



Final minutes of Full Council Meeting on Thursday July 7th 2016

Attending: Cllr Appleby (Chair), Cllr Langford, Cllr Labram,

In Attendance: Clerk – A.Weaver, Cllr Porter (HCC/WCC).

Item	Content	Action
16.95	Apologies: Cllrs Riley, Legat, Moffatt, Dennis. Phillips, Carter (from 7.05pm) Stoodley (from 7.05 pm).	
16.96	Welcome to New Coopted Members Cllr Appleby welcomed new coopted members to the Parish Council. <u>Action</u> - Clerk Mr Weaver indicated that he had forwarded copies of 'The Good Councillor Guide' to Cllrs Carter and Stoodley and would be in touch with further induction details soon.	AW
16.97	Public Participation & Declarations of Interest on Agenda. There were no declarations of interest relating to items on the agenda.	
16.98	City and Council Reports. Cllr Porter highlighted contents of her written report, circulated shortly before the meeting, plus a range of other issues. Issues of specific concern included: A33 junction highway assessment [completed by Winchester City Council (WCC) but yet to be carried out by Hampshire County Council (HCC)]; flooding at Princes Mead and the Plough; Rural Grass Cutting, including highway verges; tree protection; and Princes Mead planning application. There was a brief discussion. Cllr Porter highlighted a prospective meeting on 18 th July 2016 with Highway Engineer about the flooding. She advises councilors and local residents to contact Mark Weil, Arboricultural Officer at WCC about rural grass cutting issues. She indicated that she had objected to Princes Mead application on the identical grounds to those recorded at the last Parish Council meeting on 2 nd June 2016. Since then, a site visit has taken place and a meeting date is planned.	
16.99	Minutes of meeting of 2nd June 2016 The minutes were agreed as a correct record. The chairman signed the minutes. <u>Matters Rising</u> Clerk Mr Weaver highlighted Minute 16.88e – Parish Council Open Spaces Report. At the latter stages of a long meeting, a report recommendation had been overlooked. Members resolved that a Task & Finish Group to manage 'recommissioning of the changing rooms' refurbishment contract at King George V Playing Fields be set up and that Cllr Dennis and Riley represent the Parish Council on the group - remaining two members selected by The Worthy's youth football club.	
16.100	Minutes of extraordinary general meeting of 16th June 2016 The minutes were agreed as a correct record. The chairman signed the minutes. There were no matters arising.	

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16.101	<p>Planning</p> <p>a) <u>Draft Minutes of 16 June 2016</u> Members noted the minutes.</p> <p>b) (i) <u>Planning Application – Change of Use of land to a residential garden (C3) certificate of lawfulness – store and compound Daffodil Bungalow Fair Lane, Winchester SO21 1HF (SDNP/16/01090/LDE)</u> Cllr Langford indicated that he had examined the application and visited the site. There was a brief discussion. Parish councilors agreed they had no comments to make. <u>Action</u> – Clerk to submit ‘No comments’ on WCC planning portal. (Update – completed).</p>	AW
16.102	<p>Financial Matters</p> <p>a) <u>Draft Minutes of FGP Committee Meeting on Tuesday 7th June 2016 and Report Back from FGP Meeting of 6 July 2016</u> <u>Corrections</u> Members highlighted the incorrect date of draft minutes. and that Unity Trust ‘current’ account should refer to ‘deposit’ account. Members noted the minutes.</p> <p>Cllr Labram gave a brief report back from FGP meeting on the previous day. He indicated that FGP Committee were committed to outsourcing payroll, had examined various options, and were progressing an inexpensive but appropriate option.</p> <p>Cllr Labram highlighted the Open Spaces Report and FGP’s approval of the proposed expenditure, principally at King George V Playing Fields. In addition, Cllr Labram drew members’ attention to the FGP’s intention to remove ‘proximity of open water’ from the Old School Field element of the health and safety work plan.</p> <p><u>List of Bills To Pay</u> was circulated for information (see appendix).</p> <p>Cllrs Beatty and Stoodley requested more Parish Council budgetary and financial information. There was a brief discussion about the principal sources of parish council funding, ‘precept’ arrangements, etc. Cllr Labram stated that a budget statement would be produced for next full council meeting in September 2016.</p> <p><u>Action</u> – Clerk Mr Weaver to provide links to general financial data within ‘induction’ information and guidance.</p> <p>b) <u>To approve FGP Committee Recommendations relating to S137 and Open Spaces Planning Budget</u> Cllr Labram stated that this item was principally to inform full council about the decisions taken by FGP. FGP Committee will be referring the S137 application back to Itchen Valley Flower Show requesting copies of their full accounts and highlighting that the Parish Council can only fund specific projects or capital items.</p>	AW
16.103	<p>Parish Council Reports</p> <p>(a) <u>Footpath Matters</u> Chair Cllr Appleby stated that there was no footpath report available for this month so no scope for detailed discussion. However, Cllr Riley had highlighted the need for extra work time for the Parish Lengthsman to be funded from the general budget. <u>Action</u> – Clerk Mr Weaver to circulate footpath map to all</p>	

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	<p>councillors (<i>update - completed</i>)</p> <p>(b) <u>Highway Matters</u></p> <p>Chair Cllr Appleby referred to his highways report, circulated before the meeting, containing details and responses to perceived problems on Chapel Lane, flooding near the Plough, School Lane wall damage, and Field House flint wall damage.</p> <p>There was a brief discussion about the Parish Lengthsman’s work on highways, verges and grips. Cllr Porter highlighted the need to contact the highways authority about any highway safety issues that members or local residents were aware of. She was in discussions with HCC Highways about Parish Lengthsman work content and associated highway safety and risk issues.</p> <p>© <u>Village Hall</u></p> <p>Cllr Langford referred to his IAA written report and highlighted the wi-fi quote and grant and flooding near the Plough. Cllr Labram highlighted Tug of War taking place on Thursday 21st July at Easton and the Easton cricket sixes taking place on Friday 2nd July 2016.</p> <p>(d) <u>Website</u></p> <p>Chair Cllr Appleby stated that there was no website report available because Cllr Legat had been unable to attend this evening’s meeting.</p> <p>(e) <u>Open Spaces</u></p> <p>Dealt with earlier in the meeting in feedback from FGP meeting.</p>	AW
16.104	<p>To Discuss the Maintenance Requirements and Future Use of Parish Council Notice Boards</p> <p>Chair Cllr Appleby asked members to consider the Parish Council Notice Boards Report prepared by Cllr Riley and circulated prior to the meeting. There were two principal issues: the number and physical state of the Parish Council owned notice boards and the current practice of posting statutory notices on boards. There was a brief discussion on the content of the report and the five recommendations. Chair Cllr Appleby indicated he agreed with the recommendations but re: rec 4.3 felt that special publicity arrangements were necessary for extraordinary meetings that fell outside the agreed meeting timetable. These should be displayed on the council notice boards, now community boards. The council resolved to adopt all recommendations. Henceforth, meeting agendas would be placed on Itchen Valley Notice Board. A list of meeting dates (and councilor contact details) would be placed on the remaining community boards. Members felt that the repairs budget for repair of boards should be modest and the emphasis should be on utilizing durable materials eg. brass or stainless steel hinges.</p>	ZC
16.105	<p><u>Action</u> – Agendas for future meetings to be placed on Itchen Valley Notice Board only. List of meetings and ‘general’ councillor contact details to be placed on remaining community boards.</p> <p>Cllr Carter to lead the project relating to repair and maintenance of the boards.</p> <p>Correspondence</p>	ALL ZC

Item	Content	Action
	<p>Clerk Mr Weaver gave a brief report back on correspondence and circulated a correspondence list (see appendix). There was a brief discussion about 'devolution' and about 'red telephone boxes' in Itchen Valley. Mr Weaver stated that BT had agreed to repair Couch Green telephone box asap but had requested photographs of each kiosk before undertaking to repaint.</p> <p><u>Action</u> – Photographs to be forwarded to clerk to send to BT.</p>	ALL
16.106	<p>2017 Meeting Dates</p> <p>Members considered proposed 2017 meeting dates. It was agreed that FGP Committee meetings take place on the same evenings and at the same venues as Planning Committees.</p> <p><u>Action</u> – Clerk to book venues.</p>	AWI
16.107	<p>Any Other Business</p> <p><u>Neighbourhood Plans</u></p> <p>There was a brief discussion about Neighbourhood Plans.</p> <p><u>Action</u> – It was agreed that this matter would be considered at 1st September Full Council Meeting.</p> <p>Date of Next Meeting(s)</p> <p>Next scheduled meeting is Thursday 1st September 2016 at 7.00 pm at Easton Village Hall</p> <p>The chairman Mr Appleby closed the meeting at 8.35 pm.</p>	ALL

Appendix

Itchen Valley Parish Council									
Accounts to be paid				as at : 6th July 2016					
Ser	Date	Invoice Number	Company	Service Provided	Amount	VAT	Total to Pay	Date & Initials Transaction Created	Date & Initials Authorised
To Pay					£s	£s	£s		
1	30.06.16	N/A	Alan Weaver	Clerks Salary	468.00	0.00	468.00	SO 30.06.16	Standing Order
2	30.06.16	N/A	HMRC	Clerks PAYE	117.00	0.00	117.00	SO 30.06.16	Standing Order
3	01.04.16	N/A	HPFA	Annual Subscription	40.00	0.00	40.00	AW/04/16	
4	22.04.16	N/A	Paul Moffatt	Expenses - APM	35.25	0.00	35.25	AW/04/16	
5	14.06.16	41/12	Green Smile Ltd	Grass Cutting June 16	185.75	37.15	222.90	AW/04/16	
6	28.06.16	INV0217	MJR Services	Lengthsman	1152.00	0.00	1152.00	AW/04/16	
7	23.05.16	N/A	Yvette Riley	Expenses-USB +Print cart	39.07	6.21	45.28	AW/04/16	
8	21.07.16	5101	IAA Village Hall	Room booking - kitchen	3.50	0.00	3.50	AW/04/16	
9	30.06.16	5102	IAA Village Hall	Room booking - burge	5.00	0.00	5.00	AW/04/16	
10	30.06.16	5103	IAA Village Hall	Room booking - burge	8.00	0.00	8.00	AW/04/16	
11	26.06.16	N/A	Alan Weaver	Expenses - Print Cart	18.02	0.00	18.02	AW/04/16	
12	04.07.16	N/A	Alan Weaver	Expenses - mileage	29.70		29.70	AW/04/16	
13	20.06.16	N/A	Southern Electric	Electricity - GV Plying Flds	66.62	0.00	66.62	AW/04/16	DD
14	05.07.16	N/A	IAA Village Hall	S137 Grant Wi-Fi	500.00	0.00	500.00	AW/04/16	
15	05.07.16	INV-0840	HALC	Training - WYNTK	75.00	15.00	90.00	AW/04/16	
END OF LIST*****									
Total Expenditure					2742.91	58.36	2801.27		
Income Received							£s		
1	04.06.16	N/A	Unity Trust Bank	credit interest	11.69	0.00	11.69		
2									
3									
Total Income							11.69		

Summary of Income and Expenditure 2016/17	
Balance Cfwd	43,604.94
Add Income	11.69
Less Expenses	2801.27
Cash in Hand	40815.36

Correspondence June 2016

No	Details/Actions	Date
1	Email from Vendy Treagust Member Support Officer HALC highlighting details of Continuation of Help- Desk Service with planning queries.	01/06/16
2	Update on Devolution Matters from Michelle Leadbitter – Communication Officer – HALC. Email forwarded to members.	02/06/16 06/06/16
3	Email enclosing Hampshire Newsletter from Michelle Leadbitter – Communications Officer – HALC. Email forwarded to members.	03/06/16 06/06/16
4	Request to sign a petition to reduce suicides – Paul Lai. Email forwarded to members.	04/06/16
5	Updated programme and list of participants for Winchester District Local Plan Part 2 Examination – Tue 12 th July to Wed 20 th July.	06/06/16
6	Letter from Cllr Lisa Griffiths obo WCC requesting dates of Parish Council meetings. Email forwarded to members.	06/06/16
7	Email from Steve James – Streetcare Team re: inspection and 2 minor problems at Couch Green Play Area. Email forwarded to members.	06/06/16
8	Email from Chris Paterson – Communities Lead – SDNP enclosing presentations from Annual Parish Workshops.	10/06/16
9	Email from Vendy Treagust Member Support Officer HALC enclosing list of enquiries from various parish councils.	15/06/16
10	Email response from Paul Jordan – Customer Service Adviser – Redcare and Payphones BT indicating the Couch Green kiosk has been reported and it will be repaired as soon as possible and requesting photos of each kiosk requiring repaint requests and attaching a link to the BT adopt a Kiosk programme which you may wish to consider for these boxes.	15/06/16
11	Email from Michelle Leadbitter – Communication Officer – HALC enclosing details of Countryside Award scheme. Closing date 1 st July 2016. Email forwarded to members.	15/06/16
12	Email from Michelle Leadbitter – Communication Officer – HALC enclosing invitation to HARAH's Rural Housing Week events (11-15 July 2016)	16/06/16
13	Email from Lydia Redouf – Council Team BDO LLP re: Outstanding Review Points relating to Annual Review ending 31 st March 2016. Response from Cllr Riley on 17 June 2016.	16/06/16
14	Email from Victoria Murray Volunteer Coordinator on behalf of the Blue Cross Animal Charity in West End Hatch End inviting people and publicity re: their Fun day and Dog show on September 10 th at Hatch End.	17/06/16
15	Email from Michelle Leadbitter – Communication Officer – HALC attaching flyer re: HALC AGM on 22 nd October 2016.	17/06/16
16	Email from Chris Paterson – Communities Lead – SDNP enclosing May Highlights document. Forwarded to members.	17/06/16
17	Email from Christopher Sparkes – All Residents Group re: state of grips and road – A31 and associated roads. Forwarded to members	17/06/16
18	Email from Lisa Griffiths WCC Councillor for Alresford and IV attaching City Council June 2016 report. Forwarded to members.	21/06/16
19	S137 Application from Itchen Valley Flower Show – Forwarded to members.	21/06/16

20	Response from Tim Lawton Head of Highways (Operations) HCC Highways re: Parish Lengthsman engagement and associated contract documentation. Tim will progress with Mike Pillans but has advised us to consult other parishes. Details forwarded to members.	28/06/16
21	Email from SDNP enclosing issue 5 of Local Plan Newsletter. Forwarded to members.	29/06/16
22	Press release: Hampshire Hospitals NHS Foundation Trust Annual General Meeting 2016 Tuesday 26 th July 2016. Forwarded to members.	30/06/16
23	Details of the Small Grants Countryside Access Scheme from Abby Sullivan Countryside Access Ranger (Community Engagement) of Hampshire County Council. Forwarded to members.	30/06/16
24	Electoral Register Monthly Changes for July 2016 from Electoral Services Registrar WCC	30/06/16
25	Details of Winchester District Local Plan Part 2 Examination – Arrangements for the Hearings commencing 12 th July 2016. Forwarded to members.	04/07/16
26	A letter attached received by Hampshire ALC from James Wharton MP regarding the public consultation on devolution in Hampshire and the Funtley Governance Review.	07/07/16

A.Weaver - Clerk & RFO