

TICHBORNE PARISH COUNCIL
Minutes of the Meeting of the Parish Council held at 6.30pm on
Tuesday 11th October 2016 at Alresford Golf Club.

17/29) Apologies.

Mr A McWhirter	Councillor
Mr L Ruffell	District Councillor
Mrs A Thacker	District Councillor
Mr R Huxstep	County Councillor

Present.

Mr P Kilmister	Chairman
Mr J Curtis	Councillor
Mr R Foot	Councillor
Mrs G Hugh	Councillor
Mr N Kinder	Councillor
Mr R Raimes	Vice Chairman

Mr B Gibbs	Clerk
------------	-------

17/30) Declarations of Interest.

None recorded.

17/31) Chairman's Award.

Cllr Kilmister specifically wanted to thank Cllr McWhirter for all the in-depth legal work that was undertaken in response to the Matterley Planning applications and Boomtown Licensing applications. He said that the work done was a perfect example of how a parish councillor can make a worthwhile voluntary contribution to the work of a local council.

Cllr Kilmister proposed that a sum of money from the general reserve not exceeding £50 should be allocated to the purchase of two bottles of wine from the local wine producer's next release of stock.

Cllr Kinder seconded the proposal and it was **resolved** that this be accepted. (Cllr Raimes abstained).

17/32) Other reports that the Chairman (Cllr Kilmister) deems urgent.

At this point in the meeting Cllr Kilmister commented that as he was moving out of the village before the end of October he wished to stand down as Chairman of the Parish Council with immediate effect.

Following this announcement he also submitted his resignation as a Parish Councillor.

Cllr Raimes took the chair for the rest of the meeting and thanked Mr Kilmister for all his work on behalf of the Village. As this departure was expected, Cllr Raimes made a presentation to Mr Kilmister on behalf of his former colleagues on the Parish Council.

Cllr Curtis proposed and Cllr Foot seconded the proposal that the cost of this presentation (£58.90p) be paid out of the Chairman's Fund.

It was **resolved** that this proposal be accepted.

Chairman's signature

date.....

The Clerk was asked to indicate at the next meeting how much of the 2016-17 Chairman's Fund remained unspent.

17/33) To approve the minutes of the last Ordinary Meeting held on 12th July 2016 (Previously circulated).

Cllr Curtis proposed and Cllr Kinder seconded the proposal that the minutes of the last the Ordinary Meeting of Tichborne Parish Council held on the 12th July 2016 be approved.

It was **resolved** that these be accepted as an accurate record and were duly **signed** by Cllr Raimes.

17/34) Public Session

Not required.

17/35) Reports by the County and District Councillors.

Apologies had been received from Cllrs Huxstep, Ruffell and Thacker.

17/36) Finance and Orders for Payment.

a) The Clerk presented the following orders for payment as follows:

V482 St Andrew's Church (Tichborne) PCC. HM The Queen's 90th Birthday Celebration S137 £318.00p
V483 Information Commissioner's Office. Annual Registration fee. £35.00p
V484 Alresford Golf Club Room Hire 11th October 2016. £20.00p
V485 B.V.Gibbs Salary July-August 2016. £148.00p
V486 HMRC PAYE/NIC July-August 2016 £37.00p
V487 The Grange Farm Partnership (Mr Robert Raimes). Chairman's Fund £58.90p

It was unanimously **resolved** to approve these orders for payment.

b) External Audit Review. The external auditor's report (Issued by BDO LLP and previously circulated) was presented to the meeting.

Cllr Raimes proposed and Cllr Hugh seconded the proposal that the External Auditor's report be accepted by the Parish Council.

It was **resolved** that the report be accepted

c) To note the comments contained within the External Auditor's report and to establish a plan of action to respond to the comments made in the report.

It was noted that this year's return was "qualified" due to the fact that the Annual Return was approved beyond the date required by the Accounts and Audit Regulations 2015. It was proposed that in future years there would be a meeting in June that would be set aside in order to ensure the accounts were inspected by an internal auditor and that the audited accounts were the approved by the Parish Council before the deadline set by the regulations.

d) To appoint an Internal Auditor for the Financial Year 2016-17.

A quote had been received by Mrs Eleanor Greene of "Do The Numbers Ltd" that offered to perform the role of internal auditor for the sum of £150.00p

Cllr Raimes proposed and Cllr Hugh seconded the proposal that Do The Numbers Ltd be appointed as the Parish Council's internal auditor for the financial year 2016-17.

This proposal was unanimously **resolved**.

Chairman's signature

date.....

e) The Clerk confirmed he was about to submit a VAT claim to cover the last two financial years.

17/37) Financial and Non-Financial Risk Assessment.

a) To complete the annual review of existing systems and controls.

i) The Clerk presented the completed financial risk assessment for 2015-16 to the meeting. There were several recommendations previously made by our internal auditors that have now been signed off as complete.

Most of these tasks required some work from the Clerk to complete them but the item regarding the Council's Fixed Asset Register was required to be approved by the Parish Council as a corporate body

Cllr Raimes proposed and Cllr Kinder seconded a proposal to approve the financial risk assessment for 2015-16.

It was **resolved** to approve this.

ii) Fixed Assets.

The Fixed Asset Register has now been reviewed and from now on its value will match the insured value on the Council's insurance policy. It was noted that the Parish Council's Fixed Asset Register now included the Diamond Jubilee Bench at the St Andrew's churchyard. It was also noted that a physical inspection of the Parish Council's assets should be undertaken by councillors at least once a year.

iii) Financial Regulations.

Cheques – two signatures from any of the Parish Councillor designated signatories.

A statement shall be prepared for the late autumn meeting and presented to the Parish Council to allow for consideration of the financial situation before setting the 2017-18 precept in January 2017.

Chairman's Fund – The Chairman may use a fund, not exceeding 5% of the precept or an agreed amount to pay for expenses, entertainment, etc, in connection with duties, and special expenditure of the parish council not covered under another heading.

Members' Travelling Expenses – Members shall have the right to claim petrol/mileage allowance when undertaking Tichborne Parish Council business as an approved duty.

This is important as Councillors are not covered by the Parish Council's insurance policy if they attend meetings without their attendance being approved.

Expenditure under Section 137 powers is limited to £7.42 per registered elector (2016-17). As of 31st August 2016 there were 183 electors in Tichborne making the total fund available for the year at £1357.86

iv) Insurance – The policy is to be reviewed annually to ensure that adequate cover is provided.

To note that a policy schedule has been included since 2008 to include cover for Libel & Slander, Fidelity indemnity and for personal accident for Councillors from ages 75-85.

This information was **noted** by the Parish Council.

In light of the fact that Cllr Curtis would exceed this age range before the end of 2016 the Clerk was asked to seek a further amendment to the policy schedule.

Cllr Raimes proposed and Cllr Kinder seconded a proposal to approve the review of the Council's Financial Regulations.

It was resolved to **approve** this.

Chairman's signature

date.....

v) Clerk's contract & salary

NJC Pay Scales 2010. LC1 SCP 19 £9.254 per hour applicable. Ten hours per month.

This information was **noted** by the Parish Council. Cllr Curtis commented that now was the time to commence a full review of the Clerk's pay and conditions as this has not been done for some years.

vi) Current Account

No interest is currently paid on our bank account.

It had previously been agreed at the ordinary meeting in May 2016 that there was no real benefit in the Clerk researching other accounts that paid a better interest rate as none appeared to exist.

This information was **noted** by the Parish Council.

b) The review of the Parish Council's insurance risks. To receive a report from Cllr McWhirter.

Cllr McWhirter had sent his apologies prior to the meeting regarding his absence and said that he would undertake the review in due course and would report back to the Council soon.

17/38) Planning & Licensing.

a) Planning applications and decisions received from the South Downs National Park Authority

Although the Matterley Estate had now received permission to vary the use of their land it was apparent that the SDNPA had not issued a decision notice outlining the conditions upon which these permissions were granted.

The Clerk was asked to report back to the Parish Council if and when the decision notice was published between meetings.

Cllr Raimes also commented generally about an application that the Tichborne Estate has submitted to remove a man-made lake within the grounds of Tichborne Park in order to re-instate a channel flowing into the infant River Itchen (sometimes known as the Tichborne Brook).

b) Planning applications and decisions received from Winchester City Council.

It was noted that the application to set up a "Glamping" site at Hassocks Copse has been withdrawn.

17/39) The Parish Council received the following correspondence.

Hampshire Electoral Review.

The Electoral Commission have now published their final recommendations on how the elected representation of a future Hampshire County Council should look like.

17/40) Environment, Highways & Transport.

a) Parish Lengthsman. Cllr Curtis told everyone that the Lengthsman had visited recently and would be visiting again in early November.

b) Parish Council notice boards. The refurbished notice board at Ladycroft was now in place and in use. The Clerk is to write to the Spring Gardens (Alresford) Residents Association in order to see if a notice board can be installed at Spring Gardens.

Cllr Raimes explained that he hoped a local tradesman would be able to construct a new notice board at the Old Post Office site soon. He would present a report at the next meeting of the Parish Council in November.

Chairman's signature

date.....

c) Bus Shelters at the Ladycroft crossroads. Cllr Curtis and the Clerk had been asked to make recommendations regarding the purchasing and installation of new Bus Shelters serving the 64 and X64 routes to and from Winchester.

The Clerk presented figures detailing the daily use of the bus stop. These could not be considered as demonstrating a demand or need for the provision of a new structure.

The Clerk also explained that he had spoken to Mr Adam Craig of Hampshire County Council who had said that the County Council could not make a financial contribution to the project. Mr Craig also said that it was not the County Council's current policy to provide new bus shelters.

Cllr Curtis proposed and Cllr Raimes seconded a proposal that in light of the fact that there was no demand for a new bus shelter at the Ladycroft crossroads that the Parish Council should do no more work here.

It was **resolved** to record this item as **minute complete**.

17/41) Community Safety.

There was no report to receive.

As Hampshire Constabulary have requested that the Parish Council uses the "Hampshire Alerts" web-based system for its information gathering in future it was decided that this item of business need no longer appear on the agenda of all subsequent meetings.

17/42) Other reports that the Chairman (Cllr Raimes) deems urgent.

Cllr Raimes spoke about an initiative by Hampshire Highways to have some passing places established south of village centre towards Sevington along Riverside Farm Lane.

Cllr Kinder would be providing some training in order for the Clerk to be able to update the website himself.

Cllr Raimes said that a casual vacancy would be declared at the next ordinary meeting of the Parish Council.

As there was no further business the meeting closed at 7.45pm

Members of the Tichborne Parish Council are summoned to the next meeting of the Parish Council to be held on Tuesday 22nd November 2016 at the Alresford Golf Club beginning at 6.30pm.

**Brendan Gibbs,
Clerk to the Parish Council of Tichborne.**

Chairman's signature

date.....