



ITCHEN VALLEY PARISH COUNCIL

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

Minutes of Full Council Meeting on Thursday April 5th, 2018 at Itchen Abbas & Avington Village Hall

Present: Cllrs Andrews, Appleby (Chair), Langford, Moffatt.

In Attendance: Cllrs Porter (HCC), Power (Alresford Town Council), Clerk – A.Weaver.

Item	Content	Action
18.001	Apologies: Cllrs Legat (late), Leigh, Jeffes, Riley, Griffiths (WCC). Cllr Appleby (Chair) stated that Cllr Denniss had now resigned but had agreed to complete outstanding land registry forms.	
18.002	Minutes of Meeting of 1st March and Matters Arising The minutes were agreed as a correct record. Chairman Cllr Appleby signed the minutes. <u>Matters Arising</u> Re: 17141. Parish Council Reports (e) Open Spaces – Ransom Strip Cllr Appleby stated that he had circulated Ransom Strip letter response. Action: Clerk to contact Environment Agency about this issue. Action: Cllr Appleby to forward summary of issues to Clerk.	AW PA
18.003	Public Participation & Declarations of Interest on Agenda. There were no declarations of interest.	
18.004	City and County Council Reports. Cllr Porter (HCC) referred to her report. There was a discussion about: recent HCC gender pay report; highways, including resurfacing work in Easton and potholes; and the SDNP response to Bar End Leisure Centre planning application.	
18.005	Financial Matters a) <u>Accounts to be Paid</u> Clerk circulated details of accounts to be paid, including accounts approved by Cllr Appleby and authorised by Cllr Riley to help year-end preparations. b) <u>Draft Minutes of F&GP Committee Meeting – Wed February 14th, 2018</u> The minutes were noted. c) <u>To approve the Grounds Maintenance (GM) Contract.</u> Members considered the amended GM contract circulated prior to the meeting. Decision: Members agreed unanimously to approve the GM contract. Chair signed the contract. Clerk countersigned the contract. Action: Clerk to forward contract to Greensmiles for signing.	AW
	(d) <u>Risk Register</u> Action: Cllr Appleby to circulate the latest version of the risk register. Action: All councilors to complete ‘probability’ and ‘impact’ scores.	PA ALL
18.006	Review of Readiness for GDPR Regulations Clerk Mr Weaver stated that at the last F&GP meeting it was agreed that he would produce a draft action plan. He had circulated a draft action plan using a template available within recently produced NALC guidance. <i>Cllr Legat arrived (7.45pm)</i> For the first section ‘Raising Awareness’ Clerk had documented what we have done so far. He was also proposing responsibility based on NALC advice: -	

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	<ul style="list-style-type: none"> Data controller to be F&GP Committee – GDPR to be considered and monitored at quarterly intervals at F&GP Committee. Data Protection Officer to be clerk. <p>For the second section 'Data Audit' Clerk proposed to complete data questionnaire, using template within NALC guidance. Clerk requested members complete the single A4 page previously circulated to help with this. Clerk would also work through remaining element of action plan. There was a discussion.</p> <p>Decision – Members agreed that GDPR responsibilities listed above be adopted.</p>	
	Action - F&GP tors be amended appropriately.	YR
	Action – Members to complete single page A4 questionnaire.	ALL
	Action – Clerk to complete more detailed questionnaire and work through draft action plan for further consideration at a later meeting.	AW
	Action – Chair agreed to attend next WLDA meeting where GDPR issues will be discussed.	PA
18.007	AGM Review of Format Clerk Mr Weaver highlighted the need for Parish Council to finalise committee make up arrangements and member portfolio responsibilities for AGM.	
	Action – Chair agreed to give this matter some thought, including vacancy for new councillor – and to report back.	PA
18.008	Draft Chairman's Annual Report Chair Cllr Appleby referred to his draft report circulated prior to the meeting. There was a discussion about the Annual Parish Meeting (APM) agenda.	
	Action – Chair to progress 'River Itchen' presentation.	PA
	Action – Cllr Porter (HCC) to produce HCC annual report for consideration on the evening.	JP
	Action – Cllr Moffatt to organise refreshments for APM.	PM
18.009	Planning (a) <u>Planning Applications including any Planning Applications received after date of issue.</u>	
	<p>i. Construction of garage with associated landscaping following demolition of existing. Manor Cottages Avington Lane Itchen Abbas SO21 1BJ SDNP/18/01573/FUL Deadline 24th April 2018 Decision/Response - <i>The IVPC support the proposal which will improve the quality of design of the garages for Manor Cottages and the amenities of the area for users of the public footpath. The Parish Council also support the adherence to the SDNP Dark Skies Policy.</i></p>	
	<p>ii. Erection of estate fencing. Martyr Worthy Place Bridgets Lane Martyr Worthy SO21 1AW SDNP/18/01331/LIS Deadline 18th April 2018 Decision/Response – <i>No comments</i></p>	
	<p>iii. To open the doorway from the dining room to the kitchen to have double doors and to partially remove the chimney breast and rebuild to form a wider opening. The Farmhouse Orr's Meadow Alresford Road Ovington Alresford Hampshire SO24 0HU SDNP/18/01103/LIS Deadline 12th April 2018 Decision/Response – <i>No comments</i></p>	
	Action – Clerk to submit italicised FCM responses above to planning portal.	AW

Item	Content	Action
	(b) <u>Draft Minutes of Planning Committee Tue March 13th, 2018.</u> Members noted the minutes.	
18.010	Parish Council Reports	
	(a) <u>Footpath Matters</u> There was a discussion on the Parish Lengthsman contract. Action: Cllr Langford to contact Parish Lengthsman for current position on contract.	CL
	(b) <u>Highway Matters</u> Cllr Appleby summarised content of his report circulated prior to the meeting viz: - Easton highway resurfacing; potholes, particularly Chillandham Lane, warning signs on B3047; finger post to Martyr Worthy Village Hall; no parking signs at Martyr Worthy Village hall; removal of 30 mph limit sign in Church Lane Martyr Worthy. There was a discussion. Action: Request for parking signs at Martyr Worthy Village hall, Householder concerned to be referred to WCC Parking Officer.	PA
	(c) <u>Village Halls</u> Cllr Langford indicated that had been appointed Chair of Itchen Abbas & Avington Village Hall.	
	(d) <u>Website</u> Cllr Legat reported that the new website was progressing well and provided a brief demonstration of the proposed IVPC pages. It is anticipated that the new website would go live in a week or two.	
	(e) <u>Open Spaces (OS)</u> <i>Flat Swing</i> – Clerk Mr Weaver drew members’ attention to the quote received for replacing the flat swing at Couch Green and reminded them of their decision to replace the flat swing at 1 st March meeting. Decision: Members agreed that order be paced for replacing the flat swing. <i>Stakes at Couch Green</i> – Cllr Andrews highlighted the poor condition of ‘stakes’ at Couch Green noticed during the litter pick. Action: Cllr Moffatt to source some new stakes. Action: Cllr Andrews to provide any additional support needed.	PM SA
18.011	Correspondence Clerk Mr Weaver highlighted March list circulated with the agenda. Members noted the correspondence list (see Appendix A).	
18.012	Other Items for Consideration:	
	(a) <u>Little Hayes Lane – Green Open Space</u> Action: Clerk Mr Weaver to write to Little Hayes Park Management Company that IVPC has received an enquiry about whether the open space at Little Hayes is for public use or whether it is available for permitted use by children.	AW
	(b) <u>Duck Race</u> Cllr Andrews raised the ‘Duck Race’ taking place at Easton in June (Sunday 3 rd June) which helped to generate funds for local churches. The organisation would like to awareness of this event and to highlight the scope for volunteers to participate.	
	(c) <u>Parish Lengthsman</u> Clerk Mr Weaver pointed out that Parish Lengthsman contract had been advertised in Thursday 29 th March Hampshire Chronicle and Southern Daily Echo and would be readvertised on Thursday 12 th April.	

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	<p>Action: Chair Cllr Appleby to arrange publicity in his report to Itchen Valley News.</p>	
	<p>Action: Cllr Clerk Mr Weaver to contact Mike Pillans Assistant Highways Manager with a view to advertising Parish Lengthsman contract in Hampshire Jobs.</p>	
<p>18.013</p>	<p>Date of Next Meeting(s)</p> <p>Next meeting is APM on Thursday April 26th at 7.00 pm at Easton Village Hall.</p> <p>Next scheduled FCM meeting is AGM on Wednesday May 2nd at 7.00 pm at Itchen Abbas & Avington Village Hall.</p> <p>Chair closed the meeting at 8.55 pm.</p>	

Correspondence March 2018

No	Content/Detail	Date	Action
1	Monthly Electoral Roll Alterations March 2018 from WCC Electoral Services	01/03/2018	For Info
2	Notification that next WDALC meeting will be held at 2pm on Monday 16th April 2018 at Owslebury Village Hall. <i>Forwarded to all members on 27th March 2018</i>	02/03/18	For Info
3	Invitation to the rescheduled Memorial Service for Honorary Alderman Ken Thornber on 26th April 2018	15/03/18	For Info
4	Annual Report from WCC Councillors <i>Forwarded to all councillors on 15th March 2018</i>	15/03/18	For Info and APM
5	Email from Old Alresford PC. Parish Lengthman Mike Ring's visit postponed because of snow. New date to be arranged.	18/03/18	For Info
6	Letter from Steve Brine MP for Winchester & Chandler's Ford Many thanks to the Itchen Valley Parish Council for the kind invitation. I very much regret that I am unable to attend that evening, but please do keep me informed of the agenda and how the evening goes. I did inform your Chairman as much when I saw him last weekend but am grateful you letting me know. Best wishes, Steve Brine <i>Forwarded to Chairs for information 21st March 2018</i>	21/03/18	For Info
7	Invitation to the postponed Parish and Town Council event, which will be held on Wednesday 16 th May from 6.00 – 8.00 p.m. in Ashburton Hall. <i>Forwarded to Cllr Jeffes on 22nd March 2018</i>	22/03/18	For Info
8	Winchester Call for Sites Reminder – Closing Date 6 th April 2018 <i>Forwarded to Chairs for information 25th March 2018</i>	25/03/18	For Info
9	<u>Email Further Update on HALC Query - Correspondence Arrangements.</u> Jane Wright Posted a reply on topic I was not aware there was a statutory requirement. I forward emails which I think are relevant or of interest to those who have access to the internet (two of my councillors don't). I also produce a filtered list of items and emails to go out with the agenda. If anything is of special interest I will also precis the document, rarely to more than a single paragraph! I started producing a list so that cllrs realise just how much mail I receive and at least skim read.	25/03/18	For info
10	HALC Easter Message from Steve Lugg HALC Chief Executive. <i>Forwarded to all councillors on 27th March 2018</i>	27/03/18	For info
	Received Through Post		

No	Content/Detail	Date	Action
11.	Parish Lengthsman's Resignation letter dated 19 th March 2018 <i>Forwarded to chairs and Cllr Moffatt on 24th March 2018</i>	21/03/18	For info
12	Invitation to WCC Mayor's Dinner on Friday 11 th May 2018 dated 15 th March 2018 <i>Forwarded to chairs and Cllr Moffatt on 24th March 2018</i>	23/03/18	

Itchen Valley Parish Council

Accounts to be paid



as at : 5th April 2018

Ser	Date	Invoice Number	Company	Service Provided	Amount	VAT	Total to Pay	Date & Initials Transaction Created	Date & Initials Authorised
					£s	£s	£s		
	To Pay								
1	13.03.18	N/A	Alan Weaver	Clerks Salary Feb	23.14	0.00	23.14	AW14.03.18	YR14.03.18
2	13.03.18	N/A	HMRC	Clerks PAYE & NI	96.36	0.00	96.36	AW14.03.18	YR14.03.18
3	13.03.18	1702	Vitaplay	Supply and maintenance work at CG	536.10	107.22	643.32	AW14.03.18	YR14.03.18
4	13.03.18	2223	HALC	Members and Officers: Changes to Data Protection GDPR 21.02.18	40.00	8.00	48.00	AW14.03.18	YR14.03.18
5	13.03.18	364	MJR Services	Lengthsman Md, BS, Mstd, 4M, Bghtn, ISO	1169.28	0.00	1169.28	AW07.03.18	PA08.03.18
	13.03.18	1823	Littleton Landscapes	SLR Sign Movements 2016/2017	520.00	104.00	624.00	AW14.03.18	YR14.03.18
7	13.03.18	5666	IAA Village Hall	Room Booking Burge 2 hrs Png/FGP 01-03-18	11.00	0.00	11.00	AW14.03.18	YR14.03.18
8	13.03.18	5667	IAA Village Hall	Room Booking Burge 2 hrs Png/FGP 13-03-18	8.60	0.00	8.60	AW14.03.18	YR14.03.18
9	13.03.18	3560	GreenSmile Ltd	Monthly Grounds maintenance	289.19	57.84	347.03	AW14.03.18	YR14.03.18
10	13.03.18	3316	EKS Accounting	Payroll	20.00	4.00	24.00	AW14.03.18	YR14.03.18
10	13.03.18	2247	HALC	Training: Training for Members and Officers: The Planning Framework 06.03.18	60.00	12.00	72.00	AW14.03.18	YR14.03.18
11	13.03.18	N/A	Adrian Davey	Notice board repairs deposit	228.00	0.00	228.00	AW14.03.18	YR14.03.18
	23.03.18	N/A	Lloyds Bank	Multi-Pay monthly fee	3.00	0.00	3.00	DD	DD
13	26.03.18	N/A	Itchen Abbas & Avington Village Hall	Boomtown Comm Grant	800.00	0.00	800.00	AW28.03.18	YR29.03.18
14	26.03.18	N/A	Martyr Worthy & Easton Cricket Club	Boomtown Comm Grant	750.00	0.00	750.00	AW28.03.18	YR29.03.18
15	26.03.18	N/A	Wild Itchen Valley Verges	Boomtown Comm Grant	560.00	0.00	560.00	AW28.03.18	YR29.03.18
16	26.03.18	N/A	Avington Village	Boomtown Comm Grant	300.00	0.00	300.00	AW28.03.18	YR29.03.18
17	26.03.18	N/A	Watercress Way	Boomtown Comm Grant	900.00	0.00	900.00	AW28.03.18	YR29.03.18

18	26.03.18	N/A	Easton Village Hall	Boomtown Comm Grant	800.00	0.00	800.00	AW28.03.18	YR29.03.18
19	26.03.18	N/A	HMRC Cumbernauld	NI Employers Underpayment	70.64	0.00	70.64	AW28.03.18	YR29.03.18
20	26.03.18	INV0368	MJR Services	Lengthsman Rply, HW, OA, IV,	974.40	0.00	974.40	AW28.03.18	YR29.03.18
21	26.03.18	INV0369	MJR Services	Fuel for mini-digger	25.00	0.00	25.00	AW28.03.18	YR29.03.18
22	27.03.18	3325	EKS Accounting	Payroll plus spreadsheet analysis	30.00	6.00	36.00	AW28.03.18	YR29.03.18
23	27.03.18		Alan Weaver	Self Inking Date Stamp	9.99	0.00	9.99	AW28.03.18	YR29.03.18
24	27.03.18	1714	Vitaplay	CG & OSF maint & Insp	84.00	16.80	100.80	AW28.03.18	YR29.03.18
25	28.03.18	N/A	Alan Weaver	Clerk's Salary Mar	64.36	0.00	64.36	AW28.03.18	YR29.03.18
26	31.03.13	N/A	Unity Trust Bank	Service Charge	18.00	0.00	18.00	DD31.03.18	
27	03.03.18	N/A	Alan Weaver	Clerk's Salary Mar	700.00	0.00	700.00	SO03.04.18	
28	05.04.18	N/A	HMRC Cumbernauld	NI Employers Underpayment & Inc Tax	134.28	0.00	134.28		
29	05.04.18	1741	Vitaplay	CG & OSF maint & Insp	84.00	16.80	100.80		
30	05.04.18	2469	HALC	HALC/NALC Affiliation & Levy	401.00	0.00	401.00		
31	05.04.18	3673	GreenSmile Ltd	Monthly Grounds maintenance	289.19	57.84	347.03		
32	05.04.18	2312	HALC	Training: Training for Members and Officers: Annual Conference	75.00	15.00	90.00		
33	05.04.18	2631	HALC	HR Consultancy Srvc Fee	150.00	30.00	180.00		

34	05.04.18	N/A	Alan Weaver	Microsoft Office 365 Home Subscription	66.66	13.33	79.99		
							0.00		
END OF LIST*****									
Totals	Total Expenditure				9225.34	315.86	10740.02		
Income	Income Received						£s		
	01.03.18		Came & Co Stackhouse Poland	Return Insurance premium for removal of Sports Changing Room			23.80		
	31.03.18		Worthy Youth FC				157.84		
Totals	Total Income						181.64		

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
Cllr	Stephen	ANDREWS		5/4/18
Cllr	Paul	MORRIS		5/4/18