



# ITCHEN VALLEY PARISH COUNCIL

(Serving the villages of: Avington, Easton, Itchen Abbas & Martyr Worthy)

## Final Minutes of Full Council Meeting on Thursday September 7<sup>th</sup>, 2017 at Itchen Abbas & Avington Village Hall

**Attending:** Cllr Andrews, Cllr Appleby (Chairman), Cllr Langford, Cllr Jeffes (part), Cllr Riley, Cllr Stoodley.

**In Attendance:** Cllr K. Gottlieb (part), Mr C. Jeffes (part), Cllr L. Griffiths (part), Clerk – Mr. A. Weaver.

Item	Content	Action
17.059	<b>Apologies:</b> Cllrs Legat, Moffatt, Stoodley. Cllr Gottlieb for non-attendance and recent previous meetings due to other meeting commitments. Cllr Griffiths for late arrival and brief attendance.	
17.060	<b>Minutes of Meeting of 6<sup>th</sup> July 2017 and Matters Arising</b> Minutes were agreed as a correct record. Chair signed the minutes. <b>Matters Arising</b> <u>17051 Church Cottage, Martyr Worthy</u> – Cllr Riley stated that the pre-application had now been submitted. <u>17055 Parish Council Reports (a) Footpath Matters</u> – Chairman Cllr Appleby confirmed he had written to Andrew Impey about fencing.	
17.061	<b>Public Participation &amp; Declarations of Interest on Agenda.</b> There were no declarations.	
17.062	<b>City and County Council Reports</b> (Cllr Gottlieb arrived at 7.10 pm). Cllr Gottlieb provided feedback on a range of City Council major projects – bus station, Silver Hill, Station Approach, Leisure Park. There was a brief discussion about Silver Hill consultation, Andover Road, town centre bus and cycle routes. Chairman Cllr Appleby referred to Cllr Porter’s county report circulated prior to the meeting. Cllr Riley expressed disappointment that important budget proposals affecting services to children, disabled and elderly were being consulted upon for only a short period over the summer when many people were on holiday. <u>Action</u> – Cllr Appleby agreed to pass back IVPC concerns to Cllr Porter at his next meeting with her. (Cllr Griffiths arrived at the meeting at 7.30 pm but left shortly after)	PA
17.063	<b>Proposal for Cooption of Chris Jeffes</b> Cllr Appleby welcomed Chris Jeffes. Chris Jeffes provided some background details about himself and his family, his local residency and his involvement in local Itchen Abbas activities. <u>Decision</u> - Chair Cllr Appleby nominated Mr Jeffes as new coopted IVPC councillor. Cllr Langford seconded the nomination. The resolution was agreed unanimously. <u>Action</u> – Clerk to make appropriate induction arrangements.	AW
17.064	<b>Planning</b> (i) <u><a href="#">Detached garage to be constructed to rear of land.</a></u> (L) 8 Station Hill Itchen Abbas Winchester Hampshire SO21 1BB SDNP/17/03943/HOUS Consultation Deadline – 13 September 2017 <u>Decision</u> <i>‘Object’</i> <i>It would appear that construction has already commenced.</i> <i>The PC do not object to the principle of a garage but the building should be re-sited so that it does not obscure the outlook from neighbouring properties to the north. A north south axis sited alongside the eastern boundary opposite the entrance gate would do this</i>	

Item	Content	Action
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*The Parish Plan demonstrates a desire for good quality materials and the PC would suggest rough sawn square edged cladding (not interlocking weatherboard) and slate (not slate effect) roof covering with rafter feet showing at the eaves. This will alter the ridge height which can be accommodated in this revised location.*  
*The premises should not be used for business use in connection with the applicants work in the motor trade.*

[\(ii\)Improve access to driveway by widening existing entrance gate, forming a new pedestrian access to the road facing wall. Re-roofing of annex, form new entrance to existing dwelling with new rear porch. Replace existing rear extension with new roof and window openings. Internal alterations and replacement of one window. Insertion of 7no. conservation roof lights including 2 to Annex. Addition of office pod. \(Amended description to include office pod shown on plans\)](#) (L)

East View Church Lane Easton SO21 1EH

SDNP/17/03996/LIS Consultation Deadline – 21 September 2017

Decision

*‘Support’*

*The application site is within the Easton conservation area.*

*Historic England have assessed the Easton conservation area as “deteriorating” and therefore the conservation officer should specify suitable matching materials – handmade tiles/slates, cast iron guttering, wooden doors and windows etc.*

*There is a lovely yew tree of high amenity value, contrary to the application details it is within the Easton Conservation area and protected by TPO. To protect this tree the PC would like to see the existing hard landscaping be removed from the canopy area and any new building sited outside the canopy*

*The PC object to the new pedestrian opening within the boundary wall as this will alter the historic street scene, there will anyway be another opening less than 2 m away*

Action – Clerk to submit italicised FCM responses above to planning portal. AW

(b) Final Minutes of Planning Committee – Thursday July 20<sup>th</sup>, 2017

Final minutes were noted.

(c) Draft Minutes of Planning Committee – Wednesday August 16<sup>th</sup>, 2017

Draft minutes were noted. There was a discussion about the Lone Barn planning decision.

(d) Any Other Planning Matters

South Downs National Park (SDNP) Local Plan – Members discussed the SDNP Local Plan with Cllr Gottlieb. Cllr Gottlieb advised IVPC that to maintain high quality design in the local area and some control over development then IVPC should commit itself to a neighbourhood plan. (Cllr Gottlieb left the meeting at 8.00 pm)

## **17.065 Financial Matters**

a) Accounts to be Paid (see appendix)

Clerk Mr Weaver circulated details of bills and invoices received in August and bills and invoices that were paid in July with reconciliation details. Cllr Stoodley queried an invoice received. Cllr Riley explained that invoice referred to costs incurred by Headbourne Worthy Parish Council who managed the operation and maintenance of the Speed limit indicator on behalf of four parishes, including IVPC.

b) Draft Minutes of F&GP Committee Meeting – Wed 12<sup>th</sup> July 2017

Item	Content	Action
	<p>Members noted the draft minutes. Cllr Riley stated that management accounts had been reviewed at FGP meeting and sent out to all councillors for comment over the summer break.</p> <p><u>Decision</u> – Meeting noted that all councillors had been provided with details of revised 17/18 budget and latest management accounts.</p>	
	<p>c) <u>BDO Audit Report</u></p> <p>Annual Return for year ending March 31<sup>st</sup>, 2017 and External Audit Report were presented to the Parish Council. There were two minor issues in their Issues Arising Report</p> <ul style="list-style-type: none"> <li>• <u>Minute signing or initialing</u> – a recommendation relating to consecutive numbering of pages;</li> <li>• <u>Final rounding up issue of £1</u> – discrepancy between box 1 and box 7.</li> </ul> <p>Minor issues were noted and appropriate action to be taken agreed.</p> <p><u>Decision</u></p> <p>IVPC approved the Annual Return for year ended 31<sup>st</sup> March 2017 including the external audit certificate.</p> <p>IVPC approved Publication of Notice of Conclusion of Audit for IVPC (Monday 14<sup>th</sup> September to Thursday 28<sup>th</sup> September).</p>	
	<p><b>Action</b> – Clerk Mr Weaver to arrange for Notice of Conclusion of Audit and sections 1 to 3 of Annual Return (and Minor Issues) to be published.</p>	AW
	<p>d) <u>Other Financial Matters</u></p> <p>Cllr Riley noted that IVPC had received a report from HALC about 2017 precept rises.</p> <p><b>Action</b> – HALC report on precept rises to be considered at next FGP meeting.</p>	YR/AW
<b>17.066</b>	<p><b>Parish Council Reports</b></p> <p>(a) <u>Footpath Matters</u></p> <p>There was a discussion about the need for ‘proactive’ work beyond the ‘policing’ role carried out by Cllr Moffatt, not least to take advantage of resources offered by the Ramblers and funding opportunities identified within Cllr Porter’s report. Cllr Jeffes agreed to take a ‘proactive’ role in respect of the ‘Footpaths’ portfolio.</p> <p><b>Action</b> – Footpath maps and other information to be forwarded to Cllr Jeffes.</p>	CL
	<p>(b) <u>Highway Matters</u></p> <p>Cllr Appleby referred to his Highways Report circulated prior to the meeting. There was a discussion about recent flooding problems, ditches, overhanging trees and vegetation in Church Lane. Members agreed the need to produce advice about overhanging trees and vegetation.</p> <p><b>Action</b> – Cllr Appleby (after consultation with Cllr Porter) to produce some publicity material re: advice and responsibilities relating to ditches, trees, and vegetation for IV News and other local news periodicals.</p>	PA
	<p>(c) <u>Village Halls</u> – Cllr Langford indicated that there was nothing to report.</p>	
	<p>(d) <u>Website</u> -Cllr Riley stated that she and Cllr Legat had attended HALC Transparency Code training and plan to develop an action plan to achieve Transparency. Cllr Stoodley had not been able to progress the website replacement project.</p>	

Item	Content	Action
	<p>(e) <u>Open Spaces</u>  OSF - Cllr Riley stated that at the last FCM meeting it was agreed that 'Ransom strip' land should be strimmed. Steve Postle of Green Smile Ltd had indicated that it was in a very poor condition. Due to rubble that had been used to firm up the right of way. Cllr Riley had concerns that in its current condition, once transferred to McPherson Trust, it would prove a continuing liability to the Trust. Cllr Riley proposed to discuss with the Trustees the need for remedial works prior to the Parish Council taking over any management responsibility.</p>	YR
	<p><i>Tower</i> – Cllr Stoodley stated that he had met with Vitaplay to discuss the Tower design within £10K budget. Various options had been discussed. He proposed that these might discussed with local school children. Cllr Riley emphasized the importance of maintaining a 'tower' framework for the design as this was the expectation of McPherson trust.  <b>Action</b> - Cllr Stoodley to report back on progress at next meeting.</p>	RS
	<p><i>Couch Green Pavilion</i> - <b>Action</b> - Cllr Riley to take action re advertising for removal of pavilion shortly.</p>	YR
<p><b>17.067 Travellers and Property Safety</b></p>	<p>Cllr Riley stated that there had been several warnings during the summer and the police were advising parishes to harden up their open space protection. There were three places that needed to be considered.</p> <ul style="list-style-type: none"> <li>• Gate at OSF Easton;</li> <li>• Car Park entrance to Couch Green;</li> <li>• Side of Couch Green – hedgerows and bollards.</li> </ul> <p>Cllr Riley stated that OSF needed additional associated changes that required greater planning. She was seeking approval for works to Couch green fencing (£1K) and car park (£600).  <u>Decision</u> – IVPC members agreed funding be made available for this expenditure.</p>	
<p><b>17.068 IVPC Future Work</b></p>	<p>Item deferred to a special meeting to be arranged shortly.</p>	
<p><b>17.069 Correspondence</b></p>	<p>Clerk Mr. Weaver highlighted the correspondence list (see appendix) and correspondence previously circulated. Members noted the correspondence list.</p>	
<p><b>17.070 Other Items for Consideration</b></p>	<p><u>Notice Board</u>  <u>Decision</u> - Members agreed to consider this at a future meeting due to time pressures.</p>	
<p><b>17.071 Date of Next Meeting(s)</b></p>	<p>Next scheduled meeting is Thursday 5<sup>th</sup> October at 7.00 pm at Itchen Abbas Village Hall.  Chair closed the meeting at 9.00 pm.</p>	

## Appendix - Correspondence July and August 2017

No	Content/Detail	Date	Action
1.	July Monthly Report from WCC Councillors <i>Forwarded to members on 5 July 2017</i>	05/07/17	For information
2	HALC July e-update <i>Forwarded to members on 7 July 2017</i>	07/07/17	For information
3	WCC Public Consultation on Draft Traveller Development Plan Document <i>Forwarded to members on 10 July 2017</i>	10/07/17	For information and possible comment.
4	WCC Parish Council Survey on a Members Allowance Scheme <i>Forwarded to members on 21 July 2017. Response sent by Chair on 8<sup>th</sup> August 2017.</i>	21/07/17	For information and possible comment.
5	WCC Open Spaces Fund balance and commitments to 30 June 2017 <i>Forwarded to members on 25 July 2017</i>	25/07/17	For information
6	Presentation slides following WCC 24 July briefing on Draft Traveller Development Plan <i>Forwarded to members on 26 July 2017</i>	26/07/17	For information
7	Details of SDNP Parish Workshops covering a number of matters including: Launch of the South Downs Local Plan Pre-Submission Consultation Review of the South Downs Partnership Management Plan Community Infrastructure Levy – A Parish Council’s role 27 September 2017, Hampshire Parishes workshop, Festival Hall, Petersfield 6.30-9.30. <i>Forwarded to members on 31 July 2017</i>	28/07/17	For information
8	WCC September Forward Plan <i>Forwarded to members on 23<sup>rd</sup> August 2017</i>	01/08/17	For information
9	Agenda and meeting papers for the SDNPA Planning Committee meeting on 10 August 2017 <i>Forwarded to members on 3<sup>rd</sup> August 2017</i>	02/08/17	For information
10	South Downs News: What's happening in your National Park in August. <i>Forwarded to members on 3<sup>rd</sup> August 2017</i>	03/08/17	For information
11	a consultation from the Department of Digital, Culture, Media and Sport seeking views on the specification for a new broadband Universal Service Obligation. If your Council wishes to submit a response to the Consultation, comments should be emailed to <a href="mailto:Jessica.Lancod-frost@nalc.gov.uk">Jessica.Lancod-frost@nalc.gov.uk</a> by 5.00pm, Monday 2 <sup>nd</sup> October 2017. <i>Forwarded to members on 8<sup>th</sup> August 2017</i>	07/08/17	For information and possible response
12	News and Views from Zurich Insurance Company – 5 ways to boost your use of digital <i>Forwarded to Cllrs Appleby, Legat, Stoodley, and Riley on 8<sup>th</sup> August 2017</i>	08/08/17	For information
13	Boomtown Residents Pre-Information Sheet. <i>Forwarded to members on 8<sup>th</sup> August 2017</i>	08/08/17	For information
14	Final Reminder HCC Budget Balancing Consultation. Closing date 21 <sup>st</sup> August 2017 <i>Forwarded to members on 10th August 2017</i>	10/08/17	For information

No	Content/Detail	Date	Action
15	Hampshire Police and Crime Panel Consultation on traffic crime and associated nuisance. Comments needed by 29 August 2017 <i>Forwarded to members on 10th August 2017</i>	10/08/17	For information and possible response
16	HALC briefing note regarding the recent Supreme Court ruling on Tribunal fee changes <i>Forwarded to Chairman on 15<sup>th</sup> August 2017</i>	10/08/17	For information
17	August Monthly Report from WCC Councillors <i>Forwarded to members on 15 August 2017</i>	10/08/17	For information
18	Details of WCC Private Sector Housing Disabled Facilities Grant service <i>Forwarded to members on 11 August 2017</i>	11/08/17	For information
19	Email from Vendy Treagust Member Support Officer HALC enclosing robin list of enquiries from various parish councils. <i>Forwarded to members on 16 June 2017</i>	16/08/17	For information and possible response
20	Email and details from Sainsbury's Individuals in Crisis Campaign Initiative <i>Forwarded to Chairman on 24<sup>th</sup> August 2017</i>	18/08/17	For information
21	Rural Services Network Weekly Email News Digest <i>Forwarded to members on 24 August 2017</i>	21/08/17	For information
22	Details of CPRE Neighbourhood Planning Conference <i>Forwarded to members on 24 August 2017</i>	24/08/17	For information
23	Details of Big Lottery Fund bidding requirements /letter from Steve Lugg HALC <i>Forwarded to chairs on 24 August 2017</i>	22/08/17	For information
24	Rural Health Network Spotlight on Rural Health Newsletter <i>Forwarded to members on 24 August 2017</i>	23/08/17	For information
25	Latest information on travellers in the area from WCC officers. <i>Forwarded to members on 24 August 2017</i>	23/08/17	For information
26	Details of Abbotstone Down tree felling works from HCC Country Ranger. <i>Forwarded to members on 23 August 2017</i>	23/08/17	For information
27	Rural Vulnerability Service - Better broadband - and the lack of it - is the focus of this newsletter from the Rural Vulnerability Service, brought to you by the Rural England Community Interest Company and the Rural Services Network in association with Calor. <i>Forwarded to members on 30 August 2017</i>	30/08/17	For information
28	Weekly Rural News Digest - Your Weekly Rural Newsletter from the Rural Services Network	31/08/17	For information
29	Boomtown Feedback Opportunities and Invitation to Community Feedback Opportunities – Tuesday 12 <sup>th</sup> September 6.30 to 7.30 pm at Itchen Abbas & Avington Village Hall	31/08/17	For information
	<b>Received through Post</b>		
1	Hampshire ALC Annual Review 2016/17	04/08/17	For information
2	WCC Licensing Sub Committee Agenda – Tuesday 29 August – New premises Licence – Ovington Down Farm, Ovington, Alresford (Motocross of Nations) <i>Received through post.</i>	18/08/17	For information

**Appendix Accounts**

**Accounts Sheet as at 31<sup>st</sup> July 2017**

**Itchen Valley Parish Council**

Accounts to be paid

as at : 31st July 2017

Ser	Date	Invoice Number	Company	Service Provided	Amount	VAT	Total to Pay	Date & Initials Transaction Created	Date & Initials Authorised	
	<b>To Pay</b>				£s	£s	£s			
1	31.07.17	N/A	Alan Weaver	Clerks Salary	468.00	0.00	468.00	SO31.07.17	SO	
2	31.07.17	N/A	HMRC	Clerks PAYE	117.00	0.00	117.00	SO31.06.17	SO	
3	13.07.17	1858	HALC	Training: Chairing Skills	90.00	18.00	108.00			
4	20.07.17	1891	HALC	Training: Focus on Transparency and Budgeting	80.00	16.00	96.00			
5	12.07.17	303	MJR Services	Footpath 31, Couch Green, Itchen Abbas bus shelter and Chestnut Horse pub	192.00	0.00	192.00			
6	29.07.17	308	MJR Services	Lengthsman BS, Mdstd, Bightn, Ropley, HB Wrthy	960.00	0.00	960.00			
7	30.07.17	5436	IAA Village Hall	Room Booking Kitchen 2 hrs Planning 16-08-17	7.00	0.00	7.00			
6	31.07.17	N/A	Alan Weaver	Clerks Salary	254.44	0.00	254.44			
			END OF LIST*****							
	<b>Total Expenditure</b>				<b>2168.44</b>	<b>34.00</b>	<b>2202.44</b>			
	<b>Income Received</b>						£s			
1	30.06.17		Unity Trust Bank Deposit Account	Credit Interest	5.03		5.03			
	<b>Total Income</b>						5.03			

Council have discussed and approved these payments and I have compared the original invoices to the amounts above and confirm that these accounts can be paid via Internet Banking

	First Name	Surname (Print)	Signature	Date
1 Cllr	YVETTE	RILEY		27/7
2 Cllr	PAUL	MOFFATT		1-8-17

Bank Reconciliation

<b>Current Account</b>			<b>Deposit Account</b>	
Balance as at 24 <sup>th</sup> July 2017	<b>12,360.07</b>		Balance as at 24 <sup>th</sup> July 2017	<b>40,005.96</b>
Add Income	<b>0.00</b>		Add Income	<b>5.03</b>
Less Expenses	<b>2202.44</b>		Less Expenses	<b>0.00</b>
Balance as at 14 <sup>th</sup> August 2017	<b>10,157.63</b>		Balance as at 14 <sup>th</sup> August 2017	<b>40,010.99</b>
Total Cash Holdings				<b>50,168.62</b>

Unity Trust Current Account Bank balance at 14<sup>th</sup> August 2017 is £10,157.63p as account statement above. Unity Trust Deposit Account Bank balance at 14<sup>th</sup> August 2017 is £40,010.99p as account statement above.



**Accounts Sheet as at 7<sup>th</sup> September 2017**

**Itchen Valley Parish Council**

Accounts to be paid

as at : 7th Sept 2017

Ser	Date	Invoice Number	Company	Service Provided	Amount	VAT	Total to Pay	Date & Initials Transaction Created	Date & Initials Authorised	
	<b>To Pay</b>				£s	£s	£s			
1	31.08.17	N/A	Alan Weaver	Clerks Salary	468.00	0.00	468.00	SO31.08.17	SO	
2	31.08.17	N/A	HMRC	Clerks PAYE	117.00	0.00	117.00	SO31.08.17	SO	
3	31.08.17	N/A	Alan Weaver	Clerks Salary	247.94	0.00	247.94			
4	31.07.17	3223	EKS Accounting	Payroll	20.00	4.00	24.00			
5	01.08.17	2393	Green Smile Ltd	Monthly Grounds maintenance	289.19	57.84	347.03			
6	01.08.17	1518	Vitaplay	CG & OSF maint & Insp	84.00	16.80	100.80			
7	02.08.17	2410	Green Smile Ltd	Gardening wks at Easton Pk and hole rprs at CG	120.00	24.00	144.00			
8	14.08.17	1707	Martyr Worthy VH	Hall hire 25/04 2 hrs	14.00	0.00	14.00			
9	24.08.17	1538	Vitaplay	CG & OSF maint & Insp	84.00	16.80	100.80			
10	25.08.17	N/A	Cllr Christopher Langford	NP Conference Sparsholt 05/10/17	30.00	0.00	30.00			
11			MJR Services	Lengthsman OA, NA, IV, Wnstrn, BH	960.00	0.00	960.00			
12	23.08.17	N/A	UT Bank	Multi-Pay monthly fee	3.00	0.00	3.00	DD 23.08.17	DD	
13	17.08.17	N/A	UT Bank	Multi-Pay set up fee	50.00	0.00	50.00	DD 17.08.17	DD	
14	31.08.17	5463	IAA Village Hall	Room Booking Burge 2 hrs FCM 07-09-17	16.00	0.00	16.00			
15	31.08.17	5464	IAA Village Hall	Room Booking Kitchen 2 hrs FCM 19-09-17	7.00	0.00	7.00			
16	01.09.17	2635	Green Smile Ltd	Monthly Grounds maintenance	289.19	57.84	347.03			
17	01.09.17		Headbourne Worthy PC	maintenance re: speed limit reminder	42.50	0.00	42.50			
			END OF LIST*****							
	<b>Total Expenditure</b>				<b>2841.82</b>	<b>177.28</b>	<b>3019.10</b>			
	<b>Income Received</b>						£s			
1										
	<b>Total Income</b>						<b>0.00</b>			

Council have discussed and approved these payments and I have compared the original invoices to the amounts above and confirm that these accounts can be paid via Internet Banking

		First Name	Surname (Print)	Signature	Date
1	Cllr	PATRICK	APPLEBY		7th Sept 2017
2	Cllr	STEPHEN	ANDREWS		7th Sept 2017

### Bank Reconciliation

<b>Current Account</b>			<b>Deposit Account</b>	
Balance as at 14 <sup>th</sup> August 2017	<b>10,157.63</b>		Balance as at 14 <sup>th</sup> August 2017	<b>40,010.99</b>
Add Income	<b>0.00</b>		Add Income	<b>0.00</b>
Less Expenses	<b>3,019.10</b>		Less Expenses	<b>0.00</b>
Balance as at 13 <sup>th</sup> September 2017	<b>7,138.53</b>		Balance as at 13 <sup>th</sup> September 2017	<b>40,010.99</b>
Total Cash Holdings				<b>47,149.52</b>

Unity Trust Current Account Bank balance at 13<sup>th</sup> September 2017 is £7,485.56. This is greater than the above balance by £347.03. As at 13<sup>th</sup> September 2017, Green Smiles Ltd Invoice No 2635 for £347.03 dated 1<sup>st</sup> September 2017 has yet to be debited from Unity Trust Current Account. Unity Trust Deposit Account Bank balance as at 13<sup>th</sup> September is £40,010,99p as per balance above.