



ITCHEN VALLEY PARISH COUNCIL

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

Minutes of the Meeting

April 7th 2016

Attending: Cllr Appleby (Chair), Cllr Moffatt, Cllr Riley, Cllr Langford, Cllr Labram, Cllr Phillips

In Attendance: HCC - Cllr J Porter; Boomtown - C.Johnson, Clerk – A.Weaver

Item	Content	Action
16.43	Apologies: Cllr Howells, Cllr Powe, Cllr Legat, Cllr Denniss, Cllr Gottlieb, .C.Rutherford (Director Boomtown), K.Veitch (Event Coordinator – Boomtown).	
16.44	Public Participation & Declarations of Interest on issues on the agenda. (i) <u>Boomtown</u> Caroline Jones – Community Liaison Officer for Boomtown attended. Boomtown are keen to offer funds to be spent on local good causes within parishes (£1K each) She proposed that this year’s applications be managed by the parish council. Cllr Labram appreciated the offer but felt that the level of funding needed to be increased given the impact the festival had on local communities. Boomtown has made £170 K worth of charitable donations to other local and national charities. Cllr Riley welcomed the prospect of local funding many groups could potentially benefit. Cllr Appleby felt it was important to check compliance with regulations and to consider mechanisms for taking such a proposal forward. (ii) <u>Chilland Corner Representation (SDNP/16/01205HOUS)</u> – Mr and Mrs Patrick attended to make representations about their application. Mr Patrick stated plans had been shared with 5 of their 6 neighbours and these had been supportive. He outlined details of their plans. Questions were asked about: the impact on lighting, i.e. shading and views; the proposed increase in floorspace, the subsidiarity of the extensions to the old house, the quality of the drawings provided, particularly the absence of dimensions. Mr and Mrs Patrick indicated that they would provide further details about floorspace and volumes and more commentary on ‘subsidiarity, lighting and views. Cllr Philips pointed out to applicants that recommendations or views expressed by the parish council do not necessarily determine the outcome of an application. The applicants were praised for visiting and talking to their neighbours.	
16.45	City & County Council Report County Councillor Porter’s report was circulated. <u>Recycling</u> - Cllr Porter encouraged the parish council to make a response to the HCC consultation on the issue – deadline 25 th May 2016. <u>Devolution</u> - Cllr Porter referred to the 2 devolution bids. Resulting in portfolio lead changed. With a new Executive member for Environment, Transport and Economy, Mr Rob Humby. Which in turn has resulted in decisions about minor works, potholes and resilience being held back or delayed. <u>Other</u> Watercress website was now in place. Cllr Porter confirmed Operation Resilience would visit Easton in 2016/17. Damaged bench seats at Shelley Close and Avington, Cllr Porter committed to resolving responsibility/ownership issues with HCC Highways and Countryside services.	PA-Chair

Item	Content	Action
	Cllr Riley asked about the future funding of the lengthsman scheme, Cllr Porter stated that Lengthsman funding was approved until April 2017, but she could not enlighten members on its availability beyond that time.	JP-Cllr
16.46	<p>Minutes of the Meeting of March 3rd 2016 Minutes (including confidential minutes) were agreed and signed by the Chairman Cllr Appleby.</p>	
16.47	<p>Matters Arising from Minutes of the Meeting of March 3rd 2016 <u>Clean for the Queen</u> - Cllr Riley thanked everyone for their efforts in the litter pick of 5th March. She informed members that she had been invited to s Houses of Parliament reception in respect of the event.</p>	
16.48	<p>To Resolve to Appoint Mr Alan Weaver as the Parish Clerk Proposed Cllr Riley, Cllr Labram seconded. The resolution was approved.</p>	
16.49	<p>To Rescind the Following Two Unpaid Vacancies Following the Appointment of the Clerk a) Proper Officer of the Council b) Responsible Financial Officer of the Council Proposed Cllr Labram, Cllr Moffatt seconded. The resolution was approved. Cllr Riley expects to complete the RFO handover by the next meeting, due to the 2/3 weeks needed for bank signatory changes to be implemented.</p>	
16.50	<p>To Resolve to Join the HALC HR support scheme at a cost of £150 exc VAT per annum. Proposed Cllr Riley, seconded by Cllr Labram. The resolution was approved.</p>	
16.51	<p>Presentation from Boomtown Representative Cllr Riley emphasized the need to clarify the rules for accepting financial donations. The internal Auditor/HALC to be contacted. <u>Action</u> Members agreed that information should be gathered and the item should be included on the agenda for the next meeting. (<u>Update</u> Cllr Riley reports that Internal Auditor has indicated that IVPC may accept a donation from Boomtown and advises the Parish Council to account for it under S137 provision so we can give grants to local groups).</p>	AW – Clerk YR – Cllr
16.52	<p>Annual Parish Meeting: 26th April 2016 IA&A Village Hall Agree Format Annual General Meeting: 4th May 2016 IA&A Village Hall – Appointment of Chairman and Portfolio Holders plus review of SOs and TORs of Committees <u>APM 26th April</u> – The APM is a reflective meeting to provide a look back over the Parish Council’s work. Agenda to include Chairman’s Report, Portfolio holders’ achievement to be submitted to the Chairman for his report. The final accounts will be discusses along with reports from Cllr Gottlieb and Porter. Meeting agreed no guest speakers at APM this year. Cllr Phillips gave notice of his apologies. <u>Action</u> - Clerk to begin preparations on agenda content. <u>Action</u> – Clerk to contact Cllrs Porter and Gottlieb re: their attendance at APM. <u>Action</u> - Cllr Moffat to make arrangements to provide refreshments – nibbles, soft drinks and wine. <u>AGM 4th May</u> – Members agreed that AGM would need to include: appointment of Chair and Vice Chair, confirmation of portfolios, subcommittee membership, approval of TORs for committees, and approval of SOs. Planning Committee to review the TORs at next meeting</p>	All Portfolio Holders AW – Clerk AW – Clerk PM - Cllr AW – Clerk

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16.53	<p><u>Action</u> – Add TORs to 21 April Planning Committee agenda</p> <p>Planning</p> <p>(a) Minutes of the subcommittee meeting – 17 March 2016 Members noted the draft minutes of the Planning Committee of 17th March 2016. Re: <u>Unit 3 Itchen Abbas Business Centre, Itchen Abbas SDNP/15/04847/FUL – Change of Use from B1 to B2.</u> Cllr Mr Appleby had attended WCC Planning Committee of 24th March 2016 to make verbal representations He had summarized some of the local concerns: including traffic (already existing traffic problems and a drop off point for schools); prospective SDNP policy contravention; and a bad precedent. J.Beresford and applicants had also made verbal representations. Cllr Gottlieb and the Itchen Valley Society had sent written objections. 6 Planning Committee members had indicated that they wished to reject the application, 3 Planning Committee members had indicated that they wished to accept the application. Chairman then challenged members opposing the application to justify objections. There was a great deal of discussion, including citing of DP11 as a relevant factor. . Chairman of Planning Committee concluded that sufficient reasons hadn't been provided to reject the application and deferred it to a new committee meeting pending provision of further information. Councillor Gottlieb (WCC) had indicated he would be writing to the planning officer about the matter.</p> <p><u>Action</u> Members agreed to await developments, examine planning Committee minutes and consider the issue again at next parish Council Planning Committee on Thursday 21st April.</p> <p>(b) Applications: (i) <u>Chilland Corner – SDNP/16/01205/HOUS</u> – Parish Council members considered this application and the representations made by Mr and Mrs Patrick. The Parish Council concluded that if the floor space increase was greater than 30% then the application could not be supported as it conflicts with the emerging SDNP Local plan (SD45) and the and the Itchen Valley Parish Plan. (ii) <u>Wheelwrights – SDNP/16/01285/LIS</u> – To be deferred for consideration at next Planning Committee. (iii) <u>Martyr Worthy Place – SDNP/16/01292/LIS</u> – Members agreed 'no comment' about this application.</p>	<p>AW-Clerk</p> <p>AW -Clerk</p>
16.54	<p>Financial Matters Members referred to Financial Report previously circulated by Cllr Labram.</p> <p>(a) To agree to pay the accounts as listed by internet banking Cllr Riley highlighted 2 issues: direct debit payment to information Commissioner plus a cheque for £140 to SSE to prevent electricity cut off. (see appendix)</p> <p><u>Action</u> – Members agreed to pay the accounts listed by internet banking.</p> <p>(b) To agree to add the new clerk to the bank mandate. Members agreed to include clerk as signatory for cheques and to access on line transactions. There was a brief discussion about a letter from Unity bank about the introduction of charges to their current account. To avoid charges, account had to be moved by 4th June 2016.</p> <p><u>Action</u> – Members agreed to refer the matter to F & GP meeting.</p> <p>(c) To resolve to provide start up office equipment, software, training, literature, to Clerk Members agreed.</p> <p>(d) To Review the draft accounts for FY 15/16 prior to APM on 26th April 2016</p>	<p>HL-Cllr</p> <p>AW – Clerk</p>

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	<p>draft accounts were circulated. Cllr Riley highlighted that there had been no formal response to Internal Auditors comments on 2014/15 accounts. The annual review of internal financial controls had not been carried out. Nevertheless, the Parish Councils arrangements were robust with all expenditure coming to full council for approval. She proposed to consult Internal Auditor about how his 2 comments re: last year's accounts should be addressed.</p> <p><u>Action</u> – Arrangements would be made for 6 November 2014 minutes to be signed.</p> <p>Re: Financial Risk Assessment 2015/16, Councillor Riley confirmed members had seen a risk assessment for 2015/16.</p> <p><u>Action</u> – Cllr Riley to speak to Internal Auditor about these issues. (Update – Cllr Riley confirms that Internal Auditor is happy that Cllr Moffat signs the November 2014 minutes)</p> <p><u>Action</u> – Clerk/RFO to prepare a schedule showing timeline for financial reports through the rest of the financial year.</p> <p>Cllr Labram stated that for 2015/16 receipts less payments constituted a surplus of £8K. Members discussed the level of precept and reasons for increase, including projected play equipment expenditure, comparisons with other authorities, etc.</p> <p>(e) To Discuss and to agree the necessary virements needed across the 2016/17 budget heading give the known changes to running expenditure.</p> <p>Cllr Riley distributed the IVPC cash forecast to March 2017 at the meeting. Cllr Labram highlighted revised 2016/17 budget forecast. Running expenditure amounted to £16K; there was need to maintain a strategic reserve of £13K. there was proposed website expenditure of £1K for transparency code compliance, £5K for play equipment and neighbourhood plan. Cllr Moffat queried the amount of monies spent on play equipment and footpath expenditure. Cllr Riley indicated that an additional £300 was provided for footpaths within running expenditure to supplement the Lenghtsman work. Any further proposed expenditure would require clear identification through work specification and quotes and have to be transferred from other areas of proposed budgeted expenditure.</p> <p><u>Action</u> - Cllr Moffat agreed to work on providing work specifications and quotes for repairs to footpaths.</p>	<p>YR – Cllr</p> <p>AW – Clerk/RFO</p> <p>PM - Cllr</p>
<p>16.55</p>	<p>13. Parish Council Reports</p> <p>(a) Footpath Matters</p> <p>Cllr Phillips highlighted the Ramblers offer to replace styles with kissing gates to certain paths.</p> <p><u>Action</u> It was agreed that Ramblers be invited to June meeting to discuss a plan including a list of kissing gates, funding proposals etc.</p> <p>(b) Highway Matters</p> <p>Chair Cllr Appleby picked out relevant points from his previously circulated report. Members noted the contents.</p> <p>(c) Village Hall</p> <p>Cllr Langford stated that he was still awaiting Wi-Fi quotes for the village hall.</p> <p>(d) Website</p> <p>Cllr Riley stated that there was nothing to add in addition to the previously circulated report.</p> <p>(e) Open Spaces</p> <p>Cllr Riley referred to her circulated report. There was a brief discussion about the Worthy Youth Football Club proposal to recommission the changing rooms. Parish Council Members agreed to support their application to the Football Foundation.</p> <p>Members discussed the condition of the concrete path from the car</p>	<p>AW – Clerk</p> <p>MP – Cllr</p>

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	park to the changing rooms.	YR – Cllr
	<u>Action</u> - It was agreed that quotes would be sought for the work.	AW – Clerk
16.56	Lengthsman There was a brief discussion about the resignation of the lengthsman. <u>Action</u> – It was agreed that an advertisement would be placed with Hampshire Chronicle to recruit a replacement.	AW – Clerk
16.57	15 Correspondence Clerk circulated Correspondence List (see appendix). <u>Action</u> – It was agreed that neither formal planning applications nor invoice data need be included within correspondence lists.	AW - Clerk
16.58	16 AOB Cllr Riley raised the issue of dogs in play areas. <u>Action</u> – It was agreed that this item would be included on the next meeting.	AW – Clerk
	Cllr Riley highlighted the flier from WCC requesting public feedback about their service provision to their Policy Committee on 21 st April 2016. Cllr Appleby and Riley to attend	YR-Cllr PA-Cllr

Chair Cllr Appleby closed the meeting at 9.30 pm.

Appendix

10.3.16	SSE	Electricity @ Couch Green	146.59
26.03.16	Craig Morris	Lenghtsman	833.33
03.04.16	Yvette Riley	Postage/stationary	87.99
06.04.16	Alan Weaver	Clerks Salary (March 16)	195.00
01.04.16	HALC	HR Consultancy Fees	180.00
01.04.16	HALC	HALC Affiliation Fees	308.00
01.04.16	HALC	NALC Annual Levy	74.00
02.04.16	IA&A Village Hall	APM Rm Hire	8.00
02.04.16	IA&A Village Hall	Planning Rm Hire	6.00
01.04.16	Odd Job Guy	Odd Jobs around the Parish	266.00
31.03.16	Winchester City Council	Monthly playground inspections	72.00
	END OF LIST*****		
Total Expenditure			2211.91
Income			£s
31.03.16	HCC	Lenghtsman	11000.00
29.03.16	WYFC	Hire of Couch Green (Apr)	55.20
31.03.16	UnityTrust	Intrest	11.09
Total Income			11066.29

Summary of Income and Expenditure 2015/16		31-03-16
Balances Cfwd		24,694.27
Add Income		37,146.10
Less Expenses		29,135.60
Cash in hand		32,704.77

Correspondence

No	Detail	Date
1.	Notification of an application for Chilland Corner, Martyr Worthy - circulated	22/03/16
2	Notification of an application for Wheelwrights, Avington Park Lane - circulated	29/03/16
3	Email from Vision ICT Ltd re: successful archiving of 2015 minutes	30/03/16
4	Enquiry from Emma Golding, Clerk to Bembridge Parish Council via HALC requesting advice and expertise Re: community hub projects and rationalising assets and transforming village halls.	30/03/16
5	Notification of an application for Martyr Worthy Place, Martyr Worthy Road – SDNP/16/01292/LIS	30/03/16
6	Receipt of Online Crime Report (CR No – 44160122169) re: vandalism of Couch Green.	30/03/16
7	Subscription Renewal from Hampshire Playing Fields Association via HALC – small parish (less than 8000) £40.	31/03/16
8	Invoice – INV – 0666 for £180 from HALC for HR Consultancy Fee – Invoice date 01/04/16 Payment date 01/05/16	31/03/16
9	Invoice – INV – 0384 for £308 to HALC for affiliation fees 2016/17– Invoice date 01/04/16 Payment date 01/05/16	31/03/16
10	Invoice – INV – 0385 for £74 to HALC for NALC levy 2016/17– Invoice date 01/04/16 Payment date 01/05/16	31/03/16
11	Notification of an application to remove and amend conditions at Matterley Farm, Alresford Road, Ovington – SDNP/14/00354/CND	01/04/16
12	Email from planning enforcement (WCC) re: Open Enforcement Cases	05/04/16
13	Email from Mr David Harting re planning application for 'Trees', Itchen Abbas – Response provided by Councillor Riley.	06/04/16
14	Letter via Cllr Jacqui Williams from Test & Itchen Association providing details of Final River Itchen Weed Cutting Dates 2016	06/04/16