

**TICHBORNE PARISH COUNCIL**  
**Minutes of the Annual Council Meeting of Tichborne Parish Council**  
**held at 7.05pm on Wednesday 16<sup>th</sup> May 2018 at Alresford Golf Club**

Prior to the meeting commencing, Cllr Raimes paid tribute to Cllr John Curtis who had passed away on the 13<sup>th</sup> May 2018. John was a member of Tichborne Parish Council for fifteen years and had also served as a long-standing member of New Alresford Town Council. Cllr Raimes asked for a moment's reflection to remember John and said that he would be greatly missed in the village and far beyond.

**19/1) To elect a Chairman of the Council for the municipal year 2018-19**

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 2018-19

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

**19/2) Apologies.**

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

**Present.**

Mr R Raimes	Chairman
Mr N Kinder	Councillor
Mr A Stewart	Councillor

Mr B Gibbs                      Clerk

**19/3) Declarations of Interest.**

a) None recorded.

**19/4) Internal Audit - Financial and non-financial risk assessment. To complete the annual review of existing systems and controls.**

a) Standing Orders

The Clerk made a statement commenting that the Parish Council continues to run 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).

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

Chairman's signature .....

date.....

**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 (2018-19). 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 2017 [minute reference 17/69(d)] to ensure that adequate cover is provided.
- 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** to approve to approve the financial regulations for 2018-19

**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.

**e) 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.

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

Chairman's signature .....

date.....

**19/5) Public Session.**

a) There were no members of the public present.

**19/6) Councillors’ responsibilities.**

Cllr Raimes led a brief discussion on councillor responsibilities. In effect, these would be the same as before with one or two adjustments resulting from Cllr Curtis’s passing.

- Lengthsman scheme - TBC
- Planning and Licensing - Anthony McWhirter & Robert Raimes
- Highways and Environment - Robert Raimes & Andrew Stewart
- Website and Broadband - Neil Kinder
- St Andrew’s Church liaison - Robert Foot
- Bakeland Gardens & Alresford Show – Georgia Hugh
- Tichborne Park Cricket Club liaison – The Clerk and Robert Foot
- Longwood - Robert Foot

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

**19/7) 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 2018-19.

This power should be reviewed at the Annual Council Meeting in May 2019.

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

There being no further business the Annual Council Meeting closed at 7.14pm.

Cllr Stewart offered his apologies for his 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 .....

date.....