



ITCHEN VALLEY PARISH COUNCIL

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

Minutes of the Annual General Meeting

May 2nd, 2018

Attending: Cllr Andrews, Cllr Appleby (Chair), Cllr Langford, Cllr Legat, Cllr Jeffes, Cllr Moffatt, Cllr Riley, Cllr Ward.

In Attendance: Clerk – A. Weaver

Item	Content	Action
18.021	Apologies: Cllr Stoodley.	
18.022	To Accept Declarations of Acceptance of Office and Interest from elected Councillors Clerk received documentation from members.	
18.023	To Elect a Chairman for the 2016/17 Year. Cllr Appleby asked for nominations. Cllr Riley proposed Cllr Appleby for Chair. The nomination was seconded by Cllr Paul Moffatt. There were no other nominations. The proposal was passed unanimously. Chair Cllr Appleby signed the Declaration of Acceptance of Office.	
18.024	To Elect a Vice Chairman and members of Category A Committees and Category B portfolios and Category C Representatives to outside bodies <u>Vice Chairman</u> - Chair Cllr Appleby nominated Cllr Paul Moffatt. Cllr Langford seconded the proposal. There were no other nominations. Paul Moffatt was elected Vice Chairman. <u>Category A</u> <u>Decision</u> – The following committee membership was agreed. <i>Finance & General Purposes Committee</i> – Cllrs Riley (chair), Andrews, Appleby, Langford, Legat. <i>Planning Committee</i> – Cllrs Langford (chair), Appleby, Jeffes, Stoodley, Ward. <i>Old School Field</i> – Cllr Riley (see below) and Cllr Stoodley. <u>Category B</u> <u>Decision</u> - The following portfolio holders were agreed <i>Open Spaces</i> – Cllr Riley (temporary – 3-month period pending recruitment of new councillor). <i>Transport (inc Bus Shelters and Cycling)</i> – Cllr Langford. <i>Footpaths</i> – Cllrs Jeffes and Moffatt. <i>Highways</i> – Cllr Appleby. <i>Webmasters</i> – Cllr Legat. <i>Law and Order (inc police and neighbourhood watch liaison)</i> – Cllr Ward. <u>Category C</u> <i>Boomtown</i> – Cllrs Appleby and Moffatt. <i>Easton Village Hall</i> -Cllr Stoodley plus new councillor. <i>Itchen Abbas & Avington Village Hall</i> – Cllr Langford. <i>Martyr Worthy Village Hall</i> – Cllr Moffatt. <i>McPhearson Oldfield Trust</i> – Cllr Riley (If required the Parish Council chairman could request to take up his Trustee role). <i>WDAPC, HALC and NALC</i> – Cllr Appleby.	
18.025	Issue of Statutory Notice to set in motion process to find new councilor <u>Decision</u> – In the absence of IAA Village Hall notice board, members agreed notice be placed on Easton Notice Board and the Parish Council web site.	

Item	Content	Action
18.026	Public Participation and Declarations of Interest on Issues on the Agenda. None.	
18.027	To Approve the Minutes of the Meeting of Thursday April 5th 2018 Minutes were agreed as a correct record. Chair signed the minutes. <u>Matters Arising</u> <u>Minute 18.006 Review of Readiness for GDPR Regulations</u> Clerk Mr Weaver reported that he had received 4 responses to GDPR questionnaire from members. He had also circulated a copy of the Four Marks Parish Council Policy which was being considered at their next meeting. <u>Action</u> – Four Marks GDPR Policy to be considered at next F&GP Committee meeting. <u>Action</u> – All councilors to complete GDPR questionnaire	AW CL, PM, YR, RS, AlbW, AW.
	<u>Minute 18.012 Parish Lengthsman</u> Members discussed Parish Lengthsman’s notice of contract finish. Cllr Langford confirmed that contributory reasons were poor work instructions from associate parishes plus inadequate support, eg. No progress on ‘ticket’ to free tipping of green waste at domestic recycling centres. There was a discussion covering: IVPC’s continuing role as Lead Parish, Uplands configuration, interview dates for prospective Parish Lengthsman contractor. <u>Action</u> – Meeting to be arranged with Cllr Porter re: progress on access to domestic recycling centres; <u>Action</u> – Email to be prepared and sent to associate parishes re: work instruction issues; <u>Action</u> – Councillors and Clerk to liaise re: recruitment to parish Lengthsman contract and interview dates.	CL CL/AW CL/PM/AW
18.028	Adoption of new Standing Orders (SOs), Financial Regulations (FRs), Personnel Policies and Terms of Reference for Finance and General Purposes Committee, Planning Committee, and Old School Field Committee. Meeting approved SOs, FRs, Personnel Policies, and TORs of Finance & General Purposes (FGP), Planning and Old School Field (OSF). Chair signed relevant documents. There was also a discussion about checks and screening of members and officer when roles are taken up with the Parish Council. Members confirmed the following actions:	Planning FCM/AW
	<u>Action</u> – Recruitment document attachments and links to be forwarded for inclusion within publicised policy document <u>Action</u> – All policy documents to be placed on IVPC website. <u>Action</u> – HALC to be contacted for advice about checks and screening of members and staff when they take up Parish Council roles. <u>Action</u> – List of councilors and responsibilities to be revised and recirculated for updating on the website.	YR/AW/JL AW/JL AW AW/JL
18.029	Financial Matters (a) <u>Bills to Pay</u> - Clerk/RFO circulated accounts to be paid and provided brief comments on the content (see appendix 1 Accounts to Pay, appendix 2 Bank Reconciliation). Members agreed to pay the accounts. Cllr Andrews and Moffatt signed the Accounts to Pay sheet. <u>Action</u> – Cllr Denniss be removed for authorised signatories and Cllrs Langford and Legat be added. <u>Action</u> – Clerk to upload payments. Cllr Riley to authorise the bank payments.	AW AW/YR

Item	Content	Action
	<p>(b) <u>Draft Minutes of FGP Committee of Thursday 17th April and report back from APM Meeting of 26th April 2017-</u> Members noted the Draft FGP Minutes. Chair Cllr Appleby indicated that he felt APM meeting had gone well. Presentation on River Itchen by Speaker Roger Harrison had been very well received. Members agreed that it could have been advertised earlier. It was also recognized that agenda attachments needed to be placed on website. This provided additional reasons for ensuring agenda items were submitted to Clerk on time. To be noted for next year's meeting.</p> <p>(c) <u>To agree the responses to the Annual Governance Return</u></p> <p>The completed Annual Governance Statement (Section 1 of the Annual Return), was circulated for discussion and approval. Cllr Riley reminded Cllrs that the Review of Financial Processes and Internal Controls statement had been amended by F&GP and approved at Dec 17 FCM. This provides assurance to the AGAR section 1. Cllr Riley proposed that the Statement be approved, the proposal was seconded by Cllr Andrews. The proposal was approved unanimously. The Chairman and Clerk duly signed the return. Members noted that Section 2 The Accounting Statement of the Annual Return needed to be completed at the 6th June full council.</p>	
<p>18.030</p>	<p>Planning:</p> <p>(a) <u>Draft Minutes of Planning Committee Thursday April 17th, 2018 –</u> Members noted the draft minutes.</p> <p>(b) <u>Applications</u></p> <p>(i) <u>Proposed single storey garden room in the garden of the existing property.</u> Church Cottage Church Lane Martyr Worthy Winchester Hampshire SO21 1DY SDNP/18/01981/HOUS Deadline – 18th May 2018 <u>Decision – ‘No Objection’</u> <i>The additional accommodation should be recorded as ancillary to the main house as there are inadequate facilities for a separate dwelling. We would remind the Planning Authority that Martyr Worthy had a conservation area Technical assessment prepared by WCC in 1997 and the Martyr Worthy conservation area is described on the Historic England register of Conservation Areas at risk as “deteriorating”. It is questionable whether the design of this development proposal will preserve and enhance the character or appearance of the 400-year-old Grade II main house or the Martyr Worthy conservation area. If the planning authority are minded to grant permission adequate provision should be made to conform with the SDNP Dark Skies policy.</i></p> <p>(ii) <u>Proposed Two storey side extension with single storey rear extension to existing house</u> 13 Bridgets Lane Martyr Worthy SO21 1AR <u>Decision – ‘Object’.</u> Cllr Langford to provide narrative. <u>Action –</u> Clerk to submit above italicised responses in Planning Committee responses.</p>	<p>CL</p> <p>CL</p>
<p>18.031</p>	<p>Reports from Portfolio Holders</p> <p><u>Open Spaces</u></p> <p><u>Couch Green</u> – Cllr Riley pointed out that grass cutting at Couch Green play area had become far more difficult since laying of fall surfaces. Greensmile had indicated that additional resources were needed as the sit on mowers were no longer suitable. It was agreed that Greensmile should submit a revised quote for this work as none of the barriers or fall matting had been in place when the original quote was undertaken Additional funding was likely to be required for</p>	

Item	Content	Action
	the extra hours needed to complete grass cutting. <u>Action</u> : To be dealt with at F&GP.	YR
	<u>Copse of Trees</u> – Cllr Langford highlighted the importance of clearing copse of trees at Couch Green. <u>Action</u> – Cllr Riley to obtain quotes and for F&GP to determine best contractor.	YR
	<u>OSF</u> – There was a discussion about the present position in respect of The Ransom Strip. <u>Decision</u> – IVPC to review progress in the light of the actions below.	YR
	<u>Action</u> – IVPC to undertake its own sampling after EA advice on what type of sampling would be appropriate. Action: IVPC to forward sampling and test report to EA when received by contractor.	AW
	<u>Action</u> – Cllr Andrews to forward Ransom Strip evidence to his legal contract for independent advice.	AW
	<u>Website</u> Cllr Legat reported that ‘live’ status of new IVPC website was very close but the existing website would have to be closed down in the interim. At present, there were some ‘last minute’ difficulties associated with domain ownership password access.	SA
18.032	Correspondence <u>Action</u> – Correspondence list to be circulated with minutes (see appendix 3).	AW
18.033	Any Other Items for Consideration <u>Post Office Near You</u> – Inclusion of details on IVPC website. <u>Action</u> – Cllr Appleby indication he would refer to the link in his Itchen Valley News report. <u>WCC Affordable Housing</u> – Letter to Mr Lincoln Members discussed recent WCC letter. <u>Decision</u> – Members agreed the following response. <i>‘Mr Lincoln Whilst Itchen Abbas Parish was not invited to your discussion on affordable housing you might be interested to hear that we presented the demand for social housing within the parish at 17 families (Feb 2018) to the SDNP local plan but they declined to adjust their draft policies to release land that might have supplied some of these. We have therefore written to the land owners within the parish who are outside the SDNP but within WCC boundary inviting them to submit land to your request for SHELAA but have not heard that any have done so. We would also comment that whilst your Housing Strategy 2017-2023 encourages the supply of land for new affordable housing there is not a specific policy to protect the existing stock of affordable housing and perhaps you could consider adding this.’</i> <u>Action</u> – Clerk to submit above italicised response to WCC. responses.	
	<u>Clerk’s Appraisal</u> Cllr Riley stated that she had held an appraisal meeting with Clerk Mr Weaver. Mr Weaver had indicated that he wished to retire from his post at end of December 2018. This provided scope to consider and finalise requirements for the new role and to recruit an appropriate person for a smooth transition. In the interim, Cllr Riley flagged up that the Clerks working hours far exceeded the contracted hours. This was referred to the F&GP committee to agree an appropriate increased based on the Clerks monitoring records	AW
	<u>Drain Outlet at Old House and entrance to Princes Mead School</u> Cllr Andrews raised condition of blocked drain outlet at Old House and adjacent to front gate entrance to Princes Mead School. <u>Action</u> – Cllr Appleby (chair) to pursue this highways issue with relevant HCC	YR

Item	Content	Action
	<p>members and officers.</p> <p>Date of Next Meeting – Thursday 7th June 2018 at 7.00 pm at Martyr Worthy Village Hall.</p> <p>Meeting concluded at 9.50 pm.</p>	

Appendix 1 Accounts to be Paid as at 2nd May 2018

Itchen Valley Parish Council

Accounts to be paid

as at: 02 May 2018

Ser	Date	Invoice Number	Company	Service Provided	Amount	VAT	Total to Pay	Date & Initials Transaction Created	Date & Initials Authorised	
					£s	£s	£s			
1	17.04.18	N/A	HPFA	Subscription Renewal	40.00	0.00	40.00			
2	17.04.18	5705	IAA Village Hall	Room Booking Burge 2 hrs FCM 05.04.18	11.00	0.00	11.00			
3	17.04.18	5706	IAA Village Hall	Room Booking Kitchen 2 hrs FGP/Plng 17.04.18	7.00	0.00	7.00			
4	17.04.18	N/A	Paul Moffatt	Plainings for CG	300.00	0.00	300.00			
5	17.04.18	3610991070	HCC	Energy Management	147.83	29.56	177.39			
6	23.04.18	N/A	Lloyds Bank	Multi-Pay monthly fee plus Parish Lengthsman Advertising	205.32	0.00	205.32			
7	30.04.18	N/A	Alan Weaver	Clerk's Salary Mar	700.00	0.00	700.00			
8	02.05.18	N/A	HMRC Cumbernauld	NI & Income Tax	187.77	0.00	187.77			
9	02.05.18	940	Hampshire Bird and Pest Solutions	Rabbit Control	300.00	60.00	360.00			
10	02.05.18	3862	GreenSmile Ltd	Monthly Grounds maintenance	289.19	57.84	347.03			
11	02.05.18	379	MJR Services	Lengthsman SW, BH, Md, BS	779.52	0.00	779.52			
12	02.05.18	1763	Vitaplay	Supply and installation of flat swing	75.00	15.00	90.00			
13	02.05.18	1773	Vitaplay	CG & OSF maint & Insp	84.00	16.80	100.80			
			END OF LIST*****							
			Total Expenditure		3126.63	179.20	3305.83			
			Income Received				£s			
	13.04.18		WCC	Precept			15770.50			
	13.04.18		WCC	CT Support			230.50			
	30.04.18		Worthy Youth FC	Football Pitch Fees			157.84			
			Total Income				16158.84			

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				
#####	Cllr				

Appendix 2 Bank Reconciliation 30 April 2018

Itchen Valley Parish Council Bank Reconciliation

Month Ending **Apr-18**

Prepared By: Alan Weaver Clerk/RFO Date **30/04/2018**

Approved by: Yvette Riley Chair F&GP Date

	£	£	£
Balance as per Bank Statements as at 30/04/18			
Unity Bank Current Account	19658.85		
Unity Bank High Intest Account	30050.62	49709.47	
Less/ Any Unpresented Cheques, recorded in the cash book but not bedited from the bank (normally only impactts current account)	0.00		
Cheque Numbers:			
Payments not yet processed through the bank but in the cash book	0.00	0.00	49709.47
Add/any unbanked cash as at 31/03/18			
Net Bank Balance as at 31/03/18			49709.47
The net bank balance reconciles to the cash book receipts and payments as follows:			
CASH BOOK Opening balance (Remains the same throughtout the year	36489.05		
Add/ total receipts up to 30/04/18	16158.84	52647.89	
Less/Total payments made in years up to 30/04/18		2938.42	
Closing Balance per CASH BOOK as at 30/04/18			49709.47
(Note figure above must equal bank balances)	Difference		0.00

Appendix 3 Correspondence April 2018

No	Content/Detail	Date	Action
1	<p>WCC Forward Plan</p> <p>For your information, the Forward Plan for May is now available for inspection on the Council's website. http://www.winchester.gov.uk/councillors-committees/forward-plan/2018-forward-plans</p> <p>Kind regards Katherine Jeffery Democratic Services Winchester City Council <i>Forwarded to all councillors on 28th March 2018</i></p>	28/03/18	For info
2	<p>Monthly Electoral Alterations – April 2018</p> <p>Kim Beaumont Electoral Services Administrator Winchester City Council</p>	29/03/18	For info
3	<p>Email from cnews@charitycommission.gsi.gov.uk Safeguarding in charities</p> <p>Following recent events, the Charity Commission would like to remind ALL trustees to take safeguarding extremely seriously. Safeguarding should be a key governance priority for all charities, not just those working with groups traditionally considered at risk. <i>Forwarded to chairs on 7th April 2018</i></p>	06/04/18	For info
4	<p>As key stakeholders in the community we serve or those with historical or current involvement with 3rd Winchester "The Worthies" Scout Group, you are cordially invited to our Annual General Meeting on Saturday 5th May at 1800.</p> <p>The meeting is taking place this year at Ferny Crofts County Scouts Campsite where we are holding our annual family camp over the same weekend. It will be followed by refreshments and a camp supper for all attending. The attached flyer contains more details and the agenda and annual report will be distributed to this audience before the meeting. <i>Forwarded to chairman on 15th April 2018</i></p>	08/04/18	For info
5	<p><u>HALC April E-Update</u></p> <p>The <u>April E-Update</u> is now available for downloading.</p> <p>Best Regards, Michelle Leadbitter-Allen Communications Officer <i>Forwarded to all councillors on 10th April 2018</i></p>	09/04/18	For info
6	<p><u>Unauthorised Developments and Encampments</u></p> <p>Dear Member Councils, Please find below a consultation, which NALC kindly ask you to review and respond, if applicable. Any comments you may have should be submitted to Jessica.lancod-frost@nalc.gov.uk no later than 5pm on Friday 25th May 2018.</p> <p>Yours sincerely, Amy Taylor HALC Policy Officer <i>Forwarded to chairs on 15th April 2018</i></p>	13/04/18	For info
7	<p>Email from Boomtown Fair</p> <p>Thank you so much for sending this information (community grant funding work) over and it is great that you have had such an enthusiastic response for this funding. I'm afraid we have no additional funds to offer this year. We look forward to hearing more about the projects later this year.</p> <p>Warm regards, Caroline Johnson Community Liaison Officer</p>	16/04/18	For info

No	Content/Detail	Date	Action
	<i>Forwarded to chairs on 16th April 2018</i>		
8	Dear Member Councils, Please find attached a word version of the model standing orders and a legal note from NALC about what has changed. Yours sincerely, Amy Taylor Policy Officer <i>Forwarded to chairman on 17th April 2018</i>	16/04/18	For info
9	<u>Email from Democratic Services WCC re: Parish Council Membership Query.</u> Thanks for your email. The LGA 1972 specifies that there should be not less than five Cllrs and it is my understanding that there is no legislative guidance with regard to the ideal number of Cllrs (i.e. per 1,000 electorate) – although the number of cllrs allocated should depend on size of the population being represented. A practical number could be seven but the practical maximum should be no more than 25! NALC had suggested (for example) for 2700 electors there should be 10 Cllrs, for 1400 there should be eight Cllrs etc. The principal council is able to undertake a formal review of numbers of councillors in response to a community governance application from a parish council. The principal council would set the formal terms of reference for the review and extensive community consultation process is then instigated. This review can take a lengthy period before any formal changes can be recommended. HALC may be able to provide further information at this time. David Blakemore Democratic Services Manager Winchester City Council <i>Forwarded to chairs on 19th April 2018</i>	19/04/18	For info
10	<u>Email from WCC re: Planning Enforcement Caseload</u> Please find attached the current enforcement case load for your parish. Jenna Phillips Planning Enforcement Winchester City Council <i>Forwarded to Planning Committee on 24th April 2018</i>	24/04/18	For info
11	<u>WCC Forward Plan</u> For your information, the Forward Plan for June is now available for inspection on the Council's website. http://www.winchester.gov.uk/councillors-committees/forward-plan/2018-forward-plans Kind regards Katherine Jeffery Democratic Services Winchester City Council <i>Forwarded to all councillors on 30th April 2018</i>	30/04/18	For info
12	Draft minutes of the WDALC meeting held on 16th April 2018 attached with attachments here https://1drv.ms/f/s!AsyGaOJSJcsMifZboAc6_ZH2qd-DiA . <i>Forwarded to all councillors on 30th April 2018</i>	30/04/18	For info