

TICHBORNE PARISH COUNCIL
Minutes of the Meeting of the Parish Council held at 6.30pm on
Tuesday 23rd June 2015 at Alresford Golf Club

Before the meeting commenced, Cllr Kilmister welcomed District Councillor Thacker to the meeting and congratulated her on her recent election. He wished her well with her work in representing the Cheriton and Bishop's Sutton ward at the City Council.

16/20) Apologies.

Mr J Curtis	Councillor
Mr R Foot	Councillor
Mr R Huxstep	County Councillor (for his late arrival)

Present.

Mr P Kilmister	Chairman
Mrs G Hugh	Councillor
Mr N Kinder	Councillor
Mr A McWhirter	Councillor
Mr R Raimes	Councillor
Mrs A Thacker	District Councillor
Mr R Huxstep	County Councillor (from 6.43pm)

Mr B Gibbs	Clerk
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Cllr Kilmister informed the meeting that Cllr Foot had suffered a recent bereavement and that the Parish Council has sent its condolences to the family at this sad time. He also informed the meeting that Cllr Curtis has had a recent spell in hospital and that the Parish Council sends its best wishes to him for a speedy recovery.

16/21) Declarations of Interest.

None recorded

16/22) To approve the minutes of the Annual Council Meeting of Tichborne Parish Council and the last Ordinary Meeting of Tichborne Parish Council both held on 19th May 2015.

Cllr Kilmister proposed and Cllr Kinder seconded the proposal that the minutes of the Annual Council Meeting and the last Ordinary Meeting of Tichborne Parish Council both held on the 19th May 2015 be approved. It was **resolved** that the minutes be accepted as an accurate record and were duly signed by the Chairman.

16/23) Public Session

There was no requirement for a public session as no members of the public were present.

16/24) The Parish Council received the following correspondence.

Correspondence was received from a Cheriton resident highlighting the fact that the Matterley Estate had been refused an application for a certificate of lawful development for an existing use (LDE). This LDE application had been made so as to have a permanent permission to use a greater part of the estate for a summer music festival.

As a result it is uncertain if there is a lawful permission in place at the Matterley Estate to hold and promote the Boomtown festival.

Councillors asked the Clerk to write the local planning authority seeking clarification of the current situation.

Chairman's signature

date.....

16/25) Reports by the County and District Councillors.

Dist Cllr Thacker began her report to the Parish Council by informing it that free micro-chipping event for dogs will be held in Denmead in August to help owners get ready for new regulations that come into force in 2016.

The event is being organised by Dave Griffiths and May Carrington of Winchester City Council's Animal Welfare Team at Denmead Community Centre on Wednesday 26 August (10am-4pm). Under the Micro-chipping of Dogs Regulations 2015, every keeper of a dog that is not micro-chipped has until 6 April 2016 to microchip their dog and register with an approved database.

A new activity group for veterans with dementia is being launched by Alzheimer's Society in Winchester. It will be known as the 'Kit-Bags and Berets' group and will meet at St. Andrews Garrison Church in Worthy Down. The group is aimed at veterans, enabling ex-service personnel with dementia and carers to meet in a relaxed social setting.

The local community has the chance to hear about plans for superfast broadband in the Cheriton area at a public meeting at the Cheriton Village Hall. Broadband providers Call Flow Solution and the County Council are staging the meeting on Thursday June 25 at 7.30pm.

Co Cllr Huxstep began his report by congratulating Cllr Thacker on her recent election success. He wished her well for the future and looked forward to working with her in his role as a District Councillor.

Due to the other elections that took place at the beginning of May there was very little else to report.

Cllr Huxstep concluded his report by saying that he has accepted an offer to serve as Chair of the County Council's Health and Adult Social Care Select Committee.

16/26) Finance and Orders for Payment.

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

V421 Alresford Golf Club. Room hire £20.00p
V422 Lightatouch LIAS Risk Assessment Fee £25.00p
V423 Lightatouch LIAS Internal Audit Fee £25.00p
V424 N Kinder Domain name registration expenses claim £50.88p
V425 HMRC PAYE/NIC May-Jun 2015 £74.00p

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

b) Internal Audit Review. The internal auditor's report (previously circulated) was presented to the meeting and was **noted** by the Parish Council.

c) To approve the annual governance statement - Section 2 of the Annual Return on page 3 (copy to be tabled at meeting).

Cllr Kilmister proposed and Cllr Raimes seconded the proposal that the members of Tichborne Parish Council duly approve this item.

The Parish Council **resolved** to approve this unanimously.

d) Authorise the Chairman and Clerk/RFO to sign Section 1 and the Chairman & Clerk/RFO to sign Section 2 of the Return.

Cllr Kilmister proposed and Cllr Raimes seconded the proposal that the members of Tichborne Parish Council duly approve this item.

The Parish Council **resolved** to approve this unanimously.

Cllr Kilmister and the Clerk then signed sections 1 and 2 of the Annual Return.

Chairman's signature

date.....

e) The Parish Council then discussed the Internal Auditor's report and the Financial Risk Assessment document previously made available to them.

The report began by informing the Parish Council of their responsibilities regarding the forth coming Auto Enrolment procedures due to commence in June 2016.

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

The Internal Auditor's report went on to highlight that some internal controls were tested by referring to vouchers, cheque stubs, invoices and the minute book. The Internal Auditor reported that these tests showed a good standard of control was being maintained by both the Clerk and the Parish Council.

The Parish Council then discussed the Financial Risk Assessment for 2014/15.

Four action points were highlighted in the assessment. These as follows:

- The continued need to submit annual VAT reclaims.
- A recommendation to undertake an Insurance Risk Assessment in 2015/16.
- A recommendation to undertake regular physical checks of the Fixed Asset Register
- A recommendation to set a de-minimis level of expenditure for the Clerk.

The first three recommendations were **noted** by the Parish Council and the Clerk was instructed to arrange for them to take place during the next financial year.

Regarding the fourth recommendation, Cllr Kilmister proposed and Cllr Raimes seconded the proposal that the members of Tichborne Parish Council should not set a de-minimis level of expenditure for the Clerk.

The Parish Council **resolved** to approve this unanimously.

16/27) Planning & Licensing.

The Parish Council noted that the S106 money set aside to assist with Tichborne Park Cricket Club's new pavilion development had not yet been drawn down. The Clerk informed the Parish Council that a further £229.85 had been added to this pot up as of the 31st May 2015.

Cllr Kilmister commented that the informal view of the Parish Council at this time is any further payments to this pot (presumably the receipt of interest) should be assigned to the pavilion development.

16/28) Environment, Highways & Transport.

The Clerk informed the Parish Council that the Lengthsman had recently visited the Parish and had performed a number of tasks at Ladycroft and in the village centre.

16/29) Community Safety.

There were no items to report.

As there was no further business the meeting closed at 7.32pm

Members of the Tichborne Parish Council are summoned to the next meeting of the Parish Council to be held on Tuesday 1st September at the Alresford Golf Club beginning at 6.30pm.

Brendan Gibbs
Clerk to the Parish Council of Tichborne.

Chairman's signature

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