



Minutes of Full Council Meeting on Thursday February 1st, 2018 at Martyr Worthy Village Hall

Attending: Cllrs Andrews, Appleby (Chair), Jeffes, Langford, Moffatt, Riley, Ward-boughton-leigh.

In Attendance: Cllr Irene Spencer (New Alresford Town Council - NATC), Project Manager Simon Hewitt, Highway England, Clerk – Mr. A. Weaver.

Item	Content	Action
17.120	Apologies: Cllrs: Denniss, Legat.	
17.121	Minutes of Meeting of 4th January 2018 and Matters Arising Minutes were agreed as a correct record. Chairman Cllr Appleby signed the minutes. <u>Matters Arising</u> <u>Boomtown License Report</u> – Chair Cllr Appleby referred to the recent licensing decision. He confirmed application had been approved subject to conditions relating to the numbers of ticket holders and staff, noise levels, and planning permission requirements.	
17.122	Public Participation & Declarations of Interest on Agenda. Chair Cllr Appleby welcomed Cllr Irene Spencer (NATC) to the meeting. There were no declarations of interest.	
17.123	Highways England M3 Junction 9 Improvements Scheme Cllr Appleby welcomed Simon Hewitt Project Manager Highways England to the meeting. Simon distributed scheme literature and provided Highway England’s perspective on residents’ issues: <ul style="list-style-type: none"> • Crossing lanes northbound from A33 to A34 and vice versa, the practicability of designated A33 and A34 lanes as well as environmental implications; • Cart and Horses junction – engagement with HCC Highways re: this junction. <p>There was a discussion about: A33 link southbound – traffic numbers and local impact; height of flythrough - noise assessment survey and offsite tree planting; ‘SMART’ motorway implications; enhanced visualization modelling – northbound A33; improvement scheme timescales; Easton cycle route and footpath 21 and 22.</p> <p>Cllr Riley thanked Highway England (HE) for their excellent consultation and public relations arrangements. Simon Hewitt was thanked his attendance.</p> <p>Simon Hewitt agreed to take back comments of the Parish Council but encouraged the council to make separate comments through HE’s feedback processes.</p>	
17.124	City and County Council Reports. Members considered Cllr Porter’s County Report. Cllr Riley updated members on ‘SDNPA Local Plan’ (which was going to back to the authority on 22 nd March) and ‘Lengthsman Contract’ within the report. Cllr Riley stated that HCC had confirmed 2018/19 funding securing the continuation of the Uplands scheme until December 2019.	
	Action – Any further comments to SDNPA Local Plan to be considered at next Planning Committee meeting.	AW
	Action – Cllr Langford to attend meeting with Cllr Porter to discuss Lengthsman issues on Mon 26 th Feb or Thur 1 st March.	CL
17.125	Financial Matters a) <u>Accounts to be Paid</u> (see appendix 1) Clerk Mr. Weaver circulated details of bills and invoices received in January plus bank reconciliation as at 31 st January 2018 (see appendix 2). Cllrs Andrews and Moffatt signed to authorize payments.	

Item	Content	Action
	<p>Action – Clerk to arrange payments; Chair of F&GP Cllr Riley to approve.</p> <p>b) <u>Draft Minutes of F&GP Committee Meeting – Tue January 16th, 2018</u> Members noted the draft minutes.</p> <p><u>Matters Arising</u> <i>F&GP Workplan</i> - Cllr Riley highlighted the number of projects yet to be completed: archiving; storage of football equipment; notice boards; plus the limited capacity issues. There was a discussion about archiving issues.</p>	AW/YR
	<p>Action – Chair Cllr Appleby agreed to visit Hampshire Records Office in 2/3 weeks' time.</p> <p><i>Notice Boards</i> – Cllr Andrews circulated notice board repair quotes. Members noted that there were insufficient funds to address all Notice Boards works.</p> <p>Decision – Members agreed that IAA Village Notice Board repairs be progressed.</p> <p>Action – Cllr Andrews to progress order.</p>	PA
	<p>Members thanked Cllr Andrews for his work in respect of this issue.</p> <p>c) <u>2017/18 Quarterly Management Accounts (QMA) as at 31 Dec 17</u> Cllr Riley highlighted QMA and reminded members that the Parish Council will spend £7k of reserves in this financial year.</p>	SA
	<p>(d) <u>Grass Cutting Contract - To Recommend to Full Council that Greensmile's Tender be accepted.</u> Cllr Riley provided details of the background discussions at F&GP meeting plus details of circulated quotes. Cllr Riley proposed that GreenSmile's tender be accepted. The proposal was seconded by Cllr Appleby.</p> <p>Decision – GreenSmile to be awarded grass cutting contract.</p> <p>Action – Cllr Riley/Clerk to inform GreenSmile that they have been awarded contract.</p>	YR/AW
	<p>e) <u>To review the revised specification for the Council's new Website</u> Cllr Riley provided an update. Cllr Legat had revised the specification. Cllr Riley would produce quote template for consideration at next F&GP Committee for final approval.</p> <p>Action – Standardised costing sheet and specification to be taken to next F&GP Committee for consideration and approval.</p>	AW
	<p>f) <u>WCC Parish Remuneration Report (T)</u> Members discussed the report recommendations.</p> <p>Action – Clerk to seek views of other parish and town councils on HALC forum.</p>	AW
17.126	<p>Letter from Steve Brine MP Members considered the letter from Steve Brine (circulated 8 January), and particularly, his request for three priorities that he could help progress. Cllr Riley referred to the three priorities list that she had circulated prior to the meeting. There was a discussion about these and other priorities and issues: 'SMART' objectives; Couch Green and KGV playing fields; Boomtown; Broadband; Planning Response feedback; Countryside and River Itchen; Local Roads and footpaths. Members also discussed the need to produce an IVPC mission statement and the need for an IVPC conversation about the vision of the Parish Council.</p> <p>Action – Chair Cllr Appleby to put together priorities/notes to circulate to all councillors.</p>	PA
17.127	<p>Freedom of Information Code of Conduct Consultation. Action - Members noted Parish Council were awaiting feedback from Cllr Legat</p>	JL

Item	Content	Action
17.128	<p>Planning</p> <p>(a) <u>Planning Applications including any Planning Applications received after date of issue.</u></p> <p>(i). <u>Loft conversion to create additional bedroom and small study area. Access stairs from first floor. Light via four Velux windows.</u> (L) 4 The Paddock School Lane Itchen Abbas Winchester Hampshire SO21 1FJ SDNP/17/06477/FUL - – Consultation Deadline – 2nd February 2018. Decision/Response ‘<i>Provided the applicants can show they have the two parking spaces required, and subject to a satisfactory assessment by SDNP’s Dark Sky Officer, Itchen Valley Parish Council have no objection to this application.</i></p> <p>(ii) <u>Two storey side extension and single storey rear extension</u> (L) Summerfold Main Road Itchen Abbas Winchester Hampshire SO21 1AX SDNP/18/00161/HOUS – Consultation Deadline – 19th February 2018. Decision/Response – <i>No Objection.</i></p> <p>Action – Clerk to submit italicised FCM responses to WCC planning portal.</p> <p>(b) <u>Draft Minutes of Planning Committee Tue December 19th, 2017.</u> Members noted the minutes.</p> <p>(c) <u>Paddock Parking</u> No further action.</p> <p>(d) <u>Public Consultation on draft Central Winchester Regeneration Supplementary Planning Document</u> Members noted the consultation was now closed.</p> <p>(e) <u>Winchester New Sports Centre Comment</u> Members noted this consultation was now closed.</p>	<p>AW</p>
17.129	<p>Litter Pick</p> <p>Members noted current progress – liaison with WI and WCC, public notices, etc.</p> <p>Action – Cllr Ward to coordinate Litter Pick with support of Cllrs Andrews and Riley.</p> <p>Action – Cllrs Andrews, Appleby, and Langford to represent Chilland, Itchen Abbas & Avington respectively. Cllr Moffatt to coordinate pick up arrangements.</p>	<p>AWLB</p> <p>SA/PA/CL PM</p>
17.130	<p>Parish Council Reports</p> <p>(a) <u>Footpath Matters</u> Cllr Jeffes indicated that he was awaiting Footpath Survey Report from the Ramblers Association (RA). Members discussed: Grants and Rights of Way Volunteer Project; hedge trimming at Station Close; Watercress Way and SDNP three-day volunteering; moss on footpaths. Members noted that Cllr Porter was following up safety issues with HCC.</p> <p>Action – Cllr Jeffes to follow up release of Footpath Survey Report with RA.</p> <p>(b) <u>Highway Matters</u> Cllr Moffatt highlighted the blocked drain outside Princes Mead school. The matter had been reported to HCC.</p> <p>(c) <u>Village Halls</u> Nothing to report this month.</p> <p>(d) <u>Website</u> Matters previously discussed.</p>	<p>CJ</p>

Item	Content	Action
	<p>(e) <u>Open Spaces (OS)</u> Cllr Riley referred to her circulated OS report.</p> <p><u>Ownership Signs –</u> Cllr Riley stated she was proposing to order two ownership signs. Expenditure was within budget. <u>Decision –</u> Members agreed purchase of ownership signs. Action – Cllr Riley/Clerk to progress order.</p>	YR/AW
	<p><u>New Fall Surfaces under Play Equipment</u> Cllr Riley stated that Vitaplay had been awarded the Replacement Fall Surface <u>contract</u> at the last F&GP Committee. However, the mud around the gates to the Play Area necessitated the need for additional mulch (six sqm). Cllr Riley requested authority to incur additional expenditure (£340 ex VAT). Decision – Members approved the additional expenditure associated with the New Fall Surface contract. Action – Clerk to reissue original purchase order with additional works.</p>	AW
	<p><u>Climbing over New Fencing and Dumping of Garden Waste</u> Cllr Riley highlighted this issue at Couch Green. There was a discussion. Action – Cllr Appleby to publicise the matter in the Itchen Valley News.</p>	PA
	<p><u>Car Park Entrance</u> Members noted the Car Park entrance had many large potholes. Action – Cllr Moffatt to arrange delivery of material to enable filling of potholes.</p>	PM
	<p><u>Outstanding Issues at Couch Green</u> <u>Rabbits –</u> Decision – Members agreed Cllr Riley to ask Total Pest Control and HBPS for a costed rabbit treatment plan and to approach GreenSmile to replenish infill soil at cost of £80 approximately. Action – Cllr Riley to progress.</p>	YR
	<p><u>Old Goal Posts</u> Action – Cllr Moffatt to arrange cutting and recycling of goalposts.</p>	PM
	<p><u>Old School Field, Easton</u> Action – Cllr Appleby to redraft letter and circulate to members but noted that he would be away until the week ending Saturday 10th February and would produce it as soon as possible after his return.</p>	PA
	<p><u>Friends of OSF</u> Members noted Cllr YR's progress statement. There was a brief discussion about the Boules club and the poor condition of the bench at OSF entrance.</p>	
17.131	<p>Correspondence Clerk Mr. Weaver referred to the correspondence list circulated with the agenda (see appendix 3). Members noted correspondence and discussed the continuing need for it. Action – Clerk to promote discussion of the issue on HALC Forum.</p>	AW
17.132	<p>Other Items for Consideration <u>Meeting Dates</u> Chair Cllr Appleby highlighted that 3rd May was election day and village halls would be booked. FCM would need to be rescheduled.</p>	

Item	Content	Action
	<p>Action - Clerk to arrange (NB: Update – FCM booked for Wed 2nd May at IAA Village Hall).</p> <p>Clerk Mr. Weaver highlighted the need to arrange Annual Parish Meeting (APM) date and venue.</p> <p>Action - Clerk to seek venue for Thursday 26th April date.</p>	<p>AW</p> <p>AW</p>
	<p><u>Alresford Salads Petition</u></p> <p>Cllr Jeffes drew members attention to this matter and stated that his employer Bakkavor had been the subject of an article in Hampshire Chronicle highlighting fears that salad washing is harming wildlife. There was some opposition to Environmental renewal of Bakkover’s Discharge Permit.</p> <p>Cllr Jeffes read out the following press release from Bakkover.</p> <p><i>‘Bakkover takes its environmental responsibilities very seriously. ... are committed to ensuring the highest levels of environmental safety across our business and do not compromise on the exacting standards demanded by the Environment Agency. Alresford Salads has a proud history of providing the highest quality fresh produce to some of the UK’s leading retailers. The site’s strict environmental protocols are underpinned by our state-of-the-art water filtration system and our commitment to washing all leaf products in non-chlorinated water.’</i></p> <p>There was a discussion. Cllr Jeffes referred members to a recent Radio Solent programme for an informed insight into the issues. (Cllr Jeffes left the meeting at 9.50 pm).</p> <p>Members discussed the issue further. There was agreement that this was an interesting issue with differing views expressed by a range of parties, including river keepers. Cllr Spencer stated that this was a big issue within Alresford, but New Alresford Town Council did not want the focus of discussion to take place through social media. There was general agreement that more evidence was needed. Members looked forward to the forthcoming Hampshire Wildlife Trust Report.</p>	
<p>17.133</p>	<p>Date of Next Meeting(s)</p> <p>Next scheduled meeting is Thursday 1st March 2018 at 7.00 pm at Itchen Abbas & Avington Village Hall.</p> <p>Chair closed the meeting at 10.00 pm.</p>	

Appendix 1

Itchen Valley Parish Council

Accounts to be paid

As at 01/02/2018

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	09.01.18		Information Commissioners Office	Registration	35.00	0.00	35.00	DD09.01.18		
2	16.01.18	5602	IAA Village Hall	Room Booking Kitchen 2 hrs Plng/FGP 14-01-18	7.00	0.00	7.00	AW17.01.18	YR17.01.18	
3	16.01.18	5601	IAA Village Hall	Room Booking Burge 2 hrs Plng/FGP 14-01-18	8.60	0.00	8.60	AW17.01.18	YR17.01.18	
4	16.01.18	3277	EKS Accounting	Payroll	20.00	4.00	24.00	AW17.01.18	YR17.01.18	
5	16.01.18	M0005	Easton Village Hall	Room Bookings Jan to Dec 2016	102.00	0.00	102.00	AW17.01.18	YR17.01.18	
6	16.01.18	353	MJR Services	Fuel to cover using mini-digger at IVPC	25.00	0.00	25.00	AW17.01.18	YR17.01.18	
7	16.01.18	149837	Paul Moffatt	Purchase and delivery of Masterlock Inv No 149837	13.54	2.71	16.25	AW17.01.18	YR17.01.18	
8	23.01.18	N/A	Lloyds Bank	Multi-Pay monthly fee	3.00	0.00	3.00	DD23.01.18		
9	31.01.18	N/A	Alan Weaver	Clerks Salary	700.00	0.00	700.00	DD31.01.18		
10	01.02.18	N/A	Alan Weaver	Clerks Salary	35.94	0.00	35.94			
11	01.02.18	N/A	HMRC	Clerks PAYE & NI	96.16	0.00	96.16			
12	01.02.18	3489	GreenSmile Ltd	Monthly Grounds maintenance	289.19	57.84	347.03			
13	01.02.18	1681	Vitaplay	CG & OSF maint & Insp	84.00	16.80	100.80			
14	01.02.18	8533	Total Care	Mole control at CG, MW, OSF	80.00	16.00	96.00			
15	01.02.18	5629	IAA Village Hall	Room Booking Kitchen 2 hrs Plng/FGP 14-02-18	7.00	0.00	7.00			
16	01.02.18	360	MJR Services	Lengthsman HW, OA, IV, NA, W, BrHnt	1169.28	0.00	1169.28			
			END OF LIST*****							
			Total Expenditure		2675.71	97.35	2773.06	Total Expenditure		
			Income Received				£s	Income Received		
1	15.01.18		Worthy Youth FC	Pitch Hire Fees			789.20	15.01.18		
2	16.01.18		Worthy Youth FC	Pitch Hire Fees			157.84	16.01.18		
			Total Income				947.04			

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	Stephen	Andrews		1/2/18
2	Cllr	Paul	Moffatt		1/2/18

Appendix 2

Itchen Valley Parish Council Bank Reconciliation

Month Ending **Jan-18**

Prepared By: Alan Weaver Clerk/RFO Date **01/02/2018**
 Approved by: Yvette Riley Chair F&GP Date **01/02/2018**

	£	£	£
Balance as per Bank Statements as at 31/01/18			
Unity Bank Current Account	17683.58		
Untiy Bank High Intest Account	40031.10	57714.68	
Less/ Any Unpresented Cheques, recorded in the cash book but not bedited from the bank (normally only impacrts current account)	0.00		
Cheque Numbers:			
Payments not yet processed through the bank but in the cash book	0.00	0.00	57714.68
Add/any unbanked cash as at 31/01/18			
Net Bank Balance as at 31/01/18			57714.68
The net bank balance reconciles to the cash book receipts and payments as follows:			
CASH BOOK Opening balance (Remains the same throughtout the year)	40477.25		
Add/ total receipts up to 31/01/18	51644.72	92121.97	
Less/Total payments made in years up to 31/01/18		34407.29	
Closing Balance per CASH BOOK as at 31/01/18			57714.68
(Note figure above must equal bank balances)	Difference		0.00

Appendix 3

Correspondence January 2018

No	Content/Detail	Date	Action
1.	Email from HALC highlighting that from 1 st January 2018 the legal helpline service will be provided by Hampshire Legal Services (HLS) which is part of Hampshire County Council. Hampshire ALC's agreement with East Hampshire District Council & Havant Borough Council is terminating at the end of this year. <i>Forwarded to Chairman on 20th December 2017</i>	20/12/17	For information
2.	Rural Services Network – Rural Vulnerability Service – Rural Transport – December 2017 <i>Forwarded to Cllr Appleby and Cllr Riley on 27th December 2017</i>	27/12/17	For information
3.	Letter from Communications and Engagement Team, West Hampshire CCG asking for support as the NHS experiences severe pressure ahead of the bank holiday weekend. <i>Forwarded to all members on 28th December 2017</i>	28/12/17	For information
4.	Weekly Rural News Digest <i>Forwarded to Cllr Appleby and Cllr Riley on 2nd January 2018</i>	02/01/18	For information
5.	Electoral register monthly updates for January 2018 from Electoral Services Administrator	02/01/18	For information
6.	Rural Services Network – Rural Vulnerability Service – Rural Broadband – December 2018 <i>Forwarded to Cllr Appleby and Cllr Riley on 2nd January 2018</i>	02/01/18	For information
7.	Confirmation of the 2018-19 CTS Grant allocations and amended 2018-19 Precept Form to include the grant allocations from Sally Lawrence Finance Business Partner (Treasury) Winchester City Council	03/01/18	For information
8.	Notification that <u>Forward Plan for February 2018</u> is now available for inspection on the WCC website. Katherine Jeffery Democratic Services Winchester City Council <i>Forwarded to all members on 3rd January 2018</i>	03/01/18	For information
9.	Details of The <u>Rural Communities Fund - countryside access</u> funds. <u>www.hants.gov.uk/grants/ccbs-grants/rural-communities-fund</u> <i>Forwarded to all members on 3rd January 2018</i>	03/01/18	For information
10.	Sports England Newsletter – Active Places January Update <i>Forwarded to Cllr Riley on 5th January 2018</i>	05/01/18	For information
11.	Weekly Rural News Digest <i>Forwarded to Cllr Appleby and Cllr Riley on 8th January 2018</i>	08/01/18	For information
12.	A copy of the final Annual Return documentation for 2017/18 for your information from Amy Taylor HALC Policy Officer <i>Forwarded to Cllr Riley on 8th January 2018</i>	08/01/18	For information

No	Content/Detail	Date	Action
13.	<p>In response to the Independent Commission on Freedom of Information's report, the Government agreed to update the Code of Practice issued under Section 45 of the Freedom of Information Act, to ensure the range of issues on which guidance can be offered to public authorities under the Code of Practice is sufficient and up to date.</p> <p>The government now seeks views about this revised Code, particularly the areas highlighted in the consultation document.</p> <p>The Code of Practice and consultation document can be found here</p> <p>Should you wish to submit a response to the consultation, comments must be submitted by 5pm on 2nd February 2018.</p> <p>Comments can be made via email to foicodeofpracticeconsultation@cabinetoffice.gov.uk <i>Forwarded to Cllr Riley and Cllr Legat on 8th January 2018</i></p>	08/01/18	For information
14.	<p>HALC January Update <i>Forwarded to all councillors on 8th January 2018</i></p>	08/01/18	For information
15.	<p>South Downs National Park Newsletter <i>Forwarded to all councillors on 10th January 2018</i></p>	09/01/18	For information
16.	<p>Details of Memorial Service for Honorary Alderman Ken Thornber 2 March <i>Forwarded to Chairman on 10th January 2018</i></p>	09/01/18	For information
17.	<p>Rural Opportunities Bulletin – January 2018 <i>Forwarded to Cllr Riley and Cllr Legat on 8th January 2018</i></p>	10/01/18	For information
18.	<p>Winchester Community Safety Partnership e-bulletin</p>	10/01/18	For information
19.	<p>Public Consultation on WCC Traveller Development Plan Document The Traveller Plan, together with the Sustainability Appraisal / Strategic Environmental Assessment (SA/SEA) and the Habitats Regulations Assessment (HRA), is available for comment for a period of 6 weeks from 15th January until midnight Monday 26 February 2018, these documents can be viewed at: Online on the City Council's website – http://www.winchester.gov.uk/planning-policy/traveller-dpd</p>	15/01/18	For information
20.	<p>Weekly Rural News Digest <i>Forwarded to Cllr Appleby and Cllr Riley on 15th January 2018</i></p>	15/01/18	For information
21.	<p>The final report of the WCC Parish Independent Remuneration Panel Independent Panel and recommendations therein. <i>Forwarded to F&GP Committee on 15th January 2018</i></p>	15/01/18	For information
22.	<p>Letter from Action Hampshire about Community Led Housing <i>Forwarded to Planning Committee on 15th January 2018</i></p>	15/01/18	For information

No	Content/Detail	Date	Action
23	Details of HALC new website <i>Forwarded to all councillors on 15th January 2018</i>	15/01/18	For information
24	Email from Vendy Treagust Member Support Officer HALC enclosing robin list of enquiries from various parish councils. <i>Forwarded to members on 16 January 2018</i>	16/01/18	For information
25	Rural Services Network Rural Vulnerability Service – Fuel Poverty <i>Forwarded to Cllr Appleby and Cllr Riley on 17th January 2018</i>	17/01/18	For information
26	Weekly Rural News Digest <i>Forwarded to Cllr Appleby and Cllr Riley on 22nd January 2018</i>	22/01/18	For information