

TICHBORNE PARISH COUNCIL
Minutes of the Annual Council Meeting of Tichborne Parish Council held at
the Alresford Golf Club Tichborne at 6.30pm on Thursday 9th May 2024.

25/01) To elect a Chairman of the Council for the municipal year 2024-25

The Clerk sought nominations for the position of Chairman of the Parish Council.

Cllr Foot proposed Cllr Kinder with Cllr French-Brooks seconding this nomination. There were no other nominations received.

By a show of hands Cllr Kinder was **elected** Chairman of the Parish Council for the municipal year 2024-25.

Having been duly elected Chairman of the Parish Council, Cllr Kinder signed the acceptance of office declaration.

Cllr Raimes welcomed everybody to the first meeting of the Parish Council and paid tribute to his predecessor, Mr Robert Raimes.

25/02) Apologies.

Mr A McWhirter	Councillor
Mr A Stewart	Councillor (late arrival)
Mr J Pett	District Councillor
Mr R Humby	County Councillor

Present.

Mr R Foot	Councillor
Mr N Kinder	Councillor
Mr J French-Brooks	Councillor
Mr A Stewart	Councillor (from 6.37pm)
Mr N Bolton	District Councillor

Mr B Gibbs	Clerk
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25/03) Declarations of Interest.

a) None recorded.

25/04) Public Session.

The member of the public present did not wish to speak during the public session.

25/05) Reports by the County and District Councillors.

Cllr Bolton Began his report by saying that the County Council issued an update on the 20mph speed limits and zones which included a mechanism for Parish and Town Councils to request 20mph speed restrictions. The revised policy moves away from considering 20mph speed limits and zones from a purely casualty reduction perspective to one that considers the strategic function of the road, encouraging active and sustainable transport options, an improved road environment and better compliance.

Councillors recently received a briefing where Southern Water explained their ongoing work to reduce storm overflow releases by finding new and innovative solutions to deliver infrastructure that's more resilient and adaptable. Southern Water established a Clean Rivers and Seas Task Force in November 2021, and the team has ambitious targets to meet.

Chairman's signature

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In response to the Council's 'go greener faster' priority, the Environment Act 2021 and the government's 'Simpler Recycling' announcement in October 2023, the council proposes to, and must by law, introduce changes to the waste and recycling service that allow residents to recycle more, including food waste, and wishes to do so in the most environmentally friendly way possible.

A recent consultation exercise provided strong evidence that our residents care about recycling, want to recycle more, and want to keep it simple. In response to this and the government's latest guidance, and following an options appraisal, it is being recommended that the council introduce a co-mingled recycling collection and a separate weekly food waste collection by 31st March 2026.

25/06) Finance and Orders for Payment.

a) To pay all approved grant applications for the year 2024-25 as follows.

i) Tichborne Park Cricket Club. The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government (Miscellaneous Provisions) Act 1976 Section 19.

Tichborne Parish Council having previously considered the grant application for the year 2024-25 from the Tichborne Park Cricket Club **approved** the payment of a grant of £300.00.

ii) St Andrew's Parochial Church Council. The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government Act 1972, Section 137.

Tichborne Parish Council having previously considered the grant application for the year 2024-25 from the St Andrew's Parochial Church Council **approved** the payment of a grant of £300.00.

iii) The Olive Branch Christian Counselling Service. The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government Act 1972, Section 142.

Tichborne Parish Council having previously considered the grant application for the year 2024-25 from the Olive Branch Christian Counselling Service **approved** a grant of £300.00.

iv) Citizens Advice Winchester District. The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government Act 1972, Section 142.

Tichborne Parish Council having previously considered the grant application for the year 2024-25 from the Citizens Advice Winchester District **approved** the payment of a grant of £300.00.

v) Hampshire & Isle of Wight Victim Support. The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government Act 1972, Section 142.

Tichborne Parish Council having previously considered the grant application for the year 2024-25 from the Hampshire & Isle of Wight Victim Support **approved** the payment of a grant of £100.00.

vi) Alresford & District Agricultural Society (A&DAS). The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government Act 1972, Section 144.

Tichborne Parish Council having previously considered the grant application for the year 2024-25 from the Alresford & District Agricultural Society **approved** the payment of a grant of £300.00.

vii) Perins School. The Parish Council of Tichborne noted that the statutory basis for this item is the Local Government (Miscellaneous Provisions) Act 1976 Section 19.

Tichborne Parish Council having previously considered the grant application for the year 2024-25 from the Perins School **approved** the payment of a grant of £300.00.

b) Orders for payment

Chairman's signature

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BT1 Alresford & District Agricultural Society (A&DAS). 2024-25 Grant payment £300
 BT2 The Olive Branch Christian Counselling Service. 2024-25 Grant payment £300
 BT3 Hampshire & Isle of Wight Victim Support. 2024-25 Grant payment £100
 BT4 Citizens Advice Winchester District. 2024-25 Grant payment £300
 BT5 Tichborne Park Cricket Club. 2024-25 Grant payment £300
 BT6 The Tichborne Arms. 2024-25 Grant payment £250
 BT7 B.V.Gibbs April 24 Salary £217.50
 BT8 HMRC 2023-24 Month 12. £102.83
 BT9 Alresford Golf Club. Room fee. £25.00
 BT10 Hugo Fox. May 2024 Invoice. £23.99
 BT11 HALC 2024-25 Annual Fee. £187.00
 BT12 Zurich Municipal. 2024-25 Insurance fee £355.39
 BT13 DM Payroll. Annual fee. £120.00

25/07) Internal Audit - Financial and non-financial risk assessment. To complete the annual review of existing systems and controls.

a) Standing Orders

The Clerk reported that the Parish Council manages its affairs according to the National Association of Local Councils Model Standing Orders. These were first adopted in July 2014 (minute reference 15/08) and were later amended in March 2015 (minute reference 15/71).

It was proposed by Cllr French-Brooks, seconded by Cllr Kinder and **resolved** by the Parish Council to re-adopt the current Standing Orders for 2024-25.

It was requested by the Internal Auditor that the Standing Orders be reviewed in 2024-25.

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 2024-25 precept in January 2024.
- 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 £250.00
- 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 £10.81 per registered elector (2024-25). As of 31st March 2024 there were 185 electors in Tichborne making the total fund available for the year as £1,999.85
- Insurance – The policy was last reviewed in 2016-17 [minute reference 17/69(d) 28th March 2017] to ensure that adequate cover was provided.
- A minute should be recorded that the 2024-25 insurance schedule has been revalued by Zurich Municipal following the updated fixed asset register being passed to them.
- Review – these regulations are to be reviewed annually, usually at the Annual Council Meeting.

Chairman's signature

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It was proposed by Cllr French-Brooks, seconded by Cllr Kinder and **resolved** by the Parish Council to approve the financial regulations for 2024-25.

c) Clerk's contract & salary

At present, the Clerk is employed to work ten hours per month at a rate of £14.31 per hour. The pay scale used is as follows.

NJC Pay Scales 2023-24 LC1 SCP 14 £14.31 per hour applicable. Ten hours per month.

d) Treasurers Account

No interest is currently paid to the Parish Council's 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.

e) Insurance

To note that a policy schedule was included from 2008 to include cover for Libel & Slander, Fidelity indemnity and for personal accident for Councillors from ages 75-85.

A further change to the schedule now includes cover for personal accidents to all Councillors and Employees aged 16 to 90 whilst on approved duties.

Cllr Kinder proposed and Cllr French-Brooks seconded the proposal that **all** councillors be on an approved duty if they are engaged in litter picking, verge and hedge trimming and all other **non-highway** maintenance within the civil parish of Tichborne.

The Parish Council **resolved** to approve this proposal. This approved duty will be reviewed at the Annual Council Meeting in May 2025.

25/8) Councillors' responsibilities.

Due to time constraints, it was agreed to hold this item over but to publish the existing responsibilities in these minutes.

Lengthsman scheme - Cllr French-Brooks
Planning and Licensing - Cllr McWhirter & Cllr French-Brooks
Highways and Environment - Cllr French-Brooks & Cllr Stewart
Website and Broadband - Cllr Kinder
St Andrew's Church liaison and Longwood - Cllr Foot
Alresford Show - Vacancy
Tichborne Park Cricket Club liaison - Cllr Foot & the Clerk
Bakeland Gardens - Vacancy

25/9) 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 Kinder and seconded by Cllr Foot 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 2024-25.

Chairman's signature

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The Parish Council **resolved** to approve this. This power will be reviewed at the Annual Council Meeting in May 2025.

25/10) Planning & Licensing.

a) Planning applications and decisions received from the South Downs National Park Authority.

There are no applications to receive.

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

There are no applications to receive.

23/11) Environment, Highways & Transport.

a) The 2024-25 Lengthsman scheme is in place and a visit is now due. For the moment, Cllrs French-Brooks will be managing the contract on behalf of the Parish Council.

25/12) Reports that the Chairman deems urgent – NO DECISIONS to be made.

There were no reports to receive.

The Annual council meeting was adjourned at 7.07pm in order to hold the Annual Parish Assembly,.

The business was resumed at 8.03pm.

There being no further business the Annual Council Meeting closed at 8.24pm

Members of the Tichborne Parish Council are summoned to the next meeting of the Parish Council to be held on Thursday 27th June 2024 at Alresford Golf Club.

Brendan Gibbs

Clerk to the Parish Council of Tichborne.

Chairman's signature

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