

TICHBORNE PARISH COUNCIL
Minutes of the Annual Council Meeting of Tichborne Parish Council held at
the Alresford Golf Club Tichborne at 6.30pm on Tuesday 16th May 2023.

24/01) To elect a Chairman of the Council for the municipal year 2023-24

The retiring Chairman sought nominations for the position of Chairman of the Parish Council.

Cllr McWhirter proposed Cllr Raimes with Cllr French-Brooks seconding this nomination. There were no other nominations received.

By a show of hands Cllr Raimes was **elected** Chairman of the Parish Council for the municipal year 2023-24

Having been duly elected Chairman of the Parish Council, Cllr Raimes signed the acceptance of office declaration.

Cllr Raimes welcomed everybody to the first meeting of the Parish Council after the recent district elections. He paid tribute to Mr Hugh Lumby after his retirement as a district councillor. He then congratulated District Cllr Jerry Pett on his recent election as a Winchester City Councillor for the Upper Meon Valley ward.

24/02) Apologies.

Mr R Foot	Councillor (late arrival)
Mr N Kinder	Councillor
Mr A Stewart	Councillor
Mrs S Tattersall	Councillor
Mr N Bolton	District Councillor
Mr J Pett	District Councillor (late arrival)
Mr R Humby	County Councillor

Present.

Mr R Raimes	Chairman
Mr R Foot	Councillor (from 7.05pm)
Mr J French-Brooks	Councillor
Mr A McWhirter	Councillor
Mr J Pett	District Councillor (from 7.07pm)
Mr B Gibbs	Clerk

24/03) Declarations of Interest.

a) None recorded.

24/04) Public Session.

The member of the public present did not wish to speak during the public session.

24/05) Reports by the County and District Councillors.

Cllr Jerry Pett introduced himself to the meeting. He had recently been elected as the City Councillor for the Upper Meon Valley ward. He will serve alongside Cllr Bolton.

24/06) Finance and Orders for Payment.

a) To pay all approved grant applications for the year 2023-24 as follows.

Chairman's signature

date.....

BT1 Alresford Golf Club. Room hire. £25.00.
BT2 B.V.Gibbs. APA Expenses. £47.48.
BT3 B.V.Gibbs April 23 Salary £83.40
BT4 Cllr N Kinder. Expenses. £136.73
BT5 Hampshire County Council. Traffic survey. £200.00

b) To pay all approved grant applications for the year 2023-24 as follows.

i) Tichborne Park Cricket Club. The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government (Miscellaneous Provisions) Act 1976 Section 19.

Tichborne Parish Council having previously considered the grant application for the year 2023-24 from the Tichborne Park Cricket Club **approved** the payment of a grant of £300.00.

ii) St Andrew's Parochial Church Council. The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government Act 1972, Section 137.

Tichborne Parish Council having previously considered the grant application for the year 2023-24 from the St Andrew's Parochial Church Council **approved** the payment of a grant of £300.00.

iii) The Olive Branch Christian Counselling Service. The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government Act 1972, Section 142.

Tichborne Parish Council having previously considered the grant application for the year 2023-24 from the Olive Branch Christian Counselling Service **approved** a grant of £300.00.

iv) Citizens Advice Winchester District. The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government Act 1972, Section 142.

Tichborne Parish Council having previously considered the grant application for the year 2023-24 from the Citizens Advice Winchester District **approved** the payment of a grant of £300.00.

v) Hampshire & Isle of Wight Victim Support. The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government Act 1972, Section 142.

Tichborne Parish Council having previously considered the grant application for the year 2023-24 from the Hampshire & Isle of Wight Victim Support **approved** the payment of a grant of £100.00.

vi) Alresford & District Agricultural Society (A&DAS). The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government Act 1972, Section 144.

Tichborne Parish Council having previously considered the grant application for the year 2023-24 from the Alresford & District Agricultural Society **approved** the payment of a grant of £300.00.

c) Other grant applications.

Cllr Foot spoke about the ongoing support that the Parish Council has provided to the children of local Ukrainian refugees. Working with the Perrins School, it is hoped to provide a further grant to support the children over the Christmas 2023 period. Cllr Foot agreed to do further work to identify how best to provide this support.

24/07) Internal Audit - Financial and non-financial risk assessment. To complete the annual review of existing systems and controls.

a) **Standing Orders**

The Clerk reported that the Parish Council manages its affairs according to the National Association of Local Councils Model Standing Orders. These were first adopted in July 2014 (minute reference 15/08) and were later amended in March 2015 (minute reference 15/71).

Chairman's signature

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It was requested by the Internal Auditor that the Standing Orders be reviewed in 2023-24.

b) Financial Regulations

The Standing Orders mentioned above contain Financial Regulations but the adoption of the list below would clarify important items for the Council:

- cheques – 2 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 2024-25 precept in January 2024.
- Chairman's Fund – The Chairman may use a fund, not exceeding 5% of the precept or an agreed amount to pay for expenses and entertainment relating to his duties and special expenditure of the Parish Council not covered under another heading.
- Currently, the value of the Chairman's fund is £250.00
- Members' Travelling Expenses – Members shall have the right to claim petrol/mileage allowance when undertaking Tichborne Parish Council approved business at a rate of 45 pence per mile.
- Expenditure under the Section 137 power is limited to £9.93 per registered elector (2023-24). As of 31st March 2023 there were 187 electors in Tichborne making the total fund available for the year as £1,856.91
- Insurance – The policy was last reviewed in 2016-17 [minute reference 17/69(d) 28th March 2017] to ensure that adequate cover was provided.
- A minute should be recorded that the 2023-24 insurance schedule has been revalued by Zurich Municipal following the updated fixed asset register being passed to them.
- Review – these regulations are to be reviewed annually, usually at the Annual Council Meeting.

It was proposed by Cllr French-Brooks seconded by Cllr Raimes and **resolved** by the Parish Council to approve the financial regulations for 2023-24.

c) Clerk's contract & salary

At present, the Clerk is employed to work ten hours per month at a rate of £13.17 per hour. The pay scale used is as follows.

NJC Pay Scales 2022-23 LC1 SCP 14 £13.17 per hour applicable. Ten hours per month.

d) Treasurers Account

No interest is currently paid to the Parish Council's bank account and to date no enquiries have been made about interest paying accounts so that a proportion of the funds held could gain interest.

e) Insurance

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

A further change to the schedule now includes cover for personal accidents to all Councillors and Employees aged 16 to 90 whilst on approved duties.

Chairman's signature

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It was proposed by Cllr Raimes, seconded by Cllr McWhirter and **resolved** by the Parish Council to approve the financial regulations for 2023-24.

Cllr Raimes proposed and Cllr French-Brooks seconded the proposal that **all** councillors be on an approved duty if they are engaged in litter picking, verge and hedge trimming and all other **non-highway** maintenance within the civil parish of Tichborne.

The Parish Council **resolved** to approve this proposal. This approved duty will be reviewed at the Annual Council Meeting in May 2024.

24/8) Councillors' responsibilities.

It was agreed by those present the Councillor responsibilities remain the same for this year.

Lengthsman scheme - Cllr Raimes & Cllr French-Brooks
Planning and Licensing - Cllr McWhirter, Cllr Raimes & Cllr French-Brooks
Highways and Environment - Cllr French-Brooks & Cllr Stewart
Website and Broadband - Cllr Kinder
St Andrew's Church liaison and Longwood - Cllr Foot
Alresford Show - Cllr Raimes
Tichborne Park Cricket Club liaison - Cllr Foot & the Clerk
Bakeland Gardens - Vacant

24/9) Employee Responsibilities.

At present, the Parish Council meets six times a year with meetings arranged once every two months. These meetings have traditionally been held in January, March, May, July, September and November of each year.

With the Council only meeting every other month there have been occasions when planning applications are received and are not discussed in time to provide a response to the Local Planning Authority (Winchester City Council or the South Downs National Park Authority) before their deadlines are reached.

It was proposed by Cllr Raimes and seconded by Cllr Foot that the Clerk be given delegated powers under Section 101 of the Local Government Act 1972 to respond to planning applications that are received between meetings for the duration of the municipal year 2023-24.

The Parish Council **resolved** to approve this. This power will be reviewed at the Annual Council Meeting in May 2024.

24/10) Planning & Licensing.

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

SDNP/23/01165/CND Park View Cottage Riverside Farm Lane Tichborne Alresford Hampshire SO24 0NA

Removal of condition 5 of planning application 97/01671/FUL

Tichborne Parish Council is happy for this application to be dealt with by the appointed case officer.

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

There are no applications to receive.

23/11) Environment, Highways & Transport.

a) The 2023-24 Lengthsman scheme is in place and a visit is now due. Cllrs French-Brooks and Raimes will be managing the contract on behalf of the Parish Council.

Chairman's signature

date.....

b) The Clerk spoke about the community bottle bank at the Tichborne Arms. A quote has now been received to provide for some new hard-standing to accommodate the bottle bank. This will allow the contractor (Biffa Ltd) to continue to collect the bottles. Cllr Raimes was asked to check to see if the Tichborne Estate and the Tenant of the Tichborne Arms are content with all that is being proposed.

Meanwhile, it was **resolved** to accept the quote. The money will come from the Community Infrastructure Levy fund that was recently paid across to the Parish Council.

24/13) Reports that the Chairman deems urgent – NO DECISIONS to be made.

There were no reports to receive.

There being no further business the Annual Council Meeting closed at 7.33pm.

Members of the Tichborne Parish Council are summoned to the next meeting of the Parish Council to be held on dd.mm.yy at xxx.yyy.zzz Tichborne commencing at nn.nn pm.

Brendan Gibbs

Clerk to the Parish Council of Tichborne.

Chairman's signature

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