

COUNTY COUNCILLOR REPORT TO ALL PARISH COUNCILS IN PETERSFIELD HANGERS

1 APRIL 2025

1. Retirement of HCC Chief Executive

HCC Chief Executive Carolyn Williamson has announced her retirement after four years in the role. She will depart HCC in July. A selection process to recruit her replacement will commence in the coming weeks. This is likely to be a crucial appointment coming as it does at a time of transition for local government in Hampshire.

2. Future Services Consultation on possible changes

In order to bridge our budget gap, HCC is currently consulting on some service changes. I thought it would be appropriate to report on them. Here is a brief summary of the savings proposals:

Planned highway maintenance

This withdrawal of funding is possible due to an increase in National funding of £15.2m. The proposal is to remove £4.32m funding provided each year by the County Council to supplement Department for Transport funding for planned highway maintenance activities including larger-scale structural repairs, surface treatments on roads, and drainage improvements.

Older Adults Day Services

The proposal is for HCC Care and Support Service to stop running the older adult day care services at Chesil Lodge (Winchester), and Newman Court (Basingstoke). These day care services provide a range of individual and group activities (e.g. crafts, exercise, singing) together with personal care.

Post-16 Transport

- To focus the County Council's resources on those most in need, by amending the eligibility criteria for Post-16 transport assistance so that the County Council would only assist with travel for Post-16 students with special educational needs or a disability, and who are from a low-income family.
- To make Post-16 Transport provision more sustainable in the long-term by requiring all families of students who receive County Council-provided Post-16 transport assistance to contribute to the costs of transport for their child.

- To support SEND students to develop their independent travel skills by introducing mandatory Independent Travel Training (ITT) for some Post-16 students.
- To make Post-16 Transport provision more sustainable in the long-term by requiring parents/carers/responsible adults to act as a Passenger Assistant where it is reasonable for them to do so.

Both School Transport and Post-16 Transport

- To reduce the number of unused seats by utilising bus pass usage data.
- To increase flexibility to meet short-term variations in demand by using the full licensed capacity of buses.
- To make discretionary transport more viable by asking parents to increase their financial contribution towards the cost of the transport.
- To promote the most independent forms of transport assistance.

The service change proposals outlined within the consultation would contribute around £9.9 million in total towards balancing the budget for 2025/26 while ensuring that the delivery of essential services is maintained.

If you would like to respond to the consultation, you can do so until 7 May at this link: <https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/future-services-consultation-spring-2025>

3. Consultation on new layout for junction

HCC has commenced a formal consultation on a new layout for the Causeway/Sussex Road/Hylton Road/Dragon Street junction, also known locally as the “Tesco junction”. As well as making it easier for everyone to cross the road, we also hope that this crossing will have a traffic-calming effect.

A Public Notice was published on 21 March and representations can be made until 18 April. More information is available at this link to the scheme web page: <https://www.hants.gov.uk/transport/transportchemes/petersfield-dragon-street>

4. HCC enters Purdah due to by-elections

Due to the resignation of sitting councillors Dominic Hiscox and Adrian Collett, by-elections have been triggered for two County Divisions. They are Winchester Eastgate and Yateley East & Blackwater Electoral Divisions.

This means that HCC is now in Purdah and consequently will not make any substantial announcements until the by-elections have taken place on Thursday 1 May. This may mean that there is not anything meaningful for me to report in my next monthly report but let’s see.

5. Easter activity QE Country Park

Queen Elizabeth Country Park has organised an Easter trail for kids called the “Big Butser Egg Roll” Trail. For £6 you get a pack including a trail guide, a pack of pencils, a springtime craft to take home, and a rubber egg to decorate. The idea is that you throw the rubber egg up Butser Hill, see how far it goes, and then watch it roll down. The trail will be in place from 5-21 April. Tickets can be purchased online here:

<https://www.hants.gov.uk/thingstodo/countryparks/qecp/visit-us/whatson/the-big-butser-egg-roll-2025>

6. South Downs celebrates its 15th birthday



The South Downs National Park is marking its 15th birthday by announcing a major upcoming consultation that will help decide future priorities.

The South Downs National Park came into being on 31 March, 2010 after first being mooted in the 1920s. Fifteen years on, a great deal has been achieved for nature, climate and communities. Yet there’s still so much more to be done to protect and enhance the landscape, as well as create opportunities for people to enjoy it, all while facing growing challenges such as climate change, biodiversity loss, water pollution and economic uncertainty.

A public consultation will run from June to August on a new draft 5-year Partnership Management Plan, which is an overarching plan setting out the goals for the National Park over the next five years. It will replace the current Partnership Management Plan.

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers

Treasurers Acc. 00110939

Payments made between 01/03/2025 and 31/03/2025

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> |
|----------------------------------|--------------------------------|------------------|----------------|--------------------|--------------|------------|-----------------|-------------------------------|
| 03/03/2025 | Debit Card | DCARD | 12.00 | | 2.00 | 4065 150 | 10.00 | engraving for awards |
| 03/03/2025 | Amazon | DCARD | 15.83 | | 2.64 | 4105 150 | 13.19 | Amazon |
| 06/03/2025 | Cloudy IT Ltd | DDR55 | 72.00 | 72.00 | | 500 | | Monthly Licence fee |
| 06/03/2025 | U-Do DIY | FPO123 | 13.13 | 13.13 | | 500 | | misc items for play eq/grds |
| 07/03/2025 | tesco | DCARD | 2.30 | | | 4055 150 | 2.30 | milk and soap |
| 11/03/2025 | Datasharp Independant Solution | DDR56 | 96.11 | 96.11 | | 500 | | Photo copier print charge |
| 11/03/2025 | Datasharp Independant Solution | DDR57 | 148.66 | 148.66 | | 500 | | Photocopier prints |
| 14/03/2025 | Datasharp Independant Solution | DDR58 | 101.63 | 101.63 | | 500 | | Photocopier Feb |
| 17/03/2025 | Sage UK | DDR59 | 18.00 | 18.00 | | 500 | | Payroll software |
| 17/03/2025 | | FPO124 | 1,207.08 | 1,207.08 | | 500 | | Repairs to Riverside Walk |
| 17/03/2025 | U-Do DIY | FPO125 | 10.40 | 10.40 | | 500 | | DUPLICATED INV |
| 17/03/2025 | Travis Perkins | FPO126 | 189.94 | 189.94 | | 500 | | bulk ballast |
| 17/03/2025 | Viking Direct | FPO127 | 1,064.40 | 1,064.40 | | 500 | | office desk disount |
| 17/03/2025 | Lightatouch | FPO128 | 426.66 | 426.66 | | 500 | | Interim internal audit |
| 17/03/2025 | Alpha Graphics | FPO129 | 1,137.08 | 1,137.08 | | 500 | | Signs for Allotment mill rd |
| 17/03/2025 | Hampshire Association of Local | FPO130 | 420.00 | 420.00 | | 500 | | Cilca Course |
| 17/03/2025 | The Play Inspection Company Lt | FPO131 | 435.00 | 435.00 | | 500 | | Operational inspection |
| 17/03/2025 | Vision ICT Ltd | FPO132 | 653.10 | 653.10 | | 500 | | Website hosting & Support |
| 17/03/2025 | Society of Local Council Clerk | FPO133 | 450.00 | 450.00 | | 500 | | Qualification fee Cilca |
| 18/03/2025 | Jed Deane | BACS | 60.01 | | | 4215 200 | 60.01 | Diesel |
| 18/03/2025 | tesco | DCARD | 1.20 | | | 4055 150 | 1.20 | milk |
| 18/03/2025 | lloyds bank | DD | 19.09 | | | 4009 150 | 19.09 | Account charges |
| 20/03/2025 | Paul Kibbs | BACS | 80.00 | | | 6108 700 | 80.00 | Labour charge for groundswork |
| | | | | | | 363 | -80.00 | Labour charge for groundswork |
| | | | | | | 6000 700 | 80.00 | Labour charge for groundswork |
| 20/03/2025 | OLB Group Ltd | FPO136 | 214.00 | 214.00 | | 500 | | PAT Test to equipment |
| 20/03/2025 | Hampshire Association of Local | FPO137 | 57.60 | 57.60 | | 500 | | Introduction to Cilca |
| 20/03/2025 | Travis Perkins | FPO138 | 623.81 | 623.81 | | 500 | | solid dense block |
| 24/03/2025 | Amazon | DCARD | 17.49 | | 2.92 | 4105 150 | 14.57 | Computer wrist support |
| 24/03/2025 | Amazon | DCARD | 26.32 | | 4.39 | 4105 150 | 21.93 | Laptop stand, draw organsiers |
| 24/03/2025 | Amazon | DCARD | 79.97 | | 13.33 | 4105 150 | 66.64 | Computer monitor and speakers |
| 25/03/2025 | tesco | DCARD | 1.20 | | | 4055 150 | 1.20 | tesco milk |
| Subtotal Carried Forward: | | | 7,654.01 | 7,338.60 | 25.28 | | 290.13 | |

Treasurers Acc. 00110939

Payments made between 01/03/2025 and 31/03/2025

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> |
|------------------------|------------------------------|------------------|------------------|--------------------|--------------|------------|------------------|-------------------------------|
| 25/03/2025 | Tesco | DCARD | 2.20 | | | 4055 150 | 2.20 | Tesco |
| 26/03/2025 | Salaries | BACS | 7,288.97 | | | 4000 150 | 7,288.97 | salaries Mar mnth 12 |
| 26/03/2025 | Hampshire Pension | BACS | 2,558.79 | | | 4005 150 | 2,558.79 | Pension Mar mnth 12 |
| 26/03/2025 | hmrc ni | BACS | 1,098.24 | | | 4000 150 | 1,098.24 | hmrc ni Mar mnth 12 |
| 26/03/2025 | hmrc tax | BACS | 1,202.80 | | | 4000 150 | 1,202.80 | hmrc tax Mar mnth 12 |
| 26/03/2025 | Amazon | DCARD | 19.98 | | | 4105 150 | 19.98 | computer mouse |
| 26/03/2025 | Amazon | DCARD | 3.33 | | | 4090 150 | 3.33 | amazon |
| 27/03/2025 | Charities | TNSFR | 216.00 | | | 540 | 216.00 | Liss railway receipt |
| 28/03/2025 | Veolia ES UK Ltd | DDR60 | 276.00 | 276.00 | | 500 | | waste removal |
| 28/03/2025 | The BRT Group Ltd | FPO139 | 31.45 | 31.45 | | 500 | | Awards for Villager of Year |
| 28/03/2025 | Zurich Municipal (Insurance) | FPO140 | 478.03 | 478.03 | | 500 | | Landrover insurance |
| 31/03/2025 | TM Clothing Ltd | FPO141 | 41.76 | 41.76 | | 500 | | workwear |
| 31/03/2025 | Hampshire Grounds Ltd | FPO142 | 370.00 | 370.00 | | 500 | | Grass cutting nc,lf,mill rd |
| 31/03/2025 | Amberol Ltd | FPO143 | 1,173.60 | 1,173.60 | | 500 | | Planter for LIB |
| 31/03/2025 | DRB Contractor | FPO144 | 1,260.00 | 1,260.00 | | 500 | | Post & rail with stock wire |
| 31/03/2025 | Travis Perkins | FPO145 | 79.08 | 79.08 | | 500 | | building sand and dense block |
| 31/03/2025 | Viking Direct | FPO146 | 599.99 | 599.99 | | 500 | | Office Chairs |
| Total Payments: | | | 24,354.23 | 11,648.51 | 25.28 | | 12,680.44 | |

Treasurers Acc. 00110939

Receipts received between 01/03/2025 and 31/03/2025

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 13/03/2025 | 60.28 | | | | | | |
| transfer | Charities | 60.28 | | | 540 | | 60.28 | payment from charities |
| | Banked 18/03/2025 | 10,000.00 | | | | | | |
| transfer | BUS Instant 07410075 | 10,000.00 | | | 205 | | 10,000.00 | transfer funds |
| | Banked 19/03/2025 | 216.00 | | | | | | |
| cash recdq | Liss Model Railway | 216.00 | | | 540 | | 216.00 | Cash from Liss Model |
| refund | Banked 20/03/2025 | 15.83 | | | | | | |
| refund | amazon | 15.83 | | 2.64 | 4105 | 150 | 13.19 | amazon wireless mouse |
| | Banked 24/03/2025 | 12,150.00 | | | | | | |
| transfer | BUS Instant 07410075 | 12,150.00 | | | 205 | | 12,150.00 | transfer of funds |
| refund | Banked 27/03/2025 | 19.98 | | | | | | |
| refund | Amazon refund | 19.98 | | 3.33 | 4105 | 150 | 16.65 | amazon wireless mouse |
| | Total Receipts: | 22,462.09 | 0.00 | 5.97 | | | 22,456.12 | |

BUS Instant 07410075

Payments made between 01/03/2025 and 31/03/2025

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> |
|------------------------|--------------------------|------------------|----------------|--------------------|--------------|------------|-----------------|-------------------------|
| 17/03/2025 | Charities | TRANS | 1,064.91 | | | 105 | 1,064.91 | vat refund to charities |
| 18/03/2025 | Treasurers Acc. 00110939 | transfer | 10,000.00 | | | 200 | 10,000.00 | transfer funds |
| 24/03/2025 | Treasurers Acc. 00110939 | transfer | 12,150.00 | | | 200 | 12,150.00 | transfer of funds |
| Total Payments: | | | 23,214.91 | 0.00 | 0.00 | | 23,214.91 | |

BUS Instant 07410075

Receipts received between 01/03/2025 and 31/03/2025

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> |
|------------------------|--------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| div recd | Banked 04/03/2025 | 1,751.50 | | | | | | |
| div recd | Public Sector interest | 1,751.50 | | | 1081 | 100 | 1,751.50 | ccla interest recd |
| int recd | Banked 10/03/2025 | 60.23 | | | | | | |
| int recd | Lloyds Bank | 60.23 | | | 1080 | 100 | 60.23 | lloyds int recd |
| vat | Banked 17/03/2025 | 1,064.91 | | | | | | |
| vat refund | hmrc vat refund | 1,064.91 | | | 105 | | 1,064.91 | vat refund for charities |
| Total Receipts: | | 2,876.64 | 0.00 | 0.00 | | | 2,876.64 | |



LISS PARISH COUNCIL

Minutes of the Highways, Footpaths and Transport Committee Monday 24th March 2025

MEMBERS

*Cllr A Smith (Chair), *Cllr Baldwin, *Cllr Budden, *Cllr James
*Cllr Stratford-Tuke, *Cllr Williams, *Cllr Payne, *Cllr R Smith, Cllr C Mort, *Cllr R Crane

*Present

Also present - Katrina Burns, Projects and Funding Officer (clerking meeting).

H1/25 Apologies

Apologies were received from Cllr K Budden and Cllr R Smith.

H2/25 Declarations of interests

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

H3/25 Approval of minutes of the previous meeting held on 2nd December 2024

Resolved: That the minutes of the Highways Committee meeting held on 2nd December 2024 be approved as an accurate record, proposed by Cllr Williams and seconded by Cllr Stratford-Tuke, with all in favour.

H4/25 Matters arising from previous meeting

H8/24 Bluebell pub sign – Cllr Payne and Cllr Stratford-Tuke have yet to meet to discuss the future of the sign.

H21/24 - Cllr A Smith reported that the site of the recently installed crossing to the Andlers Wood estate is owned by the Andler's Wood management company.

Action – Cllr R. Smith to find a contact in the Andler's Wood management company to discuss their responsibilities for the long term management and maintenance of the crossing.

H5/25 Adjournment to hear from members of the public

There were no members of the public present.

H6/25 Speed Indicator Devices

The Projects and Funding Officer reported that there had been an issues trying to charge up the batteries of the 2 older SIDs. This would continue to be an issue when there was not enough sun to charge up the SIDs. It was agreed that work should be undertaken to understand the fault – and then proposed actions presented to the Committee.

Action – Cllr A Smith to look at SID batteries and charger in conjunction with the LPC caretakers responsible for the moving of the devices.

The Projects and Funding Officer updated the Committee as to the current locations of the SIDs. A discussion took place regarding the locations of the devices around the village. It was agreed that a formalised rota was

required to ensure that the devices were moved around in a timely manner, and that the what 3 words location of each socket should be established to help locate the ground sockets.

Action – The Projects and Funding Officer to draw up a rota for SID installation.

Action – The Projects and Funding Officer and Cllr Baldwin to work with the LPC Caretakers responsible for moving the SIDs to establish exact location of the ground sockets around the village (potentially aided by Karen Tordoff if needed).

H7/25: Lengthsman Scheme

The Projects and Funding Officer reported that there was still 44.5 hours left of the Lengthsman’s time in Liss until the end of March. These hours will be carried over to 2025/26. It is still unclear what jobs are outstanding on the list of works due to the limited details regarding work carried out. Committee members identified some possible extra tasks to be added to the worklist, including works to the bench and bins outside of Tesco’s, the painting of the Bluebell sign pole, repairing of collapsed verges, and removal of wood chipping at Princes Bridge allotments.

Action – all to send through details of any possible tasks for Lengthsman to the Projects and Funding Officer.

H8/25: Update on projects

Cllr A Smith reported that HCC are still considering the designs for the work on radial roads in Liss as they have been busy focusing on on-street parking charges (a wider HCC project).

Cllr A Smith reported that the school zone work was complete (apart from the changing of the reflectors on the wooden panels).

Cllr A Smith informed Cllr Baldwin that HCC were aware of the need for a parking order on Station Road (by Liss Pavilion) to improve visibility when accessing the road from the car park.

H9/25: Public Transport Update

Cllr Williams told the Committee that Cllr Budden had reported that there were no updates for the Committee with regards to public transport.

The Chair closed the meeting at 7:45pm.

.....
Chair

Date:

Date of next meeting: 23 June 2025



LISS PARISH COUNCIL

Minutes of the Planning Committee held on 7th April 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

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

P30/25 Apologies:

No apologies were received.

P31/25 Declarations of interests and Role of Charity Trustee:

Councillors were reminded of their responsibility to declare any pecuniary interest which they may have in any item of business no later than when that item is reached.

- Cllr Crane declared an interest in planning application SDNP/25/00750/FUL - Land to the west of the Flying Bull Public House.
- Cllr Budden declared a non-pecuniary interest in planning application SDNP/25/01067/HOUS - 7 Oak Tree Drive.
- Mrs Halstead declared a non-pecuniary interest in planning application SDNP/25/01067/HOUS - 7 Oak Tree Drive.

P32/25 Approval of previous meeting minutes:

Resolved: That the minutes of the Planning Committee of 10th March be accepted as an accurate record. Proposed by Cllr Payne and seconded by Cllr Stratford-Tuke, with all in favour.

P33/25 Matters arising from minutes of the previous meeting:

No matters were arising.

P34/25 Adjournment for public deputations

Adjourn to hear from Tivoli Chang, Lead Planner for Flying Bull Properties, regarding planning application SDNP/25/00750/FUL - Land to the west of the Flying Bull Public House, Rogate, West Sussex, GU33 7JB.

P35/25 Planning Applications Received:

35.1 SDNP/25/00104/HOUS - Knights Cottage Rake Road Liss Hampshire GU33 7HB - Greenhouse following demolition of existing greenhouse:

Following discussion, the committee were in unanimous agreement that LPC do not object to this planning application.

- 35.2 SDNP/25/00750/FUL - Land West of The Flying Bull - Erection of two detached dwellings (Use Class C3) including associated access off London Road, associated parking and landscaping:**
Following discussion, the committee were in unanimous agreement that LPC do not object to this planning application, providing adequate mitigation measures were secured to protect protected species.
- 35.3 SDNP/25/01067/HOUS - 7 Oak Tree Drive, Liss, Hampshire, GU33 7HW - Partial conversion of existing attached garage to form utility room, together with raised roof over:**
Following discussion, the committee were in unanimous agreement that LPC do not object to this planning application.
- 35.4 SDNP/25/00680/HOUS - 99 Forest Road, Liss, Hampshire, GU33 7BP - Single storey extension to rear:**
Following discussion, the committee were in unanimous agreement that LPC do not object to this planning application.
- 35.5 SDNP/25/00560/CND - Batts Brook, Hawkey Road, Liss, Hampshire, GU33 6JP - Variation of condition 2 of SDNP/24/03683/HOUS to allow substitution of Drawing 0924-PA-01 Proposed Plan to be replaced with drawing 0924-PA-102 Proposed Plan. Drawing 0924-PA-02 Proposed Roof Plan to be replaced with drawing 0924-PA-103 Proposed Roof Plan. Drawing 0924-PA-03 Proposed Elevations to be replaced with drawing 0924-PA-104 Proposed Elevations. Additional Drawings 0924-PA-101-Proposed Site Plan:**
Following discussion, the committee were in unanimous agreement that LPC do not object to this planning application subject to the greenhouse remaining ancillary to the main dwelling house and not to be used for residential purposes.

P36/25 Planning Applications Approved. The Chair noted that the following applications were approved:

| Ref. Number | Address | Description | LPC Comment to Planning |
|--------------------|---|--|-------------------------|
| SDNP/25/00036/HOUS | 4 Pine Walk, Liss, Hampshire, GU33 7AT | Single storey rear extension with internal alterations. | |
| SDNP/25/00007/HOUS | Woodleigh, 166 Station Road, Liss, Hampshire, GU33 7AW | Widen existing dropped kerb access to driveway to make access easier and safer from the main road | |
| SDNP/24/05067/HOUS | Highcrest Hill Brow Road, Liss, Hampshire, GU33 7QD | Single storey rear extension. | |
| SDNP/24/04731/CND | 45 Liss Delivery Office, The Flat Station Road, Liss, Hampshire, GU33 7DP | Variation of condition 2 of planning permission SDNP/23/01019/FUL to move the Finished Floor Levels out of the flood zone (Revised Plans) (Amended plans received 28.02.2025). | |

P37/25 Planning Applications Withdrawn. The Chair noted that the following applications were withdrawn:

| Ref. Number | Address | Description | LPC Comment to Planning |
|---------------------|--|--|-------------------------|
| SDNP/25/00158/PA14J | Blenheim Court, Farnham Road, Liss, Hampshire, GU33 6JA | Prior Approval for the Installation of 51kW total of solar PV across multiple roofs of the care home, mainly on the flat roof with a few sections of PV on some of the pitched roof areas. | Objection |

P38/25 TPO Applications Approved. The Chair noted that the following applications were approved:

| Ref. Number | Address | Description | Views of LPC Tree Consultant |
|-------------------|---|---|------------------------------|
| SDNP/25/00088/TPO | 16 Pine Walk, Liss, Hampshire, GU33 7AT | T1 - Copper Beech - Reduce canopy size by 2 metres and remove major deadwood - to maintain size and prevent further encroachment towards roof of property. Current canopy spread of 16 metres, height of 18 metres finishing height after proposed canopy reduction - 14 metres. Height of 16 metres. | Objection |

P39/25 TCA Applications Received. The Chair noted that the following applications were received:

| 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 |

P40/25 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.

The majority of the problems encountered with the houses were replacement windows and drainage issues.

CALA are not planning to address the requirement of a proper ramp at the school crossing, as it is out of their scope of development.

Cllr R Smith will be writing to CALA and Anthem to confirm his understanding of the facts, and will share his letter and any replies with the LPC Planning Committee.

Cllr R Smith reported that he had discussed the possibility of a 20 mph speed limit on certain stretches of Hill Brow Road with Cllr A Smith at the Highways Committee Meeting on 24th March and this would be brought to Full Council.

P41/25 Premier illuminated sign

No update

P42/25 Liss Business Centre

No update.

P43/25 Village Design Statements

No update.

P44/25 South Downs Local Plan Review & Housing Allocation

The Chair thanked Cllr Payne for his hard working in compiling the LPC response to the review and also wished to thank Mrs Halstead and Mr Hargreaves for their input. It was agreed that the Assistant Clerk would circulate our response to all members of the committee

The Chair closed the meeting at 20:20 hrs.

Next Meeting: Monday 12th May 2025

.....
Chair



LISS PARISH COUNCIL

Minutes of the meeting of the Charities Committee held on 14th April 2025, 7.30pm,
Village Hall

COMMITTEE MEMBERS

*C. Olley (Chair), *K. Budden, R. Crane, *A. Smith
*R. Smith, *C. Williams, *P. Payne, *S. Stratford-Tuke

*Present

Also present:

Sarah Smith (Clerk to Liss Parish Council) and one member of the public.

12/CHAR/25 Apologies

There were no apologies.

13/CHAR/25 Declarations of interest

The following non-pecuniary interests were declared:

Cllr Williams as a an allotment tenant.

Cllr A Smith as Chair of Liss Scouts

14/CHAR/25 Adjournment for public participation

The member of the public advised that he was present following his partner's request to keep chickens in her allotment plot at Mitchells. He was also interested in the item on bee keeping.

The Chair proposed to move the relevant allotment agenda items forward and members agreed.

15/CHAR/25 Allotments (Charity 237190): Chickens and bees

Chickens:

The Clerk clarified that a tenant has a statutory right to keep hens and rabbits for non-business purposes so long as they do not cause a nuisance or a health risk (Allotments Act 1950).

Members agreed that a policy would need to be drafted in order to allow poultry to be kept on the allotment sites. This would need to cover provisions including poultry welfare and action in case of bird flu outbreaks.

Action: The Clerk would circulate a draft policy on keeping poultry on allotment sites and circulate for comments.

Bee Keeping Policy:

Members noted the draft Beekeeping Policy which had been circulated and requested the following amendments:

- a) Clarification of the benefits of encouraging pollinators.
- b) Given the provisions on siting that only Mitchells, Riverside Walk and Fernhills would be suitable sites.
- c) That if LPC is not satisfied that all conditions are being met it reserves the right to set a deadline for removal of the hives and to instigate removal should this not be enacted within the specified timeframe.

The policy would then be put to Council with a recommendation for approval.

16/CHAR/25 Minutes of the Charities Committee 27th January 2025

Resolved: That the minutes of the Charities Committee of 27th January 2025 be accepted as an accurate record of the meeting (proposed by Cllr Williams and seconded by Cllr A. Smith, with all in favour).

17/CHAR/25 Matters arising

There were no matters arising.

18/CHAR/25 Village Hall, including the office (Charity 301872)

Roof insulation grant underspend

The Clerk confirmed that three quotes had been sought for cavity wall insulation. It had been established that the office already had cavity wall insulation and that the Village Hall had solid walls and therefore was unsuitable for cavity wall insulation.

The Project and Funding Officer was seeking three quotes for secondary glazing as an alternative.

The Clerk advised that that the funding for the replacement Village Hall windows was buildings maintenance budget; it was hoped that the works would take place shortly.

19/CHAR/25 West Liss Recreation Ground, including the Pavilion (Charity 301871)

Solar System:

Cllr A. Smith advised that he had found no sources of funding for solar. Members agreed that Cllr A. Smith should pursue quotations for solar and battery storage at both The Pavilion and Village Hall for the committee to consider.

West Liss pitch assessment

The Clerk advised that the pitch assessment by the Hampshire FA was due to take place on 24th April.

20/CHAR/25 Allotments (Charity 237190): Other Issues

Improvement programme works update

The Clerk advised the following:

- a) Padlock codes had been changed and locks replaced where necessary.
- b) The fencing work at the far end of Riverside Walk had been completed.
- c) The new signage had been put up on allotment entrances.

Lower Green shed – roof works

Members had previously agreed to pursue the option of the roof replacement following damage by a branch from an overhanging tree (no grant funding had been secured to enhance the shed).

The preferred estimate for the roof removal was £1,265, materials for the replacement roof (with labour free of charge by the Men's Shed) were estimated at £2,300.

Resolved: That a total of up to £4,000 of Charity reserves be allocated for the roof works (proposed by Cllr Budden and seconded by Cllr Stratford-Tuke with an abstention from Cllr Williams and all other Members in favour).

It was noted that a license would need to be pursued in due course for use of the building by the Men's Shed.

The Clerk clarified that EHDC had taken responsibility for the tree which had caused the damage and added it to their inspection regime.

Water supply for Riverside Walk

The Clerk reported that the structure supporting the water tanks had been fully rebuilt with a concrete base. A new hose was also in use to facilitate the filling of the tanks from the river.

Allotment working paper

Cllr Williams had tabled a paper for discussion which was welcomed by Members.

A key recommendation was to rationalise the sites with the Fernhills East and Princes Bridge sites ceasing to be allotment plots over time. Other recommendations included renumbering of plots, updating maps and general management measures to enhance the sites. The tenancy agreement was also in need of revision.

A further draft of the paper would be considered at the next meeting in July with a view to drawing up an action plan.

10/CHAR/25 Finance

Review of Charities Accounts Q3

The Committee noted the Charities accounts for Q3. Cllr Williams noted that income for the Pavilion was down against the prediction but that this may be more of a budgeting issue as the facility was well used. Also that the account code to Newman Collard grass cutting needed removing from the Charities accounts and any relevant transactions updated accordingly.

Approval of payments and receipts for the period 23rd January to 31st March 2025

The payments and receipts would be considered at the next meeting as incorrect reports had been circulated.

Approval of direct debit/ regular payment list

Resolved: That the list of direct debits/regular payments be approved (proposed by Cllr Williams and seconded by Cllr Budden with all in favour).

Charities debit card:

Resolved: That the Clerk apply for a Charities debit card (proposed by Cllr Budden and seconded by Cllr Williams with an abstention from Cllr Smith and all other Members in favour).

The meeting closed at 20hrs26.

Date of next meeting: 14th July 2025

Signed..... Dated.....



LISS PARISH COUNCIL

Minutes of the meeting of the Facilities Committee held on 14th April 2025, 7pm,
Village Hall

COMMITTEE MEMBERS

*C. Olley (Chair), *K. Budden, R. Crane, R. Smith
*A. Smith, *C. Williams, *P. Payne, *S. Stratford-Tuke

*Present

Also present:

Sarah Smith (Clerk to Liss Parish Council) and one member of the public.

10/F25 Apologies

There were no apologies.

11/F25 Declarations of interest

The following non-pecuniary interests were declared:

Cllr Williams and Cllr Olley as Newman Collard Playing Fields Trustees.

12/F25 Adjournment for public participation

No members of the public were present at this point in the meeting.

13/F25 Minutes and matters arising of the Facilities Committee 27th January 2025

Resolved: That the minutes of the Facilities meeting of 27th January 2025 be accepted as an accurate record of the meeting (proposed by Cllr A. Smith and seconded by Cllr C. Williams, with all in favour).

14/F25 Matters arising

The Clerk confirmed that Cllr A. Smith had submitted a CIL bid to the SDNPA for the platform extension at Liss station. All other issues were on the agenda for discussion.

6/F25 Riverside Walk

General Management

The Clerk confirmed the following:

- a) That the mud scraping and laying of scalplings on the Riverside Walk path had been completed and conditions were much improved as a result.
- b) That the Men's Shed had also replaced the rotten post of the signage at the entrance area.
- c) That the lower informal path had been largely cleared by a local resident.

Members agreed that the Riverside Walk path improvements would need to be monitoring during rainfall to establish whether there was a need for further scalplings to be laid.

Members agreed that options for a gate at the entrance to the Riverside Walk should be investigated to prevent unauthorised vehicular access (**Action**).

Volunteer Work Programme

Cllr Payne advised that around 12-16 volunteers stood ready to start work at the Riverside Walk, pending completion of the risk assessment process. Discussions were also taking place with EHDC about gaining access to the volunteer shed and tools but in the meantime volunteers would likely

start work with their own hand tools. The list of work on LPC managed land was more limited. However EHDC legal were looking to produce a license which would then enable the volunteers to work on land managed by EHDC. Cllr Payne confirmed that the work programme would be guided by the EHDC Management Plan. Members requested that Cllr Payne liaise with the committee regarding proposals for work to be undertaken.

Draft Vision

Cllr Olley had drafted a vision document, for discussion. Members agreed the vision should become a working draft which would remain open for amendments.

A member of the public arrived at this point in the meeting.

7/F25 Mill Road Community Garden

Draft Vision

Cllr Olley had drafted a vision document, for discussion. Members agreed the vision should become a working draft which would remain open for amendments.

8/F25 Liss Forest Recreation Ground

There were no issues to discuss (there had been no response from the LFRA about the nature reserve and it had been agreed not to pursue any further drainage works at present).

51/F25 Newman Collard Playing Fields Trust (NCPFT)

Car park remedial works

The Clerk confirmed that the works had been commissioned and would take place during the May half term (commencing 27th May) for practical reasons.

9/F25 Environmental projects

Bug hotels

The Chair advised that the first two bug hotels have been completed and was to be installed at Mill Road and West Liss Recreation Ground.

The meeting closed at 19hrs33.
Date of next meeting – 14th July 2025.

Signed..... Dated.....

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> |

| <u>EXPENDITURE</u> | <u>AMOUNT ALLOCATED</u> | <u>AMOUNT SPENT</u> | <u>DATE SPENT</u> | <u>AMOUNT REMAINING</u> | <u>RESOLUTION</u> | <u>STATUS</u> |
|--|-------------------------|---------------------|-------------------|-------------------------|-------------------------------------|---|
| New Liss Pavilion - Construction Costs (Groundworks - Contractor progress Payment 2) | 4135.72 | 4135.72 | Sep-18 | 0.00 | 99/18 | Approved and spent. |
| New Liss Pavilion - Internal Fit Out Costs (Chairs) | 987.98 | 987.98 | Apr-19 | 0.00 | 164/18 | Approved and spent. |
| New Liss Pavilion - Internal Fit Out Costs (Chairs) | 1157.49 | 1157.49 | Apr-19 | 0.00 | 74/19 | Approved and spent. |
| Path to new Petanque Terrain, Liss Forest Recreation Ground | 2970 | 2970 | Apr-21 | 0.00 | 09/PR21 | Approved and spent. |
| Install of free equipment, Mill Road Community Garden | 1595 | 1595 | Oct-21 | 0.00 | 09/PR21 | Approved and spent. |
| Install of watering system in village centre for hanging baskets | 445 | 445 | Jun-21 | 0.00 | 39/21 | Approved and spent. |
| Village Hall Building Maintenance (Repainting and repair external windows) | 5033.48 | 5033.48 | Jun-21 | 0.00 | 77/20 | Approved and spent. |
| Mill Road Community Garden | 5000 | 5000 | Oct-21 | 0.00 | 61/21 | Approved and spent. |
| New public noticeboard, village centre | 610 | 610 | Jul-21 | 0.00 | 82/21 | Approved and spent. |
| Two sets of moveable goal posts, WL & NC | 3775.77 | 3775.77 | Jan-22 | 0.00 | 137/21 | Approved and spent. |
| West Liss Play Area | 15000 | 15000 | Jul-22 | 0.00 | 157/22 | Approved and spent. |
| Sports Wall at Newman Collard | 5584.98 | 5584.98 | Jun-22 | 0.00 | 157/22 | Approved and spent. |
| Fees associated with floodlight installation, Newman Collard | 1151 | 1151 | Mar-23 | 0.00 | 157/22 | Approved and spent. Resolution approved up to £2,500 but full amount not required. |
| West Liss Play Area | 10000 | 10000 | Jul-22 | 0.00 | 201/22 | Approved and spent. |
| Crossover youth project | 5206 | 5206 | Oct-23 | 0.00 | 241/22 144/23 89/24 | Approved and spent. Resolution approved up to £7,500 but full amount not required. |
| Pump track at West Liss EMR 351 | 56,747.54 | 56747.54 | Various | 0.00 | 257/22 21/23 107/23 175/23 | Approved and spent. Original allocation was £106,831.01. National Lottery award of £53,000 (and £47,613.47 & £2,470 returned to general CIL pot). |
| Install of free outdoor gym equipment at West Liss. | 950 | 950.00 | Dec-23 | 0.00 | 176/23 | Approved and spent. |
| Table tennis at West Liss Recreation Ground | 5550 | 5550.00 | Jul-24 | 0.00 | 52/24 | Approved and spent. |
| Additional outward facing bench at Mill Road Community Garden | 815.56 | 815.56 | Aug-24 | 0.00 | 89/24 | Approved and spent. |

| | | | | | | |
|--|-------|------------------|--------|----------|--------------------------|--|
| New Speed Indicator Device | 4,000 | 4000.00 | Oct-24 | 0.00 | 103/24 | Approved and spent. |
| Highways improvements | | | | | 57/24 & 154/24 | The £50,000 was subsequently reallocated to Village Centre Feasibility EMR. |
| TOTAL SPENT: | | 130715.52 | | | | |
| MUGA at Newman Collard (NCPFT lead) EMR 359 | 50000 | 3000.00 | | 47000.00 | 32/24 | Release of funds as follows: £3,000 for Design and Planning in April, £43,496 for Phase 1 in May and £3,504 for Phase 2 in June 2024. |
| Village Centre Improvement Project Match Funding EMR 358 | 50000 | 12428.50 | | 37571.50 | 227/22 & 143/23 & 154/24 | £50,000 of the sum allocated for platform extension (2/6/22), £12,500 of which is allocated to fund a feasibility study. £12,428.50 spent on Network Rail feasibility study 03/24. £70,000s subsequently moved to EMR for Village Centre Feasibility. |
| Liss Forest Recreation Ground play & leisure enhancements EMR 362 | 40000 | 34426.66 | | 5573.34 | 33/23, 32/24, 103/24 | Moveable football goals: £1,991.66 (20/3/23). Multi play unit: £25,085 (23/6/23 & 8/9/23). Drainage: £2,500 ditch digging (8/9/23) & £740 - of the £5,000 of the sum allocated for phase 1 of drainage works (55/23 a & b). £4,110 new fencing (22/5/24). £15,573.34 remaining: SDNPA CIL of £40,000 was awarded for remainder of works required in fenced play area so £10,000 of the original allocation of £50,000 was returned to the unallocated pot (Resolution 103/24). |

| | | | | | | |
|--|---------|---------|--|---------|--------|--|
| Green space projects EMR 367 | 5000 | 1655.83 | | 3344.17 | 33/23 | Additional environmental aspects to the Mill Road Community Garden. Other sums have also been sought for green space projects - to return to Facilities at a later date. £2,000 committed for water supply to orchard (Res. 85/23). £1,320 spent on connection (8/6/23). |
| Ecological appraisal of LPC sites | 3,300 | 3226.90 | | 1813.10 | 55/24 | Invoice for £3,226.90 leaving £73.10 to be returned to unallocated CIL EMR 339. |
| Triangle Community Centre - paving works | 5,040 | 5040.00 | | 0.00 | 89/24 | |
| Village Centre Feasibility and Preliminary Design Work EMR | 130,000 | | | | 154/24 | Plus £10,000 from budget 24/25 to provide a total of £140,000. |
| Riverside Walk Path Improvements EMR | 2,000 | | | | 155/24 | |

TOTAL ALLOCATED

416055.52

.....

LIGHTATOUCH

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

13 March 2025

The Parish Clerk

Liss Parish Council

The Council Room

Liss Village Hall

Hill Brow Road

Liss

GU33 7LA

Dear Sarah

Interim Internal Audit Report

Liss Parish Council – October 2024 – February 2025

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 to be 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 2024-25 Annual Governance and Accountability Annual Return (AGAR).

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

- ‘Governance and Accountability for Local Councils – A Practitioners’ Guide (England)’ 2024
- The Accounts and Audit (England) Regulations 2015 (as amended).

Background

This is the second review in 2024-2025 to check the internal control systems, following on from previous internal audit work completed in November 2024 and focusses on checking and validating internal

.....

March 25, 2025

Page 2

control systems in use at the Parish Council, including governance arrangements and transactional elements of the financial accounts.

The Council is a sole managing trustee.

The Council's accounting records are maintained on RBS Omega Software.

(Audit Note: The Council use RBS Omega Software to record financial transactions for both the Parish and Charities Accounts.

This review focusses on checking and validating internal control systems currently in use at the Parish Council including transactional elements of the financial accounts.

The Responsible Finance Officer (RFO) provided back-up information from RBS Omega Software in advance of the visit for the period October 2024 to February 2025 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 from the Council's website.

We are pleased to note that the Finance Committee at their meeting in February 2025 approved the new NALC model Financial Regulations. These will be recommended for adoption to the full Parish Council at their meeting to be held on the 17 March 2025.

The RFO has given notice to terminate their employment and will be leaving the Parish Council on the 31 March 2025. The Parish Council have agreed to review the job roles for the remaining office staff and the Assistant Clerk will absorb a significant majority of the work undertaken by the current RFO. The Parish Clerk will however resume responsibilities of the RFO to fulfil this statutory role. ***(Audit Note: We would recommend that further training is provided to the Parish Clerk and Assistant Clerk to increase their knowledge of the functionality of the Rialtas Omega software).***

Internal audit checks

We have also undertaken a series of audit tests on those records available for this review including Council documents, Minutes, policies, procedures, to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at this review.

During this review we checked a sample of records and tested the following:

- Minutes of Council and Committee Meetings
- Policies and Procedures
- Bank and cash.
- Investments
- Budgetary Control
- Payroll
- VAT claims
- Financial Risk Assessment
- Transparency of the Council website

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- Staff remain aware of the requirements of GDPR.
- The Council is registered with the ICO.
- Details of total payments authorised at meetings are recorded in the Minutes.
- The budgeting process is detailed and monitored throughout the year.
- Bank reconciliations are carried out promptly each month and were accurate.
- Payroll information is calculated correctly, showing appropriate deductions for PAYE, National Insurance and Pension Contributions
- The Council take an active scrutiny role.
- The Council remain compliant with the requirements of the Transparency Code Regulation 2015

Recommendations

Parish Council – RBS Omega Training

- Further training is provided to the Parish Clerk and Assistant Clerk to increase their knowledge of the functionality of the Rialtas Omega software.

Other matters to be brought to the Council's attention

- The RFO will submit a VAT claim for both the Parish Council and the Charity Accounts to ensure that the period to the 28 February 2025 has been claimed before the end of the financial year.
- The Council have provided evidence of the posting date for the Exercise of Public Rights in 2024 and will be able to tick "Yes" to Assertion 4 on Section 1 (Governance Statement) of the AGAR 2024-2025 to comply with the requirements of the Accounts and Audit Regulations 2015. We will also be able to tick "Yes" to Control Objective M on the Annual Internal Audit Report 2024-2025.
- We note that the financial risk assessment for 2024-2025 will need to be approved at full Council by 31 March 2025. **(Audit Note: It was reviewed and approved by the Finance Committee in February 2025 and will be recommended for approval at the full Council meeting on 17 March 2025).** Once this has been approved; we will be satisfied that the Council can tick "Yes" to Assertion 5 on Section 1 (Governance Statement) of the AGAR 2024-2025 to comply with the requirements for the External Auditor. We will then tick "Yes" to Control Objective C on the Annual Internal Audit Report 2024-2025.
- We also note that the Asset Register for 2024-2025 has been reviewed and approved by the full Parish Council at their February 2025. The Council can tick "Yes" to Assertion 6 on the Annual Governance Statement on the AGAR 2024-2025. We will tick "Yes" to Control Objective H on the Annual Internal Audit Report 2024-2025.
- The Finance Committee should review the Earmarked Reserves for 2024-2025 and where appropriate ensure that all projects remain relevant or if they should be removed and transferred to General Reserves. Where small balances remain after projects have been completed these should be transferred to General Reserves for reallocation.
- 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 during 2025-2026).**

Conclusion

Based on the tests we have carried out at this interim internal audit visit, in our view, the internal control procedures in operation are adequate to meet the needs of Liss Parish Council except where recommendations have been made in this report.

Next visit

The next internal audit visit has been arranged for **Wednesday 04 June 2025**.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income and expenditure
- VAT claims
- 2025-2026 budget
- Transparency Code Regulation 2015
- End of Year procedures

Next Steps

This report should be noted and circulated to the next meeting of the Parish Council. They should decide what action will be taken on the recommendations we have made.

Tim Light FMAAT
Internal auditor

Policies

ITEM 16

That Liss Parish Council approves the following policies (as considered under the method outlined in Resolution 125/23):

| | POLICY | STATUS | WORKING GROUP | COMMENTED ON BY |
|---|---|---------------|----------------------|------------------------|
| a | Freedom of Information and Publication Scheme | Revised | KB/PP/CW/SB | CW |
| b | Bee Keeping Policy | New | Charities Committee | Charities Committee |
| c | Co-option Policy | New | KB/PP/CW/SB | KB & PP & CW |

Resolution 125/23: That the Review Committee be abolished and replaced with a working group (consisting of at least two councillors and one officer) which would consider policy reviews and make recommendations to Council for approval.



LISS PARISH COUNCIL FREEDOM OF INFORMATION ACT 2000 PROCEDURE AND PUBLICATION SCHEME

1 Purpose and Scope

- 1.1 This Procedure sets out an individual's rights to information and Liss Parish Council's ("LPC") obligations to comply with legislation.
- 1.2 The Freedom of Information Act 2000 gives individuals the right to obtain information held by public authorities unless there are good reasons for keeping it confidential. Some information could be exempt from disclosure.
- 1.3 Liss Parish Council as a public authority is required to adopt and maintain a Publication Scheme setting out the types of information it will make available, how information can be obtained and the level of charge for the information. This Publication Scheme is drafted using the Information Commissioner's model template.
- 1.4 The Information Commissioner's Office ("ICO") is the UK's independent public body set up to promote access to official information and protect personal information. It has responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure are applied lawfully.

2 How To Make A Request

- 2.1 There are three ways to obtain information held by LPC:
 - 2.1.1 LPC's Website: www.lissparishcouncil.gov.uk;
 - 2.1.2 Physical inspection, upon request and subject to prior arrangements with the Clerk;
 - 2.1.3 By e-mail or written request, upon request to the Clerk.
- 2.2 When making a request to inspect documents or a written request:
 - 2.2.1 make the information as specific as possible. If a request is too broad LPC may ask for clarification. This could mean it takes longer to get the information;
 - 2.2.2 provide as full a description as possible of the information required;
 - 2.2.3 be clear about the preferred format for receiving the information, for example, by email or as a paper copy.

3 What Happens Once A Request has been Received

- 3.1 Any request for information should be treated by LPC as a formal request for information and LPC suggests that emails or letters are clearly marked as Freedom of Information Requests so as to avoid any confusion.
- 3.2 LPC must respond promptly to requests or, in any event, within 20 working days although LPC has longer to consider whether the disclosure of normally exempt information would be in the public interest. When considered the public interest test, LPC must do so "within a reasonable time"

4 What if the Information is Refused

- 4.1 Where LPC decides not to disclose the information requested it must give reasons for its decision. LPC must also explain how the exemption or exception applies and must explain the arguments under the public interest test. LPC must also inform the individual of their right to complain to the ICO.

5 How Can the ICO Help and What is the Legal Process?

- 5.1 An individual may apply to the ICO for a decision about whether the request has been dealt with according to the Act, for example, if the individual believes that there has been excessive delay or wishes to dispute the application of an exemption or refusals made on public interest grounds.

- 5.2 The ICO may serve a decision notice on LPC either confirming the decision made by LPC or directing LPC to disclose information within a certain time. Non-compliance with a decision notice may constitute contempt of court.
- 5.3 If the individual or LPC disagrees with the ICO's decision an appeal must be made within 28 days to the independent Information Tribunal.
- 5.4 The Information Tribunal may uphold the ICO's decision notice, amend it or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

6 Additional Information

- 6.1 Additional information and guidance on the Freedom of Information Act is available on the ICO Website/ via e-mail at www.ico.gov.uk.

7 Classes of Information

- 7.1 The information held by LPC has been recorded under the following classes of information as set out in the Model Publication Scheme:-
 - 7.1.1 Class 1: Who We Are and What We Do
 - 7.1.2 Class 2: What We Spend and How We Spend It
 - 7.1.3 Class 3: What Our Priorities Are and How We Are Doing
 - 7.1.4 Class 4: How We Make Decisions
 - 7.1.5 Class 5: Our Policies and Procedures
 - 7.1.6 Class 6: Lists and Registers
 - 7.1.7 Class 7: The Services We Offer

8 Review

This policy will be reviewed three years from the date of adoption by LPC.

Adopted by LPC on xxx.

To be reviewed in 2028.

Information available from Liss Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published | How the information can be obtained | Cost |
|--|--|----------------------------------|
| <p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p> | <p>Website/ via e-mail Hard copy</p> | <p>Free 10p per A4 sheet</p> |
| <p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p> | <p>Website/ via e-mail Hard copy</p> | <p>Free 10p per A4 sheet</p> |
| <p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p> | <p>Website/ via e-mail Hard copy</p> | <p>Free 10p per A4 sheet</p> |
| <p>Location of main Council office and accessibility details</p> | <p>Website/ via e-mail Hard copy</p> | <p>Free 10p per A4 sheet</p> |
| <p>Staffing structure</p> | <p>Website/ via e-mail Hard copy</p> | <p>Free 10p per A4 sheet</p> |
| <p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | <p>Website/ via e-mail Hard copy</p> | <p>Free 10p per A4 sheet</p> |
| <p>Statement of accounts and internal audit report in the format included in the Annual Return form</p> | <p>Website/ via e-mail Hard copy</p> | <p>Free 10p per A4 sheet</p> |
| <p>Finalised budget</p> | <p>Website/ via e-mail Hard copy</p> | <p>Free 10p per A4 sheet</p> |
| <p>Precept</p> | <p>Website/ via e-mail Hard copy</p> | <p>Free 10p per A4 sheet</p> |
| <p>Borrowing Approval letter</p> | <p>Website/ via e-mail Hard copy</p> | <p>Free 10p per A4 sheet</p> |
| <p>All items of expenditure above £100</p> | <p>Website/ via e-mail Hard copy</p> | <p>Free 10p per A4 sheet</p> |
| <p>Financial Standing Orders and Regulations</p> | | <p>Free</p> |

| | | |
|--|----------------------------------|--------------------------|
| | | 10p per A4 sheet |
| Grants given and received | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| List of current contracts awarded and value of contract | Hard copy | 10p per A4 sheet |
| Members' allowances and expenses | Hard copy | 10p per A4 sheet |
| Class 3 – What our priorities are and how we are doing | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Current and previous year as a minimum | | |
| Annual Action Plan & Half Yearly Review of Annual Action Plan | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Audit Reports | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Annual governance statement in format included in the Annual Return form | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Liss Village Neighbourhood Plan | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Liss Village Design Statement | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Liss Land Character Assessment | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Liss Parish Plan | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Annual Report to Parish Meeting | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Quality status | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Local charters drawn up in accordance with DLUHC's guidelines | N/A | N/A |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | N/A | N/A |
| Class 4 – How we make decisions | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| (Decision making processes and records of decisions) | | |
| Current and previous council year as a minimum | | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Agendas of meetings (as above) | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure | Website/ via e-mail Hard copy | Free 10p per A4 sheet |

| | | |
|---|----------------------------------|--------------------------|
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Responses to consultation papers | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Responses to planning applications | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Bye-laws | N/A | N/A |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Class 6 – Lists and Registers Currently maintained lists and registers only. | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) | Website/ via e-mail Hard copy | Free 10p per A4 sheet |

| | | |
|--|----------------------------------|--------------------------|
| Assets register, including details of public land and building assets | | Free 10p per A4 sheet |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Register of members' interests | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Register of gifts and hospitality | Hard copy | 10p per A4 sheet |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Allotments | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Burial grounds and closed churchyards | N/A | N/A |
| Village Hall and Liss Pavilion | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Parks, playing fields and recreational facilities | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Seating, litter bins, clocks, memorials and lighting | Hard copy | Hard copy |
| Bus shelters | Hard copy | Hard copy |
| Markets | N/A | N/A |
| Public conveniences | Website/ via e-mail Hard copy | Free 10p per A4 sheet |
| Agency agreements | N/A | N/A |
| Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees) | | |
| Additional Information Information not itemised in the lists above | | |
| | | |

Schedule of charges

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | Staff time where the appropriate limit is exceeded | In accordance with Section 9 of the FOI Act a fee maybe charged for providing information in response to a request. The fee is determined in accordance with the Fees Regulations which set out what charges are permissible for information requests. |

Contact details: Parish Clerk (clerk@lissparishcouncil.gov.uk)
Liss Parish Council
The Council Room
Hill Brow Road
Liss
Hampshire
GU33 7LA
Tel: 01730 892823



LISS PARISH COUNCIL

BEEKEEPING POLICY

Purpose

Liss Parish Council recognises the importance of bees for pollination and permits and encourages beekeeping on the allotment sites subject to the provisions in this policy. Any tenant wishing to keep bees on their allotment plot should follow the procedures in this policy.

Stage 1 – initial consideration

Written permission to keep bees on LPC land must be sought from the Parish Council prior to installation of the beehive(s). The application form in appendix 1 should be completed and returned to LPC with copies of the evidence and a site plan detailing the planned location for the hive(s) in line with the siting of beehives conditions detailed in this policy.

The suitability of the site must be determined and agreed by the Parish Council before the process can continue.

Any person wishing to keep bees will need to demonstrate their experience in bee keeping through evidence of membership of the British Bee Keeping Association, and associated training and insurance. Copies of these records must be provided to be kept on file in addition to the application to keep bees.

Stage 2 – Consultation and management requirements

Once the site suitability has been determined in principle, it will be necessary to satisfy the requirements detailed in stage 2 so that the proposals can be formally approved by LPC.

Consultation process

It is the responsibility of LPC to inform, in advance (via written correspondence or a display notice – see appendix 2), all stakeholders of the proposed site (including plot owners, houses (where appropriate) and any public in the vicinity of the proposed hives of the intention to keep bees and to allay any concerns/answer any queries that they may have.

If no response is received, it will be considered that there are no objections to the proposal. However, if any major concerns have been raised, including objections on the grounds on allergies or medical grounds, it must be considered as to how these will be addressed or permission may be refused to keep bees on site. Records should be kept of any replies received/concerns raised.

Risk assessment

The beekeeper has a duty of care to the public in the vicinity of the hives. A risk assessment covering the following points must be provided along with the initial request to keep bees:

- Make sure all eventualities are covered.
- Any risks are identified
- There are actions identified to control any risks identified.
- Measures are in place to prevent bees swarming.

Conditions

LPC is responsible for ensuring the following conditions are met on which bees are permitted:

- Beekeepers must be a member of the British Bee Keeping Association (BBKA) and provide a copy of their membership annually to the Parish Council. Beekeepers must work to the good practice guidelines of the BBKA and must have completed the basic assessment BBKA course and provide a copy of their training certificate.
- Beekeepers must provide a copy of their public liability insurance on an annual basis - it is recommended that the level of cover is £10 million public liability.
- Beekeepers adhere to the operational requirements regarding siting of hives.
- The beekeeper will be responsible for hive security and maintenance - it should be considered that all allotment sites have restricted public access and unforeseen incidents can happen.
- Hives will remain on site as long as they are adequately maintained.
- The Council accepts no liability for loss, damage or theft from beehives.
- The beekeeper must provide the Parish Council with contact details of adequate stand-by arrangements to deal with emergencies such as swarming during any absence or unavailability of the beekeeper. All emergency contact details should be clearly displayed on site in case of swarm.
- Hives must be registered and be inspected annually by a BBKA registered beekeeper.
- The beekeeper will not display notices that honey or other bee produce are available for sale.

Stage 3 - Formal agreement

Once the requirements of Stage 1 and 2 have been met, the beekeeper will receive written confirmation that has been granted permission to place bee hives on site. Prior to bringing any bee hives onto the site, all required documentation such as emergency contact details, insurance details, confirmation of membership to the BBK Association and evidence of required qualifications must be given to LPC for their records.

Notification

Once permission has been agreed, LPC shall undertake to:

- Inform stakeholders at the earliest opportunity that there are bee hives on site. Any prospective new tenants that do not wish to have an allotment plot neighbouring a site where bees are kept should be offered an alternative plot if available.
- Install signage at the site entrance(s) and on the site notice board (if one exists) advising that bees are kept on site. The beekeeper must display a sign on the plot boundary stating honey bees are located there. Signage must provide advice for when/if bees swarm along with contact details for the beekeeper and adequate stand-by arrangements during any absence/unavailability. All signage costs must be met by the beekeeper.
- Provide a briefing note to Parish Council staff should it not be possible to contact the beekeeper in the case of emergency.

Stage 4 – Operational requirements

Siting of bee hives

- Bees hives must be carefully placed to be away from footpaths and direct thoroughfares.
- No more than 3 hives should be grouped together.
- Do not place hives in positions from which flight paths impinge on other site users or pathways.
- Arrange for hives to be sited in a remote area away from other site users. This means that bee keeping is only permitted at Mitchells, Riverside walk and Fernhills allotment sites.
- Limit the number of colonies in any area.
- The bees should be screened so as not to draw attention to them and to create a barrier to ensure the bees fly upward quickly to their normal flight height (in excess of 2 meters/6 feet to ensure that their flight path is not directly over other plots. This can be achieved by the use of a fine mesh screen of a gauge of less than 10mm.

Handling of bees

- The beekeeper should try to ensure that the strain of bees used is gentle, e.g., by using a queen from a docile strain.

- Handling bees should be done at times when the bees are very active and when there is someone else on site in case of emergency (but not when other people are in the immediate vicinity). When opening hives every care should be taken to ensure that it is not a busy time (i.e. busy weekend afternoons.), and that the weather conditions are favourable (i.e. not raining, windy or thundery).
- A "Beekeeper at work" sign must be placed prominently on site while the beekeeper is working and for around half an hour after to ensure that no one walks too near unless they want to.
- The strength of colonies should not be allowed to increase to swarming strength in an unmanaged way. All swarm precautions must be taken - an inspection of each hive is required at least once a week to check for signs of swarming preparations during the 'swarming season' (around April to July in the UK).
- A 'bee safe' small water source should be easily accessible to the bees and kept filled as appropriate before the bees are established to prevent them congregating around taps or open water.
- If beekeepers are happy to show any interested parties the hives then additional sets of protective clothing should be made available.
- Unused equipment should not be left around as it could spread disease.

Beekeepers must make adequate arrangements to ensure that any problems caused by their bees in their absence will be resolved, e.g. have a nominated person as a point of contact in their absence. Up to date contact details of a primary and secondary qualified and insured beekeeper should be made available on a site notice board in case of emergencies.

Vandalism

The beekeeper should try to ensure that long objects are not available near the hives as these may be used to push over hives from a safe distance.

Diseases

The beekeeper is required to register all hives with the National Bee Unit's 'Beebase' (part of Defra). If a beekeeper suspects their honey bees have Notifiable Brood Diseases such as AFB/EFB they should report the issue immediately to the National Bee Unit (NBU) to arrange for an inspector to assess the honey bees.

If diseased bees are to be disposed of, advice should be taken from the NBU or their local bee keeping association on appropriate disposal methods.

Education

Consideration should be given to arranging an initial session/briefing for allotment plot holders to learn and be educated about the bees, how the beekeepers are planning to operate and advice on what to do in case of emergencies etc.

Complaints Process

Complaints from plot holders or members of the public should be directed to the Assistant Clerk for consideration. It may be necessary for a re-evaluation of the appropriateness of the siting of bee hives on the particular site to be undertaken. Any withdrawal of permission to keep bees on an allotment plot would be done via issue of a notice for the removal of hives during the next winter season.

Withdrawal of Consent

LPC may withdraw the permission to keep bees at any time by issuing a notice for the removal of hives if:

- The beekeeper contravenes any of the conditions within this policy/within the Allotment Tenancy Agreement.
- Substantiated information is received that requires a review of the arrangements.

If a deadline for removing the bee hives is not adhered to Liss Parish Council reserves the right to arrange for removal itself any costs arising shall be borne by the beekeeper.

This document should be read in conjunction with the document LO15 Dec 2011 produced by the British Beekeepers Association.

Appendix 2



LISS PARISH COUNCIL BEEKEEPING CONSULTATION

A request has been received to site beehive(s) at

Whilst Liss Parish Council has agreed in principle that this site could be suitable for such activities, before any final approval is granted, consultation with all stakeholders is undertaken to seek your views on the proposal.

Should you have any concerns or require any additional information regarding the proposed location of these hives please respond by **[date]**. If no response is received, it will be assumed that you are in agreement and happy for approval to be granted.

The benefits of bee keeping:

- *It is a very old and traditional hobby.*
- *Bees produce honey, wax, and collect pollen.*
- *They provide a valuable pollinating resource for gardeners and wild plants.*
- *They support local food production and this adds to increasing the quality and flavour.*
- *Bees are social insects and, because of the way in which they can be managed in modern hives, their lifestyles can be easily studied. This can encourage responsible attitudes to other creatures and the environment generally.*
- *In an urban environment, bees can be very productive as they are able to forage from a wide range of plants in gardens, parks etc., over a wide "flowering" period.*

Please forward any comments to:

*The Assistant Clerk, Liss Parish Council, Hill Brow Road, Liss GU33 7LA or email:
assistantclerk@lissparishcouncil.gov.uk*



LISS PARISH COUNCIL

CO-OPTION POLICY

1. Introduction

1.1 The normal process for filling a casual vacancy is election by the local electorate at a by-election. Co-option is the process by which Liss Parish Council (LPC) selects a new Councillor, rather than a by-election taking place.

1.2 There are two circumstances under which LPC may proceed to fill a casual vacancy by co-option:

- When a seat has been left vacant because no eligible candidate stood for election at the ordinary elections for a new council (currently every four years).
- When a seat falls vacant but the required 10 electors of the relevant ward have not called for a poll (by-election) within the legally specified time period following publication of the notice of vacancy (see section 2 below).

1.3 If the period of vacancy has six or more months to run until the next ordinary election, LPC must use the co-option process, as soon as possible. If the next ordinary election is within six months, LPC may choose whether or not it wishes to co-opt.

1.4 LPC is not obliged to select anyone from the candidates who apply in the co-option process; if the process is unsuccessful then LPC will rerun the co-option process, subject to the timescales at 1.3 above.

1.5 This policy outlines the procedure to be followed by LPC when co-option is considered, in order to ensure a fair and transparent process is undertaken.

2. Timeline of a Casual Vacancy Occurring

2.1 Upon learning of a casual vacancy from a seat falling vacant (e.g. through the disqualification, resignation or death of a councillor), the Clerk will notify East Hampshire District Council's (EHDC's) Returning Officer of the vacancy arising.

2.2 LPC will notify the Returning Officer at EHDC of the vacancy and will advertise the vacancy via a notice of a casual vacancy on its noticeboards, website, social media pages and by email to all councillors and staff.

2.3 A legal timeframe of 14 days is assigned, from the date of the notice, for 10 or more electors in the relevant town ward with the vacancy to contact EHDC's Returning Officer requesting that a poll (by-election) be held. If this occurs, the District Council will issue a notice of poll and manage the by-election process accordingly.

2.4 If the requirements at 2.3 are not met and a poll is not requested by 10 or more electors, EHDC will notify LPC that the casual vacancy may be filled by co-option.

2.5 The other way in which a casual vacancy can occur (rather than by a seat falling vacant), is from the lack of eligible candidates at ordinary elections. In this case, EHDC's Returning Officer would notify the LPC immediately after the results of the ordinary elections so that co-option can take place.

2.6 Where there is six months or more until the next ordinary election, LPC will follow the process set out within this policy upon notification that co-option can take place. If there is less than six months until the next ordinary election, a report will be presented to Full Council as soon as possible to enable a decision to be made about co-option.

2.8 If co-option is not used to fill a vacancy due to there being less than six months to the ordinary election, that seat will be filled as usual in the ordinary election process.

3. Advertisement Process

3.2 Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

3.3 On receipt of written notice from EHDC that a casual vacancy may be filled by means of co-option:

- The Clerk will share the advertisement of the vacancy to be filled with all Councillors, before ensuring this is advertised within 21 days of receipt of the written notification.
- The co-option advertisement will include the closing date for requests for consideration (between 14 and 30 days after the date of the advertisement) and the number of vacancies, and will be shared on LPC's website, social media platforms, noticeboards and other relevant communication methods, such as sharing with local partners and community groups.

3.4 Co-option provides an opportunity for LPC to assess any skills gaps from within its members and advertise for applicants with the desirable skills to apply.

3.5 Councillors may point out the vacancies and the process to any qualifying candidate(s). Candidates found to be offering inducements of any kind will be excluded from the process.

4. Application Process

4.1 LPC will make available on its website (or in hard copy to those that request it) information about the role of Parish Councillor, an overview of the Parish Council and other relevant guidance which will support potential candidates in deciding whether or not they may wish to apply.

4.2 Applicants for a vacancy will be asked to:

- Submit information about themselves by completing a Councillor Casual vacancy Application Form (at Annex A), including a description of their interest in becoming a councillor and specifying any skills or qualifications which may benefit LPC.

· Confirm their eligibility for the position of councillor within the statutory rules and that they are not disqualified from standing. A copy of the criteria is set out within the Councillor Casual Vacancy Application Form.

5. Decision-Making Process

5.1 Copies of all applications will be circulated to all Councillors by the Clerk. The applications will be treated as strictly confidential.

5.2 The candidate(s) will be invited to attend an informal interview which will be conducted remotely. Any Councillor is entitled to attend the interview. However, the footage will subsequently be circulated to Councillors for viewing to enable them to make an informed decision on the candidate(s). The recording will subsequently be deleted in accordance with the LPC GDPR Policy.

5.3 A vote will take place at the next meeting of Full Council (in open session). Councillors will vote for individual candidates by show of hands, alphabetically by surname. Councillors will have one vote per vacancy to be filled.

5.5 In the event of there being only one candidate, a vote will still need to be taken.

5.6 Councillors are bound to declare a prejudicial interest if they or a member of their family or close associate are related to or have a close relationship to an individual candidate and would need to request a dispensation in order to speak or vote. If a dispensation is requested and not granted, the Councillor will have to withdraw from the meeting for the co-option item of the agenda.

5.7 A candidate can only be elected by co-option following a majority vote of Full Council. This is a majority of the total number of Councillors present at the meeting.

5.8 If there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the total votes given to the rest, the Chair will strike off the candidate with the least number of votes and the remainder must then be put to the vote again until an absolute majority is achieved.

5.9 In accordance with Standing Orders, the Chair may exercise their right to use a casting vote in the case of a tied vote.

5.10 If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.

5.11 The Council is not obliged to fill all or any vacancies. If this is the case, steps will be taken to advertise for further co-options, subject to the timescales at 1.3 above.

6. Successful Co-option – Next Steps

6.1 The Clerk will notify the EHDC Returning Officer of the name of the successful candidate(s).

6.2 Successful candidates will be summoned to the next meeting of full Council. They must sign a Declaration of Acceptance of Office before or at the first meeting of full Council and

agree to be bound by LPC's adopted Code of Conduct. They can then be appointed to committees and/or become a representative to local organisations.

6.3 A Register of Members Interests form must be completed within 28 days of election - the Clerk will then forward a copy to EHDC's Monitoring Officer.

6.4 Any newly co-opted members will be provided with a welcome pack and invited to attend an induction and training session with the Clerk and/or other officers. This should take place, where possible, before the next Full Council meeting.



LISS PARISH COUNCILLOR CASUAL VACANCY APPLICATION FORM

Applicant Details

Full Name

.....

Address

.....

.....

.....Post

Code.....

Tel.....Email

.....

Please briefly outline why you are interested in being a Parish Councillor:

Please tell us something about the life experience or skills you will bring to the Council

- I consent to my details being retained if I am co-opted as a Councillor.
- I consent to having a Parish Council email address and to receiving Parish Council documentation via electronic means.
- I consent to my name being published together with my Parish Council email address.

Signed.....

Date.....

Please return the completed application form with the Co-option Eligibility Form to the Clerk at Liss Parish Council, Council Rooms, Village Hall, Hill Brow Road, Liss, Hampshire GU33 7LA or email: clerk@lissparishcouncil.gov.uk

Liss Parish Council Co-option Eligibility Form

In order to be eligible for co-option as a Liss Parish Councillor, you must be a British Subject, or a citizen of the commonwealth or the European Union; and on the date of the poll or election, 18 years of age or over; and be able to meet one of the following qualifications set out below:

Please tick which one applies to you:

- a) *I am registered as a local government elector for the parish;*
- b) *I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish;*
- c) *My principle or only place of work during those twelve months have been in the parish;*
- d) *I have during the whole of the twelve months resided in the parish or within three miles of it.*

Under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of Local Council if he/she:

- a) *Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented;*
- b) *Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below);*
- c) *Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine;*
- d) *Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.*

This disqualification for bankruptcy ceases in the following circumstances:

- i. *If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;*
- ii. *If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;*
- iii. *If the person is discharged without such a certificate In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.*

Declaration and Consent

Ideclare that I am eligible to become a Liss Parish Councillor and I certify that the contents of this application form are true and correct.

Signature.....Date.....