

TICHBORNE PARISH COUNCIL
Minutes of the Annual Council Meeting of the Parish Council held
at 6.50pm on Tuesday 23rd May 2017 at Alresford Golf Club

18/1) To elect a Chairman of the Council for the municipal year 2017-18.

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

Cllr Curtis proposed Cllr Raimes with Cllr Foot 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 2017-18

Having being duly elected Chairman of the Parish Council for the municipal year 2017-18, Cllr Raimes signed the acceptance of office declaration in the presence of the Clerk.

18/2) Apologies.

Mr R Foot	Councillor (for late arrival)
Mrs G Hugh	Councillor (for late arrival)
Mr N Kinder	Councillor
Mr A McWhirter	Councillor
Mr A Stewart	Councillor
Mr R Humby	County Councillor

Present.

Mr R Raimes	Chairman
Mr J Curtis	Councillor
Mr R Foot	Councillor (from 6.50pm)
Mrs G Hugh	Councillor (from 6.58pm)
Mr L Ruffell	District Councillor
Mrs A Thacker	District Councillor
Mr B Gibbs	Clerk

18/3) Declarations of Interest.

a) None recorded.

18/4) Public Session.

a) There were no members of the public present.

18/5) Internal Audit - Financial and non-financial risk assessment. To complete the annual review of existing systems and controls.

a) Standing Orders

The Parish Council continues to run its affairs according to the National Association of Local Councils Model Standing Orders that were first adopted in July 2014 (minute reference 15/8) and that were later amended in March 2015 (minute reference 15/71).

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

Chairman's signature

date.....

b) Financial Regulations

The Standing Orders 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 2018-19 precept in January 2018.
- 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 in connection with 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 business at a rate of 45 pence per mile.
- Expenditure under Section 137 powers is limited to £7.57 per registered elector (2017-18). As of 31st March 2017 there were 181 electors in Tichborne making the total fund available for the year at £1370.17p.
- Insurance – The policy has recently been reviewed [minute reference 17/69(d)] to ensure that adequate cover is provided. A further review and cost comparison will take place in 2017-18.
- Review – these regulations are to be reviewed annually, usually at the Annual Council Meeting.

It was proposed by Cllr Foot and seconded by Cllr Curtis to approve the financial regulations for 2017-18

It was **resolved** to approve this.

c) 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.

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

d) Insurance

To note 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.

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

Cllr Hugh arrived before the following item was discussed.

e) Clerk's contract & salary.

At present, the Clerk is employed to work ten hours per month at a rate of £9.25p per hour. The pay scale used is as follows.

National Joint Council for Local Government Services (NJC) Pay Scales 2009-10.

Salary Scale LC1 SCP 19 £9.254p per hour.

Chairman's signature

date.....

This rate of pay was last reviewed by the Parish Council in May 2012 [minute reference 13/7(b)]. Members of the Parish Council felt that now was an appropriate time to once again review the Clerk's pay and conditions.

The Clerk presented the current two year NJC agreement documents (2016-18) to the Parish Council with the appropriate pay scales published in them. Salary Scale LC1 SCP 19 was now at a rate of £9.743p per hour. The scale above it (LC1 SCP 20) was agreed at a rate of £10.099 per hour.

The Clerk asked to be placed on SCP 20 as it was noted that many neighbouring councils pay their officers at this rate.

It was proposed by Cllr Raimes and seconded by Cllr Foot to increase the Clerk's salary to a total of £10.10p per hour.

It was **resolved** to approve this.

The Clerk confirmed that this pay scale followed the National Joint Council for Local Government Services (NJC) pay agreement 2016-18 Salary Scale LC1 SCP 20 £10.099p per hour.

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

The Clerk also asked for consideration of the payment of some overtime that had been undertaken at the time of the Boomtown Fair licensing applications and the corresponding Matterley Estate Planning Applications.

The Clerk asked for consideration of thirty hours overtime paid at a rate of £9.25p per hour.

In total this would mean an unconsolidated extra payment of £277.50p being paid in the financial year 2017-18

It was proposed by Cllr Curtis and seconded by Cllr Foot to pay this one-off extra payment.

It was **resolved** to approve this.

The Clerk thanked members of the Parish Council for undertaking this review and for agreeing to the overtime payment.

18/6) Councillors' responsibilities.

The Clerk clarified the current responsibilities.

Lengthsman scheme - John Curtis
Planning and Licensing - Anthony McWhirter & Robert Raimes
Highways and Environment - Robert Raimes
Litter - Neil Kinder
Ladycroft - John Curtis
Website and notices - Neil Kinder
St Andrew's Church liaison - Robert Foot
Bakeland Gardens – Georgia Hugh
Tichborne Park Cricket Club liaison – The Clerk and Robert Foot

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

18/7) Employee Responsibilities.

The Parish Council's current arrangements regarding planning applications were discussed.

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.

Chairman's signature

date.....

With the Council only meeting every other month there have been occasions when planning applications were received between meetings and were 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 were reached.

At present there is a two councillor working party that co-ordinates responses to planning applications received between meetings. A report would 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 had been resolved at the Annual Council meeting of 2016-17 that the Clerk would be given limited delegated powers (after all consultations have been undertaken) to respond directly to the Local Planning Authority with the working party's comments.

It was proposed by Cllr Raimes and seconded by Cllr Hugh that Cllr Raimes and Cllr McWhirter be the members of this working party for the municipal year 2017-18

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

It was proposed by Cllr Raimes and seconded by Cllr Curtis that the Clerk received 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 2017-18.

This power should be reviewed at the Annual Council Meeting in May 2018.

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

There being no further business the Annual Council Meeting closed at 7.06pm.

Cllrs Foot and Hugh offered their apologies for their late arrival as this had resulted in the Annual Council Meeting commencing later than its advertised start time.

Brendan Gibbs
Clerk to the Parish Council of Tichborne.

Chairman's signature

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