



ITCHEN VALLEY PARISH COUNCIL

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

Final Minutes of the Annual General Meeting

May 4th 2016

Attending: Cllr Appleby (Chair), Cllr Riley, Cllr Langford, Cllr Labram, Cllr Legat, Cllr Dennis (arrived 7.15 pm).

In Attendance: Clerk – A.Weaver

Item	Content	Action
16.67	Apologies: Cllr Phillips, Cllr Moffatt.	
16.68	To Accept Amendments to Elected Councillors Declaration of Interests. Cllr Riley indicated that she would forward an amended 'Declaration of Interest' form.	YR-Cllr AW – Clerk
16.69	To Elect a Chairman for the 2016/17 Year. The Clerk asked for nominations. Cllr Langford nominated Cllr Appleby. The nomination was seconded by Cllr Henry Labram. There were no other nominations. The proposals were passed unanimously. <u>Action</u> – Declaration of Office to be forwarded to Cllr Appleby for completion.	AW-Clerk/ PBA -Chair
16.70	To Elect a Vice Chairman for the 2016/17 Year. <u>Action</u> – Paul Moffat was elected Vice Chairman.	All
16.71	To Elect Members of the Committees. Cllr Riley highlighted that members of relevant committees would elect their Chairmen at their next meeting after the AGM. <u>Action</u> – The following membership of committees was agreed: <i>Planning</i> – Cllrs Appleby, Dennis, Langford, Phillips, Riley plus one new councillor. <i>Finance & General Purposes</i> – Cllrs Dennis, Labram, Riley, Moffatt plus one new councillor. <i>Old School Field</i> – Chair of F&GP, Open Spaces Portfolio Holder plus one new councillor.	All
16.72	To Elect Portfolio Holders. <u>Action</u> – The following portfolio holders were agreed: <i>Open Spaces</i> – new portfolio holder sought. Cllr Riley to remain in post for time being. <i>Transport (inc Bus Shelters and Cycling)</i> – Cllr Langford. <i>Footpaths</i> – Cllr Legat. <i>Highways</i> – Cllr Appleby. <i>IT/Webmaster</i> – Cllr Legat <i>Parish/Neighbourhood Plan</i> – Vacant – to be reconsidered in due course. <i>Easton Village Hall</i> -Cllr Labram. <i>Itchen Abbas & Avington Village Hall</i> – Cllr Langford. <i>Martyr Worthy Village Hall</i> – Cllr Dennis <i>McPhearson</i> – Cllr Legat. <i>WDAPC</i> – Chairman of Parish Council – Cllr Appleby.	All

Item	Content	Action
	Cllr Denniss arrived at 7.15 pm. There was a brief review of decisions taken so far in the meeting.	
<p>16.73</p> <p>To Confirm All Councillors as Trustees of the King George V Memorial Playing Field Trust.</p>	<p>Cllr Riley stated that there needed to be a separate trustee's meeting once per annum.</p> <p><u>Action</u> – All trustees confirmed. Updated information to be provided to Charity Commission. New return to be provided.</p> <p>Parish Council minutes to be examined and Nationwide Building Society to be contacted by letter about the King George V Memorial Playing Field Trust Account.</p> <p><i>(Update – Trustee data updated, account details found but account currently frozen. Issues in progress).</i></p>	<p>YR – Cllr AW - Clerk</p>
<p>16.74</p> <p>Public Participation & Declarations of Interest on Issues on the Agenda</p>	<p>There were no members of the public in attendance and no declarations of interest.</p>	
<p>16.75</p> <p>Minutes on Full Council Meeting of April 7th 2016</p>	<p>The minutes were agreed as a correct record.</p>	
<p>16.76</p> <p>Matters Arising from Full Council meeting of April 7th 2016</p>	<p><u>16.51 Update – Action</u> - Cllr Riley reported that she would write to Boomtown to accept the grant and to invite them to consider further the amount provided.</p> <p><u>16.58 – AOB Dogs in Play Areas</u> – There was a brief discussion. The matter was referred to OS portfolio.</p>	<p>YR - Cllr YR - Cllr</p>
<p>16.77</p> <p>Approval of Current Standing Orders (SOs), Financial Regulations (FRs), Terms of References (TORs) etc.</p>	<p>Meeting approved SOs, FRs, and TORs but also confirmed following actions:</p> <p><u>Action</u> – Planning TORs to be further examined, minor amendments made and brought back to Full Council for approval in due course.</p> <p><u>Action</u> – F&GP TORs to be brought forward before January 2017 and examined within the next six months.</p> <p><u>Action</u> - It was agreed to adopt new Grievance and Disciplinary procedures (To include the Employees Rules)– proposed Cllr Riley, seconded Cllr Denniss. Meeting approved new procedures</p> <p>Planning: Councillors considered noted of subcommittee of Thursday 21st April 2016.</p> <p><u>Action</u> – It was agreed that Cllr Riley would circulate some alternative dates in view of members' declarations of interest and attendance difficulties on current proposed date on 19th May.</p>	<p>All F&GP All YR-Cllr r</p>
<p>16.78</p> <p>Financial Matters</p>	<p><u>Accounts</u> - Clerk/RFO circulated accounts to be paid. Members agreed to pay the accounts. Cllr Labram to authorise the internet payments the following day.</p> <p>There was a brief discussion about the insurance premium.</p>	

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	<p><u>Action</u> – Cllr Dennis agreed to review the insurance documentation and the extent of the cover given to the various Trustees of KGVth and OSF</p> <p><u>Report Back from Meeting of 3rd May 2016</u> – Cllr Labram reported the highlights back from this meeting.</p> <p>1. The Annual Governance Statement (Section 1 of the Annual Return), was discussed and approved by Council, the Chairman and Clerk duly signed the return.</p>	<p>OD – Cllr YR-Cllr</p>
	<p><u>Action</u> – Members noted that Section 2 The Accounting Statement of the Annual Return needed to be completed at the 2nd June full council.</p> <p>Cllr Labram highlighted the work done to date by the F&GP on the Financial Risk Register, F&GP are looking at other formats used by Parish Councils and once complete this will come to full council for approval.</p>	<p>All</p>
	<p>Cllr Labram emphasized that the minutes of F&GP would be circulated but other decisions to be taken included approving the use of Direct Debits, a prepayment card for the Clerk, and more frequent F&GP meetings.</p>	<p>AW-Clerk</p>
<p>16.79</p>	<p>Parish Council Reports</p> <p>(a) <u>Footpath Matters</u> – No additional matters to report.</p> <p>(b) <u>Highways</u>- Chair Cllr Appleby raised a local planning matter relating to the felling of three chestnut trees.</p> <p><u>Action</u> – Cllr Riley to contact SDNPA to bring the matter to their attention and to discuss action to be taken.</p> <p>(c) <u>Village Hall</u>- Cllr Langford stated that two quotes had been received for Wi-Fi at IA & A Village Hall.</p> <p><u>Action</u> – It was agreed that this would be agenda'd for June F&GP meeting.</p> <p>(d) <u>Web Site</u> – Nothing new to report at this stage.</p> <p>(e) <u>Open Spaces</u> – Cllr Riley raised the dog fouling and play area issue.</p> <p><u>Action</u> – It was agreed that dog signs would be retained plus two tethers for dogs would be provided at the entrance to the play areas.</p>	<p>YR – Cllr</p> <p>AW – Clerk</p> <p>YR – Cllr AW - Clerk</p>
<p>16.80</p>	<p>Correspondence</p> <p>Clerk gave a brief report back on correspondence. Correspondence List (see appendix).</p>	
<p>16.81</p>	<p>AOB</p> <p>There were no items of AOB.</p> <p>Chair Cllr Appleby closed the meeting at 9.00 pm.</p>	

Appendix

Expenditure			
16.03.16	Green Smile Ltd	Grass Cutting April 16	222.90
13.04.16	HCC	PFI Street Lighting	193.75
18.04.16	James White Fencing & Gates Ltd		3934.65
20.04.16	Vitaplay Ltd	Play equipment REPAIR	2061.60
21.04.16	Cane & Company	Insurance premium	1082.70
02.05.16	Y.Riley	Expenses	251.40
02.05.16	A.Weaver	Salary	477.24
02.05.16	HMRC	Tax and NI for Clerk	197.76
02.05.16	A.Weaver	Expenses	770.41
02.05.16	Craig Morris	Lengthsman	833.33
Total Expenditure			10025.74

Income			
14.04.16	WCC	Half Precept	13471.02
18.04.16	HRMC	VAT Refund	1564.65
29.04.16	Worthy Youth FC	Hire/Fees	55.20
Total Income			15090.87

Summary of Income and Expenditure 2016/17	
Balance Cfwd	32,704.77
Add Income	15,090.87
Less Expenses	2030.32
Cash in Hand	45,765.32

No	Details/Actions	Date
1	Email from Mrs Fenella Harbach Administrator The Test & Itchen Association with weed cut dates for the River Itchen for the following year.	07/04/16
2	Email from Anna Thame, Head of External Affairs and Communication at Hampshire Hospitals NHS Foundation Trust drawing attention to their engagement activity and public questionnaire – closing date 13 th May 2016	08/04/16
3	Email from HALC's Communications Officer Michelle Leadbetter outlining HALC's response to DCLG Technical Planning Consultation.	11/04/16
4	Email from Vendy Treagust Member Support Officer HALC with a round robin survey questionnaire of banks	12/04/16
5	Email from Abby Countryside Access Ranger HCC outlining application form details and deadlines (25 April, 25 July, 24 October, 23 January) for Small Grants Scheme.	13/04/16
6	Email from Dave Griffiths Senior Animal Welfare Officer re: request for PSPO for new childrens play area at Crouch Green.	20/04/16
7	Press Release from Steve Lugg County Organiser HALC re Village of the Year Competition	20/04/16
8	Email from Michelle Leadbetter Communications Officer at HALC with details of Transparency Fund Application Form, guidance and deadlines for completion.	25/04/16