

**TICHBORNE PARISH COUNCIL**  
**Minutes of the Annual Council Meeting of Tichborne Parish Council**  
**held at 6.30pm on Wednesday 1<sup>st</sup> May 2019 at Alresford Golf Club**

**20/01) To elect a Chairman of the Council for the municipal year 2019-20**

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

Cllr Hugh proposed Cllr Raimes with Cllr Stewart 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 2019-20

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

**20/02) Apologies.**

Mr N Kinder	Councillor
Mr R Humby	County Councillor

**Present.**

Mr R Raimes	Chairman
Mr R Foot	Councillor
Mr J French-Brooks	Councillor
Mrs G Hugh	Councillor
Mr A McWhirter	Councillor
Mr A Stewart	Councillor
Mr L Ruffell	District Councillor
Mr H Lumby	District Councillor

Mr B Gibbs	Clerk
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Three members of the public.

**20/03) Declarations of Interest.**

a) None recorded.

**20/04) To approve the minutes of the last Ordinary Meeting of Tichborne Parish Council held on the 15<sup>th</sup> October 2018 (Previously circulated).**

Cllr Raimes proposed and Cllr Kinder seconded the proposal that the minutes of the last ordinary meeting of Tichborne Parish Council held on the 18<sup>th</sup> March 2019 be approved.

It was **resolved** that these minutes be accepted as a true record and they were duly signed by the Chairman.

**20/05) Public Session.**

a) Cllrs Ruffell and Lumby spoke briefly about the following topics.

Rubbish collection: The current contract for refuse collection comes to an end in October this year. Winchester City Council has decided to extend the existing contract on its own for a further year without the support of East Hants District Council. (East Hants are entering into separate arrangements with Havant).

Chairman's signature .....

date.....

New Leisure Centre under way: Work has now started on the proposed new leisure centre at Bar End.

District litter clean up: The City Council pledged its support for this year's Great British Spring Clean run by Keep Britain Tidy. The Great British Spring Clean brought together individuals, community organisations, businesses and councils to make a difference to the environment on our doorstep.

#### **20/06) Finance and Orders for Payment.**

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

V560 Alresford Golf Club Room Hire 18<sup>th</sup> March 2019. £20.00p

V561 DM Payroll Services Ltd Annual Fee. £70.50p

The Parish Council **resolved** to approve these orders for payment.

#### **20/07) 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 15/8) and were later amended in March 2015 (minute reference 15/71).

##### **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 2019-20 precept in January 2019.
- 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 £250.00p
- 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 £7.86 per registered elector (2019-20). As of 31<sup>st</sup> March 2018, there were 185 electors in Tichborne making the total fund available for the year of £1,454.10
- Insurance – The policy had been reviewed in March 2017 [minute reference 17/69(d)] to ensure that adequate cover is provided. It should be reviewed again over the next financial year.
- Review – these regulations are to be reviewed annually, usually at the Annual Council Meeting.

##### **c) Clerk's contract & salary**

At present, the Clerk is employed to work ten hours per month at a rate of £10.10p per hour. The pay scale used is as follows.

Chairman's signature .....

date.....

National Joint Council for Local Government Services (NJC) Pay Scales 2016-18.

Salary Scale LC1 SCP 20 £10.099p per hour.

#### **d) Treasurers Account**

No interest is currently paid on our 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**

The Clerk reported that a schedule was included in the current policy to include cover for libel & slander, fidelity indemnity and for personal accident for Councillors from ages 16-90.

It was proposed by Cllr Hugh, seconded by Cllr Stewart and **resolved** to approve to approve the financial regulations for 2019-20

#### **20/08) Councillors' responsibilities.**

Cllr Raimes led a brief discussion on councillor responsibilities although no decisions were due time restrictions.

Cllr Raimes asked for the current list to be recorded in the minutes for discussion at the next ordinary meeting of the Council.

Lengthsman scheme – Cllr Raimes

Planning and Licensing – Cllr McWhirter & Cllr Raimes

Highways and Environment - Cllr French-Brooks & Cllr Stewart

Website and Broadband - Cllr Kinder

St Andrew's Church liaison and Longwood – Cllr Foot

Bakeland Gardens & Alresford Show – Cllr Hugh

Tichborne Park Cricket Club liaison –Cllr Foot & the Clerk

#### **20/09) 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 Stewart 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 2019-20.

This power will be reviewed at the Annual Council Meeting in May 2020.

It was unanimously **resolved** to approve this.

#### **20/10) Any other report which the Chairman deems urgent – NO DECISIONS to be made.**

There being no further business the Annual Council Meeting closed at 7.01pm.

Members of the Tichborne Parish Council are summoned to the next Meeting of the Parish Council to be held on 18<sup>th</sup> June 2019 at the Alresford Golf Club beginning at 6.30pm.

**Brendan Gibbs**

**Clerk to the Parish Council of Tichborne.**

Chairman's signature .....

date.....