

**TICHBORNE PARISH COUNCIL**  
**Minutes of the Annual Council Meeting of the Parish Council held**  
**at 6.30pm on Tuesday 24<sup>th</sup> May 2016 at Alresford Golf Club**

**17/1) To elect a Chairman of the Council for the municipal year 2016-17.**

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

Cllr Curtis proposed Cllr Kilmister with Cllr Raimes seconding this nomination.

There were no other nominations received.

By a show of hands Cllr Kilmister was **elected** Chairman of the Parish Council for the municipal year 2016-17

Having being duly elected Chairman of the Parish Council for the municipal year 2016-17, Cllr Kilmister signed the acceptance of office declaration in the presence of the Clerk.

**17/2) Apologies.**

Mr R Foot	Councillor (for late arrival)
Mr N Kinder	Councillor
Mr A McWhirter	Councillor
Mrs A Thacker	District Councillor

**Present.**

Mr P Kilmister	Chairman
Mr J Curtis	Councillor
Mr R Foot	Councillor (from 6.48pm)
Mrs G Hugh	Councillor
Mr R Raimes	Councillor

Mr L Ruffell	District Councillor
Mr R Huxstep	County Councillor

Mr B Gibbs	Clerk
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Two members of the general public

**17/3) Declarations of Interest.**

a) None recorded.

**17/4) Public Session.**

Mr David Pain (a Cheriton resident) spoke about the current planning and licensing applications at the Matterley Estate. He congratulated the Parish Council for the robust and professional comments and recommendations it had made regarding both the outstanding planning application and the current application for a new premises licence.

He said that the South Downs National Park Authority (SDNPA) would be determining the planning application at its meeting to be held on the 9<sup>th</sup> June. He also said that the licensing application would be dealt with by Winchester City Council acting as the licensing authority on the 10<sup>th</sup> June.

Although the SDNPA had given no indication as to how it would determine the application, Mr Pain said that if it was minded to give approval then the hope would be that there would be stringent conditions attached to the permissions reflecting the views of those who have objected to the proposal.

Chairman's signature .....

date.....

Mr Pain also spoke about the “on the day” arrangements regarding the conduct of the Planning Committee meeting. Cllr Kilmister said that he would be attending the meeting in person and hoped that he could also represent neighbouring parish councils if speaking opportunities were limited.

Mr Pain concluded his representation to the Parish Council by explaining some of the history regarding the expanded premises licence application.

Cllr Kilmister thanked Mr Pain for all the efforts he had made in commenting and objecting to the planning application and the premises licence application.

**17/5) To elect a Vice-Chairman of the Council for the municipal year 2016-17.**

Cllr Kilmister proposed Cllr Raimes as Vice-Chairman of the Parish Council for the municipal year 2016-17. Cllr Hugh seconded this proposal.

There were no other nominations received.

By a unanimous show of hands Cllr Raimes was **elected** Vice-Chairman of Tichborne Parish Council for the municipal year 2016-17

**17/6) Councillors’ responsibilities.**

Cllr Kilmister commented that as not all councillors were present it would not be appropriate to allocate the forthcoming year’s councillor responsibilities at this meeting.

He asked for this agenda item to be brought to the next ordinary meeting for a discussion at that time.

He also asked the Clerk to clarify the current responsibilities.

- Lengthsman scheme - John Curtis
- Planning and Licensing - Anthony McWhirter
- Highways and Environment - Robert Raimes
- Litter - Neil Kinder
- Ladycroft - John Curtis
- Website and notices - Neil Kinder
- Local church authority liaison - Robert Foot
- Tichborne Park Cricket Club liaison – The Clerk and Robert Foot

**17/7) Employee Responsibilities.**

The Clerk spoke about an item concerning the Parish Council’s current arrangements regarding planning applications. 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.

Having a meeting schedule of this nature has led to instances where planning applications received between meetings are not discussed in time to provide a response to the Local Planning Authority (LPA) before its deadlines are reached.

The Clerk suggested a solution to this issue would be for two councillor working party to be given limited delegated powers to co-ordinate responses to planning applications that were received between meetings.

These responses should include consulting with members of the public affected by these applications if necessary.

At the same time the Clerk should also be given limited delegated powers (after all consultations have been undertaken) to respond directly to the LPA with the working party’s comments.

Chairman's signature .....

date.....

A report could then be brought to the next meeting of the Parish Council for the working party's comments to be received and approved by the full Council.

It was proposed by Cllr Kilmister and seconded by Cllr Raimes that Cllr Kilmister and Cllr McWhirter be the members of this working party for the municipal year 2016-17

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

It was also proposed by Cllr Kilmister and seconded by Cllr Raimes that the Clerk received limited delegated powers to respond to LPA planning applications between meetings on condition that all responses are received and approved at the next ordinary council meeting.

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

Cllr Foot arrived before the meeting was closed but after all the business had been conducted.

There being no further business the Annual General Meeting closed at 6.49pm

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

Chairman's signature .....

date.....