



ITCHEN VALLEY PARISH COUNCIL

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

Draft Minutes of Full Council Meeting on Thursday October 5th, 2017 at Itchen Abbas & Avington Village Hall

Attending: Cllr Jeffes, Cllr Langford, Cllr Leggat (from 8.05pm), Cllr Moffatt (Vice Chair), Cllr Riley, Cllr Stoodley.

In Attendance: Clerk – Mr. A.Weaver.

Item	Content	Action
17.071	Moffatt (Vice Chair took the chairship in Cllr Appleby's absence. Apologies: Cllrs Andrews, Appleby, Cllr Legatt (for late arrival), HCC -Cllr Porter, WCC – Cllrs Griffiths, Gottlieb, Jeffs.	
17.071	Minutes of Meeting of 7th September 2017 and Matters Arising Minutes were agreed as a correct record. Chair signed the minutes. There were no matters arising.	
17.072	Public Participation & Declarations of Interest on Agenda. There were no declarations.	
17.073	City and County Council Reports Members noted Cllr Porter's County Report for Parishes October 2017. There was a discussion about Cart and Horses Junction and the forthcoming HCC Highways road closure of B3047 over the half term holidays.	
17.074	Planning (a) <u>Planning Applications including any Planning Applications received after date of issue.</u> (i) <u>Proposed tennis court</u> (L) Haylands Main Road Itchen Abbas Winchester Hampshire SO21 1AT SDNP/17/04740/HOUS Consultation Deadline – 25 th October 2017. Cllr Riley stated that she had consulted neighbours about this application. There was a discussion about noise and disturbance, visual appearance, lighting, South Downs National Park (SDNP) Authority requirements, local tennis facilities, and application documentation. <u>Decision – Object – 'to be inserted'.</u> (ii) <u>Construction of a garden fish pond</u> (L) Martyr Worthy Place Bridgets Lane Martyr Worthy Hampshire SO21 1AW SDNP/17/04747/HOUS Consultation Deadline – 25 th October 2017. <u>Decision – No Objection in Principle – 'to be inserted'.</u> (b) <u>SDNP pre- submission Plan</u> (L) Cllr Riley provided some background details. SDNPA had now considered all Local Plan (LP) Consultation comments and recirculated the LP Consultation Document, requesting comments by 21/22? November. Cllr Langford stated that it was a large document dealing with countryside, wildlife and housing. <u>Decision –</u> Members agreed that this be a single item discussion for next Planning Committee and then brought back to November FCM. <u>Action –</u> Clerk to place item(s)October Planning Committee and November FCM agendas.	
	(c) <u>Any Other Planning Applications Received After Date of Issue.</u> <u>Planning Applications</u> <u>T1 Horse chestnut - Reduce by 8m to alleviate excessive weight following loss of several large limbs</u> <u>T2 Sycamore - Fell due to extensive squirell</u>	AW

Item	Content	Action
	<p><u>damage</u> Avington Manor Farm Alresford Road Winchester SO21 1HN SDNP/17/04365/TPO Consultation deadline – 1st November 2017 <u>Decision</u> – <i>No comment.</i></p> <p><u>Action</u> – Clerk to submit italicised FCM responses above to planning portal.</p>	
17.075	<p>Financial Matters</p> <p>a) <u>Accounts to be Paid</u> (see appendix) Clerk Mr Weaver circulated details of bills and invoices received in September.</p> <p>b) <u>Draft Minutes of F&GP Committee Meeting – Wed 12th July 2017</u> Members noted the draft minutes.</p> <p>c) <u>Proposal for Appointment of Internal Auditor</u> Clerk Mr Weaver highlighted the results of the consultation about internal audit arrangements in Uplands Parish Councils plus Do the Numbers Ltd internal audit information and Letter of Engagement. Cllr Riley provided background on the reason for considering a change in internal audit requirements. <u>Decision</u> – Members agreed to appoint ‘Do the Numbers’ as internal auditors for IVPC 2017/18. Chair Cllr Moffatt signed the letter of engagement.</p> <p>d) <u>Formal Budget Requests to Support Projects for FY 2017-18</u> Cllr Riley referred to ‘Current and Future Projects for Budget Purposes’ document circulated prior to the meeting. Cllr Riley made formal request for calls for budget items for next financial year (FY) so that they could be considered at next FGP meeting on 18th October 2017. <u>Action</u> – Calls for Budget Items for next FY 2018-19 to be forwarded to Chair FGP Cllr Riley by Monday 16th October 2017.</p> <p>e) <u>To Adopt the 2017-18 Risk Register</u> Cllr Riley stated that Cllr Andrews had taken responsibility for the development of the Risk Register. A significant change was that it now placed individual responsibility for risks on members and the clerk. <u>Decision</u> – Members agreed to adopt the 2017-18 Risk Register. Chair Cllr Moffatt signed the Risk Register Review document.</p>	<p></p> <p></p> <p></p> <p></p> <p>All</p>
17.076	<p>Parish Council Reports</p> <p>(a) <u>Footpath Matters</u> Cllr Jeffes stated that he had contacted Mrs Goodchild? Of Ramblers? And forwarded details of owners to facilitate improvements. There was a discussion about footpaths, including permissive footpaths, funding, repair and/or replacement of stiles and kissing gates, responsibilities of owners and HCC Highways, Parish Lengthsman involvement, and Parish Lengthsman wider work. <u>Decision</u> – It was agreed that: Cllr Moffatt would retain responsibility for liaison with owners and HCC Highways; Cllr Jeffes would liaise with him about footpath work and possible Parish Lengthsman work re: footpaths. Action – Councillors to forward Parish Lengthsman work requirements to Cllr Moffatt re: next Parish Lengthsman visit on 23rd October. Action – Councillor Moffatt to pursue footpath issue with local land owner.</p> <p><i>Cllr Legatt arrived at 8.05 pm.</i></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>ALL</p> <p>PM</p>

Item	Content	Action
	<p>(b) <u>Highway Matters</u> Nothing to report.</p> <p>(c) <u>Village Halls</u> Nothing to report.</p> <p>(d) <u>Website</u> There was a discussion about next steps, the involvement of website designer in the design of the site, plus the need for a 3-month contract extension to the existing provider. There was a discussion about next steps.</p>	
	<p>Action – Cllr Legatt to recirculate his previous report for consideration at next FCM.</p>	JL/AW
	<p>Action – Cllr Legatt to arrange 3-month extension of contract re: existing provider.</p>	JL
	<p>(e) <u>Open Spaces (OS)</u> Cllr Riley referred to her previously circulated OS report. <u>Expansion of Old School Field (OSF)</u> -Cllr Riley provided some background information re: this issue.</p>	
	<p>Action – Cllr Appleby (Chair) and Cllr Langford to speak to the villager that previously had rights over the strip to try and reach an agreement on how it can be improved.</p>	PA/CL
	<p><u>Couch Green</u> – Cllr Riley confirmed that James White Fencing had been instructed to construct a 40m fence along the western perimeter.</p>	
17.077	<p>Correspondence Clerk Mr. Weaver highlighted the correspondence list (see appendix) and correspondence - previously circulated. There was a discussion about WCC request for extra information about IA Parish Plan plus the value of circulating Rural Service Network periodicals.</p>	
17.078	<p>Other Items for Consideration <u>MotoX</u> There was a discussion about the highway issues associated with this event.</p>	
	<p>Action – Councillor Moffatt to contact the land owner and event organizer to discuss liaison arrangements for future events.</p>	PM
	<p><u>CIL Infrastructure</u> There was a discussion</p>	
	<p>Action – Councillor Riley to circulate details of CIL infrastructure Proforma.</p>	YR
	<p><u>Boomtown</u> There was a discussion about Boomtown charitable donations.</p>	
	<p>Action – Councillor Riley to write to Boomtown Liaison officer requesting more details.</p>	YR
17.079	<p>Date of Next Meeting(s) Next scheduled meeting is Thursday 2nd November at 7.00 pm at Itchen Abbas Village Hall. Chair closed the meeting at 9.00 pm.</p>	

Correspondence September 2017

No	Content/Detail	Date	Action
1	<p>Website Enquiry Form</p> <p>I came to post a notice on the public notice board in Itchen Abbas. I wonder if this is now best placed by the bus stop which few people now use. Might it be more obvious and better used if on the other side of the road by the village hall?</p> <p><i>Forwarded to members on 4 September 2017</i> <i>Holding response sent on 7th September indicating it would be dealt with at FCM Oct meeting.</i></p>	04/09/17	For information and action
2	<p>Weekly Rural News Digest - Your Weekly Rural Newsletter from the Rural Services Network</p> <p><i>Forwarded to members on 4 September 2017</i></p>	04/09/17	For information
3	<p>Rural Opportunities Bulletin - A monthly bulletin facilitated by your membership of the <u>Rural Services Network</u> highlighting a selection of current funding, consultation and other opportunities</p> <p><i>Forwarded to members on 6 September 2017</i></p>	06/09/17	For information
4	<p>An invitation to a conference Historic England are hosting with Kent Parish and Town Council's forum. Wednesday 4th October St Mary Bredin Church Canterbury – free Steffi Dance-Groom</p> <p>Local Engagement Adviser, Historic England South East Direct Line: 01483 252055 Mobile: 07917 050 693</p> <p><i>Forwarded to members on 6 September 2017</i></p>	06/09/17	For information
5	<p>The Community Planning Team at Winchester City Council are currently conducting a review of the actions contained within the completed 'Parish Plans' or 'Town Health Checks' that have been submitted to us. I would be grateful if you could provide a brief explanation for each as to any progress that has have made:</p> <p><i>Forwarded to Planning Committee on 6 September 2017</i> <i>Holding Response sent to WCC on 22 September 2017</i></p>	06/09/17	For information and action
6	<p>HCC County Report from Cllr Jackie Porter</p> <p><i>Forwarded to members on 7 September 2017</i></p>	06/09/17	For information
7	<p>Email from Lucy Spence – Community Safety Project Officer –WCC attaching document in relation to what and how WCC is tackling Fly Tipping in the district.</p> <p><i>Forwarded to members on 8 September 2017</i></p>	08/09/17	For information
8	<p>HALC September e-update</p> <p><i>Forwarded to members on 9 September 2017</i></p>	09/09/17	For information
9	<p>Weekly Rural News Digest - Your Weekly Rural Newsletter from the Rural Services Network</p> <p><i>Forwarded to members on 11 September 2017</i></p>	11/09/17	For information
10	<p>Countryside Alliance Awards 2017</p> <p>Get involved and support your local rural businesses Nominated by the public, the Awards recognise and honour those who routinely go the extra mile for their community. Nominations are open from now until 13 November 2017. Winners will be announced in Spring</p>	11/09/17	For information

No	Content/Detail	Date	Action
	2018 at the grand final at the House of Lords. The five categories are: Local Food/Drink; Village Shop/ Post Office; Butcher; Rural Enterprise; Pub <i>Forwarded to members on 11 September 2017</i>		
11	HCC County Report Update from Cllr Jackie Porter <i>Forwarded to members on 12 September 2017</i>	12/09/17	For information
12	September Monthly Report from WCC Councillors <i>Forwarded to members on 12 September 2017</i>	12/09/17	For information
13	Invitation to AGM Citizens Advice Winchester District - Hear from us and our guest speakers, Trinity Winchester and Winchester Churches Night shelter about our experiences of helping people in crisis -- Monday 9 October from 6.30pm-8pm United Church, Jewry Street, Winchester SO23 8RZ. <i>Forwarded to chairs on 12 September 2017</i>	12/09/17	For information
14	Please find attached an Information Drop – In dementia leaflet regarding sessions in Winchester until the end of 2017 from Cllr Lisa Griffiths. <i>Forwarded to chairs on 12 September 2017</i>	12/09/17	For information
15	Rural Vulnerability Service FUEL POVERTY - September 2017 Welcome to the latest fuel poverty newsletter from the Rural Vulnerability Service - brought to you by the Rural Services Network and the <u>Rural England CIC</u> in association with Calor. <i>Forwarded to members on 13 September 2017</i>	13/09/17	For information
16	Neighbourhood Planning Conference Flyer - Thursday 5th October 2017, 9.30am - 1.00pm Wessex Conference Centre, Sparsholt College Westley Lane, Sparsholt, Winchester SO21 2NF	13/09/17	For information
17	Email from Vendy Treagust Member Support Officer HALC enclosing robin list of enquiries from various parish councils. <i>Forwarded to members on 13 September 2017</i>	13/09/17	For information
18	HALC Health and Safety Training specifically aimed at Parish Councils in Eastleigh on 20 th November 2017 from 10.00-16.00. <i>Forwarded to members on 14 September 2017</i>	14/09/17	For information
19	Lantra Awards Basic Tree Survey and Inspection Course' is back and is taking place in on 24 th November 2017 at Sir Harold Hillier's Gardens, Ampfield. <i>Forwarded to members on 14 September 2017</i>	14/09/17	For information
20	Weekly Rural News Digest - Your Weekly Rural Newsletter from the Rural Services Network <i>Forwarded to members on 18 September 2017</i>	18/09/17	For information
21	Rural Economy Spotlight September 2017 A quarterly bulletin facilitated by your membership of the Rural Services Network highlighting a selection of current rural economic development news, issues and opportunities. <i>Forwarded to members on 27 September 2017</i>	20/09/17	For information

No	Content/Detail	Date	Action
22	<p>HCC Loddon and Test Leader Programme Grants of up to £100,000 to Rural Communities Available Now! Three different grant programmes with grants from £2,500 to £100,000. We offer three different grant programmes, suitable for rural communities, with grants from £2,500 to £100,000. In assessing applications, we take account of the outcomes you will achieve, and how your project will contribute to the rural economy, community and environment. <i>Forwarded to members on 27 September 2017</i></p>	20/09/17	For information
23	<p>Weekly Rural News Digest - Your Weekly Rural Newsletter from the Rural Services Network <i>Forwarded to members on 25 September 2017</i></p>	25/09/17	For information
24	<p>SPOTLIGHT ON HEART OF THE VILLAGE A roundup of our news, research and work provided by the Rural Services Network, highlighting issues for the heart of the village and its services in the last 12 months. <i>Forwarded to members on 27 September 2017</i></p>	27/09/17	For information

Appendix Accounts
Accounts Sheet as at 6th October 2017

E MAIL
 AUTOMISATION
 REMINDER
 528836813

Itchen Valley Parish Council

Accounts to be paid

as at : 5th Oct 2017

Ser	Date	Invoice Number	Company	Service Provided	Amount	VAT	Total to Pay	Date & Initials Transaction Created	Date & Initials Authorise
To Pay					£s	£s	£s		
1	30.09.17	N/A	Alan Weaver	Clerks Salary	700.00	0.00	700.00	SO30.09.17	SO
2	05.10.17	N/A	Alan Weaver	Clerks Salary	29.64	0.00	29.64	931144834	
4	19.09.17	N/A	Alan Weaver	Admin expenses - stationery, paper, certificate of posting	7.00	0.00	7.00	AW25.09.17	YR25.09.17
4	01.09.17	1651542	BDO	Audit Fee	200.00	40.00	240.00	AW25.09.17	YR25.09.17
5	31.08.17	3236	EKS Accounting	Payroll	20.00	4.00	24.00	AW25.09.17	YR25.09.17
6	25.09.17	N/A	Lloyds Bank	Multi-Pay monthly fee	3.00	0.00	3.00	DD25.09.17	DD
7	25.09.17	320	MJR Services	Lengthsman Md, ISO, BS, Mstd, Bighton	960.00	0.00	960.00	76767766	
8	29.09.17	1567	Vitaplay	CG & OSF maint & Insp	84.00	16.80	100.80	110578250	
9	29.09.17	5494	IAA Village Hall	Room Booking Burge 2 hrs FCM 05-10-17	11.00	0.00	11.00	807592157	
10	29.09.17	5495	IAA Village Hall	Room Booking Ktchn 2 hrs FGP 18-10-17	7.00	0.00	7.00	118814194	
11	30.09.17	N/A	Unity Trust Bank	Service Charge	18.00	0.00	18.00	DD30.09.17	DD
12	30.09.17	3246	EKS Accounting	Payroll	20.00	4.00	24.00	11099854	
13	01.07.17	2116	Green Smile Ltd	Monthly Grounds maintenance	289.19	57.84	347.03	527161823	
14	01.10.17	2878	Green Smile Ltd	Monthly Grounds maintenance	289.19	57.84	347.03	168813657	
15	05.10.17	3610930489	HCC	Energy Management	132.66	26.53	159.19	971059491	
END OF LIST*****									
Total Expenditure					2770.68	207.01	2977.69		
Income Received							£s		
1	15.09.16		WCC	Half precept 17/18 and CT support			14174.00		
Total Income							14174.00		

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	Paul	Moffa H		5/10
2 Cllr	Richard	STODOLST		05/10/17

Bank Reconciliation

Current Account			Deposit Account	
Balance as at 13 th September 2017	7,138.53		Balance as at 13 th September 2017	40,010.99
Add Income	14,174.00		Add Income	0.00
Less Expenses	2,977.69		Less Expenses	0.00
Balance as at 6 th October 2017	18,334.84		Balance as at 6 th October 2017	40,010.99
Total Cash Holdings				58,345.83

Unity Trust Current Account Bank balance at 6th October 2017 is £18,340.09 which includes £5.25p from Itchen Abbas & Avington Village Hall paid on 5th October (which is not included within the above accounts but which will be included next month). Unity Trust Deposit Account Bank balance at 6th October 2017 is £40,016.35 which includes £5.30p credit interest paid on 30th September 2017 (which is not included within the above accounts but which will be included next month).