

TICHBORNE PARISH COUNCIL
Minutes of the Annual Council Meeting of Tichborne Parish Council
held via ZOOM at 6.30pm on Thursday 28th May 2020

21/01) To elect a Chairman of the Council for the municipal year 2020-21.

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

Cllr Kinder 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 2020-21.

Having been duly elected Chairman of the Parish Council, Cllr Raimes signed the acceptance of office declaration and agreed to despatch this to the Clerk at his home address.

Cllr Raimes welcomed everyone to the Annual Meeting of the Parish Council and said that he hoped everyone was well at this time and that all were following the Government's guidance regarding the Covid 19 pandemic.

21/02) Apologies.

Mr R Foot	Councillor
Mrs G Hugh	Councillor
Mr L Ruffell	District Councillor
Mr R Humby	County Councillor

Present.

Mr R Raimes	Chairman
Mr J French-Brooks	Councillor
Mr N Kinder	Councillor
Mr A McWhirter	Councillor
Mr A Stewart	Councillor
Mr H Lumby	District Councillor

Mr B Gibbs	Clerk
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One member of the public.

21/03) Declarations of Interest.

a) None recorded.

21/04) To approve the minutes of the last Ordinary Meeting of Tichborne Parish Council held on the 19th March 2020 (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 19th March 2020 be approved.

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

21/05) Public Session.

Although there was a member of the public present she did not wish to speak.

Chairman's signature

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21/06) Reports by the County and District Councillors.

a) Cllr Lumby explained to the meeting how the City Council was managing its affairs during the Covid-19 lock down period. He began by saying that the Council's finances were stretched due to loss of income from the City's car parks being closed to the public. He pointed out that central government is providing some grant funding to cover these losses.

He continued by saying that the Council is maintaining a good level of reserves. Day to day services such as waste and litter collections were continuing.

21/07) Finance and Orders for Payment.

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

V594 B.V.Gibbs re-imburement of payment. £600.00p
V595 Zurich Municipal Insurance Annual Fee. £218.96p
V596 Cllr N Kinder re-imburement of payment. £143.88p
V597 Mr D Ellis. Non-highways signage work. £735.00p
V598 DM Payroll Services Ltd Annual Fee. £70.50p
V599 HMRC PAYE Mar-Apr 2020 £40.40p

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

b) It was agreed to approach the Citizens Advice Winchester District in order to ascertain if they require further support from the Parish Council.

21/08) 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).

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 2021-22 precept in January 2021.
- 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 £8.32 per registered elector (2020-21). As of 31st March 2020 there were 186 electors in Tichborne making the total fund available for the year as £1,547.52

Chairman's signature

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- 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.

It was proposed by Cllr Kinder, seconded by Cllr Stewart and **resolved** by the Parish Council to approve the financial regulations for 2020-21.

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.

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

Salary Scale LC1 SCP 20 £10.099p per hour.

d) 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.

Cllr French-Brooks proposed and Cllr Kinder 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. The approved duty will be reviewed at the Annual Council Meeting in May 2021.

21/09) Councillors' responsibilities.

The following Councillor responsibilities were agreed amongst councillors.

Lengthsman scheme – Cllr Raimes & Cllr French-Brooks
 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

21/10) 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 Kinder 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 2020-21.

Chairman's signature

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The Parish Council **resolved** to approve this. This power will be reviewed at the Annual Council Meeting in May 2021.

21/11) Planning & Licensing.

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

SDNP/20/01899/HOUS

Summer Cottage Riverside Farm Lane Tichborne Alresford Hampshire SO24 0NA

Single storey rear extension. Replacement of thatch roof covering with clay plain tiling to part of rear roof slope. Alterations to link two separate dormer window projections to form single dormer.

Tichborne Parish Council has **no objection** to this application.

SDNP/20/01919/HOUS

Butts Cottage Riverside Farm Lane Tichborne Alresford Hampshire SO24 0NA

Single storey rear extension.

Tichborne Parish Council has **no objection** to this application.

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

20/00145/HOU

Extension and internal alterations of existing bungalow and demolition of existing conservatory to create additional accommodation at the rear of the property with larger ground floor kitchen / family room, bedroom, bathroom, double garage and utility room.

Marvo Ladycroft Alresford Hampshire SO24 0QP

The Parish Council has **no objection** to this proposal but is concerned that work has started in advance of the permission being received.

c) The Clerk informed the Parish Council that the Boomtown Festival Company had withdrawn their two outstanding planning applications SDNP/20/00560/FUL (modifications to a farm gate) and SDNP/19/06160/CND (to increase attendance). This is following the news that the 2020 festival being cancelled.

21/12) Environment, Highways & Transport.

a) The 2020-21 Lengthsman scheme was discussed in some detail especially with regarding to the maintenance of roadside grips

It was proposed by Cllr Kinder, seconded by Cllr Stewart that Cllrs Raimes and French-Brooks explore options to excavate the roadside grips throughout Riverside Lane. This should include speaking the present Lengthsman (RP Gardening Ltd) and Hampshire Highways. A budget would be set aside to undertake the work if it cannot be done by others under present contractual arrangements.

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

b) Cllr French-Brooks spoke about the village signs at each end of Riverside Farm Lane. He said that these have now been refurbished to a high standard.

Cllr French-Brooks continued his report by saying that he was willing to speak to Hampshire Highways to see what options are available to refurbish or replace the modern signage at each end of Riverside Farm Lane.

Chairman's signature

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It was proposed by Cllr Kinder, seconded by Cllr Raimes that French-Brooks has delegated authority to speak to Hampshire Highways regarding village signage. This authority extends up to the point of obtaining quotes.

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

There being no further business the Annual Council Meeting closed at 7.21pm.

Members of the Tichborne Parish Council are summoned to the next Meeting of the Parish Council to be held on 20th August 2020 via the ZOOM video conferencing application beginning at 6.30pm.

Brendan Gibbs

Clerk to the Parish Council of Tichborne.

Chairman's signature

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