



# ITCHEN VALLEY PARISH COUNCIL

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

## Minutes of Full Council Meeting on Thursday March 1<sup>st</sup>, 2018 at Itchen Abbas & Avington Village Hall

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

Item	Content	Action
17.134	<b>Apologies:</b> Cllrs Moffatt, Stoodley, Denniss, Legat, Griffith (WCC) & Parish Clerk: Mr Alan Weaver. Councillor Riley agreed to take the minutes.	
17.135	<b>Minutes of Meeting of 1<sup>st</sup> February and Matters Arising</b> The minutes were agreed as a correct record. Chairman Cllr Appleby sign the minutes. <u>Matters Arising</u> <u>Litter pick:</u> -due to inclement weather the event on the 3 <sup>rd</sup> of March has been cancelled and rescheduled for the 10 <sup>th</sup> of March. Martyr Worthy Village Hall and the WI have confirmed their availability. <b>Action:</b> Cllr Langford to find a deputy to run the Avington meeting point. <b>Action:</b> Cllr Jeffes and Andrews to confirm their availability. <b>Action:</b> Cllr Appleby to collect litter pickers from Princes Mead School. <b>Action:</b> If Cllr Moffatt is unavailable, then the collection duty is to be undertaken by Cllr Appleby or Cllr Leigh.	CL CJ/SA PM PA/ALB
17.136	<b>Public Participation &amp; Declarations of Interest on Agenda.</b> There were no declarations of interest.	
17.137	<b>City and County Council Reports.</b> None were received for this meeting.	
17.138	<b>Financial Matters</b> a) <u>Accounts to be Paid</u> Due to the inclement weather the Clerk not been able to attend the meeting. It was agreed that if there were any urgent bills for payment the Clerk should contact Cllr Appleby for approval to proceed with payment.  b) <u>Draft Minutes of F&amp;GP Committee Meeting – Wed February 14<sup>th</sup>, 2018</u> The minutes were noted. Cllr Andrews asked for comments on the draft Risk Register that have been circulated. Cllr Langford asked for the following risks to be added; <ul style="list-style-type: none"> <li>• A risk that encompassed the Councils land interests,</li> <li>• A new risk to be added that covered the Councils contractors. Mainly to ensure their insurance and risk assessments were in place annually.</li> </ul> It was agreed that the format of the Risk Register be changed to a risk score, based on impact and likelihood of risk occurring, This would enable the Council to better prioritise its risk mitigation strategies and spending. <b>Action:</b> Cllr Andrews to amend the Risk Register for the next F&GP mtg. <b>Action:</b> A full discussion of the Risk Register to be on the April FCM agenda.  c) <u>Website Contract</u> -4 suppliers were approached, and three quotes have been received. One suppliers offering was more competitive for both the redesign and hosting of the web site. Cllrs discussed the location of the company's servers in relation to the introduction of the GDPR and the parish councils desire to use mail chimp. The risk associated with a small number of employees was also raised. It was agreed that once the above questions had been raised and satisfactorily resolved that F&GP be delegated powers to appoint the provider. Councillors felt that the document archive on the existing website should be loaded onto a hard	SA AW

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	drive backup and retained at the PC. <b>Action:</b> Cllr Legat is asked to clarify the above points from the provider and seek feedback from Kings Worthy council on their experience of changing to the preferred provider plus to seek advice on the feasibility of backing up web site archive records.	JL
	(d) <u>Parish Council Asset Register</u> - Cllr Riley had provided an electronic copy of the register to all. Cllr Langford asked for an amendment that better reflected the fact the Council had no machinery. Cllr Langford agreed to help determine the acreage of the Parish Council 's land holdings. <b>Action:</b> Cllr Riley to send deed/maps of land to Cllr Langford.	YR/CL
<b>17.139</b>	<b>Feedback from HALC data protection training seminar</b> The Chairman thanked the Clerk for his excellent notes on the GDPR seminar held by HALC. <b>Action</b> - It was agreed that the Clerk and Cllr Legat should produce an action plan to ensure the Councils compliance by May 2018.	AW/JL
<b>17.140</b>	<b>Planning</b> (a) <u>Planning Applications including any Planning Applications received after date of issue.</u> (i). <a href="#">1 no. Beech. Fell. Tree has basal rot with ganoderma present. Upper structure is weak and in decline.</a> Fairfield Old Station Road Itchen Abbas Winchester Hampshire SO21 1BA SDNP/18/00196/TPO – consultation deadline – March 2 <sup>nd</sup> Decision/Response - <i>No Comment based on the recommendations of the WCC Tree Officer.</i>  (ii) <a href="#">Variation of condition 2 of approved consent SDNP/17/01956/FUL</a> Itchen Abbas Grange Avington Lane Itchen Abbas SO21 1BJ SDNP/18/00773/CND – consultation deadline – March 13 <sup>th</sup> Decision/Response – <i>Cllr Langford to provide appropriate wording.</i>  (iii) <a href="#">Variation of Conditions 2, 9, 10 and 11 on planning consent SDNP/15/06486/FUL</a> The Matterley Estate Alresford Road Ovington Alresford Hampshire SO24 0HU SDNP/18/00939/CND – consultation deadline – March 19 <sup>th</sup> Decision/Response - <i>to request that the planning matched the conditions that were laid down by the new licence and did not accede them.</i> <b>Action</b> – To be discussed further at next Planning Committee.	PI Cttee
	(b) <u>Draft Minutes of Planning Committee Wed February 14<sup>th</sup>, 2018.</u> Members noted the minutes.	
	(c) <u>WCC SHELAA Call for Sites</u> Cllr Langford proposed that a letter be sent to all landowners within the WCC area, The text of the letter is at Annex A. It was agreed unanimously to send the letter. <b>Action:</b> Letter to be sent out via the Clerk to all eligible landowners.	AW
<b>17.141</b>	<b>Parish Council Reports</b> (a) <u>Footpath Matters</u> Cllr Jeffes reported that he was still waiting for the Ramblers audit on the IV footpaths. The Ramblers had themselves had complaints about footpath 30, in particular the recently fenced in area from Chilland Lane to Off Church Lane, Martyr Worthy. Cllr Porter was progressing this with the Hampshire Wildlife Trust. The moss-covered footway at Couch Green and	

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	along the B3047 were discussed along with the ownership of the deteriorating figure posts around the valley.	
	<b>Action:</b> Ramblers working party dates to be circulated	CJ
	<b>Action:</b> Cllr Porter to be contacted Re progress on footpath 30 and the footways.	CJ
	<b>Action:</b> Ramblers be asked to audit all the HCC figure posts in the Valley	CJ
	<u>(b) Highway Matters</u>	
	HCC had offer a brown direction sign for the Martyr Worthy Village Hall. However, the UIVS had agreed to fund an extra figure, to be added to the white sign post attached to the bus stop opposite the Marty Worthy war memorial, this was felt to be more appropriate. Cllr Riley asked what progress had been made with the Children at Play signs for Couch Green and asked if the 30-repeater sign in Church Lane, Martyr Worthy could be removed.	
	<b>Action:</b> Check that UIVS have agreed to fund MW Village Hall sign	PM/PA
	<b>Action:</b> Chase HCC re children's play area signs & Repeater sign	PA
	<u>(c) Village Halls</u>	
	Nothing to report this month.	
	<u>(d) Website</u>	
	Nothing further to report.	
	<u>(e) Open Spaces (OS)</u>	
	Cllr Riley referred to her monthly report, the ownership signs and fall surface projects are now complete. Further maintenance on the tower at Couch Green was also completed. Cllr Riley gave details of new damage to the flat swing and fence rail at Couch Green. The consultation on the new tower for the OSF at Easton is also underway, closing date for votes is the 2 <sup>nd</sup> March. Cllr Riley detailed the issue with obtaining multiple quotes for equipment that only had one supplier. Cllr Appleby reported that he had received a response to his letter and Mr Rember's letter re the Ransom Strip land. The following was agreed;	
	<b>Action:</b> To replace the damaged flat swing and missing rail at couch Green.	YR
	<b>Action:</b> To respond to the Ransom Strip letter, confirming an onsite meeting, & clarifying the areas of concern. Cllr Langford and Appleby to attend on behalf of the council	CL/PA
	<b>Action:</b> For two quotes to be obtained for the preferred OSF tower & for F&GP to agree supplier.	YR
17.142	<b>Correspondence</b>	
	Due to the Clerk absence there was no correspondence list, the list at Annex B was circulated after the meeting.	
17.143	<b>Other Items for Consideration:</b>	
	i.Cllr Jeffes agreed to attend the rescheduled HCC Parish's Meeting as footpaths were a major agenda item.	CJ
	ii.Cllr Andrews will be attending the HALC Planning Training next week	CL
	iii. Cllr Andrews, Jeffes and Leigh to attend the next HALC training for new councillors. The Knowledge and Core Skills (2 parts)	
	iv. Cllr Langford noted that SDNP had a 100% success rate in defending planning appeals.	
17.145	<b>Date of Next Meeting(s)</b>	
	Next scheduled meeting is Thursday April 5 <sup>th</sup> at 7.00 pm at Itchen Abbas & Avington Village Hall.	
	Chair closed the meeting.	

## Annexe A

To Itchen Valley landowners and/or representatives,

The Parish Council wishes to bring Winchester City Council's "Call for Sites" to your attention. The details are set out in their email below.

The Parish Council are writing to landowners within the Parish that may have eligible land, i.e. land within WCC boundary but outside the South Downs National Park.

There are 17 families within the Itchen Valley Parish on the waiting list for social housing and the Parish Council would like to encourage schemes that could satisfy some of this demand, perhaps through rural housing exception sites.

The Parish Council would be happy to meet with you or your representative should you wish to discuss this further.

Yours sincerely

Alan Weaver – Clerk to Itchen Valley Parish council  
07835726816

[clerk@itchenvalleyparishcouncil.org.uk](mailto:clerk@itchenvalleyparishcouncil.org.uk)

Please note that I work from home on a twelve-hour flexible basis and will respond to communications throughout the week.

**From:** [KEvans@winchester.gov.uk](mailto:KEvans@winchester.gov.uk) <[KEvans@winchester.gov.uk](mailto:KEvans@winchester.gov.uk)>

**Sent:** 29 January 2018 10:10

**To:** [clerk@itchenvalleyparishcouncil.org.uk](mailto:clerk@itchenvalleyparishcouncil.org.uk)

**Subject:** Winchester District Call for Sites

Dear Sir or Madam

### **Strategic Housing and Economic Land Availability Assessment (SHELAA)**

This 'Call for Sites' will inform the preparation of the Winchester District Local Plan Review Strategic Housing and Economic Land Availability Assessment (SHELAA). This is a requirement of the National Planning Policy Framework.

The SHELAA will be a technical document that will form part of the evidence base and provide information on sites for potential housing, economic development, retail and leisure, Gypsy and Travelling Showpeople, Self Build housing etc in relation to their suitability, availability and achievability.

The reasons for undertaking this exercise are:

- 1) The data will help to inform the preparation of future planning documents i.e. Local Plan, SPD and Neighbourhood Plans
- 2) The information submitted as part of the Call for Sites will also help to identify Brownfield Sites to be included on the 'Brownfield Register' which the Council must prepare and publish
- 3) The SHELAA will also provide the basis for calculating the five-year land supply position.

The Council is therefore asking landowners and agents who wish to promote land for housing and/or economic development, retail, leisure, self build and Gypsy and Travelling Showpeople sites to submit information to us on sites they would like to be assessed.

The Council will accept sites for a net gain of 5 or more dwellings and sites that are 0.25ha (or likely to provide at least 500m<sup>2</sup> of economic floor space) and above.

If you would like to have your site included in the Council's Strategic Housing and Economic Land Availability Assessment (SHELAA), and if applicable the Brownfield Register then please complete the SHELAA / Brownfield Call for Sites Submission Form and return it to us by **6<sup>th</sup> April 2018** using the following methods:

- [Online](#) (Preferred)
- Email: [SHELAA@winchester.gov.uk](mailto:SHELAA@winchester.gov.uk)
- Post:

Strategic Planning  
Winchester City Council  
City Offices  
Colebrook Street  
Winchester  
SO23 9LJ

Please attach an up-to-date Ordnance Survey based map outlining the precise boundaries of the site in its entirety and the part which may be suitable for development (if this is less than the whole). Without this mapped information we are unable to consider the site.

Yours Faithfully,



Jenny Nell

Head of Strategic Planning

**Correspondence February 2018**

No	Content/Detail	Date	Action
1.	Email from WCC Electoral Services enclosing electoral register alterations for February 2018.	01/02/18	For information
2	Local Government Ethical Standards – Call for Evidence via Amy Taylor HALC Policy Officer <i>Forwarded to Chairs on 02/02/18</i>	02/02/18	For information and possible response
3	Letter from Chairman of the Hampshire Police and Crime Panel inviting Parish councils to provide written evidence to the Panel's forthcoming proactive scrutiny session, which focuses on Hate Crime. Please submit any comments before 13 <sup>th</sup> March 2018, to: Caroline Roser, Democratic Support Officer to the Hampshire Police and Crime Panel Hampshire County Council, Corporate Services, Room 102, Elizabeth II Court South, The Castle, Winchester, Hampshire, SO23 8UJ Email: <a href="mailto:caroline.roser@hants.gov.uk">caroline.roser@hants.gov.uk</a> Telephone: 01962 846693 <i>Forwarded to Chairs on 11/02/18</i>	09/02/18	For information and possible response
4	<u>Major Road Network Consultation</u> As part of the Transport Investment Strategy, the government has committed to creating a Major Road Network (MRN) and have published a Consultation asking for views these proposals. The consultation asks for views on: how to define the MRN  the role that local, regional and national bodies will play in the MRN investment programme  which schemes will be eligible for MRC funding  Full consultation details are available <a href="#">here</a> . Should you wish to comment on the consultation, please submit comments no later than 11.45pm on 19 <sup>th</sup> March 2018 to: Email: <a href="mailto:MRNconsultation@dft.gsi.gov.uk">MRNconsultation@dft.gsi.gov.uk</a> Write: MRN Consultation Department for Transport 2/15 Great minster House 33 Horseferry Road London SW1P 4DR	09/02/18	For information and possible response
5	Details of A Summer of Fantastic Festivals – Notification from Boomtown <i>Forwarded to Chairs on 1<sup>st</sup> March 2018</i>	12/02/18	For information
6	Details of a DEFRA consultation setting out proposals to tackle crime and poor performance in the waste sector. Should your Parish or Town Council wish to respond to the consultation, please send any comments you may have to: <a href="mailto:Jessica.Lancod-frost@nalc.gov.uk">Jessica.Lancod-frost@nalc.gov.uk</a> before 5pm on Friday 9 <sup>th</sup> March 2018.	16/02/18	For information and possible response

No	Content/Detail	Date	Action
	<p><b>Amy Taylor</b> HALC Policy Officer <i>Forwarded to chairs on 19<sup>th</sup> February 2018</i></p>		
7	<p>Please find attached two recently updated legal briefings, courtesy of NALC, which you may wish for reference. The subject matters are: 1 - Financial Assistance to the Church 2 - Reporting Personal Data Breaches <b>Amy Taylor</b> HALC Policy Officer <i>Forwarded to chairs on 19<sup>th</sup> February 2018</i></p>	19/02/18	For information
8	<p>Current enforcement case load for your parish. Jenna Phillips Planning Enforcement Winchester City Council City Offices Colebrook Street Winchester SO23 9LJ E: <a href="mailto:enf@winchester.gov.uk">enf@winchester.gov.uk</a> T: 01962 848480 <i>Forwarded to all councillors on 19<sup>th</sup> February 2018</i></p>	19/02/18	For information
9	<p>Please find attached an invitation to the Warm Hubs launch on 20<sup>th</sup> March at South Wonston VH (just outside Winchester). We are working with our sister organisation, Community Action Northumberland to pilot the scheme in Hampshire with a view to rolling it out across the county if the pilot is a success. Christine Nicholls from CAN will be presenting on the 20<sup>th</sup> and explaining about Warm Hubs in Northumberland – apparently there are 20+ there now. Please feel free to pass this invitation on to anyone who you think might be interested. And if you have any questions please get in touch. I do hope that someone from your parish council can come along on the 20<sup>th</sup>. Jo Dixon Senior Rural Officer 01962 857354 (direct line) <a href="mailto:joanna.dixon@actionhampshire.org">joanna.dixon@actionhampshire.org</a> <a href="http://www.actionhampshire.org">www.actionhampshire.org</a> <b>Action Hampshire</b> <b>Helping our communities thrive</b> <i>Forwarded to Chairman on 27<sup>th</sup> February 2018</i></p>	27/02/18	For information
10	<p>For your information, the Forward Plan for April 2018 is now available for inspection on the Council's website. <a href="http://www.winchester.gov.uk/councillors-committees/forward-plan/2018-forward-plans">http://www.winchester.gov.uk/councillors-committees/forward-plan/2018-forward-plans</a> Kind regards <b>Katherine Jeffery</b> <b>Democratic Services</b> Winchester City Council City Offices, Colebrook Street Winchester, SO23 9LJ Tel: 01962 848264 Ext:2264 Email: <a href="mailto:kjeffery@winchester.gov.uk">kjeffery@winchester.gov.uk</a> <i>Forwarded to all councillors on 28<sup>th</sup> February 2018</i></p>	28/02/18	For information

No	Content/Detail	Date	Action
11	<p>The agenda and meeting papers for the SDNPA Planning Committee meeting on 8 March 2018 will be published on the Authority website by close of play today:  <a href="https://www.southdowns.gov.uk/meeting/planning-committee-8-march-2018/">https://www.southdowns.gov.uk/meeting/planning-committee-8-march-2018/</a>            Any updates for this meeting will be included on the update sheet which will be available on this page by the close of play the day before the meeting.            All Planning Committee meetings are held at the <a href="#">Memorial Hall, South Downs Centre Midhurst GU29 9DH</a> and start at 10am  <i>Forwarded to Chairs on 28<sup>th</sup> February 2018</i></p>	28/02/18	For information
12	<p>Please find attached a Notice of Election and Guidance for the South Downs National Park Authority Parish Representative (Winchester).            Please do not hesitate to contact me if you require any further information using my details below.            Regards  <b>Sue Ramage</b>            Business Support Officer  <i>Forwarded to Chairs on 1<sup>st</sup> March 2018</i></p>	28/02/18	For information
	<p><a href="#">Weather warnings</a></p> <p>With the current period of bad weather bringing strong winds and snow to parts of the country and with more wind and snow expected to continue through to the weekend, please find below advice and contact information, should you be affected.  <i>Forwarded to chairs on 28<sup>th</sup> February 2018</i></p>		



**Itchen Valley Parish Council Bank Reconciliation**

Month Ending **Feb-18**

Prepared By: *Alan Weaver*

Alan Weaver Clerk/RFO Date **28/02/2018**

Approved by:

Yvette Riley Chair F&GP Date

	£	£	£
<b>Balance as per Bank Statements as at 28/02/18</b>			
Unity Bank Current Account	4963.71		
Untiy Bank High Intest Account	40031.10	44994.81	
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	44994.81
Add/any unbanked cash as at 31/01/18			
<b>Net Bank Balance as at 31/01/18</b>			<b>44994.81</b>
<b>The net bank balance reconciles to the cash book receipts and payments as follows:</b>			
CASH BOOK Opening balance (Remains the same throughtout the year	40477.25		
Add/ total receipts up to 31/01/18	51802.56	92279.81	
Less/Total payments made in years up to 31/01/18		47285.00	
<b>Closing Balance per CASH BOOK as at 31/01/18</b>			<b>44994.81</b>
(Note figure above must equal bank balances)	Diffrence		0.00