

TICHBORNE PARISH COUNCIL
Minutes of the Annual Council Meeting of Tichborne Parish Council
held at Grange Farm Tichborne at 7.00pm on 25th May 2021.

22/01) To elect a Chairman of the Council for the municipal year 2021-22.

The retiring Chairman sought nominations for the post of Chairman of the Parish Council.

Cllr Hugh proposed Cllr Raimes with Cllr French-Brooks 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 2021-22.

Having been duly elected Chairman of the Parish Council, Cllr Raimes agreed to sign the acceptance of office declaration and despatch this to the Clerk at his home address.

Cllr Raimes welcomed everyone to the Annual Meeting of the Parish Council and said that he hoped everyone was well at this time and that all were following the Government's guidance regarding the Covid 19 pandemic.

22/02) Apologies.

Mr R Foot	Councillor (late arrival at 7.13pm)
Mrs G Hugh	Councillor (early departure at 7.20pm)
Mr N Kinder	Councillor
Mr A McWhirter	Councillor
Mr A Stewart	Councillor
Mr H Lumby	District Councillor (late arrival at 7.09pm)
Mr L Ruffell	District Councillor
Mr R Humby	County Councillor

Present.

Mr R Raimes	Chairman
Mr R Foot	Councillor (from 7.13pm)
Mr G Hugh	Councillor (until 7.20pm)
Mr J French-Brooks	Councillor
Mr H Lumby	District Councillor (from 7.09pm)
Mr B Gibbs	Clerk

One member of the public.

22/03) 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,*

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ceases 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.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and section 78 of the Coronavirus Act 2020 allowed local authorities in England to hold meetings virtually from April 2020 until these regulations lapsed on the 7th May 2021.

This meant that the Parish Council had little time to arrange its Annual Council Meeting at a time to suit all councillors. In addition to this there was no suitable venue in the village as the rooms at Alresford Golf Club were not available.

Only at a late stage was a barn at Grange Farm made available by kind permission of the Grange Farm Partnership.

This led to many councillors being unavailable for tonight’s meeting through no fault of their own. Cllrs Foot, Kinder, McWhirter and Stewart all had pre-existing work commitments that prevented them attending the meeting.

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

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

In the end Cllr Foot was able to attend for the majority of the meeting.

22/04) Declarations of Interest.

a) None recorded.

22/05) To approve the minutes of the last ordinary meeting of Tichborne Parish Council held on the 11th March 2021 (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 11th March 2021 be approved.

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

22/06) Finance and Orders for Payment.

a) To pay all approved grant applications for the year 2021-22 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 2021-22 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 2021-22 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.

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Tichborne Parish Council having previously considered the grant application for the year 2021-22 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 2021-22 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 2021-22 from the Hampshire & Isle of Wight Victim Support **approved** the payment of a grant of £100.00.

b) Alresford & District Agricultural Society (A&DAS). The 2020 Alresford Show had been cancelled as a result of the pandemic. Consequently, the Parish Council had earmarked the £300.00 set aside in the 2021-22 budget so that this money could be carried over to support the A&DAS in 2021.

CLLr Raimes then informed the meeting that the 2021 event was also in doubt.

CLLr Raimes proposed and CLLr Hugh seconded the proposal to earmark the sum of £300.00 set aside in the 2021-22 budget in favour of the Alresford & District Agricultural Society. This will result in the sum of £600.00 being earmarked for supporting the educational aims of the Alresford & District Agricultural Society.

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

- V620 St Andrew's Church (Tichborne) Parochial Church Council. Grant Payment 2021-22. £300.00.
- V621 Tichborne Park Cricket Club. Grant Payment 2021-22. £300.00.
- V622 Winchester & District Citizens Advice. Grant Payment 2021-22. £300.00.
- V623 The Olive Branch Christian Counselling Service. Grant Payment 2021-22. £300.00.
- V624 Winchester & District Citizens Advice. Grant Payment 2021-22. £100.00.
- V625 Zurich Municipal Insurance Annual Fee. £218.96.
- V626 Lightatouch Internal Audit Services (Internal Audit 2020-21). £230.00.

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

22/07) 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 requested by the Internal Auditor that the Standing Orders be reviewed in 2021-22.

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 2022-23 precept in January 2022.

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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 £8.32 per registered elector (2021-22). As of 31st March 2021 there were 186 electors in Tichborne making the total fund available for the year as £1,547.52
- Insurance – The policy had been reviewed in March 2017 [minute reference 17/69(d)] to ensure that adequate cover is provided. It was requested by the Internal Auditor that it should be reviewed again over the next financial year.
- Review – these regulations are to be reviewed annually, usually at the Annual Council Meeting.

It was proposed by Cllr French-Brooks, seconded by Cllr Hugh and **resolved** by the Parish Council to approve the financial regulations for 2021-22.

Cllr Foot joined the meeting at 7.13pm

c) Clerk’s contract & salary

At present, the Clerk is employed to work ten hours per month at a rate of £10.10 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.

It is proposed that the Clerk’s salary and conditions should be reviewed in 2021-22.

d) 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 French-Brooks proposed and Cllr Hugh 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 2022.

Cllr Hugh left the meeting at 7.20pm

22/08) Public Session.

Mr Stuart Mackrell spoke about the Tichborne 2000 publication. He wasn’t resident in the village at the time of the original publication and had not received a copy. Cllr French-Brooks was able to explain how the present day re-production of the book was to be achieved. The Parish Council is in a position to provide funding for the

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production of the book although no formal budget has been allocated. The Clerk said that a decision can be taken at a future meeting once final costings have been presented.

Lady Elizabeth Craig-Cooper spoke to express her grateful thanks to the Parish Council for nominating her for a Mayor’s award in February 2021. She had brought the scroll and badge that she had been awarded. She dedicated the award to everyone in the village and said that she had been humbled to have received such an honour.

22/09) Reports by the County and District Councillors.

Cllr Lumby reported that the new Winchester Sport & Leisure centre will be opening in the first week in June. He also spoke about the recent elections that took place in early May. It was interesting to note that these elections took place in the traditional manner.

22/10) Councillors’ responsibilities.

It was agreed by those present the Councillor responsibilities remain the same for this year.

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

22/11) 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 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 2021-22.

The Parish Council **resolved** to approve this. This power will be reviewed at the Annual Council Meeting in May 2022.

22/12) Planning & Licensing.

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

SDNP/21/01916/TCA: Keepers Cottage Riverside Farm Lane Tichborne SO24 0NA.

Fell 2 conifers planted originally as small ornamentals but now oversized and impacting on nearby trees.

The Parish Council of Tichborne has no comment to make on this application.

SDNP/21/00290/FUL: Matterley Farm Alresford Road Ovington Winchester Hampshire SO24 0HU.

A change of use of land from agriculture to mixed agriculture and holding of one music festival event for a number of attendees not exceeding 75,999 (plus 1,000 attendees on the Sunday for local residents) in any calendar year including retention of wooden structures within woodland and minor alterations to existing access on A31, both associated with festival use. Storage containers (storage use associated with music event) on site throughout rest of the year.

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The Parish Council of Tichborne would like to raise the following concerns regarding this application.

If it is so minded to accept the principle of development, it is hoped that the LPA will not consider granting any permanent permissions. The Parish Council is grateful for all the work undertaken by our colleagues at Cheriton Parish Council and Mr Anthony McWhirter (also a councillor at Tichborne) in providing material planning considerations for objecting to the proposal.

The Parish Council is in full agreement with the objections raised by them in the documents already published on the SDNPA planning portal.

Over the years the Parish Council has seen a significant amount of planning creep with regard to the site. We have also seen a similar effect with regard to the associated licensing applications. It hopes that the LPA will now grow some teeth and enforce the planning conditions imposed on previous applications. These conditions have not been followed up with any enthusiasm up to now.

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

21/00629/AVC: Alresford Golf Club Alresford Road Tichborne Alresford Hampshire SO24 0PN.

Front advertisement signage on gable end to display the name of the business operating from the premises 'Alresford Golf Club', to replace the existing signage.

Proposals include: Replacing the existing tile hanging behind with timber cladding; Replacing the existing signage with a more contemporary font and layout to improve the overall appearance of the gable end; Sign individual dark grey/black powder coated metal letters fixed from behind onto new timber cladding, letters individually back lit to improve the quality of sign and reduce light spill. Illumination times to match the existing illumination times

The Parish Council has no objection to this application.

21/00628/FUL: Alresford Golf Club Alresford Road Tichborne Alresford Hampshire SO24 0PN.

Change of use of staff flat to commercial kitchen, external alterations for new windows and doors, installation of roof light, extension of patio to North and installation of canopies, alterations to entrance steps to create covered trolley store, installation of new ramp and steps to front for relocated kitchen, alterations to front hard landscaping, erection of new double vehicular access gates to car park, alterations to front gable end and advertisement signage, and associated internal alterations.

Change of Use of staff flat to commercial kitchen, external alterations for new windows and doors, installation of roof light, extension of patio to North and installation of canopies, alterations to entrance steps to create covered trolley store, installation of new ramp and steps to front for relocated kitchen, alterations to front hard landscaping, erection of new double vehicular access gates to car park, alterations to front gable end and advertisement signage, and associated internal alterations.

Whilst the Parish Council has no objection in principle to this application it is concerned about the loss of a residential dwelling within the village. However, the Parish Council is content for this application to be determined by the assigned case officer using their delegated powers.

22/13) Environment, Highways & Transport.

a) The 2021-22 Lengthsman scheme is in place and a visit is now due. Cllrs French-Brooks and Raimes will be managing the contract on behalf of the Parish Council. It is hoped that the roadside grips between Grange Farm and Sevington will be cleared at the next visit.

b) Boomtown 2021 has been cancelled but there is a proposal to hold a mini-festival in August. The Parish Council noted this information.

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c) The Chairman reported that the notice board at Ladycroft is at end of life. It was proposed by Cllr Raimes and seconded by Cllr Foot that the notice board be replaced using the funds earmarked for this purpose.

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

22/14) Tichborne 2000 publication.

This item had been covered within the public session and no decisions need to be taken at this time.

22/15) HM The Queen’s Platinum Jubilee.

It was agreed that this occasion should be marked in some way. A proposal to provide a bench of some kind was accepted and the Parish Council would work towards achieving this over the next few months.

22/16) Reports that the Chairman deems urgent – NO DECISIONS to be made.

There were no reports to receive.

There being no further business the Annual Council Meeting closed at 8.04pm.

Members of the Tichborne Parish Council are summoned to the next meeting of the Parish Council to be held on 30th June 2021 at Grange Farm Tichborne commencing at 7.00pm.

Brendan Gibbs
Clerk to the Parish Council of Tichborne.

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