



Minutes of Full Council Meeting on Thursday December 7th 2017 at Itchen Abbas & Avington Village Hall

Attending: Cllrs Andrews, Appleby (Chair), Jeffes, Legat, Moffatt, Riley, Stoodley.

In Attendance: Cllrs Porter (HCC), Griffiths (WCC), Mr Alistair Ward-boughton-leigh, Clerk – Mr. A.Weaver.

Item	Content	Action
17.091	Apologies: Cllrs: Denniss, Langford, Stoodley, Gottlieb (WCC) Jeffs (WCC).	
17.092	Minutes of Meeting of 2nd November 2017 and Matters Arising Minutes were agreed as a correct record. Chairman Cllr Appleby signed the minutes.	
17.093	Public Participation & Declarations of Interest on Agenda. Cllr Appleby welcomed Mr Alastair Ward-boughton-leigh to the meeting. There were no declarations.	
17.094	Casual Vacancies: Cooption of Councillors Cllr Appleby outlined present position in respect of a current vacancy on the Council and a possible future one. Mr. Ward boughton-leigh was attending the meeting and would confirm later whether or not he wished to be co-opted. If so this would be done at the January FCM. Action – Cllr Appleby to progress further.	PA
17.095	City and County Council Reports <u>HCC Report</u> – Cllr Porter referred to her monthly report circulated prior to the meeting and summarised the main points: Winchester Movement Study Consultation; South Western Railway Consultation; WCC Local Plan; Walking Hampshire; Abbotsdown Country Park; King Barton Development; Lower Speed Limits; and Regulation 123 list. Cllr Porter emphasized the importance of registering potential IVPC projects on this list.	
17.096	Planning (a) <u>Planning Applications including any Planning Applications received after date of issue.</u> (i) <u>Proposed replacement windows.</u> (L) 1 The Old Dairy Avington Park Lane Easton Winchester Hampshire SO21 1EU SDNP/17/05866/LDP Decision: ‘Support’ – IVPC supports this application. (ii) <u>Proposed erection of oak framed double carport on site of former timber store.</u> (L) Franklyns Farm House Rectory Lane Itchen Abbas Winchester Hampshire SO21 1BN SDNP/17/05609/FUL. Decision: ‘Support’ – IVPC supports this application but request that any lighting comply with the SDNP Dark Skies Policy with guidance being taken from the International Dark-Sky association. (iii) <u>Application for a detached garage with home office space above.</u> Wangfield House Main Road Itchen Abbas Winchester Hampshire SO21 1AT SDNP/17/06134/HOUS Action: Application to be considered at next Planning Committee.	AW
	(iv) <u>Fairfield House</u> Members to await publication of application details. Action: Applicant to be contacted and thanked for his advance notice.	AW
	(v) <u>17/00706/FUL. Former Cattle Range Buildings Northington Road.</u>	

Item	Content	Action
	<p>There was a brief discussion about the planning documents associated with this application.</p> <p>Action: Chairman Cllr Appleby to talk to case officer.</p> <p>Action – Clerk to submit italicised FCM responses to WCC planning portal.</p>	<p>PA</p> <p>AW</p>
	<p>(b) <u>Draft Minutes of Planning Committee Wed November 15th, 2017.</u> Members noted the minutes. Cllr Riley highlighted that the minutes contained IVPC response to housing matters within the SDNP Draft Plan.</p>	
	<p>(c) <u>Public Consultation on draft Central Winchester SPD</u> There was a short discussion about relevant issues, eg. scope for an archaeological survey.</p>	
	<p>(d) <u>WCC Movement strategy (L)</u> Cllr Porter highlighted some relevant points that she had listed in her response to this consultation: Park & Ride in the north of the city; bicycle routes, etc. Chairman Cllr Appleby reported back on Hampshire Town and parish Council views expressed at a recent meeting at the Guild Hall. There was agreement that there was a lack of focus on rural areas, including poor rural bus service and service links. Members also considered Park & Ride, encouragement for developing fuel technologies and the school run. Members highlighted suggested IVPC responses re: one-way system, bus priority measures, public realm improvements.</p> <p>Action: Cllr Riley to compile an IVPC response.</p>	YR
17.097	Avington Country Park – Item withdrawn	
17.098	<p>Itchen Valley Litter Pick There was a discussion about arrangements and requirements associated with this matter.</p> <p><u>Decision</u> – Members agreed litter pick date – 3rd March 2017.</p> <p>Action: Chairman Cllr Appleby to seek a project leader for the role and highlight forthcoming event in parish magazine.</p>	PA
17.099	<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 November. Cllrs Moffatt and Stoodley signed to authorize payments.</p> <p>b) <u>Draft Minutes of F&GP Committee Meeting – Wed November 15th 2017</u> Members noted the draft minutes.</p> <p>c) <u>Review of Financial Processes and Internal Control</u> Cllr Riley provided the background. These procedures had originally been developed in the last financial year. These were reviewed at the last F&GP Committee. Amendments had been made to incorporate changes eg. the clerk’s new credit card and outsourced payroll. There was a discussion. Cllr Riley indicated that Standing Orders and Financial Regulations would be reviewed in January 2018. The review would take into account and incorporate HALC’s advice on the Parish Lengthsman contract. <u>Decision:</u> Council Riley proposed IVPC adopt the Financial Processes and Internal Control document. Cllr Stoodley seconded the proposal. The proposal was passed unanimously. Chairman Cllr Appleby signed the document.</p> <p>Action: Standing Orders and Financial regulations to be placed on next FCM agenda.</p>	AW
17.100	<p>Parish Council Reports</p> <p>(a) <u>Footpath Matters</u> Members considered Cllr Jeffes report circulated prior to the meeting. Cllr</p>	

Item	Content	Action
	<p>Jeffes highlighted summary points. There was a discussion about: gates; permissive footpaths; tree fall on B3047; insurance arrangements for members doing practical work; rural community fund; fingerpost repairs; vegetation priority cutting list; etc.</p> <p>Action: Cllr Jeffes to liaise with Ramblers Association about gates 9 and 10, community fund applications, etc.</p>	CJ
	<p>Action: Cllr Jeffes to advertise scope for involvement in footpath work in Itchen List in due course.</p> <p>Action: Cllr Appleby to mention local involvement in his report to the Itchen Valley News.</p>	CJ PA
	<p>(b) <u>Highway Matters</u> Chairman Cllr Appleby referred to his report circulated prior to the meeting. There was a brief discussion.</p> <p>(c) <u>Village Halls</u> <i>IAA</i> – Members considered Cllr Langford’s report, particularly the car parking issues at the village hall. <i>MW</i> – nothing to report. <i>Easton</i> – nothing to report.</p> <p>(d) <u>Website</u> Cllr Legat stated that he had met with Cllr Riley and they had now produced a transparency action plan. He had sent a request for a website specification and he was expecting this back shortly. There was a discussion. there was nothing new to report. He undertook to circulate his report. Action – Website specification to be considered at next F&GP Committee. Action – Job Centre Links and more planning application information to be placed on the website.</p> <p>(e) <u>Open Spaces (OS)</u> Cllr Riley referred to her circulated OS report. There was a discussion about the need to replace matting below the playground swings at Couch Green and the need to dig out and replace the goalposts and to prevent any further water penetration.</p> <p>Cllr Riley sought the parish council’s permission for an 18th cut of the football pitch. <u>Decision</u> – Members agreed that an 18th cut take place.</p>	JL/AW JL
17.101	<p>Correspondence Clerk Mr. Weaver referred to the correspondence list circulated with the agenda (see appendix). Members noted correspondence.</p>	
17.102	<p>Other Items for Consideration <u>Boomtown Licensing</u> Members considered the recent Boomtown Licensing application proposing a 25% increased attendance capacity and additional 100 staff for the Boomtown event in 2018 and 2019. There was a discussion about traffic numbers and other traffic issues. Cllr Porter highlighted a Boomtown meeting for local councils in the area on Friday 15th December at Alresford. Action – Chairman Cllr Appleby agreed to attend.</p> <p><u>WW1 Beacon</u> Action - Cllr Appleby agreed to raise this issue in the Parish Magazine.</p> <p><u>Insurers and DIY Work</u> Cllr Appleby stated that he had spoken to Came Ltd insurers and a ‘common sense’ view should prevail with members not undertaking any potentially hazardous activities.</p>	PA PA
17.103	<p>Date of Next Meeting(s)</p>	

Item	Content	Action
	Next scheduled meeting is Thursday 4 th January 2018 at 7.00 pm at Easton Village Hall. Chair closed the meeting at 8.45 pm.	

Correspondence November 2017

No	Content/Detail	Date	Action
1.	Feedback from Easton & Martyr Worthy Cricket Club about their expenditure of £300 Boomtown Community Grant. <i>Forwarded to members on 26 October 2017</i>	26/10/17	For information
2.	Rural Services Network – Weekly Rural News Digest 30-10-17 <i>Forwarded to Cllr Appleby and Cllr Riley on 31st October 2017</i>	30/10/17	For information
3.	NALC Policy Update on GDPR (General Data Protection Regulation) and Committee for Standards in Public life <i>Forwarded to Cllr Appleby and Cllr Riley on 31st October 2017</i>	31/10/17	For information
4.	Rural Services Network – Rural Opportunities Bulletin <i>Forwarded to Cllr Appleby and Cllr Riley on 1st November 2017</i>	01/11/17	For information
5.	Email from HALC enclosing Age Concern Hampshire information about Village Agents. <i>Forwarded to members on 1 November 2017</i>	01/11/17	For information
6.	Rural Services Network - Weekly Email News Digest – <i>Forwarded to Cllr Appleby and Cllr Riley on 1 November 2017</i>	06/11/17	For information
7.	Rural Services Network – Rural Health Network – Spotlight on Rural Health <i>Forwarded to Cllr Appleby and Cllr Riley on 8th November 2017</i>	08/11/17	For information
8.	Weekly Rural News Digest 13-11-17 <i>Forwarded to Cllr Appleby and Cllr Riley on 13th November 2017</i>	13/11/17	For information
9.	South Downs National Park Authority Planning Customer Satisfaction Survey with Parish or Town Clerks. <i>Completed and returned after consultation on 24th November 2017</i>	13/11/17	For information
10.	Sport England November 17 Active Places Update <i>Forwarded to Cllr Riley on 14th November 2017</i>	14/11/17	For information
11.	HALC Final Training Events for 2017 <i>Forwarded to members on 29 November 2017</i>	15/11/17	For information
12.	HALC Round Robin – Queries from Parish Councils <i>Forwarded to members on 29 November 2017</i>	15/11/17	For information
13.	Rural Services Network – Rural Vulnerability Service – Fuel Poverty – November 2017 <i>Forwarded to Cllr Appleby and Cllr Riley on 15th November 2017</i>	15/11/17	For information
14.	Email from HALC Communication Officer enclosing Hertscom IT Survey Parish Council IT Survey questionnaire <i>Forwarded to Cllr Appleby, Cllr Legat, Cllr Stoodley and Cllr Riley on 16th November 2017</i>	16/11/17	For information
15.	Call for Evidence from HCC Police and Crime Panel Re: Cyber enabled fraud <i>Forwarded to members on 17 November 2017</i>	17/11/17	For information
16.	Weekly Rural News Digest 20-11-17 <i>Forwarded to Cllr Appleby and Cllr Riley on 20th November 2017</i>	20/11/17	For information

No	Content/Detail	Date	Action
17.	Notification of external auditor appointments for the 2017/18 financial year from Smaller Authorities Audit Appointments Ltd plus details of changes to annual return. <i>Forwarded to F&GP Cttee on 20th November 2017</i>	20/11/17	For information
18.	Email from HCC Countryside Access Team about changes to Small Grants Scheme <i>Forwarded to Chairs and Cllr Jeffes on 21st November 2017</i>	21/11/17	For information
19.	Rural Services Network – Rural Vulnerability Service – Rural Transport – November 2017 <i>Forwarded to Cllr Appleby and Cllr Riley on 22nd November 2017</i>	22/11/17	For information
20.	Email from HALC Policy Officer enclosing Falmouth Town Council SCA Business Rates & Public Conveniences Proposal Survey <i>Forwarded to Chair Cllr Appleby on 24th November 2017</i>	22/11/17	For information
21.	Winchester Sport and Leisure Engagement Session December and January <i>Forwarded to members on 29 November 2017</i>	24/11/17	For information
22.	Weekly Rural News Digest 27-11-17 <i>Forwarded to Cllr Appleby and Cllr Riley on 27th November 2017</i>	27/11/17	For information
23	Public Consultation on draft Central Winchester Regeneration Supplementary Planning Document <i>Forwarded to Planning Committee on 27th November 2017</i>	27/11/17	For information
24	WCC Traveller Development Plan Update <i>Forwarded to Planning Committee on 27th November 2017</i>	27/11/17	For information
25	WCC Planning Enforcement Caseload for IVPC <i>Forwarded to Planning Committee on 28th November 2017</i>	28/11/17	For information
26	Notification re: Changes to HCC Hanging Basket Application process. <i>Forwarded to Chair Cllr Appleby on 28th November 2017</i>	28/11/17	For information
27	Rural Services Network – Rural Vulnerability Service – Rural Broadband – November 2017 <i>Forwarded to Cllr Appleby and Cllr Riley on 29th November 2017</i>	29/11/17	For information
28	Sports England Newsletter – Active Places December Update <i>Forwarded to Cllr Riley on 1st December 2017</i>	01/12/17	For information

Appendix Accounts
Accounts Sheet as at 7 December 2017

Itchen Valley Parish Council

7th Dec 2017
 as at: 15th Nov 2017

Accounts to be paid

Ser	Date	Invoice Number	Company	Service Provided	Amount	VAT	Total to Pay	Date & Initials Transaction Created	Date & Initials Authorised
	To Pay				£s	£s	£s		
1	15.11.17	N/A	Patrick Appleby	KGV Safety Measures	36.27	0.00	36.27	AW24.11.17	YR24.11.17
2	15.11.17	3256	EKS Accounting	Payroll	20.00	4.00	24.00	AW21.11.17	YR22.11.17
3	15.11.17	N/A	Littleton & Harestock Parish Council	IVPC contribution to Speed Limit Repeater (SLR) sign maintenance	7.00	0.00	7.00	AW21.11.17	YR22.11.17
4	07.12.17	3342	Green Smile Ltd	Monthly Grounds maintenance	289.19	57.84	347.03		
5	07.12.17	1629	Vitaplay	CG & OSF maint & Insp	84.00	16.80	100.80		
6	07.12.17	343	MJR Services	Lengthsman BH, Mclhd, BS, ISO, Mdstd,	960.00	0.00	960.00		
7	07.12.17	340	MJR Services	Extra day - CG clear grass and clean goal posts; Eston clean goal posts, clean bus shelters	192.00	0.00	192.00		
8	07.12.17	N/A	Alan Weaver	Clerks Salary	700.00	0.00	700.00	SO30.11.17	SO
9	07.12.17	N/A	Alan Weaver	Clerks Salary	51.24	0.00	51.24		
10	07.12.17	N/A	HMRC	Clerks PAYE	96.16	0.00	96.16		
11	07.12.17	5559	IAA Village Hall	Room Booking Kitchen 2 hrs FCM 19-12-17	7.00	0.00	7.00		
12	07.12.17	N/A	IAA Village Hall	Room Booking Burge 2 hrs FCM 07-12-17	11.00	0.00	11.00		
13	07.12.17	8383	James White Fencing and Gates Ltd	Supply and fix post and rail fencing and wicket gate.	979.75	195.95	1175.70		
14	07.12.17	N/A	Lloyds Bank	Multi-Pay monthly fee	3.00	0.00	3.00	DD19.09.17	DD
END OF LIST*****									
Total Expenditure					3436.61	274.59	3711.20		
Income Received							£s		
1	23.11.17		HMRC	VAT Repayment			1396.12		
2	04.12.17		Unity Trust Bank Deposit Account	Credit Interest			8.61		
3	05.10.17		Itchen Abbass & Avington Village Hall	Annual Play Inspection - Repair			5.25		
Total Income							1409.98		

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	MOFFATT		7.12.17
2 Cllr	Richard	STODOLY		07/12/17

Bank Reconciliation for as at 11th December 2017

Current Account			Deposit Account	
Balance as at 7 th November 2017	16,782.65		Balance as at 7 th November 2017	40,016.35
Add Income	1,401.37		Add Income	8.61
Less Expenses	3,711.20		Less Expenses	0.00
Balance as at 11 th December 2017	14,472.82		Balance as at 11 th December 2017	40,024.96
Total Cash Holdings				54,497.78

Current

Unity Trust Current Account Balance at 11th December is £20,072.82. This includes £5,600 Boomtown Festival Community Funding which was paid into the IVPC Current Account on 8th December but which is not included in the above accounts sheet. When Boomtown funding is taken out, Unity Trust Current Account Balance and above balance match. Boomtown funding will be included in the Accounts Sheet for next month.

Deposit

Unity Trust Deposit Account bank balance as at 11th December 2017 is £40,024.96. This matches above balance.

Bank Reconciliation as at 7th November 2017 should have read:

Current Account			Deposit Account	
Balance as at 6 th October 2017	18,334.84		Balance as at 6 th October 2017	40,010.99
Add Income	1136.00		Add Income	5.36
Less Expenses	2688.19		Less Expenses	0.00
Balance as at 7 th November 2017	16,782.65			40,016.35
Total Cash Holdings				56,798.89

Current

Unity Trust Current Account Balance at 7th November is £16,782.65. The Current Account balance still does not include £5.25p paid on 5th October by IAVH and highlighted in the last minutes (see Bank Reconciliation as at 7th October) as not being listed in on the accounts sheet attached to those minutes. When factored in account sheet current account balance matches Unity Trust Current Account Balance. The £5.25p from IAAVH dated 5th October will be listed on Accounts Sheet next month.

Deposit

Unity Trust Deposit Account bank balance at 7th November 2017 is £40,016.35

Bank Reconciliation as at 7th November 2017 actually read

Current Account			Deposit Account	
Balance as at 6 th October 2017	18,334.84		Balance as at 6 th October 2017	40,010.99
Add Income	1141.25		Add Income	5.36
Less Expenses	2688.19		Less Expenses	0.00
Balance as at 7 th November 2017	16,787.90			40,016.35
Total Cash Holdings				56,804.25

Current

Unity Trust Current Account Balance at 7th November is £16,787.90. There is an error in the above accounts sheet which includes income of £5.36 from Itchen Abbas & Avington Village Hall (IAAVH) dated 30th October 2017. This should read £5.25 and refers to a sum paid on 5th October by IAVH and highlighted in the last minutes (see Bank Reconciliation as at 7th October) as not being listed in on the accounts sheet attached to those minutes. The difference accounts for the discrepancy between Accounts Sheet income listed (£1141.36) and the income listed in the above

current account column (£1141.25). When factored in account sheet current account balance matches Unity Trust Current Account Balance.

The £5.25p from IAAVH dated 5th October will be listed on Accounts Sheet next month.

Deposit

Unity Trust Deposit Account bank balance at 7th November 2017 is £40,016.35.

The £5.36 mistakenly listed above should have been separately listed on the accounts sheet as credit interest for the deposit account paid on 30th September 2017 (as indicated in the Bank Reconciliation as at 6th October). When included deposit account balance matches Unity Trust Deposit Account Balance.