

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 1st May 2025

26/01) To elect a Chairman of the Council for the municipal year 2025-26.

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

Cllr McWhirter proposed Cllr Kinder with Cllr Robbins 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 2025-26

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

Cllr Kinder welcomed everybody to the Annual Council Meeting. He commented that he was happy to serve as the Parish Council Chairman for the next year on the understanding that he did not wish to seek any further term beyond May 2026.

26/02) Apologies.

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| Mr R Foot | Councillor (late arrival) |
| Ms M Philibert | Councillor |
| Mr C Spicer | Councillor |
| Mr N Bolton | District Councillor |
| Mr J Williams | County Councillor |

Present.

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| Mr N Kinder | Chairman |
| Mr R Foot | Councillor (from 7.43pm) |
| Mr A McWhirter | Councillor |
| Ms L Robbins | Councillor |
| Mr A Stewart | Councillor |

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| Mr J Pett | District Councillor |
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| Mr B Gibbs | Clerk |
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One member of the public.

26/03) Declarations of Interest.

a) None recorded.

26/04) 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 Pett provided a brief report.

“We are in the middle of the Annual Parish Assembly season and it has been heartening to see some good turnouts in Parish Halls around the Ward. Whilst Devolution and Local Government Reorganisation don’t necessarily hold everybody’s attention for too long there have also been many other speakers of great interest to communities, and we will try and share some ideas of what has worked well at these events in our next update.

Chairman's signature

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In the middle of the current financial pressures in Hampshire there are still, nonetheless, some seams of community project funding that can be successfully exploited.

In particular, the UK Shared and Rural Prosperity Funds are currently open for applications through the City Council. Several of our Parishes have had success through this route in the past three year funding cycle and there is a list of funded projects on the web page to help focus your thoughts:

<https://www.winchester.gov.uk/business/uk-shared-prosperity-fund>

Closing date for the UK Shared Prosperity Fund is 27 May, with a couple of further weeks to 11 June for the Rural England Prosperity Fund.

Winchester Action on Climate Change (WinACC) is supported by both WCC and HCC; it's also a partnership organisation in a new service called "My Home Made Better". This aims to take an holistic approach to helping homeowners find out why their properties may be losing heat in the winter and how they can lower energy bills.

Rather than a simple "advice line", instead it links those with personal experience of improving home energy efficiency with those who would like to do more.

More details are at www.myhomemadebetter.org

Finally on grants, congratulations to Tichborne Park Cricket Club and West Meon Village Hall which have each recently been granted £1000 from the Winchester Small Grants Panel. The scheme will re-open later in the year – early preparation is advised."

26/06) Finance and Orders for Payment.

a) To pay all approved grant applications for the year 2025-26 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 2025-26 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 2025-26 from the St Andrew's Parochial Church Council **approved** the payment of a grant of £400.00.

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 2025-26 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 2025-26 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 2025-26 from the Hampshire & Isle of Wight Victim Support **approved** the payment of a grant of £100.00.

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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 2025-26 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 2025-26 from the Perins School **approved** the payment of a grant of £300.00.

b) Orders for payment

BT1 Alresford & District Agricultural Society (A&DAS). 2025-26 Grant payment £300

BT2 The Olive Branch Christian Counselling Service. 2025-26 Grant payment £300

BT3 Hampshire & Isle of Wight Victim Support. 2025-26 Grant payment £100

BT4 Citizens Advice Winchester District. 2025-26 Grant payment £300

BT5 Tichborne Park Cricket Club. 2025-26 Grant payment £300

BT6 B.V.Gibbs April 24 Salary £113.70

BT7 HMRC 2023-24 Month 12. £102.83

BT8 Alresford Golf Club. Room fee. £25.00

BT9 Hugo Fox. April 2024 Invoice. £23.99

BT10 Alresford Golf Club. Room fee. £25.00

BT11 Zurich Municipal. 2025-26 Insurance fee £307.17

c) To review the Financial Risk Assessment for 2025-26.

The Clerk said he would be uploading the Financial Risk Assessment on to the Parish Council's website once the Parish Council had accepted the amendments made to this year's document.

The Parish Council **resolved** to approve the amendments and publish the document on the website.

26/07) 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 Robbins, seconded by Cllr Kinder and **resolved** by the Parish Council to re-adopt the current Standing Orders for 2025-26.

It was requested by the Internal Auditor that the Standing Orders be reviewed in 2025-26.

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 2025-26 precept in January 2026.

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- 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 £11.10 per registered elector (2025-26). The set limit for 2025-26 if applied, is the number of parishioners at 31st March 2025 (187) x Section 137 rate for 2025-26 (£11.10 per elector) = Total limit £2075.70
- 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 2025-26 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.

It was proposed by Cllr Robbins, seconded by Cllr Kinder and **resolved** by the Parish Council to approve the financial regulations for 2025-26.

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

The Parish Council has recently opened a 30 commercial savings account with Lloyds Bank. This will pay interest at a rate of 0.8%. A sum of £20,000 has been invested in this account.

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 Robbins 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 2026.

26/08) Councillors' responsibilities.

The following councillor responsibilities were agreed.

Lengthsman scheme: Cllr Robbins

Legal: Cllr McWhirter

Highways: Cllr Kinder & the Clerk

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Longwood: Cllr Foot
Tichborne Park Cricket Club: Cllr Foot
Bakeland Gardens: Cllr Phillibert
Planning: Cllrs Kinder and McWhirter
Website and Broadband: Cllr Kinder & the Clerk
Alresford Show: Vacant
St Andrew's Church: Cllr Foot & the Clerk.

26/9) 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 McWhirter 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 2025-26.

The Parish Council **resolved** to approve this. This power will be reviewed at the Annual Council Meeting in May 2026.

26/10) Planning & Licensing.

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

SDNP/25//01592/CND: Variation of Condition 1 relating to Winchester City Council planning approval 08/02622/FUL.

Tichborne Parish Council would like to raise concerns about the latest Matterley Estate planning application SDNP/25//01592/CND.

In 2010, the Planning Inspector decided that Condition One needed to be imposed in order to protect ground nesting birds such as skylarks. The reasons for needing that restriction remain today and therefore the restriction must be retained.

Indeed, if anything ground nesting birds need more protection today in view of the increasing challenges to their habitats.

Although the motocross event might only operate for two days, there will need to be considerable work done in the area before the event to prepare for the event and further work after the event to dismantle the site and remove material from the site. Therefore, the disruption to the ground nesting birds in the area will occur over a period of weeks before and after the event itself. This will obviously have a seriously adverse effect on them. As the period covers their nesting times.

The site is in the SDNP and ground nesting birds in the SNDP should be protected by the SDNPA. The applicant already has permission to hold a motocross event at other times of the year outside of the normal nesting period for ground nesting birds. The applicant should be satisfied with the existing planning permission. Although holding these events at other times of the year will have an adverse effect on wildlife in the area, prohibiting the holding of these events during the nesting season at least provides some degree of balance between the commercial desires of the applicant and the need for the protection of wildlife in the SDNPA. To allow this event to occur during the nesting season seems simply to prioritise commercial desires over the livelihood (and potential continued existence) of the ground nesting birds in the area.

Following the amendments to the National Parks and Access the Countryside Act 1949 made by section 245 of the Levelling Up and Regeneration Act 2023 the duty is imposed on the SDNPA to further statutory purpose 1 of the

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SDNP over statutory purpose 2. It seems clear that the SDNPA should therefore reject this application in order to foster the enhancement and conservation of the wildlife of the SDNP.

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

There were no applications to receive.

26/11) Environment, Highways & Transport.

a) The 2025-26 Lengthsman scheme is in place and a visit is now due. For the moment, Cllrs Robbins will be managing the contract on behalf of the Parish Council.

b) The Clerk said that he had now taken on the responsibility for administering the Lengthsman scheme on behalf of ten local parishes. This would involve the administration of £11,000 used to service the invoices of the contractor.

26/12) Reports that the Chairman deems urgent – NO DECISIONS to be made.

Cllr McWhirter raised his concerns regarding the Sevington notice board. Cllr Kinder agreed to take a look at the notice board and report back to the June meeting.

The Annual Council Meeting was adjourned at 7.13pm in order to hold the Annual Parish Assembly.

The business was resumed at 7.43pm.

There being no further business the Annual Council Meeting closed at 8.07pm.

Members of the Tichborne Parish Council are summoned to the next meeting of the Parish Council to be held on Thursday 19th June 2025 at Alresford Golf Club.

Brendan Gibbs

Clerk to the Parish Council of Tichborne.

Chairman's signature

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