



ITCHEN VALLEY PARISH COUNCIL

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

Final Minutes of the Full Council Meeting

June 2nd 2016

Attending: Cllr Moffatt (Chair), Cllr Langford, Cllr Labram, Cllr Legat (arrived 8.10 pm), Cllr Dennis, Cllr Phillips.

In Attendance: Clerk – A.Weaver, Cllr Porter (HCC/WCC), Mrs Penn-Kirk (Head Princes Mead), Lynne Evans (Planning Consultant), Angela Wheeler and Mr Wheeler her son and local resident.

Item	Content	Action
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16.81	Apologies: Cllrs Appleby and Riley. Cllr Legat apologized beforehand for being late.	
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16.82	Public Participation & Declarations of Interest on Agenda. Cllr Langford stated that his wife had taught at Princes Mead school many years previously and his children had attended the school. He also stated that he had an indirect employment relationship with a company that had a contractual relationship with the school.	
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Planning Application – Worthy Park House (SDNP/16/02301/FUL)
Chairman Mr Moffatt welcomed the attendees present to make representations about the above application.

Princes Mead (Applicants) -Lynne Evans began by highlighting the importance of the application to the school; in particular, the lack of a dining kitchen and drama space. She stated that the application was not about 'growth' but about improving facilities for the schools in a competitive local school environment. She referred to earlier developments that had been on the site and to the extensive pre-application discussions with Winchester City Council and Historic England. The school sought to work with Mrs Wheeler and had already made specific changes as a result, i.e. reduced first floor accommodation. The school was very aware of the need for local consultation and wished to extend an offer for further discussions with their neighbour.

Members Questions -Cllr Phillips queried current and proposed numbers of pupils. Cllr Porter (WCC/HCC) enquired about the proportions of pupils being transported by cars and buses and asked what standards the school was prepared to set in respect of the proposed flue, particularly in terms of its distance from domestic property. Cllr Langford queried the scope to resite the kitchen elsewhere on the site and whether the facilities would be used out of school hours.

Mrs Penn Kirk and Lynne Evans confirmed that numbers varied between 258 and 285 but there was no intention to increase numbers beyond 300. The school would comply with all council requirements and had already done so in terms of energy and sustainability requirements. Proportions of pupils using the bus varied between 40 and 50%. The school encouraged parents to use public transport. The present location of the kitchen was an integral part of the design. Deliveries would be difficult if the kitchen was sited elsewhere. They had taken professional advice about the siting of the flue. It was travelling south/north and discharging near a garage. It was possible that facilities would be used out of hours but there were no current plans to do so.

Item	Content	Action
	<p><i>Mrs Wheeler (neighbour) and her son.</i> – A principal point was that DP3 (Development Plan Policy of the Winchester District Local Plan Review) states that developments should not be permitted if they have a detrimental impact on residents living nearby. The proposed kitchen will prepare far more meals than most industrial kitchens and the fumes and noise will be excessive. Mrs Wheeler was also concerned about the potential use of the facilities in the evenings and weekends and about the size of the dining room windows overlooking her garden. She felt that planning conditions limiting the growth of the school would be breached and was dismayed about the felling of trees, the informal parking in woodland and the demolition of the historic flint wall.</p> <p>Mr Wheeler was skeptical about the stated intentions to limit growth and had specific concerns about traffic management in the proximity of the school near his property. He had concerns about the precedent set by such development and the cutting down of the trees.</p> <p><i>Members Questions</i> – Cllr Porter (WCC/HCC) felt the use of the building as a school was an excellent way to preserve it but queried whether the ‘setting’ of this listed building was gradually altering through ‘creeping change’, eg tennis club, sports hall, playing equipment, etc. Cllr Langford suggested resiting the kitchen in an alternative part of the site in the open delivery area where an equivalent space for development is available.</p> <p><i>Applicants Response</i> – Lynne Evans reiterated that the school did not wish to grow larger. The tree proposals were felt to be a good example of woodland planning. Many of the current trees had to be cut down because of their poor state. It was difficult to make any significant alterations to the current proposals. Other approaches had been explored with WCC and Historic England but no others could be undertaken in a sensible way.</p> <p>The Chairman Mr Moffatt thanked the attendees for making their representations and answering members questions.</p>	
<p>16.83</p>	<p>City and Council Reports.</p> <p>Cllr Porter circulated her report. She drew attention to Early Years Sufficiency (Eligibility for 30 hours of child care consultation) – deadline 30th June 2016. She indicated that a decision on the future of Children’s Centres was expected on 1st July 2016. She felt that current impasse over the daily changing devolution proposals was delaying decisions about the recommissioning of CAMHS Mental Health, CCG’s Review of Serious Trauma, etc. and introducing more uncertainty about future hospital planning for Basingstoke and Winchester.</p> <p>Cllr Porter highlighted local issues and circulated plans containing the A33 Winchester By-Pass road marking changes. She indicated she would welcome any comments asap.</p>	
<p>16.84</p>	<p>Draft Minutes of Annual Parish Meeting</p> <p>Members examined the draft minutes for accuracy.</p> <p><u>Action</u> - Cllr Labram undertook to provide additional ‘wording’ in respect of the ‘VAT returns’ question.</p>	<p>HL</p>
<p>16.85</p>	<p>AGM Meeting 4th May 2016</p> <p>The minutes were agreed as a correct record. The chairman signed the minutes. There were no matters arising.</p>	

Item	Content	Action
16.86	<p>Planning</p> <p>a) <u>Draft Minutes of 19 May 2016</u> Members noted the minutes. Clerk – A.Weaver stated that he had contacted Tree Enforcement Officer seeking a TPO on the beech tree at Greenacres. The email had been acknowledged.</p> <p>b) <u>Approval of Planning Committee TORs</u> Full Council meeting approved Planning Committee TORs. <u>Action</u> - TORs to be circulated to all members.</p> <p>c) (i)<u>Planning Application – Worthy Park House (SDNP/16/02301/FUL)</u> There was a short discussion. <u>Action</u> Parish Council members agreed the following submission to WCC planning portal.</p> <p><i>'Itchen Valley Parish Council considers that Princes Mead School is an asset to the local community, being a well maintained, high standard educational facility and provider of employment.</i></p> <p><i>It is recognised that the school needs to develop and improve its facilities and the Parish Council do not object to buildings in the locations proposed. However, their part use as a commercial kitchen will produce noise and odours that will have a detrimental effect on the adjoining residential property, Homewood.</i></p> <p><i>The Parish Council ask that planning officers negotiate with the school for the re-siting of the intrusive elements of the scheme away from the boundary.</i></p> <p><i>The Parish council also request a reappraisal of the traffic arrangements associated with the application.</i></p> <p><i>The Parish Council object to this application and request that it is called in for examination by the council's Planning Committee.'</i></p> <p>c) ii) <u>4 Chandos Tce (SDNP/16/02397/FUL)</u> Members discussed the Planning Application. Members had no objection to the proposals. <u>Action</u> – Clerk to submit appropriate comment.</p>	<p>All</p> <p>AW</p> <p>AW</p> <p>AW</p>
16.87	<p>Financial matters</p> <p>a) <u>Accounts to be Paid</u> Members circulated accounts to be paid. Members agreed to pay the accounts (see appendix).</p> <p>b) <u>Approval of S2- Accounting Statement 2015/16 of the Annual Return for the Year Ending 31 March 2016</u> Members approved the S2 Accounting Statement of the Annual Return. Chairman Mr Moffatt and Clerk Mr Weaver signed the return <u>Action</u> Accounting Statement to be forwarded to External Auditor, copy to Internal Auditor.</p> <p>c) <u>To Note the Period of the Exercise of Public Rights</u> Members acknowledged the Period of the Exercise of Public Rights (7th June – 18 July 2016). <u>Action</u> – Members to attach Notices of the Exercise of Public Rights to notice boards. Clerk to forward electronic document for publication on IVPC website.</p> <p>d) <u>Minutes of F & GP on 3rd May 2016</u> Members noted the draft minutes of F & GP Meeting on 3rd May which would be formally approved at next FCM. Cllr Labram</p>	<p>AW</p> <p>AW</p> <p>AW</p> <p>AW/All</p>

Item	Content	Action
	<p>(chairman of F & GP) highlighted recent successful audit, with only one specific recommendation relating to a formal recruitment policy.</p> <p><u>Action</u> – Cllr Riley to progress recruitment policy.</p>	
<p>16.88</p>	<p>Parish Council Reports</p> <p>(a) <u>Footpath Matters</u></p> <p>Cllr Phillips gave a brief update to his circulated report. Tree cutting at Hampage Wood had been completed.</p> <p>(b) <u>Highway Matters</u></p> <p>Clerk Mr Weaver highlighted content of Cllr Appleby’s circulated report. There was a brief discussion about Easton Lane edges and the cutting down of trees</p> <p><u>Action</u> – ‘Cutting down of trees’ to be an agenda item for July or September FCM meeting -</p> <p>© <u>Village Hall</u></p> <p>Cllr Langford indicated that he was currently working on a S137 application to be taken to F & GP meeting re Wi-Fi at Itchen Abbas and Avington Village Hall. Cllr Labram stated that Easton AGM had voted in favour of extending the back of the village hall.</p> <p>(d) <u>Website</u></p> <p>Cllr Legat indicated he was having some issues with the website. He felt there were security issues associated with the website with uploaded ‘word’ documents susceptible to manipulation. He is systematically converting all word documents to PDF files. Cllr Legat felt the website was old and not well designed and time consuming to edit.</p> <p><u>Action</u> – It was agreed that there may need to be further discussion prior to bringing any specific proposals for website development to F & GP meeting.</p> <p>(e) <u>Open Spaces</u></p> <p>Members considered Cllr Riley’s circulated Open Spaces Report. Cllr Labram provided an update re: commissioning of changing rooms. The Worthys Youth Football Club were seeking a 100% grant to manage the refurbishment project but may seek funding from the parish council if they are not successful.</p>	<p>YR</p> <p>PA/AW</p> <p>HL/JL/YR/AW</p>
<p>16.89</p>	<p>Correspondence</p> <p>Clerk Mr Weaver gave a brief report back on correspondence and correspondence list. Cllr Phillips asked if cvs of potential new members could be forwarded to full council members.</p> <p><u>Action</u> – Clerk to forward</p>	<p>AW</p>
<p>16.90</p>	<p>2017 Meeting Dates</p> <p>Clerk Mr Weaver referred to list of proposed meeting dates that had been circulated with the agenda.</p> <p><u>Action</u> – Members to feedback their comments on these dates and dates to be finalized at next FCM.</p>	<p>All</p>
<p>16.91</p>	<p>To Resolve to Appoint a Parish Lengthsman on behalf of the Uplands Group of Parishes</p> <p>Clerk Mr Weaver highlighted details of Parish Lengthsman interviews and the successful recruitment of Mike Ring. It was proposed that Parish Lengthsman begin work the following week at Itchen Abbas with Councillor Phillips liaising re: work content. Members agreed to appoint the Parish Lengthsman. Cllr Moffatt signed the proposed contract on behalf of IVPC. There was a brief discussion.</p>	

Item	Content	Action
	<p><u>Action</u> – Clerk Mr Weaver agreed to contact HCC Richard Sykes and/or Tim Lawton to check out the health and safety and risk management provisions within the contract.</p>	AW
16.92	<p>Any Other Business</p>	
	<p><u>King George V Playing Field Trust</u></p>	I
	<p>Cllr Dennis raised this issue. He stated that he had contacted the Insurance Brokers with regard to the insurance cover on the George V playing field, and they had requested a letter setting out the details of ownership and maintenance responsibility to advise further. He had the Assets file and had seen that the deeds list for the field had shown that the field was in fact owned by the IVPC, and not by any other body. However to be sure he would like to see the deeds. The register stated the Deeds were with Barclays Bank. Councillor Langford suggested that this might be an opportunity to have the Parish land holdings registered at the Land registry.</p>	
	<p><u>Action</u> - Councillor Labram agreed to ask a past Chairman if she knew which branch this was in order to obtain the deeds.</p>	
	<p>Date of Next Meeting(s)</p>	
	<p>EGM on July 16th 2016 at 7.00 pm at IA & A Village Hall Next scheduled meeting on Thursday July 21st at 7.00 pm at IA & A Village Hall</p>	
	<p>The chairman Mr Moffatt closed the meeting at 9.10 pm.</p>	

Appendix
Accounts

Date	Company	Service Provided	Amount
14/May/16	HMRC	PAYE and NIC U'payment	71.01
14/May/16	HMRC	April Employers NI	26.77
9/May/16	HALC	Training - Finance -Clerk	90.00
11/May/16	N.W.Adams	Play Areas Inspection	443.40
4/May/16	IAA Village Hall	Room booking - Burge	8.00
4/May/16	IAA Village Hall	Room booking - kitchen	3.50
05-May-16	IAA Village Hall	Room Booking; F&GP	5.25
14/May/16	Green Smile Ltd	Grass Cutting May 16	222.90
16/May/16	John.K. Murray	Internal Audit Fees	195.00
9/May/16	MW Parish Hall	Room Booking - Hall	14.00
27/Jan/16	IAA Village Hall	Room booking - kitchen	14.00
27/Jan/16	IAA Village Hall	Room booking - Burge	24.00
3/Jun/16	A.Weaver	Salary	468.00
3/Jun/16	A.Weaver	Tax and NI for Clerk	117.00
19/May/16	Expenses	2 notepads	4.00
19/May/16	Craig Morris	Lengthsman	600.00
31/May/16	IAA Village Hall	Room Booking:F&GP	5.25
31/May/16	IAA Village Hall	Room Booking; Planning	3.50
Total Expenditure			2315.58

Income			
4/May/16	Amec Foster Wheeler	Hire of CG Carpark	100.00
1/Jun/16	WYFC	Hire/Fees	55.20
Total Income			155.20

Summary of Income and Expenditure 2016/17	
Balance Cfwd	45,765.32
Add Income	155.20
Less Expenses	2315.58
Cash in Hand	43,604.94

No	Details/Actions	Date
1	Email from HALC's Communications Officer Michelle Leadbetter enclosing 'Advice on Future Changes to data protection'.	04/05/16
2	Invitation to Scout AGM on Saturday 14 th May 2016 from Robin Cook, Group Scout Leader, 3 rd Winchester (The Worthies) Scout Group. Forwarded to IVPC councillors.	04/05/16
3	Email from Rosemary Morton – Programme Officer – Winchester District Local Plan Part 2 Examination providing details of Inspectors Briefing notes, Matters and Issues, Programme and Further Statements. The Inspector's Guidance Notes gives full details about the submission of any further statements. Please note the deadline of 5pm Tuesday 21 st June for further statements to be submitted. Forwarded to IVPC councillors.	06/05/16
4	Email from HALC's Communications Officer Michelle Leadbetter enclosing HALC's May 2016 E-Update. Forwarded to IVPC councillors.	06/05/16
5	Email from HALC's Communications Officer Michelle Leadbetter enclosing HALC's response to recent stress survey.	09/05/16
6	Email from HALC's Communications Officer Michelle Leadbetter enclosing Bulletin on National developments and Meetings. Forwarded to IVPC members.	09/05/16
7	Email from Vendy Treagust Member Support Officer HALC with 'Analysis of Survey Results' and 'Summary of the Individual Comments by Clerks'.	11/05/16
8	Email containing SDNPA's April highlights document from Chris Paterson, Communities Lead, South Downs National Park Authority.	16/05/16
9	Email from Vendy Treagust Member Support Officer HALC with enquiries received from member councils. Forwarded to councillors.	18/05/16
10	Email from Rosemary Morton – Programme Officer – Winchester District Local Plan Part 2 Examination providing Matters and Issues with an updated version of the programme and participants. Forwarded to IVPC councillors.	18/05/16
11	Email from Stevie Kavanagh Clerk Alresford Town Council drawing attention of parish councils to HCC consultation about a cost-cutting measure to reduce services or close the Alresford Household Waste Recycling Centre (HWRC). Forwarded to IVPC councillors.	18/05/16
12	Email from Dawn Hamblet People & Development Consultant HALC attaching NALC and SLCC 2016-2018 national pay scales.	24/05/16
13	Email from Sue Ramage Business Support Officer HALC attaching details of the Councillor Commission. A round table evidence gathering event is being held with Hampshire Town and Parish Councillors on Thursday July 7 th in an am and pm session for maximum 20 councillors each. Venue to be decided. Details available from Cllr Mike Evans of Whiteley Town Council.	26/05/16
14	Email from Vendy Treagust Member Support Officer HALC attaching briefing paper from Steven Lugg regarding the appointment of Councillor Mike Evans, Chairman of Whiteley Town Council and a HALC Board Director as Parish Commissioner. Councillor Evans has joined a high profile panel of local government experts on the Councillor Commission to look at the role and work of England's 80,000 parish and town councillors.	31/05/16