



Draft minutes of Full Council Meeting on Thursday September 1st 2016 at Easton Village Hall

Attending: Cllr Appleby (Chairman), Cllr Langford, Cllr Labram, Cllr Riley, Cllr Stoodley, Cllr Carter, Cllr Legat.

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

Item	Content	Action
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16.108	Apologies: Cllrs Moffatt, Dennis. Phillips. Cllr Gottlieb (WCC)	
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16.109	<p>Public Participation & Declarations of Interest on Agenda. Cllr Appleby (Chair) welcomed representatives from Princes Mead and Easton Village Hall and Cricket Club and local residents to the meeting.</p> <p><u>Worthy Park House/Princes Mead</u> – Princes Mead representative stated that further work had been undertaken in respect of noise mitigation and they would have more detailed proposals to present by the time of IVPC Planning Committee meeting in two weeks' time.</p>	
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A school neighbour and local resident drew attention to the Environmental Health Officer's (EHO's) report. EHO is unhappy with the school's proposed kitchen arrangements. School neighbour requested details about the use of kitchen facilities outside school hours and sight of the school's ten-year plan, including any plans for further expansion.

Cllr Langford (Chair of Planning) asked for specific details about events taking place after 5 pm and weekend events. School representative confirmed that it was proposed to hold up to twelve events outside school hours utilizing kitchen facilities. Cllr Langford queried whether noise and odour monitoring details and arrangements would be included within Princes Mead planning submission. Princes Mead representative stated that noise monitoring arrangements were easier to put in place than kitchen odour monitoring but extraction facilities proposals had been changed. Extractors were higher and further away from neighbouring residence.

Attendees were thanked for their comments

Easton Village Hall – Village hall representative indicated that the proposals had been presented to a well-attended AGM in May 2016. Cricket Club representative stated that there was a vibrant junior section at the club. Proposed changes included replacement of cricket nets and resiting and repositioning of garage. Alterations requiring planning permission included:

- extra storage space accessible from inside the building;
- separate lock up storage for the cricket club;
- changes to side access arrangements.

Attendees were thanked for their comments.

The following councillors declared non-pecuniary interests in respect of the Worthy Park House/Princes Mead application. Cllr Riley stated she was a parent of child attending the school and membership secretary of the tennis club. Cllrs Appleby, Langford

Item	Content	Action
16.110	<p>and Stoodley also declared they were parents of children who were attending, or had attended the school.</p> <p>City and Council Reports.</p> <p>Cllr Porter highlighted her September County Councillor report to parishes, circulated prior to the meeting.</p> <p><u>Boomtown</u> -Cllr Porter drew attention to Boomtown festival and the large number of complaints received, particularly in respect of heavy traffic at the beginning and end of the festival, but also other anti-social activities.</p> <p><u>Cart & Horse Junction</u> - Cllr Porter highlighted the continuing problems with Cart & Horse junction. She indicated a range of issues:</p> <ul style="list-style-type: none"> • full list of incidents/accidents not reported; • poor signage; • poor condition of kerbs; • officers proposed remedial works not substantial enough; • police opposition to lower 40 mph speed limit. <p>Cllr Porter suggested a record of incidents/accident be kept by IVPC and that local police commissioner be contacted about a lower speed limit in proximity of Cart & Horse junction.</p> <p><u>Straw Spillage</u> – Cllr Porter highlighted recent complaints about straw spillages. There was a brief discussion about the problems caused in the villages – litter, drainage, tree damage, unsightliness, etc.</p> <p><u>Action</u> – Members agreed to provide more information to Cllr Porter after the meeting. (<i>Completed – Cllrs PA & CL – 2/09</i>).</p> <p>Cllr Porter left the meeting.</p>	All
16.111	<p>Minutes of meeting of 7th July 2016</p> <p><u>Correct Record</u> – Clerk Mr Weaver stated that Cllrs Carter and Stoodley needed to be added to those present at the last meeting. Minutes were amended and agreed as a correct record. Chair signed the minutes.</p> <p><u>Matters Rising</u> – Re: item 16.105, Cllr Carter queried the procurement requirements necessary for securing repair and maintenance of the notice boards. Cllr Riley confirmed the need to demonstrate wise spending i.e. for items below £5K, two quotes would be necessary.</p> <p>Chair confirmed that proposed changes to notice board publicity of parish council meetings had been published in IV News. There had been no response to the proposals.</p>	
16.112	<p>Section 5 of Governance and Accountability</p> <p>Cllr Langford sought assurances that IVPC were complying with section 5. Cllr Stoodley felt that section 5 constituted recommended practice for all parish councils. Cllr Stoodley queried the position relating to the asset register.</p> <p>Cllr Labram (Chair of Finance & General Purposes Committee) confirmed that the asset register was under review and that Cllr Dennis was working on this to ensure assets had adequate insurance cover.</p> <p>Cllr Riley stated that recent examination by internal and external auditors indicated that they were generally happy with the authority's accountability and governance. However, this was a work in progress and Finance & General Purposes Committee had incorporated relevant elements into the ongoing work programme. These would come to Full Council at next meeting. –</p> <p><u>Action</u> – Finance & General Purposes Committee (F&GP) work programme to be considered in more depth at next Full Council Meeting (FCM).</p>	ALL

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16.113	<p>Neighbourhood Plans</p> <p>Chair highlighted Planning Committee discussion and intention to progress this issue further at October FCM.</p> <p>Cllr Stoodley highlighted his initial support for a parish plan which he felt had provided a great anchor but he recognized to progress the most appropriate option, which could be a hybrid approach considered at last Planning Committee.</p> <p>Cllrs Langford and Riley drew attention of members to the forthcoming SDNPA Strategic Housing Land Allocation (SHLA) data to be produced in November. This would help IVPC go forward with the most appropriate option.</p> <p><u>Action</u> – Meeting agreed to consider this matter further at next FCM in October.</p>	ALL
16.114	<p>Planning</p> <p><u>Draft Minutes of Planning Committee – Thursday July 23rd 2016</u></p> <p>Members noted the minutes.</p> <p><u>Planning Applications</u></p> <p>(i) <u>Alterations to Easton Village Hall and Easton & Martyr Worthy Cricket Club</u></p> <p>There was a brief discussion about road access, parking and neighbourhood consultation.</p> <p><u>Action</u> - ‘Comment’ – IVPC support this application but if increased parking is a result then it needs to be properly organised.</p> <p>(ii) <u>Proposed additional accommodation for the existing school – Worthy Park House</u></p> <p><u>Action</u> – Princes Mead application to be considered at next Planning Committee when the final submission is available.</p> <p>(iii) <u>Infill of existing car port – Shroner Barn</u></p> <p>Cllr Langford indicated that the ‘footprint’ had not increased. He saw no reason to object. Cllr Stoodley highlighted that he had looked into the proposal and felt it was fine.</p> <p><u>Action</u> - ‘Comment’ – Approve.</p>	AW
16.115	<p>Financial Matters</p> <p>a) <u>Accounts to be Paid (see appendix)</u></p> <p>Clerk Mr Weaver circulated list of bills to pay for information.</p> <p>b) <u>Draft Minutes of F&GP Committee Meeting on 6 July 2016</u></p> <p>Members noted the draft minutes.</p> <p>c) <u>External Auditors Letter</u></p> <p><u>Action</u> – Cllr Riley indicated she would contact BDO to discuss their ‘minor’ comment, an issue about trustees and ownership of King George V Playing Fields.</p> <p>d) <u>To resolve to open a Deposit Bank Account with Unity Trust Bank</u></p> <p>Cllr Riley provided some background information relating to this issue and the previous decision to bank with Unity Trust Bank and open a current account with them. Unity Trust bank were no longer paying interest on current accounts so IVPC proposed to open a deposit account. Chair of F&GP Committee proposed a deposit account was opened. Cllr Riley seconded the motion. It was agreed unanimously.</p> <p><u>Action</u> – IVPC to open a Unity Trust bank account – F&GP Committee.</p>	F & GP Cttee

Item	Content	Action
	<p>e) <u>Budget Update</u> Cllr Riley indicated that a budget report should be produced every quarter. Cllr Labram highlighted that there was only a short amount of time available before IVPC would need to agree and sign off precept requirements in October/November so members would need to think about budget requirements. <u>Action</u> – It was agreed that a budget summary report would be brought to the next Full Council Meeting.</p>	ALL
16.116	<p>Parish Council Reports (a) <u>Footpath Matters</u> Members considered the footpath report circulated with the agenda. There was a brief discussion about the footpath conditions, footpath champion, and lengthsman duties. <u>Action</u> – Clerk Mr Weaver to circulate list of parish lengthsman duties. (b) <u>Highway Matters</u> Members considered the highways report. There was a brief discussion about data gathering arrangements for highway accident reporting and a proposed letter to local police commissioner about a lower speed limit at Cart & Horse junction. <u>Action</u> – Chair will highlight Highways accident reports in his Valley News and Itchen List and liaise with Clerk about associated issue. © <u>Village Hall</u> Cllr Langford indicated there were no new issues to report. (d) <u>Website</u> Cllr Legat stated that there was no report but he was compiling a whole range of questions to be posed to potential web providers. He was currently awaiting a response from a neighbouring parish council about some queries he had made. There was a brief discussion about role and content of parish council website as a community notice board or a discussion forum. etc. Further update to be provided in due course. (e) <u>Open Spaces</u> Cllr Riley stated that there was no report this month.</p>	AW
16.117	<p>To Approve Recruitment Policy <u>Action</u> – It was agreed that Recruitment Policy would be brought to next council meeting for approval</p>	AW
16.118	<p>Worthy Youth Football Club Cllr Riley indicated that she had tried to contact Worthy Youth Football Club several times without success and will do so again following this meeting. Notwithstanding this, the football club appeared very committed to the site with the only issue appearing to be whether they wished to extend usage from two to three or even four pitches. Members resolved that Chair Cllr Appleby be given authority to sign the lease.</p>	
16.119	<p>To Agree to Participate in Great Britain Tidy Up on 2-5 March 2017 Cllr Riley reminded members that this annual event was an opportunity to recruit volunteers to help tidy up Itchen Valley. She wanted to relinquish responsibility for this and sought another member to take it over. She highlighted that the matter needed to be resolved soon as arrangements needed to be publicized over the Xmas holidays. Cllr Labram felt that there was mileage in seeking wider involvement through the local community via the Itchen List. <u>Action</u> – Issue to be considered again at next meeting</p>	All

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16.120	<p>Telephone Boxes Clerk Mr Weaver provided an update on BT response to emails re: photographs on conditions of telephone boxes at Couch Green and Easton.</p>	
16.121	<p>Best Council Competition Members noted email circulated about this issue.</p>	
16.122	<p>Correspondence (see appendix) Clerk Mr Weaver circulated a correspondence list (see appendix). There was a brief discussion about minimizing administration associated this and keeping it as brief as possible.</p>	
16.123	<p>2017 Meeting Dates Members considered the list of proposed 2017 meeting dates. It was agreed that: May 4th FCM meeting would take place a day earlier on Wednesday May 3rd. Likewise, F&GP/Planning meetings currently scheduled for May 18th and June 15th would also take place a day earlier on Wed 17th May and Wed 14th June 2017. Venues to be approached include IAA Village Hall, Tubbs Hall, etc. <u>Action</u> – Clerk to book venues.</p>	AW
16.124	<p>Any Other Business No items of AOB.</p> <p>Date of Next Meeting(s) Next scheduled meeting is Thursday 6th October at 7.00 pm at Itchen Abbas & Avington Village Hall. Chair closed the meeting at 9.15 pm.</p>	ALL

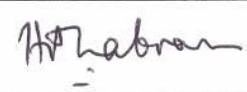
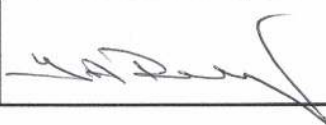
Itchen Valley Parish Council

Accounts to be paid

as at : 1st Sept 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	01.09.16	N/A	Alan Weaver	Clerks Salary	468.00	0.00	468.00	SO 01.09.16	Standing Order
2	01.09.16	N/A	HMRC	Clerks PAYE	117.00	0.00	117.00	SO 01.09.16	Standing Order
3	22.08.16	41/2	Green Smile Ltd	Grass Cutting August 16	185.75	37.15	222.90	AW/02/09	
4	25.08.16	N/A	Alan Weaver	Expenses Print Cartridge	11.87	2.37	14.24	AW/02/09	
5	30.08.16	INV0226	MJR Services	HB Worthy (01/08); OA (08/08); IVPC(15/08); W(22/08); BH(30/08)	960.00	0.00	960.00	AW/02/09	
6	30.08.16	INV0227	MJR Services	HB Worthy (18/08)	212.00		212.00	AW/02/09	
7	25.08.16	65240220	Southern Electricity	Energy Supply	46.00	0.00	46.00	AW/02/09	DD
8							0.00		
9							0.00		
10							0.00		
11							0.00		
12							0.00		
END OF LIST*****									
Total Expenditure					2000.62	39.52	2040.14		
Income Received								£s	
1									
2									
3									
Total Income							0.00		

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
1 Cllr	Henry	LABRAN		01-09-16
2 Cllr	Yvette	River		19/8

Correspondence July/August 2016

No	Details/Actions	Date
1	Details of Winchester District Local Plan Part 2 Examination – Arrangements for the Hearings commencing 12 th July 2016. Forwarded to members.	04/07/16
2	Email from Sue Ramage Business Support Officer HALC enclosing A letter attached received by Hampshire ALC from James Wharton MP – Minister for Local Growth and Northern Powerhouse - regarding the public consultation on devolution in Hampshire and the Funtley Governance Review. Forwarded to Members.	06/07/16
3	Email from Vendy Treagust Member Support Officer HALC enclosing NALC's updated (May 2016) Model Financial Regulations. Forwarded to Members.	12/07/16
4	Email from Sue Ramage Business Support Officer HALC outlining a new Big Lottery funding stream relating to community involvement and engagement programmes. Forwarded to members.	13/07/16
5	Email from Sue Ramage Business Support Officer attaching letter from Steve Lugg CX HALC and letter from Leader HCC Cllr Roy Perry re: September workshops for Parish Councils re: The Future of Local Government in Hampshire – NB: Alton Maltings Centre – 6 th Sept 5.45 to 8.00 pm, Forwarded to Members.	13/07/16
6	Series of Emails with Came & Co about Public Liability Insurance arrangements for parties on open land at Couch Green.	18/07/16
7	Email from Vendy Treagust Member Support Officer HALC enclosing round robin list of enquiries from various parish councils. Forwarded to members.	19/07/16
8	Email from Chris Paterson SDNPA outlining details of workshops Re: SDNPA local plan – Hampshire Parishes workshop 14 November 6.30 pm Festival Hall Petersfield. Forwarded to members	25/07/16
9	Email from Michelle Leadbitter – Communication Officer – HALC attaching flyer re: Hampshire ALC Parish and Town Council awards – closing dates 29 September 2016. Forwarded to members.	29/07/16
10	Email from Stephen Lugg CX HALC requesting members to complete member age and gender profile survey – closing date 30 th September. Forwarded to members.	17/08/16
11	Email from Vendy Treagust Member Support Officer HALC enclosing Trustee recruitment application form for National Flood Forum. Forwarded to members. Forwarded to members.	22/08/16
12	Email from Michelle Leadbitter – Communication Officer – HALC attaching details of community led housing survey. Forwarded to members.	26/08/16
13	Email from Vendy Treagust Member Support Officer HALC enclosing robin list of enquiries from various parish councils. Forwarded to members.	31/08/16

A.Weaver - Clerk & RFO