY	BACS	1.00			4245 200	1.00	Grounds Supplies	
08/05/2025	Peter Hussey	BACS	100.00			4245 200	100.00	WL Pitch Survey	
08/05/2025	Tesco	DD	1.20			4055 150	1.20	Milk for Office	
09/05/2025	Castle Water	DD	174.61		45.49	4256 200	129.12	Mill Road Water Supply Q1	
12/05/2025	Tesco	DEBIT CARD	1.20			4055 150	1.20	Milk for Office	
12/05/2025	Tesco	DEBIT CARD	1.20			4055 150	1.20	Milk for Office	
12/05/2025	Tesco	DEBIT CARD	-1.20			4055 150	-1.20	Correction - entered twice	
14/05/2025	Landall	DD	43.56		7.26	4100 150	36.30	Copier costs	
14/05/2025	Landall	DD	43.56		7.26	4100 150	36.30	Printing & Copying March	
14/05/2025	Landall	DD	-43.56		-7.26	4100 150	-36.30	Correction - entered twice	
16/05/2025	Sage	DD	18.00		3.00	4080 150	15.00	Sage	
19/05/2025	LLOYDS BANK	BACS	14.98			4009 150	14.98	Bank Charges March/April	
19/05/2025	Tesco	DEBIT CARD	1.20			4055 150	1.20	Milk for Office	
19/05/2025	Tesco	DEBIT CARD	-1.20			4055 150	-1.20	Correction - entered twice	
19/05/2025	Tesco	DEBIT CARD	1.20			4055 150	1.20	Milk for Office	
21/05/2025	PBA Consulting Solutions	BACS	288.00		48.00	4246 200	240.00	HB Treatment May - PB	
21/05/2025	RBS Rialtas	BACS	183.60		30.60	4060 150	153.00	Rialtas Software	
Subtotal Carried Forward:			68,051.66	0.00	326.30		67,572.36		

Date: 04/06/2025

Liss Parish Council Current Year

Page 2

Time: 16:07

Cashbook 1

User: SARAH

Treasurers Acc. 00110939

Payments made between 01/05/2025 and 31/05/2025

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>	
								Training	
21/05/2025	PBA Consulting Solutions	BACS	57.60		9.60	4246 200	48.00	HB Treatment April - RW	
28/05/2025	Salaries	BACS	8,156.53			4000 150	8,156.53	Salaries May	
28/05/2025	Pensions	BACS	2,317.20			4005 150	2,317.20	Pensions Contributions May	
28/05/2025	Veolia ES (UK) Limited	BACS	328.42		54.74	4250 200	273.68	Waste Collection April	
29/05/2025	PBA Consulting Solutions	BACS	115.20		19.20	4246 200	96.00	HB Treatment May - RW	
29/05/2025	Zurich Municipal Insurance	BACS	7,838.79			4070 150	7,838.79	Annual Council Policy	
29/05/2025	D. C. Tiling	BACS	1,235.00			4245 200	1,235.00	Clean and restore mosaic	
29/05/2025	Jed Deane	BACS	10.00			4055 150	10.00	Gas cyclinder Use	
29/05/2025	Tesco	DEBIT CARD	1.20			4055 150	1.20	Milk for Office	
Total Payments:			88,111.60	0.00	409.84		87,701.76		

04/06/2025

Liss Parish Council Current Year

Page 1

16:07

Cashbook 1

User: SARAH

Treasurers Acc. 00110939

Receipts received between 01/05/2025 and 31/05/2025

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 06/05/2025	20,000.00						
BACS	BUS Instant 07410075	20,000.00			205		20,000.00	Top Up
	Banked 07/05/2025	65,280.00						
BACS	BUS Instant 07410075	65,280.00			205		65,280.00	For Charities Grants
	Banked 07/05/2025	20.00						
	U-Do DIY	20.00			1205	210	20.00	Hanging Basket
	Banked 28/05/2025	20,000.00						
BACS	BUS Instant 07410075	20,000.00			205		20,000.00	Top Up
Total Receipts:		105,300.00	0.00	0.00			105,300.00	

BUS Instant 07410075

Payments made between 01/05/2025 and 31/05/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
06/05/2025	Treasurers Acc. 00110939	BACS	20,000.00			200	20,000.00	Top Up
07/05/2025	Treasurers Acc. 00110939	BACS	65,280.00			200	65,280.00	For Charities Grants
28/05/2025	Treasurers Acc. 00110939	BACS	20,000.00			200	20,000.00	Top Up
Total Payments:			105,280.00	0.00	0.00		105,280.00	

Nominal Ledger Analysis								
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS Banked 02/05/2025		1,833.85						
BACS CCLA		1,833.85			1081	100	1,833.85	CCLA Dividends for April
BACS Banked 06/05/2025		1,646.17						
BACS HMRC		1,646.17			105		1,646.17	Vat Return
BACS Banked 09/05/2025		79.99						
BACS Lloyds Bank		79.99			1080	100	79.99	Bank Interest
BACS Banked 13/05/2025		979.02						
BACS Amberol		979.02		163.17	1205	210	815.85	Refund for octagonal
Total Receipts:		4,539.03	0.00	163.17			4,375.86	



LISS PARISH COUNCIL

Minutes of the Finance Committee held at Liss Village Hall

on 2nd June 2025, 7pm

Members: *Cllr C. Williams (Chair), *Cllr K. Budden, *Cllr P. Payne,
*Cllr C. Olley, *Cllr A. Smith, and *Cllr C. Mort.

*Present, in addition to Sarah Smith (Clerk/RFO) and Rebecca Lawrence (Assistant Clerk).

The meeting was clerked by S. Smith, Clerk/RFO.

11/FIN/24 Election of Chair

Resolved: That Cllr Williams be appointed as Chair of the Finance Committee (proposed by Cllr Budden and seconded by Cllr Mort with all in favour).

12/FIN/25 Apologies

There were no apologies.

13/FIN/25 Declarations of interests

The Chair reminded Members of their responsibility to declare any pecuniary interest they may have in any item of business, no later than when that item is reached.

14/FIN/25 Adjournment for public participation

No members of public were present.

15/FIN/25 Minutes of the meeting and any matters arising of 24th February 2025

Resolved: That the minutes of 24th February 2025 be accepted as a correct record (proposed by Cllr Mort and seconded by Cllr Olley with all in favour).

There were no issues arising which were not on the agenda for discussion.

16/FIN/25 Review of LPC Accounts 24/25

It was noted that the accounts for the FY 24/25 were accurate but that some areas would require a small amount of housekeeping in the next FY. This would not affect the bottom line figures.

The Chair highlighted that the accounts were very healthy due to a surplus arising from the Charities not requiring their grant payments from LPC in the last financial year. There had also been savings in some areas, including in staff costs.

Resolved: That the end of year accounts 24/25 be recommended to Council for approval at the June Council, subject to any issues arising during the audit process (proposed by the Chair and seconded by Cllr Olley with all in favour).

17/FIN/25 Review of earmarked reserves (EMRs)

Resolved: That the following housekeeping amendments be made to the EMRs (proposed by the Chair and seconded by Cllr Olley with all in favour):

- a) That EMR 335 'LCR Reserves' be renamed to 'Riverside Walk Volunteers'.
- b) That the sum of £2,568.55 remaining in EMR 346 'Mill Road Community Garden' be returned to General Reserves as this sum had been credited twice in error.
- c) That EMRs 360 'Draining & Pitch Improvements (Liss Forest)' be merged into EMR 362 'Liss Forest Improvements'.
- d) That the sum of £1,145 in EMR 367 'Environmental Improvements' be returned to General Reserves as this sum was duplicated as it has its own EMR (378 'Bug Hotels DC Funds').
- e) That the sum of £4,990 in EMR 379 'Energy Funding from HCC' needed to be moved to General Reserves as this sum had already been spent.

Resolved: That the following EMR movements be recommended to Council for approval (proposed by the Chair and seconded by Cllr Olley with all in favour):

- f) That the unspent funds of £600 in EMR 370 'In Year Grants' be returned to General Reserves as this was for 24/25 and a new budget for in-year grants had been agreed for 25/26.
- g) That the underspend in EMR 374 'Eco Appraisal' of £73.10 be returned to the unallocated CIL pot (EMR 339).
- h) That the underspend in EMR 376 'NC Signage Grant' of £20 be returned to the unallocated CIL pot (EMR 339).

18/FIN/25 Review of CIL funding priorities

Members discussed possible priorities for the unallocated sum of CIL funding which currently stood at £17,082.03. It was agreed that the Charities, Facilities and Highways Committees should discuss and bring forward possible proposals for further consideration by the Finance Committee.

19/FIN/25 Grant Applications

Resolved: That the request by Rake Village Hall to use the FY 23/24 grant for new crockery and a new gate as opposed to a dishwasher as originally requested be approved (proposed by Cllr Olley and seconded by Cllr Mort with all in favour).

Resolved: That, following further discussions with the Crossover as required by the November Finance Committee, the Crossover be awarded a grant for £3,000 for FY 25/26 for general running costs (proposed by Cllr Budden and seconded by Cllr Mort with three votes in favour, one against and one abstention).

It was noted that the revised grant policy requires all grants to be spent within the financial year of allocation and evidence of that expenditure submitted to LPC as part of a new monitoring process.

The Chair closed the meeting at 20.12 hrs

Date of next scheduled meeting: Monday 28th July 2025 @ 7 pm.



LISS PARISH COUNCIL

Minutes of the Planning Committee held on 9th June 2025 at 7pm

MEMBERS

*Cllr Baldwin *Cllr Budden✕ *Cllr Crane Cllr Jerrard

*Cllr Payne *Cllr R Smith *Cllr Stratford-Tuke

Co-opted members with no voting rights: *Mrs Halstead & *Mr Hargreaves

*Present ✕Chair

There were in excess of 30 members of the public in attendance.

This meeting was clerked by Rebecca Lawrence, Assistant Clerk ("AC").

P60/25 Apologies:

Apologies were received from Cllr Jerrard.

P61/25 Declarations of interests and Role of Charity Trustee:

- Cllr Payne declared a non-pecuniary interest in planning application SDNP/25/01411/HOUS – Kippences, Farnham Road, Liss, Hampshire, GU33 6LD.
- The Chair declared a non-pecuniary interest in planning application SDNP/25/01416/HOUS - Three Firs Cottage, London Road, Sheet, Petersfield, Hampshire, GU31 5AP.
- Mrs Halstead declared a non-pecuniary interest in planning application SDNP/24/05206/FUL - Farnham Road, Liss, Hampshire GU33 6JU.

P62/25 Approval of previous meeting minutes:

Resolved: That the minutes of the Planning Committee of 12th May be accepted as an accurate record.
Proposed by Cllr Payne and seconded by Cllr Crane, with all in favour.

P63/25 Matters arising from minutes of the previous meeting:

No matters were arising.

P64/25 Adjournment for public deputations:

Adjourn to hear about planning application SDNP/25/01411/HOUS – Kippences.
Adjourn to hear about planning application Heathmount.

Meeting adjourned for a comfort break at 20:29.

Meeting reconvened at 20:32.

P65/25 Planning Applications Received:

- 65.1 SDNP/25/01215/HOUS - Wellwood, Hill Brow Road, Liss, Hampshire, GU33 7LE - Rear Conservatory extension. New roof over Pantry. Rear Bifold Doors and Right Side window:**
Following discussion, the committee were in unanimous agreement that LPC have no objection to this planning application.

- 65.2 SDNP/25/01063/FUL - Heathmount Nursing Home, London Road, Hill Brow, Liss, Hampshire, GU33 7PG - Demolition of Copper Beaches and Silver Birch buildings and the construction of 68 new residential dwellings, including the conversion of the existing Heathmount to residential use, associated landscaping and access:**
Following discussion, the committee were in unanimous agreement that LPC object to this planning application due to:
- The site is outside the settlement policy boundary.
 - It is not a rural exception site.
 - The sustainability of the site is questionable.
 - The proposed development is urbanising
 - Significant development as proposed would undermine the character of the ridge along the A3, which makes an important contribution to the character of the national park in this area and that the development is not integrated into the landscape character of the area.
 - Access to the nearest amenities requires access to a car.
 - Residents without their own form of transport would have no access to public transport.
 - Inadequacy of Hatch Lane for more traffic or walking.
 - The design is totally inappropriate.
 - There is no exceptional need for this development outside the SPB which is what SDNP countryside policies (SD 31) require.
 - Does not Accord with Liss NDP which provides sufficient housing on land which does accord with both SDNP and LISS NDP policies.
 - Scale of development: A 68-unit scheme may be disproportionate for a village the size of Liss which has already taken significant allocations raising issues under Policy SD4 (Settlement Setting and Character) and SD5.
 - The influx of 68 households may overwhelm local roads (Hatch Lane), GP services and schools.
 - Increased traffic on London Road (B2070): A significant rise in vehicle movements raises safety concerns, 50mph speed limit would need to be reduced.
 - The development may conflict with the Liss Neighbourhood Development Plan (LNDP), which aims to safeguard village character by restricting urban-style developments.
 - The 2 x 4-story flats are disproportionate to the setting.
- 65.3 SDNP/25/02081/PNTEL - Beverley, Rake Road, Liss, Hampshire - The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus outside Beverley, Rake Road:**
Following discussion, the committee were in unanimous agreement that LPC have no comment on this planning application.
- 65.4 SDNP/25/02079/PNTEL - 1 Inwood Road, Liss, Hampshire, GU33 7LZ - The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus outside 1 Inwood Road:**
Following discussion, the committee were in unanimous agreement that LPC have no comment on this planning application.
- 65.5 SDNP/25/02146/PNTEL - The Roundabouts, Liss, Hampshire, GU33 7BB - The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus of proposed new telephone pole at the Roundabouts:**
Following discussion, the committee were in unanimous agreement that LPC have no comment on this planning application.
- 65.6 SDNP/25/01411/HOUS - Kippences, Farnham Road, Liss, Hampshire, GU33 6LD - Single storey extension to rear following demolition of two existing extensions and partial demolition of single storey ancillary building and associated landscaping:**
Following discussion, the committee were in unanimous agreement that LPC have no objection to this planning application.
- 65.7 SDNP/25/01346/HOUS - Mangers Cottage, Warren Road, Liss, Hampshire, GU33 7DG - Demolition of the kitchen and detached home office outbuilding. Partial demolition of the integral garage. Development to provide a two-storey side extension at the ground and first floor on the north elevation. In addition, a single-storey extension on the south elevation with pitch roof and vaulted ceiling and new porch on the east elevation:**
Following discussion, the committee were in unanimous agreement that LPC have no comment on this planning application.

- 65.8 SDNP/24/05206/FUL - Cricket Pavilion, Farnham Road, Liss, Hampshire GU33 6JU - Ground improvements including 8 x 15m floodlights, a 50 seater stand, and ball stop net:**
Following discussion, the committee were in unanimous agreement that LPC maintains its previous objection to this planning application from 10/03/25, more detailed information can be found on the SDNPA Planning Portal:
Following discussion, the committee were in unanimous agreement that LPC strongly object to this planning application due to:
- *Loss of amenity.*
 - *Outside the settlement boundary.*
 - *No reports have been provided regarding the urbanising impact this application would have on Liss, no provision for parking, no ecological aspects, insufficient lighting assessment, no noise disruption survey. These reports should be provided.*
 - *This is a major planning application and should the officers be minded to decide in favour of this application, we request it should be referred to the SDNPA for consultation.*
- 10/06/25 - Additional documentation has been uploaded to the SDNPA Planning Portal.
- 65.9 SDNP/25/01401/HOUS - 24 Syers Road, Liss, Hampshire, GU33 7DH - Single storey rear extension and single storey side extension following demolition of single storey rear lean to:**
Following discussion, the committee were in unanimous agreement that LPC have no objection to this planning application subject to there being no detrimental impact on the neighbours.
- 65.10 SDNP/25/01416/HOUS - Three Firs Cottage, London Road, Sheet, Petersfield, Hampshire, GU31 5AP - Addition of an attached single storey, pitched roof, garden room to the south west rear facing elevation of the property:**
Following discussion, the committee were in unanimous agreement that LPC have no comment on this planning application.
- 65.11 SDNP/25/01835/HOUS - 9 Silver Birch Close, Liss, Hampshire, GU33 7HP - Part two storey and single storey rear extension. Alterations and replacement of windows:**
Following discussion, the committee were in unanimous agreement that LPC have no objection to this planning application subject to there being no detrimental impact on the neighbours.

P66/25 Planning Applications Approved. The Chair noted that the following applications were approved:

Ref. Number	Address	Description	LPC Comment to Planning
SDNP/25/01996/PNTEL	25 Patricks Copse Road, Liss, Hampshire, GU33 7DL	The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) Regulation 5 Notice of Intention to Install Fixed Line Broadband Outside 25 Patricks Copse Road.	No Comment
SDNP/25/01997/PNTEL	31 Patricks Copse Road, Liss, Hampshire, GU33 7DN	The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus outside 31 Patricks Copse Road.	No Comment
SDNP/25/01998/PNTEL	1 Dennis Way, Liss, Hampshire, GU33 7HJ	The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus outside 1 Dennis Way.	No Comment
SDNP/25/01999/PNTEL	47 Dennis Way, Liss, Hampshire, GU33 7HL	The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus outside 47 Dennis Way.	No Comment
SDNP/25/01865/APNB	Flexcombe Farm, Flexcombe Lane, Liss, Hampshire, GU33 6LH	Prior Approval for a Metal enclosure to house a pumping equipment, filters and control gear (in association with a consented irrigation reservoir to the west	No Objection

		under ref. SDNP/23/01923/APNW).	
SDNP/25/01690/BBPN	Land adjacent 57 Greenfields, Rake Road, Liss, Hampshire, GU33 7EL	Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus - Install fixed line broadband electronic communications apparatus under Regulation 5, detailed as 9M Light Wooden Pole	No Comment
SDNP/25/01691/BBPN	Outside 24 Greenfields, Liss, Hampshire, GU33 7EL	Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus - install fixed line broadband electronic communications apparatus under Regulation 5, detailed as 9m light wooden pole.	No Comment
SDNP/25/01693/BBPN	Outside 5 Greenfields, Liss, Hampshire GU33 7EQ	Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus - install fixed line broadband electronic communications apparatus under Regulation 5, detailed as 9m light wooden pole.	No Comment
Ref. Number	Address	Description	LPC Comment to Planning
SDNP/25/02178/OHL	Kippences, Farnham Road, Liss, Hampshire, GU33 6LD	Section 37 of the Electricity Act 1989 for a proposal to install or keep installed an electric line above ground.	No Objection
SDNP/25/00777/CND	71 Station Road, Liss, Hampshire, GU33 7AD	Variation of condition 2 of SDNP/20/01644/FUL to allow increase of occupancy to 35 children and 8 staff.	No Objection
SDNP/25/00334/HOUS	First Floor Flat 14A Station Road, Liss, Hampshire, GU33 7DT	Proposed single-storey rear extension to replace the existing extension and wooden lean-to.	No Objection
SDNP/25/00109/HOUS	Vellondreath, Hill Brow Road, Liss, Hampshire, GU33 7LQ	Single storey extension to side and rear following demolition of existing detached garage (amended plans and confidential planning statement received 13.05.2025).	Objection

P67/25 Planning Appeals Refused. The Chair noted that the following applications were refused:

Ref. Number	Address	Description	LPC Comment to Planning
SDNP/24/00553/FUL	The Newman Collard Playing Field, Hill Brow Road, Liss, Hampshire, GU33 7LE	Formation of a multi-use games area (MUGA) with 3m high fence surround and 4no 6m high floodlight columns.	No Objection

P68/25 Planning Appeals Withdrawn. The Chair noted that the following applications were withdrawn:

Ref. Number	Address	Description	Views of LPC Tree Consultant
SDNP/25/02179/PNTEL	Greenfields, Liss, Hampshire, GU33 7EH	The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus on Greenfields/Rake Road.	No Comment
SDNP/25/00575/HOUS	Highfield Lodge, 6 Highfield Gardens, Liss, Hampshire, GU33 7NQ	Two storey extension to North West Elevation.	No Objection

P69/25 TPO Applications Received. The Chair noted that the following applications were received:

Ref. Number	Address	Description	Views of LPC Tree Consultant
SDNP/25/01724/TPO	Home Farm, Duckmead Lane, Liss, Hampshire, GU33 7JT	Root severance of TPO tree T1 Oak for installation of root barrier. The works are proposed to stop the influence of the tree(s) on the soil below building foundation level and provide long term stability. TPO application has previously been granted.	No Objection, however as the house is not built on shrinkable clay soils the tree cannot be a contributing factor to any subsidence.
SDNP/25/01488/TPO	Hollow House, The Flat, Hill Brow Road, Liss, Hampshire, GU33 7PX	G1 -Group of 7 Hornbeam trees - To reduce height by 4 meters leaving a finishing height of 8 meters. Reason of works - The trees are located on a steep slope and weighted heavily towards high risk targets. They above work proposed will reduce the risk of tree failure in the future.	Objection on the grounds there is no proof to suggest the trees were unstable or that there is a heightened risk that they are likely to fail. Also 4 meters is a substantial amount of photosynthetic material to remove.
SDNP/25/01817/TPO	Sunnycroft, London Road, Hill Brow, Liss, Hampshire, GU33 7QJ	T1 Birch - Fell. Plant replace with Hawthorn (Crataegus monogyna) - Approximately 3m height. T2 Birch - Fell - to allow oak to develop a fuller canopy. T3 Oak - Crown reduction to a final height of 14m with a horizontal radial canopy spread of 6m. T4 Beech - Fell - Replace with Field Maple (Acer campestre) - Approximately 3m height.	No Objection

P70/25 TCA Applications Approved. The Chair noted that the following applications were approved:

Ref. Number	Address	Description	Views of LPC Tree Consultant
SDNP/25/00358/TCA	Coryton Almshouses, Farnham Road, Liss, Hampshire, GU33 6JU	T1 Yew - Reduce Northern side of canopy to gain 1.5 meters clearance from tree and property. The overall spread will not be affected by these works and no height will be touched. The works are proposed to remove the encroachment onto property.	No Objection

P71/25 Update on Andlers Wood development and school courtesy crossing on Hill Brow (Condition 14 of Planning Consent SDNP/19/00669/FUL Andlers Wood development).

Cllr R Smith gave the following update:

CALA are going to maintain ownership of the Andlers Wood development for another two years then the management of it will be handed over to the residents. Lots of attendees on the Zoom call.

P72/25 Premier Illuminated Sign

Cllr Budden reported that he had not heard from Tim Slaney.

P73/25 Liss Business Centre

Cllr Crane reported that the Liss Business Centre had been under offer for £1 million and due to exchange shortly. Cllr Budden to investigate further.

P74/25 Village Design Statements

No update.

P75/25 South Downs Local Plan Review & Housing Allocation

No update.

The Chair closed the meeting at 20:56 hrs.

Next Meeting: Monday 7th July 2025

.....
Chair

DRAFT

LPC CIL RECEIVED

<u>YEAR</u>	<u>AMOUNT</u>	<u>TOTAL TO DATE</u>
18-19	6,281.18	6,281.18
19-20	5,033.48	11,314.66
20-21	162,171.53	173,486.19
21-22	193,604.68	367,090.87
22-23	50,914.98	418,005.85
23-24	10,744.42	428,750.27
24-25	0.00	428,750.27
25-26(1)	4,387.28	433,137.55
25-26(2)		

TOTAL RECEIVED:	£433,137.55
TOTAL ALLOCATED:	£416,055.52
<u>TOTAL REMAINING:</u>	<u>£17,082.03</u>

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
100 General Income						
1076 Precept	263,623	263,623	0			100.0%
1078 S106	2,569	0	(2,569)			0.0%
1079 Funding Awards	54,570	0	(54,570)			0.0%
1080 Bank Interest	1,172	0	(1,172)			0.0%
1081 CCLA Dividends	24,954	20,000	(4,954)			124.8%
1999 Other Income	748	0	(748)			0.0%
Subtotal	347,635	283,623	(64,012)	0	0	122.6%
210 Village Planting						
1205 Liss in Bloom Fundraising	95	0	(95)			0.0%
Subtotal	95	0	(95)	0	0	0.0%
TOTAL INCOME	347,730	283,623	(64,107)	0	0	122.6%
EXPENDITURE						
150 Administration						
4000 Salaries	82,203	99,003	16,800		16,800	83.0%
4005 Pension	28,873	23,059	(5,814)		(5,814)	125.2%
4009 Bank Charges	19	0	(19)		(19)	0.0%
4055 Expenses	379	1,500	1,122		1,122	25.2%
4060 Training	613	400	(213)		(213)	153.3%
4065 Chairman's Allowance	352	500	148		148	70.4%
4070 Insurance	4,311	8,663	4,352		4,352	49.8%
4075 Telephone & Internet	763	770	7		7	99.1%
4080 IT Software	381	1,480	1,099		1,099	25.7%
4085 Website & Email Hosting	874	550	(324)		(324)	159.0%
4090 Stationery	211	300	89		89	70.5%
4091 Cleaning products	55	80	25		25	68.7%
4095 Postage	6	0	(6)		(6)	0.0%
4096 Kitchen Supplies	50	0	(50)		(50)	0.0%
4100 Printer/copier	983	450	(533)		(533)	218.4%
4105 Office Equipment	4,141	1,800	(2,341)		(2,341)	230.0%
4110 Building Maintenance	3,602	0	(3,602)		(3,602)	0.0%
4115 Audit	2,127	1,980	(147)		(147)	107.4%
4120 Subscriptions	1,472	1,700	228		228	86.6%
4135 CCTV Maintenance	0	250	250		250	0.0%
4136 Alarm Maintenance	335	0	(335)		(335)	0.0%
4140 Communication & Engagement	250	200	(50)		(50)	124.8%
Subtotal	131,999	142,685	10,686	0	10,686	92.5%
200 Grounds Maintenance						
4200 Equipment Repairs & Servicing	220	1,000	780		780	22.0%
4205 Equipment Replacement	500	500	0		0	100.0%
4210 Vehicle Insurance & Road Tax	391	900	509		509	43.5%
4215 Fuel	421	600	179		179	70.2%
4225 Play Equipment Repairs	3,007	2,000	(1,007)		(1,007)	150.3%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4230 Playground Inspection	725	900	175		175	80.6%
4235 Grass Cutting	3,789	6,500	2,711		2,711	58.3%
4240 Pitch Related Costs	140	0	(140)		(140)	0.0%
4245 Other Grounds Costs	3,757	4,000	243		243	93.9%
4246 Himalayan Balsam Removal	1,650	800	(850)		(850)	206.3%
4250 Waste Disposal	1,909	3,050	1,141		1,141	62.6%
4255 Tree Surgery	6,650	6,000	(650)		(650)	110.8%
4256 Xmas Tree	15	200	185		185	7.5%
4260 Hedge Cutting	663	330	(333)		(333)	200.9%
Subtotal	23,837	26,780	2,943	0	2,943	89.0%
210 Village Planting						
4300 Village Planting Expenditure	2,214	1,500	(714)		(714)	147.6%
Subtotal	2,214	1,500	(714)	0	(714)	147.6%
500 Grants & Donations						
5000 Village Hall	0	25,143	25,143		25,143	0.0%
5005 Pavilion	0	3,622	3,622		3,622	0.0%
5010 West Liss Pitches	0	9,160	9,160		9,160	0.0%
5015 Allotments	0	12,805	12,805		12,805	0.0%
5050 Community Group Grants	11,620	14,450	2,830		2,830	80.4%
Subtotal	11,620	65,180	53,560	0	53,560	17.8%
600 Loan Servicing						
6005 Pavilion Loan 1	27,478	27,478	0		0	100.0%
Subtotal	27,478	27,478	0	0	0	100.0%
700 Capital Projects						
6105 Play equip. & safety surfacing	29,720	5,000	(24,720)		(24,720)	594.4%
6106 Ecological appraisal of sites	3,227	0	(3,227)		(3,227)	0.0%
6107 Newman Collard Signage	5,280	0	(5,280)		(5,280)	0.0%
6108 Allotment Improvements	4,527	0	(4,527)		(4,527)	0.0%
6110 Grounds equipment replacement	1,193	5,000	3,807		3,807	23.9%
6111 Triangle Paved Area	5,040	0	(5,040)		(5,040)	0.0%
6115 Traffic calming	4,237	0	(4,237)		(4,237)	0.0%
6200 Mill Rd Community Garden	1,242	0	(1,242)		(1,242)	0.0%
6551 Building Energy Assessments	4,990	0	(4,990)		(4,990)	0.0%
6555 Feasibility Studies	10,576	10,000	(576)		(576)	105.8%
Subtotal	70,032	20,000	(50,032)	0	(50,032)	350.2%
TOTAL EXPENDITURE	267,180	283,623	16,443	0	16,443	94.2%
Total Income	347,730	283,623	(64,107)			122.6%
Total Expenditure	267,180	283,623	16,443	0	16,443	94.2%
Net Income over Expenditure	80,550	0	(80,550)			
plus Transfer from EMR	70,321					
less Transfer to EMR	61,595					
Movement to/(from) Gen Reserve	89,276	0	(89,276)			

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

09 June 2025

The Parish Clerk

Liss Parish Council

The Council Room

Liss Village Hall

Hill Brow Road

Liss

GU33 7LA

Dear Sarah

**Final Internal Audit Review:
Liss Parish Council – covering March 2025 and Year End procedures**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2024-2025 Accountability and Governance Annual Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Smaller Authorities – A Practitioners' Guide (England)' 2024
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2024-2025 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

A final visit was carried out to complete and finalise the End of Year Internal Audit 2024-2025 on Monday 09 June 2025.

The Parish Clerk has also provided back-up information for the period March 2025 and End of Year details to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 and the ICO publication Scheme from the Council's website.

We have carried out Interim Internal Audit visits and reviews throughout 2024-2025. We are also using the information already recorded from these to support the completion of the internal control objectives on the (AGAR) Annual Internal Audit Report.

Where this is necessary, we will complete the AGAR Internal Audit Report on evidence already seen from the previous reviews. This is acceptable practice for the External Auditor.

New requirements to be introduced into the Practitioners Guide 2025 and applied from April 2025 require all Council to introduce an IT Policy. *(Audit Note: We have discussed this with the Parish Clerk and would recommend that this is introduced in line with the new requirements shown in the Practitioners Guide 2025 paragraph 5.122 during 2025-2026).*

As part of this final Internal Audit Review, we checked:

Bank Reconciliations

- the Bank Reconciliation at 31 March 2025 was re-performed, and no errors were noted.

Income and Expenditure and VAT reimbursements

- all income and expenditure items as at 31 March 2025 were confirmed, and details are accurate to the records held by Council.

Risk Assessment 2023/2024

- the risks of the Parish Council were reviewed in March 2025 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2024) is met.

Parish Council Minutes

- Minutes of the Council were checked for approvals and decisions made and approval of payments was checked for March 2025.

Asset Register

- The Asset Register at 31 March 2025 was reviewed and additions for 2024-2025 were agreed.

End of Year Procedures 2024-2025

A full check was carried out on the End of Year documentation provided by the Parish Council to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2023-2024 and 2024-2025 shown on Section 2 of the AGAR as required by the External Auditor.

The 2024-2025 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2020/2021.

This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.

(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015).

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

We are pleased to report that the various records and procedures in place for the Council provide an appropriate standard of control.

This report should be noted and taken to the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,
Tim Light FMAAT, AATQB
Internal Auditor.

Name of Smaller authority: Liss Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement: Tuesday 17th June 2025 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) Sarah Smith, Clerk and Responsible Finance Officer The Council Room, Village Hall, Hill Brow Road, Liss, GU33 7LA clerk@lissparishcouncil.gov.uk 01730 892823 By appointment on Wednesdays 10am-12pm</p> <p>commencing on (c) Wednesday 18th June 2025</p> <p>and ending on (d) Tuesday 29th June 2025</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) Sarah Smith, Clerk and Responsible Finance Officer</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024-25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.



LISS PARISH COUNCIL STATEMENT OF INTERNAL CONTROL FOR THE YEAR TO 31st MARCH 2025

1. SCOPE OF RESPONSIBILITY

Liss Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The internal control environment encompasses the Standing Orders and Financial Regulations of the Council.

The system of internal control has been in place at the Council for the financial year 1st April 2024 to 31st March 2025 and up to the date of approval of the annual report and accounts and accords with proper practise.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings and, with advice from the Clerk, ensures that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its November or December meeting. The November or December meeting of the Council approves the level of precept for the following financial year.

The Council has a Finance Committee to monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The full Council normally meets ten times each year and monitors progress against its aims and objectives by receiving relevant reports from the Clerk and the Chair of the Finance Committee.

The Council has adopted financial regulations, based on the model version prepared by NALC/SLCC. The regulations are reviewed as required.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council/Responsible Financial Officer

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is also appointed as the Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments

The majority of payments are now made electronically, principally by the Clerk/Responsible Finance Officer. With the exception of routine utility bills paid for by direct debit, all invoices are to be reviewed by the Clerk/Responsible Finance Officer. Three Mandated bank signatories (at least two Councillors and the Clerk/Responsible Finance Officer) must authorise the payments supported by a payment schedule and a copy of the relevant invoices. All records of approvals are retained. An electronic dual authorisation process has been set up for online banking to provide greater control over payments made, the process is usually completed by the Assistant Clerk. All payments are reported retrospectively to the Council for approval and minuted.

Income

If not received electronically, receipts are banked in a timely manner. All income is reported to Council.

Risk Assessments/Risk Management

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal Control
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit is reviewed annually.

External Audit

The Council's External Auditors, BDO UK, submit an annual Certificate of Audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The full Council
- The Clerk/Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks
- The Independent Internal Auditor who reviews the Council's system of internal control.
- The Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chair and the Internal Auditor. The External Auditors issue an annual audit certificate that is presented to Council.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2024/25 financial year.

At the Final Internal Audit Review for the 2024/25 financial year the Internal Auditor reported that the various records and procedures in place provide an appropriate standard of control.

K. Budden
Chair of the Council

C. Williams
Chair of Finance Committee

S. Smith
Clerk and Responsible Finance Officer

Approved by Liss Parish Council on 16th June 2025.

DATED

LICENCE TO OCCUPY ON SHORT TERM BASIS

relating to the area known as Liss Railway - Riverside Walk (SITE000203)

between

EAST HAMPSHIRE DISTRICT COUNCIL

and

LISS PARISH COUNCIL

Legal Services
East Hampshire District Council
Monterey House
Bedford Road
Petersfield
Hampshire
GU32 3LJ

CONTENTS

CLAUSE

1. Interpretation.....	3
2. Licence to occupy	7
3. Parish Council's obligations	7
4. Termination	9
5. Notices.....	9
6. Costs	10
7. No warranties for use or condition	10
8. Limitation of District Council's liability	10
9. Insurance.....	11
10. Intellectual Property Rights.....	12
11. Monitoring.....	12
12. Delivery of the Permitted Use.....	13
13. Accounting.....	14
14. Publicity	14
15. Permitted Use Material Breach.....	14
16. Statutory and Legal Obligations	15
17. Variations.....	15
18. Assignment.....	15
19. Power to Contract.....	15
20. Severability	15
21. Continuity	16
22. Entire Agreement.....	16
23. No Partnership	16
24. Waiver	16
25. Local Authority Capacity and Powers	16
26. Data Protection.....	16
27. Confidentiality and Freedom of Information	16
28. Third party rights	17
29. Governing law	17
30. Jurisdiction	18

SCHEDULES

Schedule 1 Rights granted to Parish Council	20
Schedule 2 Permitted Use	21

This licence is dated

202

Parties

- (1) **EAST HAMPSHIRE DISTRICT COUNCIL** of Monterey House Bedford Road Petersfield Hampshire GU32 3LJ (**District Council**)
- (2) **LISS PARISH COUNCIL** of Council Rooms Village Hall Hill Brow Road Liss Hampshire GU33 7LA (**Parish Council**)

Agreed terms

1. Interpretation

The following definitions and rules of interpretation apply in this licence.

1.1 Definitions:

Common Parts: the following unadopted items in the legal proprietorship of the District Council - roads, paths, entrance halls, corridors, lifts, staircases, landing and other means of access connected with the Property, the use of which is necessary for obtaining access to and egress from the Property, and the use of which and designation of which from time to time are within the District Council's absolute discretion.

Competent Authority: any statutory undertaker or any statutory public local or other authority or regulatory body or any court of law or government department or any of them or any of their duly authorised officers.

Data Protection Legislation: all applicable data protection and privacy legislation in force from time to time in the UK including without limitation the UK GDPR; the Data Protection Act 2018 (and regulations made thereunder) (**DPA 2018**); and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended and the guidance and codes of practice issued by the Information Commissioner or other successor regulatory authority.

Designated Hours: 08.00 to 18.00 7 days per week or such other hours or days as the District Council in its absolute discretion may determine on no less than 5 days' notice to the Parish Council.

Insolvency Event: subject to clause 1.14 , any one or more of the following:

- a) the Parish Council suspending, or threatening to suspend, payment of its debts or being or becoming unable to pay its debts as they fall due or admitting inability to pay its debts or (being a company) being deemed

unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 (IA 1986) as if the words "it is proved to the satisfaction of the court" did not appear in sections 123(1)(e) or 123(2) of the IA 1986

- b) the Parish Council, or any person on its behalf, proposing or taking any step with a view to proposing a voluntary arrangement, scheme of arrangement, restructuring plan or any other compromise or arrangement with the Parish Council's creditors or any class of them;
- c) the making of an application for an administration order or the making of an administration order in relation to the Parish Council;
- d) the giving of any notice of intention to appoint an administrator, or the filing at court of any notice of appointment of, or notice of intention to appoint, an administrator in relation to the Parish Council;
- e) the appointment of a receiver or manager or an administrative receiver in relation to any property or income of the Parish Council;
- f) the commencement of a voluntary winding-up in respect of the Parish Council, except a voluntary winding-up for the purpose of amalgamation or reconstruction of a solvent company in respect of which a statutory declaration of solvency has been filed with the Registrar of Companies;
- g) the presentation of a petition for a winding-up order or the making of a winding-up order in regard to the Parish Council;
- h) the striking-off of the Parish Council from the Register of Companies or the making of an application for the Parish Council to be struck-off;
- i) the Parish Council otherwise ceasing to exist (or, if a natural person, dying);
- j) the making of an application for a bankruptcy order, the presentation of a petition for a bankruptcy order or the making of a bankruptcy order against the Parish Council;
- k) the making of an application to court for, or obtaining, a moratorium under Part A1 of the Insolvency Act 1986 in relation to the Parish Council.
- l) Any other process, procedure, proceedings or occurrence similar to any of the above in any jurisdiction.

Intellectual Property Rights: patents, utility models, rights to inventions, copyright and neighbouring and related rights, moral rights, trade marks and service marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade

secrets) and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

Interest in Default: means interest at the rate of 4% over the Bank of England base lending rate from time to time in force.

Licence Fee: the amount of (£1) ONE POUND.

Licence Fee Payment Date: The date of this licence.

Licence Period: the period from and including today's date until the date on which this licence is determined as according to clause 4.

Necessary Consents: all planning permissions and all other consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any Competent Authority for the Permitted Use.

Permitted Use: those permitted works and activities as more particularly described in Schedule 2

Personal Data: has the meaning given to the corresponding term under Article 4 of UK GDPR.

Plan: the plan attached to this licence marked Liss Railway – Riverside Walk (SITE000203) and which for the avoidance of doubt displays the Property for identification purposes only.

Property: the land and any building(s) at Liss Railway - Riverside Walk (SITE000203) shown edged in red on the Plan and in the event of a disagreement between the parties on the scope and area of such land and building(s) the District Council's determination shall prevail.

Service Media: all media for the supply or removal of heat, electricity, gas, water, sewage, air-conditioning, energy, telecommunications, data and all other services and utilities and all structures, machinery and equipment ancillary to those media.

UK GDPR: has the meaning given to it in section 3(10) of the DPA 2018 (as supplemented by section 205(4) of the DPA 2018).

VAT: value added tax chargeable in the UK.

- 1.2 Clause, Schedule and paragraph headings shall not affect the interpretation of this licence.
- 1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

- 1.4 The Schedules form part of this licence and shall have effect as if set out in full in the body of this licence. Any reference to this licence includes the Schedules.
- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.7 Unless expressly provided otherwise in this agreement, a reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.8 Unless expressly provided otherwise in this agreement, a reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that legislation or legislative provision.
- 1.9 A reference to **writing** or **written** excludes fax.
- 1.10 Any obligation on a party not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.11 References to clauses and Schedules are to the clauses and Schedules of this licence and references to paragraphs are to paragraphs of the relevant Schedule.
- 1.12 Any words following the terms **including**, **include**, **in particular**, **for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.13 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.
- 1.14 For the purposes of the definition of **Insolvency Event**:
- (a) where any of the paragraphs in that definition apply in relation to:
 - (i) a partnership or limited partnership (as defined in the Partnership Act 1890 and the Limited Partnerships Act 1907 respectively), that paragraph shall apply subject to the modifications referred to in the Insolvent Partnerships Order 1994 (SI 1994/2421) (as amended); and
 - (ii) a limited liability partnership (as defined in the Limited Liability Partnerships Act 2000), that paragraph shall apply subject to the

modifications referred to in the Limited Liability Partnerships Regulations 2001 (SI 2001/1090) (as amended); and

- (b) **Insolvency Event** includes any analogous proceedings or events that may be taken pursuant to the legislation of another jurisdiction in relation to a parish council in such relevant jurisdiction.

2. Licence to occupy

2.1 Subject to clause 3 and clause 4, the District Council permits the Parish Council to occupy the Property for the Permitted Use only and for the Licence Period only, during the Designated Hours in common with the District Council and all others authorised by the District Council (so far as is not inconsistent with the rights given to the Parish Council to use the Property for the Permitted Use) together with any right(s) set out Schedule 1.

2.2 The Parish Council acknowledges that:

- (a) the Parish Council shall occupy the Property as a licensee and that no relationship of landlord and tenant is created between the District Council and the Parish Council by this licence;
- (b) the District Council retains control, possession and management of the Property and the Parish Council has no right to exclude the District Council from the Property;
- (c) the licence to occupy given by this agreement is personal to the Parish Council and is not assignable and the rights given in clause 2 may only be exercised by the Parish Council and its employees and authorised volunteers

3. Parish Council's obligations

The Parish Council agrees and undertakes:

- (a) to pay:
 - (i) to the District Council the Licence Fee payable without any deduction set-off or counterclaim on the Licence Fee Payment Date (receipt whereof is acknowledged by the District Council); and
 - (ii) to the relevant suppliers any costs, fees or penalties incurred or due as a result of the Permitted Use so far as it affects electricity, gas, water, sewage, telecommunications and data and other services and utilities to or from the Property.
- (b) to prevent any refuse or waste being left or remaining on the Property;

- (c) not to use the Property other than for the Permitted Use;
- (d) not to make any alteration or addition of any kind to the Property;
- (e) not to display any advertisement, signboards, nameplate, inscription, flag, banner, placard, poster, signs or notices at the Property or elsewhere bordering the Property without the prior written consent of the District Council;
- (f) not to do or permit to be done on the Property anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the District Council or to any tenants or occupiers from time to time of the Property or any owner or occupier of neighbouring property, or to the public where the public are able to access the Property;
- (g) not to cause or permit to be caused any damage to:
 - (i) the Property, any Common Parts associated with the Property or any neighbouring property; or
 - (ii) any property of the owners or occupiers of the Property or any neighbouring property;
- (h) not to obstruct any Common Parts, make them dirty or untidy or leave any refuse on them;
- (i) not to apply for any planning permission in regard to the Property;
- (j) not to do anything that will or might constitute a breach of any Necessary Consents affecting the Property or which will or might vitiate in whole or in part any insurance effected by the District Council in regard to the Property from time to time;
- (k) to comply with all laws and with any recommendations of the relevant suppliers relating to the supply and removal of electricity, gas, water, sewage, telecommunications and data and other services and utilities to or from the Property;
- (l) to observe any rules and regulations (so long as they are lawful) the District Council makes and notifies to the Parish Council from time to time governing the Parish Council's use of the Property and any Common Parts;
- (m) to leave the Property in a clean and tidy condition and to remove the Parish Council's equipment and goods from the Property at the end of the Licence Period;
- (n) not to carry out any tree works of any kind;
- (o) not to carry out any works of any kind related to a bridge or bridges;
- (p) not to work above ground level;

- (q) not to use chainsaws;
- (r) not to carry out any works to any steps or handrails or similar items.

4. Termination

4.1 This licence shall end on the earliest of:

- (a) 2028 ; and
- (b) the expiry of not less than 2 days' notice (or immediate notice in the event of an emergency) given by the District Council to the Parish Council at any time on breach of any of the Parish Council's obligations contained in clause 3.
- (c) the expiry of not less than 4 weeks' notice given at any time by the District Council to the Parish Council or by the Parish Council to the District Council.
- (d) the expiry of not less than 2 days' notice given by the District Council to the Parish Council at any time following the occurrence of an Insolvency Event.

4.2 Termination of this licence shall not affect the rights of either party in connection with any breach of any obligation under this licence which existed at or before the date of termination.

4.3 Without prejudice to the generality of clause 4.2, the District Council reserves the right to charge Interest in Default on any outstanding sums (including late outstanding amounts) due from the Parish Council from the due date until payment in full.

5. Notices

5.1 Any notice or other communication given to a party under or in connection with this licence shall be in writing and shall be given by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its main office (if a local authority or other governmental body) or its principal place of business (in any other case), or by email to the District Council at property@easthants.gov.uk and by email to the Parish Council at clerk@lissparishcouncil.gov.uk.

5.2 If a notice or other communication complies with the criteria in clause 5.1, it shall be deemed to have been received:

- (a) if delivered by hand, at the time the notice or other communication is left at the proper address; or
- (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the next working day after posting; or
- (c) if sent by email, at the time of successful transmission, save that any email successfully transmitted on a non-working day will be deemed to have been received on the next working day.

5.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

5.4 A notice or other communication given under this licence is not valid if sent by fax.

6. Costs

The parties will be responsible for their own respective legal and other professional fees in relation to this licence.

7. No warranties for use or condition

7.1 The District Council gives no warranty and makes no representation that the Property possesses the Necessary Consents for the Permitted Use.

7.2 The District Council gives no warranty and makes no representation that the Property is physically fit and/or suitable for the purposes specified in clause 2.

7.3 The Parish Council acknowledges that it does not rely on, and shall have no remedies of any kind in regard to, any representation or warranty (whether made innocently or negligently) that may have been made by or on behalf of the District Council before the date of this licence as to any of the matters mentioned in clause 7.1 or clause 7.2.

7.4 Nothing in this clause shall limit or exclude any liability for fraud.

8. Limitation of District Council's liability

8.1 Subject to clause 8.2, the District Council is **not** liable for any one or more of the following:

- (a) the death of, or injury to the Parish Council, its employees, other staff, customers, volunteers and/or invitees to the Property;

- (b) damage to any property of the Parish Council or that of the Parish Council's employees, other staff, customers, volunteers and/or invitees to the Property;
- (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability of any kind incurred or burdened on the Parish Council or the Parish Council's employees, other staff, customers, volunteers and/or invitees to the Property i.) in the exercise or purported exercise of the rights granted by this licence and/or ii.) out of or connected with the Permitted Use.

8.2 Nothing in clause 8.1 shall limit or exclude the District Council's liability for:

- (a) any matter in regard to which it would be unlawful for the District Council to exclude or limit liability.

8.3 The Parish Council shall fully indemnify and keep fully indemnified the District Council, its employees, contractors and agents from and against any claims, proceedings, costs, expenses, demands, losses, damages and all other liabilities of whatever nature connected with or arising from the actions and/or omissions of the Parish Council or its employees, other staff, customers, volunteers and/or invitees in relation to one or more of the following:

- (a) the Permitted Use
- (b) the non-compliance breach or other shortcoming in regard to any part of this licence.
- (c) any obligations of the Parish Council to third parties.

9. Insurance

9.1 The Parish Council shall ensure that at all times during the Licence Period it shall maintain the following insurance policies taken out with reputable insurers at its own cost and with the cover being as a minimum:

- (a) public liability insurance with a limit of indemnity of not less than £10,000,000 (ten million pounds) in relation to any one claim or series of claims;
- (b) any other policy or policies of insurance which are necessary or recommended owing to the nature of the Permitted Use and with a limit of indemnity to be prescribed by the District Council in relation to any one claim or series of claims

9.2 The Parish Council shall promptly deliver to the District Council upon demand of the District Council copies of the insurance policies referred to in the above clause

9.1 together with such evidence as the District Council may require that such policies are current and in force and that premiums have been fully paid.

- 9.3 The Parish Council shall comply with all of the obligations on its part under the insurance policies referred to in the above clause 9.1 and shall ensure that the policies do not lapse and that it does not cause any breach or breaches of one or more of them.

10. Intellectual Property Rights

- 10.1 The District Council and the Parish Council each agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, know-how and any other Intellectual Property Rights whatever owned by either the District Council or the Parish Council before today's date or developed by either party during the Licence Period, shall remain the property of the original party.

11. Monitoring

- 11.1 The Parish Council shall at all times comply with the provisions and timeframes set out in this licence in relation to the delivery of the Permitted Use or as otherwise specified by the District Council from time to time and will on request by the District Council convey to the District Council how it is complying with this licence.
- 11.2 The Parish Council shall monitor the delivery and success of the Permitted Use throughout the Licence Period to ensure that the aims and objectives of the Permitted Use are being met and that this licence is being adhered to and shall comply with any other monitoring conditions required by the District Council from time to time.
- 11.3 The Parish Council shall ensure that the Permitted Use is delivered in a lawfully compliant manner.
- 11.4 The Parish Council shall permit the District Council or any person authorised by the District Council such reasonable access to its employees, agents, volunteers, premises, facilities and records, for the purposes of discussing, monitoring and evaluating the Parish Council's fulfilment of the provisions of this licence and the Parish Council shall, if so required by the District Council, provide appropriate oral or written explanations.
- 11.5 The Parish Council shall not prevent the District Council or any person authorised by the District Council to visit the Parish Council at any time it is on the District Council's land carrying out the Permitted Use so that the District Council can monitor the delivery of the Permitted Use.

- 11.6 The District Council shall appoint an officer as project lead ("**Project Lead**") to oversee the Parish Council's delivery of the Permitted Use and the District Council shall advise the Parish Council of the Project Lead's identity in writing including any changes to the Project Lead. The Project Lead will be the District Council's day to day liaison contact. The Parish Council must comply with all proper lawful requests or directions made by the Project Lead from time to time and at all times.

12. Delivery of the Permitted Use

- 12.1 Prior to the commencement of the Permitted Use, the Parish Council will obtain all necessary licences permissions and consents (whether of a public or private nature) required for the implementation of the Permitted Use and shall ensure that they remain valid throughout the Licence Period and it shall retain copies of all of those licences permissions and consents. The District Council can demand to see all of the aforesaid and the Parish Council will promptly provide copies of all of the aforesaid.
- 12.2 The Parish Council shall carry out the Permitted Use with all due care, skill, promptness and ability.
- 12.3 The Parish Council is solely responsible for all health and safety aspects of the Permitted Use including without limitation it must carry out or procure any mandatory and/or recommended health and safety assessments and any other risk assessments applicable to the Permitted Use and provide copies of all of the same to the District Council promptly following demand.
- 12.4 Without prejudice to the generality of the preceding provision, the Parish Council shall be solely responsible for the safety of any of its property and equipment used as part of the Permitted Use.
- 12.5 Without prejudice to the generality of clause 12.6, the Parish Council shall maintain current and accurate records of all work carried out as part of the Permitted Use and such records shall include full details of any expenditure incurred thereby and if so demanded by the District Council, the Parish Council shall:
- (a) provide the District Council with prompt access to such records and other relevant data and otherwise provide to the District Council within a reasonable period of time such evidence as the District Council may require in order to review that the Parish Council carried out the Permitted Use and to verify whether the Parish Council otherwise complied with this licence; and
 - (b) serve any notices on any persons and carry out any other relevant tasks in order to comply with the Data Protection Legislation in connection with allowing the District Council access to any Personal Data of those affected persons arising out of clause 12.5(a).

- 12.6 The Parish Council shall following demand by the District Council promptly provide to the District Council any information in connection with the Permitted Use.
- 12.7 Following either completion of the Permitted Use or the date on which the Parish Council can no longer continue with the Permitted Use for whatever reason, the Parish Council shall promptly notify the District Council in writing and following the District Council's demand shall promptly send the District Council written records and any other data in a form specified by the District Council evidencing how all or part of the Permitted Use was completed and the Parish Council must state whether or not the Permitted Use was successfully implemented.

13. Accounting

- 13.1 The Parish Council shall keep detailed accounts of expenditure in connection with the Permitted Use and receipts in connection thereto for a period of 6 years following the end of the Licence Period and if the District Council so demands shall provide the District Council or its agents or representatives with copies of as much of the aforesaid information as the District Council may reasonably request.
- 13.2 The Parish Council shall comply with the District Council's demands and facilitate the District Council's compliance in connection with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the District Council.

14. Publicity

- 14.1 Subject to obtaining the prior written approval of the District Council, the Parish Council shall acknowledge the support of the District Council for the Permitted Use in any materials or media that refer to the Permitted Use and in any written or spoken public presentations about the Permitted Use. Where authorised beforehand in writing by the District Council to publicise the Permitted Use, the Parish Council shall abide by all instructions from the District Council regarding publicity of the Permitted Use.

15. Permitted Use Material Breach

- 15.1 If, during the Licence Period, the Parish Council is unable to show sufficient progress in the delivery of the Permitted Use such failure shall be treated as a material breach for the purposes of this licence and dealt with according to the District Council's rights and remedies under this licence.

16. Statutory and Legal Obligations

16.1 The Parish Council under this licence and in delivering the Permitted Use shall comply with all laws and legislation applicable to the Permitted Use including without limitation:

- (a) Bribery Act 2010
- (b) Human Rights Act 1998
- (c) Modern Slavery Act 2015
- (d) Health & Safety at Work etc. Act 1974
- (e) Equality Act 2010

17. Variations

Any variation or amendment to this licence shall only be effective if contained in a written variation agreement which is signed by both parties.

18. Assignment

The Parish Council cannot assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this licence.

19. Power to Contract

Each of the parties respectively warrants and represents that it holds all powers necessary to enter into this licence and that it has obtained the necessary internal authority and approvals to do so.

20. Severability

20.1 If any provision or part-provision of this licence is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this licence.

20.2 If any provision or part-provision of this licence is deemed deleted under the above clause 20.1 the parties shall negotiate in good faith to agree a replacement provision or part-provision that, to the greatest extent possible, achieves the intended commercial result of the original provision or part-provision.

21. Continuity

Any provision of this licence that expressly or by implication is intended to come into or continue in force on or after termination or expiry of this licence shall remain in full force and effect.

22. Entire Agreement

- 22.1 This licence constitutes the entire agreement between the parties and supersedes and extinguishes all previous and contemporaneous agreements, promises, assurances and understandings between them, whether written or oral, relating to its subject matter.

23. No Partnership

This licence shall not create any partnership or joint venture between the District Council and the Parish Council, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

24. Waiver

- 24.1 Any waiver of any right or remedy of the District Council is only effective if given in writing and signed by the District Council.
- 24.2 The District Council's delay or failure to exercise, or the single or partial exercise of, any right or remedy does not waive that or any other right or remedy, nor does it prevent or restrict the further exercise of that or any other right or remedy.

25. Local Authority Capacity and Powers

The District Council enters into this licence solely in its capacity as a landowner of the Property. Nothing in this licence shall restrict the District Council's powers or rights as a local authority, local planning authority or statutory body to perform any of its statutory functions and duties.

26. Data Protection

The parties shall each separately comply with any obligations under the Data Protection Legislation which arise connected with this licence.

27. Confidentiality and Freedom of Information

- 27.1 Each party shall during the Licence Period and subsequently keep secret and confidential all Intellectual Property Rights or other business, technical or

commercial information disclosed to it as a result of the licence and shall not disclose the same to any person save to the extent necessary to perform its obligations according to the terms of this licence or save as expressly authorised in writing by the other party.

27.2 The obligation of confidentiality contained in this clause shall not apply or shall cease to apply to any Intellectual Property Rights, or other business, technical or commercial information which:

- (a) at the time of its disclosure by the disclosing party is already in the public domain or which subsequently enters the public domain other than by breach of the terms of this licence by the receiving party;
- (b) is already known to the receiving party as evidenced by written records at the time of its disclosure by the disclosing party and was not otherwise acquired by the receiving party from the disclosing party under any obligations of confidence;
- (c) is at any time after today's date acquired by the receiving party from a third party having the right to disclose the same to the receiving party without breach of the obligations owed by that party to the disclosing party; or
- (d) must be disclosed pursuant to any laws or by an order of a Court or Tribunal.

27.3 The parties each separately acknowledge that the other is subject to the requirements of the Freedom of Information Act 2000 (**FOIA**) and the Environmental Information Regulations 2004 (**EIRs**) and nothing in this licence shall restrict or fetter each party's rights and responsibilities under the aforementioned legislation.

27.4 Each party separately covenants to provide reasonable assistance and cooperation as requested by the other to enable the other to comply with its obligations under the FOIA and EIRs within the timescales stated under the FOIA and EIRs.

28. Third party rights

This licence does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this licence.

29. Governing law

This licence and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed according to the law of England and Wales.

30. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this licence or its subject matter or formation.

This licence has been entered into on the date stated at the beginning of it.

Signed by (name)

for and on behalf of **East Hampshire District Council**

..... (signature)

Signed by

.....(name of member)

.....(name of member)

as duly authorised for and on behalf of

Liss Parish Council

..... (signature)

..... (signature)

Schedule 1 Rights granted to Parish Council

None

Schedule 2 Permitted Use

1. Subject to the District Council having the final and absolute discretion to specify the works to be undertaken and thereby holding the right to vary amend or add to any or all of the following by written notice, the Parish Council will **only** be entitled to carry out the following (to be carried out to the satisfaction of the District Council):
 - (a) Maintenance of paths and cutting back foliage that is encroaching onto footpaths.
 - (b) Coppicing Hazel in line with any lawful and safe advice from the Project Lead
 - (c) Managing bramble and nettle growth in line with a safe and lawful plan provided by the Project Lead.
 - (d) Removal of invasive non-native species in line with safe and lawful advice from the Project Lead on the method and process of disposal and removal.
 - (e) Litter picking from footpaths meadows and woodlands (no litter picking is permitted from any rivers or streams or watercourses or flooded areas or lakes)
 - (f) Maintenance of those notice boards as specified by the Project Lead in writing
 - (g) Maintenance of those statues as specified by the Project Lead in writing
 - (h) Surveying of wildlife as prescribed by the Project Lead to include without limitation taking a note of the number of birds, butterflies and insects.
 - (i) Any other tasks as are authorised and prescribed by the Project Lead in writing from time to time.