

**TICHBORNE PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held at 6.30pm on**  
**Tuesday 3<sup>rd</sup> November 2015 at Alresford Golf Club.**

**16/40) Apologies.**

Mr R Foot	Councillor
Mrs G Hugh	Councillor
Mr R Huxstep	County Councillor

**Present.**

Mr P Kilmister	Chairman
Mr J Curtis	Councillor
Mr N Kinder	Councillor
Mr A McWhirter	Councillor
Mr R Raimes	Councillor
Mrs A Thacker	District Councillor

Mr B Gibbs	Clerk
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District Councillor Laurence Ruffell attended as a member of the public and spoke in the public session.

Two members of the public.

**16/41) Declarations of Interest.**

None recorded.

**16/42) To approve the minutes of the last Ordinary Meeting of Tichborne Parish Council held on 23<sup>rd</sup> June 2015.**

Cllr Kilmister proposed and Cllr Kinder seconded the proposal that the minutes of the last Ordinary Meeting of Tichborne Parish Council held on the 23<sup>rd</sup> June 2015 be approved. It was **resolved** that the minutes be accepted as an accurate record and were duly signed by the Chairman.

**16/43) Public Session**

Lady Elizabeth Craig-Cooper congratulated the Parish Council on the launch of its new website. Cllr Kilmister thanked Lady Craig-Cooper for her very kind words. Cllr Kinder also spoke to her with an offer to assist the St Andrew's Church's efforts to launch a website. Lady Craig-Cooper then mentioned the upcoming Remembrance Day service in Cheriton. The Clerk spoke to Lady Craig-Cooper saying he had received the grant request from the St Andrew's Church and that the Parish Council will be discussing this later in the meeting.

Andy Joyce spoke about the latest information regarding the Tichborne Park Cricket Club's new pavilion development. Sadly, a grant application to Sport England for the sum of £75,000 had been unsuccessful. The Club has now recruited the services of the main fundraiser for successful Alresford Rugby Club development and introduced him as Mr Terry Fordham.

Mr Fordham will be working with an accountant engaged by Tichborne Park Cricket Club in order to put together a better application ready for submission in June 2016. The Clerk brought to everyone's attention that the £23,000 of Winchester City Council open space funding allocated to the Cricket Club is at risk if the project stalls for any reason. Members then spoke with both City Councillors regarding this point to stress that the Parish Council remained 100% supportive of the project.

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Cllr Curtis proposed inviting a member of the Open spaces team at Winchester City Council. This proposal was seconded by Cllr Kinder and it was **resolved** to do this.

The Clerk informed everyone that his briefcase (containing most of the Council's banking and finance papers) had been stolen in London. He went on to say that the briefcase had now been recovered intact by the Metropolitan Police and was awaiting his collection at Twickenham Police Station. As a result of the theft some papers were not available for the meeting and some orders for payment will have to be re-issued due to loss of the Council's cheque book and paying-in book.

These will be dealt with later on this evening.

#### **16/44) Reports by the County and District Councillors.**

Cllr Thacker began her report by saying she had attended a meeting at the West Meon Village Hall on the 2<sup>nd</sup> November together with representatives from Bramdean, Exton, West Meon, Meonstoke and West Tisted. The purpose of the meeting was to discuss the ongoing issue of motorbike noise and speeding along local roads particularly the A272 and A32. Bramdean & Hinton Ampner residents appear to be most affected although it may be that residents in other villages (including Tichborne) would like to make their views known. The Parish Council agreed that there were issues with noise from the A272 but that the main issue here was noise from the Alresford by-pass (A31). Cllr Thacker said that she would add this issue to her research.

Cllr Thacker then the impact on local housing of recent Government announcements will be considered by Winchester City Council at its meeting tomorrow, Wednesday 4 November. Changes include:

- Giving housing association tenants the same "Right to Buy" their homes that City Council tenants have enjoyed for many years.
- Reducing all social housing tenant rents by 1%.
- Selling 'high value' council homes to help fund the "Right to Buy" scheme and the building of more homes

The Council is working with local MPs and housing associations as well as the Local Government Association to make sure that any adverse impact of the changes locally are minimised.

Winchester City Council is offering small businesses the chance to perfect their on-line marketing. The training courses are being repeated for the third time due to their popularity when the courses were initially run this spring and autumn. Winchester City Council is providing this training free of charge to any Winchester District based small or medium sized businesses.

All three free workshops take place at Guildhall Winchester from 4pm to 8pm and are run by the Association of Town Centre Management (ATCM).

The first session on Thursday 14 January 2016 is entitled "Understand your customer and digital marketing" covers the important basics of marketing right through to online channels.

"Developing your business online" is the subject of the second session on Thursday 28 January 2016. This gives an introduction to online, e-commerce and multi channel marketing.

The final session is on Thursday 11 February 2016.

#### **16/45) Finance and Orders for Payment.**

a) As had been explained earlier the clerk said that his briefcase had been stolen from his car recently. This contained many items of the Parish Council's property including its cheque book, paying-in book, VAT and PAYE documentation and some correspondence. Some of the cheques that had been approved from the meeting in September had not been paid out including the Clerk's own expenses and the 2<sup>nd</sup> Qtr 2015-16 PAYE payments.

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These would need to be recorded in the minutes as being cancelled. The Clerk said that he would record the status of all of the cheques raised over the last two meetings to correct the public record.

The following cheques have been cancelled, paid on time or entered into the public record incorrectly over the last two meetings.

V425 HMRC PAYE/NIC May-June 2015 £37.00p (This was recorded incorrectly over the last two meetings).

V426 HMRC PAYE/NIC July-Aug 2015 £37.00p (This cheque has now been cancelled).

V427 Alresford Golf Club room hire £20.00p (this was paid correctly).

V428 B.V.Gibbs Expenses April-August 2015 £55.99p (This cheque has now been cancelled).

**Cheques 429 to 450 inclusive have now been cancelled as a result of the theft.**

At the next meeting of the Parish Council in January 2016 a number of payments will need to be recorded as orders for payment due to there being invoices due for payment.

These are for the following amounts.

BDO LLP External Audit Fee 42.00p

HMRC PAYE/NIC Jul-Oct 2015 £37.00p

Alresford Golf Club room hire £20.00p

HALC Pension Training Seminars £120.00p

Information Commissioner's Office Annual Registration Fee £35.00p

The Parish Council **resolved** to approve these orders for payment noting that the cheques will be raised between meetings.

Non-urgent cheques including the Clerk's expense claim will be held over until January 2016.

b) Grant applications from local organisations were received as part of the 2015-16 budget discussions.

The grant applications received were from St Andrew's Church PCC for £250, Tichborne Park Cricket Club for £200 and the Winchester CAB for £100.

A sum of £550 was included in the budget to cover these grants. Cllr Kilmister said that the grants would not be approved until the January 2016 due to the fact that the tax base figure (and hence the 2016-17 precept figure) is not known at this time. There was a discussion about considering a further grant towards the Cricket Club's project on a one-off basis with a pre-requisite for this being further progress with the construction and development of the pavilion and raising the profile of the cricket club with the new Bakelands Gardens residents.

c) Budget 2016-17. The Clerk began the discussion by outlining what has already been agreed as ring-fenced monies from the 2015-16 budget discussions held in January 2015. In answer to a question from Cllr Kilmister regarding the Parish Council's current funds held at the bank the Clerk made the following statement.

Although he was unable to give an exact figure due to the loss of the bank statements he said that at the end of September 2015 the Parish Council had funds of at least £13,000 in their Treasurers Account.

The sum of £900.00 has been set aside to cover the costs of a contested Parish Council election due in May 2018. £800.00 is set aside to provide for at least three new notice boards before 31<sup>st</sup> March 2018. The sum of £200.00 per year for the maintenance of the two bus shelters at Ladycroft is to be accrued up to 31<sup>st</sup> March 2018. Beyond that date there would be a review of the continued viability of the bus shelters.

Cllr Curtis suggested that consideration should be given over the next year to providing a community notice board at Bakeland Gardens. Cllr Kinder also suggested some form of welcome newsletter or information sheet could be distributed to the new residents of Bakeland Gardens. Cllr Curtis also asked for a budget to be allocated to provide for a new shelter on the B3046 for people wishing to use the number 67 or 64 services travelling towards Winchester.

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The Clerk then spoke about the need for the Parish Council to have a pension plan in place to cater for auto-enrolment. The deadline for this was the end of March 2016. Councillors were aware that this may require a considerable amount of time and expense to comply with the legislation. All agreed that some time may have to be set aside in the New Year to ensure that the Parish Council was fully compliant with the legislation in time for the staging date of April 2016.

#### a) External Audit 2014-15

The final report from the external auditor has now been received. A minor revaluation error in the fixed asset register had required further work from the Clerk between meetings in order to answer the auditor's questions.

Other than this issue there were no problems with the audit from the Parish Council's point of view.

The audit completion notice has now been published on the notice boards in the Village.

Cllr Kilmister proposed, Cllr Raimes seconded and The Parish Council **resolved** to note the external audit report and also it **resolved** to pay the accompanying invoice of £42.00 inclusive of VAT.

#### **16/46) The Parish Council received the following correspondence.**

There was no other correspondence to receive for the Parish Council's attention.

#### **16/47) Planning & Licensing.**

There were no significant planning issues to receive at this time and no decisions have been published recently. Cllr Kilmister reported that no planning applications of any sort had been recorded concerning Boomtown 2016. He also said that this topic will need careful scrutiny from now on if the event is to receive the requisite permission for it to be promoted lawfully in 2016.

#### **16/48) Environment, Highways & Transport.**

The Clerk informed the Parish Council that the Lengthsman had visited the Parish in September and will be visiting again in late November. Cllr Curtis said the Lengthsman will be instructed to clean grips and some other tidying work upon the Village Green and elsewhere.

#### **16/49) Community Safety.**

Although there was no update from the Neighbourhood Policing Team, Cllr Raimes reported that there were a couple of reported incidents of illegal hare coursing in fields near Grange Farm. This is being investigated.

As there was no further business the meeting closed at 8.02pm

Members of the Tichborne Parish Council are summoned to the next meeting of the Parish Council to be held on Tuesday 5<sup>th</sup> January 2016 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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