

**TICHBORNE PARISH COUNCIL**  
**Minutes of the ordinary meeting of Tichborne Parish Council held**  
**via ZOOM at 6.30pm on Thursday 3<sup>rd</sup> December 2020**

**21/24) Apologies.**

Mr R Foot	Councillor
Mr A McWhirter	Councillor
Mr R Humby	County Councillor
Mr H Lumby	District Councillor
Mr L Ruffell	District Councillor

**Present.**

Mr R Raimes	Chairman
Mrs G Hugh	Councillor
Mr J French-Brooks	Councillor
Mr N Kinder	Councillor
Mr A Stewart	Councillor

Mr B Gibbs	Clerk
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Two members of the public.

**21/25) Waiver of six-month councillor attendance rule (Section 85 Local Government Act 1972).**

Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor.

This requirement can be waived and the time limit extended if any failure to attend was due to a reason approved by the Authority in advance of the six-month period expiring.

Section 85 (1) of the Local Government Act 1972 states that *“if a member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some good reason approved by the Authority before the expiry of that period, cease to be a member of the Authority.”* Attendance can be at any committee or sub-committee, or any joint committee, joint board or other body where the functions of the Authority are discharged.

Prior to the meeting Cllrs McWhirter and Foot had sent their apologies as they were unable to attend this meeting due to it being arranged at short notice and as a result of the Clerk’s actions rather than by the Parish Council.

The waiver of the six-month councillor attendance rule (Section 85 Local Government Act 1972) in respect of Cllrs McWhirter and Foot was proposed by Cllr Raimes and seconded by Cllr Kinder.

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

It should be noted that although the meeting was called at short notice it none the less complied with the requirements of the Local Government Act 1972 Schedule 12 regarding the calling of local council meetings and the publishing of agendas.

**21/26) Declarations of Interest.**

a) None recorded.

Chairman's signature .....

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**21/27) Minutes of the last ordinary meeting of Tichborne Parish Council held on 20<sup>th</sup> August 2020 (Previously circulated).**

Cllr Raimes proposed and Cllr Hugh seconded the proposal that the minutes of the last ordinary meeting of Tichborne Parish Council held on the 20<sup>th</sup> August 2020 be approved.

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

**21/28) Finance and Orders for Payment.**

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

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

V610 Information Commissioner's Office Annual Registration Fee £40.00.

V611 Peter White Groundworks. Riverside Farm Lane works £200.00.

V609 Simply Plastics. Sevington notice board repairs £39.73.

V613 HMRC PAYE/NIC Sep-Dec 2020. £80.59.

V614 B.V.Gibbs Salary Sep-Oct 2020. £161.60.

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

b) To approve the counter-signing of statements from the Council's bank account.

Although the bank statements were not in a position to be signed just now due to there being no face-to-face meetings the Clerk asked the Parish Council to record a minute showing that members were aware of the current balances.

Period ending 7<sup>th</sup> May 2020 £18,157.36.

Period ending 19<sup>th</sup> August 2020 £16,948.62.

Period ending 11<sup>th</sup> November 2020 £15,743.29.

The Clerk informed the meeting that the 2019 Boomtown Festival Community Grant had not yet been paid across to the Parish Council despite much prompting. When it is paid across it will be to the value of £700.00p. The Parish Council **noted** this information.

c) Grant applications 2021-22.

Grant applications have been received from the St Andrew's Church PCC, Tichborne Park Cricket Club, The Oliver Branch Christian Counselling Service, the Alresford & District Agricultural Committee, Hampshire and Isle of Wight Victim Support and the Winchester Citizen's Advice Bureau.

It was proposed by Cllr Raimes and seconded by Cllr Kinder that the Parish Council allocated each of these organisations a total of £300 (three hundred pounds) each except for Hampshire and Isle of Wight Victim Support where £100 was set aside.

It was unanimously **resolved** to include £1,600 within the 2021-22 budget to meet the cost of these grants.

d) Tichborne Parish Council Budget 2021-22.

The Clerk presented a draft budget for discussion including the figure of £1,600 that had been allocated in the agenda item immediately preceding this one.

As always, the largest expense was the Clerk's salary costs totalling £1,400 for 2021-22. The salary costs are calculated at a rate of £10.10 per hour with 10 hours work each month.

It was agreed to allocate a budget of £220 to cover the cost of the Parish Council's insurance policy in 2021-22

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It was agreed to allocate a budget of £230 to cover the cost of the Parish Council's Internal Audit in 2021-22.

Other expenses that would normally to be considered are the room hire costs for each meeting, the fees relating to membership of the Hampshire Association of Local Councils (HALC) and the Information Commissioner's Office (ICO) annual registration fee. It was noted that the Parish Council would be meeting using the Zoom application for the foreseeable future and so it was not necessary to budget for room hire just now.

Consequently, the figures £160 for the HALC fee and £40 for the ICO fee were allocated to each of these items.

The Parish Council's main assets are its two bus shelters, three benches and three notice boards. It was noted that the Parish Council has earmarked the sum of £1,200 for any repair necessary to the shelters (min ref 16/65 b). The Clerk asked that this sum continues to be carried forward as an earmarked reserve.

There is an earmarked reserve of £1,000 to provide for new notice boards. (min ref 17/60 b). The Clerk asked that this sum continues to be carried forward as an earmarked reserve.

Other maintenance line items that were discussed included the provision of a sink fund to maintain the Cheriton Play Area (£300) and a sink fund to maintain the community defibrillator (£100).

The cost of a contested election is accrued over the four-year period between elections. In January 2017 It had been resolved that the Parish Council should ring-fence the sum of £1,000 to cover the potential costs of a contested election (min ref 17/60 b). In May 2018 the election was not contested and as a result the earmarked fund will be carried forward in readiness for the 2022 election.

The Chairman's Fund is used to cover the costs of refreshments at the Annual Parish Assembly and other sundry items. It was agreed that this figure would remain at a level of £250 for 2021-22 despite there being no Annual Parish Assembly in 2020.

Cllr Raimes asked if any decision on the value of the Boomtown Community Fund 2019 had been made at this time. The Clerk said that currently there is a surplus of £1,400 from the Boomtown Community Fund available and unspent. Once the 2019 contribution had been received this figure would rise to £2,100 (see min ref 21/28 b above).

The Clerk said he would be making a VAT claim for £31.93 as two invoices had been received recently that had incurred VAT. These were in relation to the Parish Council's website domain name registration as well as the repairs to the Sevington notice board.

It was proposed by Cllr Raimes and seconded by Cllr Kinder that Tichborne Parish Council approves a working budget of £4,320 for the year 2021-22.

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

e) Tichborne Parish Precept 2021-22.

The Clerk began the precept discussion by reminding members that the Parish Council had received a total sum of £4,305.00 from Winchester City Council in 2020-21. For information a spreadsheet was circulated that showed the tax base for Tichborne in 2020-21 had been 117.59 and the Band D rate had been £36.61.

The Clerk then said that he had yet to receive the figures from Winchester City Council regarding the tax base applicable to Tichborne for the year 2021-22. All councillors present were made aware that the Parish Council's reserves are above average in relation to its commitments, earmarked funds and liabilities.

In light of this information there was a general feeling that the precept should be reduced regardless of what the tax base figure for 2021-22 would be.

It was proposed by Cllr Hugh and seconded by Cllr Raimes that Tichborne Parish Council would like to see a reduction in the precept of 2% (two percent).

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

Members requested that once the tax base was known that this information be recorded in the minutes showing the final Band D rate for Tichborne as well as the overall precept demanded.

f) Following this decision the final figures from Winchester City Council was published in early January 2021 as follows.

The tax base for Tichborne in 2021-22 is now 117.66. Factoring in the approved 2% reduction this means that the Band D rate for Tichborne has been reduced to £35.86. The Parish Council therefore sought a contribution of £4,219.00 from Winchester City Council for 2021-22. This will have the effect of reducing the precept by £86.00 for the year.

g) To appoint an Internal Auditor for the financial year ending 31<sup>st</sup> March 2021.

It was **resolved** to appoint Lightatouch Internal Audit Services to act as the Parish Council's Internal Auditor for the financial year 2020-21.

### **21/29) Public Session**

a) A member of the public spoke about their concerns regarding the A31 EU transmission arrangements. He also spoke about the costs of the upkeep of the St Andrew's Churchyard and thanked the Parish Council for its continued financial support.

b) Owing to the sensitive nature of an item wanting to be discussed in the public session a resolution was passed in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press where publicity might be prejudicial to the special nature of the business being discussed.

### **21/30) Reports by the County and District Councillors.**

Cllrs Ruffell, Lumby and Humby were all required at a meeting of Winchester City Council and had sent their apologies. Cllr Lumby had previously circulated a written report that was **noted** by the meeting.

### **21/31) Planning & Licensing.**

a) Planning applications and decisions received from The South Downs NPA

**SDNP/20/04755/DCOND:** Tichborne House, Riverside Farm Lane, Tichborne, Alresford, Hampshire SO24 0NA

Discharge of conditions in relation to application SDNP/17/01226/LIS -Architectural drawings: Condition number 3 - See drawings 5957 111 and 112 showing details of the windows and French door on the south west elevation  
Condition number 4 - See drawing 5957 110 showing changes to the principal entrance steps to the front elevation, including a Schedule of Works  
Condition number 5 - See drawings 5957 108 and 109 showing the new external stair access and terrace, including a Schedule of Works.

The Parish Council of Tichborne has **no objection** to this proposal.

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

**20/02089/FUL:** Alresford Golf Club, Alresford Road, Tichborne, Alresford, Hampshire SO24 0PN

Replacement and relocation of existing Starters Hut sited near to the 1st tee with a new wooden structure ( size 19.2sq metres) To split the existing wooden Starters Hut structure in half ( 2 x 6sq metres) and to move and fix to the ends of the adjoining Driving Range building, to create a 2 x 3 sided , open ended shelters housing the ball dispenser and driving range equipment.

The Parish Council of Tichborne has **no objection** to this proposal.

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c) Members were advised that the outstanding Matterley applications have all been commented upon and are now published on the SDNPA planning portal.

d) Members spoke about a development within the village that is currently subject to an enforcement case.

#### **21/32) Environment, Highways & Transport.**

a) Members commented that the grips clearance undertaken in November has been received very favourably. There were continued concerns about the parish Lengthsman as the level of service is now greatly reduced.

The Clerk was asked to raise this issue with the contract manager.

b) There were no reports to be received regarding Boomtown Fair.

#### **21/33) Correspondence.**

Correspondence was received from Business South seeking support from the local councils regarding the current planning application to extend the runway at Southampton International Airport. A bundle of emails have been received from Cllr Lumby regarding the Coronavirus pandemic and Hampshire County Council's advice and recommendations on how to manage the current tier restrictions or any future lockdown.

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

#### **21/34) Reports that the Chairman deems urgent – NO DECISIONS to be made.**

**21/35) Exempt Business:** To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

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

As there was no further business the meeting closed at 7.43pm.

Members of the Tichborne Parish Council are summoned to the next Meeting of the Parish Council to be held on 11<sup>th</sup> March 2021 at 6.30pm via MS Teams.

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

Chairman's signature .....

date.....