



Final Minutes of Full Council Meeting on Thursday October 6th 2016 at Itchen Abbas & Avington Village Hall

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

In Attendance: Clerk – A.Weaver, Cllr Porter (HCC/WCC), Cllr E.Jeffs (WCC) from 7.35 pm.

Item	Content	Action
16.125	Apologies: Cllrs Moffatt, Cllr Gottlieb (WCC) Cllr Appleby (Chair) announced that Cllr Phillips had resigned for personal reasons. Members thanked Cllr Phillips for his work for IIPC.	
	Action – Clerk Mr Weaver to produce Notice of Casual Vacancy for presentation on notice boards and website (<i>completed</i>)	AW
16.126	Public Participation & Declarations of Interest on Agenda. There were no members of public present. There were no declarations of interest.	
16.127	City and Council Reports. Chair hoped everyone had had an opportunity to read the report circulated shortly before the meeting. Cllr Riley mentioned the Feet First Corporate Campaign and the potential scope for additional resources for footpaths. She asked members to identify footpaths requiring additional resources. Cllr Riley also highlighted the WCC Joint Waste Consultation Questionnaire and encouraged councilors to take part in the survey. <u>Action</u> – Clerk Mr Weaver to write to Lisa Griffiths asking if consultation details and deadline (28 th October) can be communicated to the Itchen List. (<i>Completed 10/10</i>).	AW
	Cllr Porter highlighted the latest situation with regard to Boomtown and drew attention to a prospective meeting at the ARC on 13 th October between 6 pm and 11 pm to discuss some of the issues that arose during this year's event. She encouraged all councilors to attend. There was a brief discussion about the need for greater economic benefits for the parishes directly within the South Downs National Park (SDNP). 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.	
	Cllr Porter brought members up to date about the Strategic Plan for Health, Education Green Paper, and homeless housing waiting list figures for Winchester (2286). <u>Action</u> – Cllr Porter to send detailed list relating to Itchen Valley.	JP
	Cllr Porter highlighted Hampshire's excellent Key Stage 1,2,3 and 4 examination results. Cllr Porter raised the road safety issues associated with Itchen Abbas school. There was a discussion about options for improvement, including the possible installation of 'sleeping policemen' into the car park of IA&a village hall and	

Item	Content	Action
16.128	<p>traffic lights on Station Hill that could be used by the school when a crossing was needed.. Cllr Porter thanked members for their ideas.</p> <p>Minutes of meeting of Thursday 1st September and Matters Arising</p> <p>Minutes were agreed as a correct record. Chair signed the minutes. There were no matters arising that did not appear on the agenda.</p>	
16.129	<p>To Formally Appoint Mr Alan Weaver as Clerk & RFO for IVPC</p> <p>Cllr Labram indicated that he had received positive feedback from members about the Clerk’s performance in first six months in role and was pleased propose that Mr Weaver be formally appointed to Clerk & RFO role. The motion was seconded by Cllr Riley and was passed .nem. con.</p>	
16.130	<p>Approval of the 2015/16 Annual Return</p> <p>There was a discussion about BDOs minor comment relating to trustees and ownership of King George V Playing Fields. Cllr Dennis stated that his research had established that IVPC stands as holders of the land for the community. There were some procedural requirements to simplify governance issues. Cllr Appleby thanked Cllr Dennis for the time he had already spent on this.</p> <p><u>Action</u> – King George V Playing Fields charity be referred to F & GP Committee for more detailed consideration.</p>	F & GP
16.131	<p>Cllr Riley moved that the Parish Council approve the 2015/16 Annual Return. The motion was seconded by Cllr Labram and passed unanimously.</p> <p><u>Action:</u> A copy of the BDO audit to be provided to the internal auditor.</p>	AW
16.131	<p>Explaining the 2016/17 Budget Position</p> <p>Cllr Labram provided a brief explanation of the budget position. Cllr Stoodley queried the level of reserves. Cllr Labram stated that reserves would normally constitute approximately 50% of the Precept. With regard to variances, Cllr Labram indicated that the authority was unlikely to spend £5K allocated for Neighbourhood Plan by year end and proposed to vire £1K of this to training costs and for clerk’s mileage allowance. Cllr Riley indicated that, in practice, the changing funding regime from S106 agreements to Community Investment Levy (CIL) released no resources for local infrastructure. She proposed that £2,200 be transferred from OSF heading to the reserves to fund ‘Tower Replacement’. There was a discussion about whether the new tower procurement could be expedited. Cllr Riley commented that the cost was probably prohibitive and we should continue to review the level of reserves otherwise continue to save up for the replacement.</p> <p>Cllr Labram proposed the following virement(s)</p> <ul style="list-style-type: none"> • Training – virement of £500 from Neighbourhood Plan; • Motor mileage - virement of £500 from Neighbourhood Plan; • Reserves – transfer of £2,200 from OSF at year end. <p>The motion was seconded by Cllr Riley. Members supported the motion without dissension.</p>	
16.132	<p>Appointment of Internal Auditor for Financial Year 2016/17</p> <p>It was proposed by Cllr Labram that J.Murray be appointed as internal auditor for IVPC accounts for financial year 2016/17. The proposal was seconded by Cllr Riley and approved without opposition from any members.</p> <p><u>Action</u> – Clerk Mr Weaver to write to Mr Murray internal auditor</p>	AW

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16.133	<p>and confirm a date for the 16-17 audit</p> <p>To Respond to HCC Consultation on a Unitary Authority for Hampshire</p> <p>It was agreed by all members that they did not wish to become part of a joint service delivery arrangement with Alresford or Winchester. For any area board arrangement IVPC would prefer to be grouped with 'rural' focused South Downs parish councils.</p> <p><u>Action</u> – Cllrs Appleby and Dennis to put together an appropriate response.</p>	PA/OD
16.134	<p>To Respond to 2017/18 Local Government Settlement Consultation</p> <p>Cllr Riley indicated that there were important considerations relating to 2% cap and referendum. There had already been a significant drop in parish council income due to CIL. These proposals were totally impractical. A referendum would swallow up half of the precept.</p> <p><u>Action</u> – It was agreed that Cllr Stoodley would draft an appropriate response and circulate.</p>	RS
16.135	<p>2017/18 Call For Projects for Inclusion in 2017/18 Budget</p> <p>Cllr Labram outlined timescales for preparation of the budget. By 20th October, members need to submit budget requests for new financial year 2017/18. November 3rd FCM meeting provides an opportunity to talk through submissions with budget agreement scheduled for 1 December FCM. IVPC budget precept has to be finalized by end of December/early January. Cllr Stoodley felt there was value in reviewing the content of the parish plan to determine possible areas of useful expenditure.</p> <p>Action – Members to submit proposals to Cllr Labram (Chair of F & GP) by 20 October 2016.</p>	All
16.136	<p>To Respond to the Boundary Commission Review</p> <p>Members noted the information previously circulated in the link.</p>	
16.137	<p>Approval of the Recruitment Policy</p> <p>Cllr Riley moved the adoption of Recruitment Policy. Cllr Labram seconded the proposal. The resolution was carried unanimously by members. Cllr Riley confirmed that adoption of a Recruitment Policy had been a specific recommendation of the Internal Auditor.</p> <p><u>Action</u> – Clerk Mr Weaver to write to Internal auditor enclosing a copy of the policy.</p>	AW
16.138	<p>Planning</p> <p>a) <u>Draft Minutes of Planning Committee – Wednesday September 14th</u></p> <p>Members noted the minutes.</p> <p>b) <u>Planning Applications</u></p> <p>(i) <u>Old Rectory Church</u></p> <p><u>Action</u> – Clerk Mr Weaver to circulate comment: (Final Comment submitted 12 Oct)</p> <p><i>Whilst the Parish Council supports the redesign of the rear of the house we object to the application in its current form. The topography of the site means that the proposed balcony off the new kitchen will be 5.8m above the property's northern boundary. Currently it is screened from the nearby children's public play area owned by the McPherson Trust and operated by the Parish Council and from Footpath 22 by miscellaneous shrubbery and hedging, mostly deciduous. However, we consider the vegetation to be ephemeral and because the garden concept plan also removes some of this vegetation to create views we cannot support an application that allows for the potential for overlooking of these public open spaces and recreational land. We are also concerned</i></p>	AW

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	<p><i>about the design of the fenestration on the northern side of the house, which could lead to light pollution over the Valley given the developments elevated height to the surrounding ground in the context of the dark skies policy</i></p> <p><i>Finally, as the house is sited in the Easton Conservation Area and the SDNP and overlooks the European Special Area of Conservation we'd like to see that the application adheres to the emergent SDNP plan for landscape impact and matters set out in the SDNP's advice to Home holders https://www.southdowns.gov.uk/wp-content/uploads/2015/03/Advice-to-Homeholders-and-their-Agents.pdf</i></p>	
<p>16.139</p>	<p>Financial Matters</p> <p>a) <u>Accounts to be Paid</u> (see appendix) Clerk Mr Weaver circulated list of bills to pay for information.</p> <p>b) <u>Draft Minutes of F&GP Committee Meeting on Tuesday 27th September 2016</u> Cllr Labram drew members' attention to F & GP work plan. There was a discussion about item 29 – Review of Bank statements and Reconciliation. <u>Action</u> – Cllr Carter and Clerk Mr Weaver to meet in November to reconcile bank statements with accounts.</p> <p>c) <u>To adopt the 2016/17 Risk Register</u> Members considered the risk register and noted the need to keep it under regular review. <u>Action</u> – Clerk Mr Weaver undertook to produce list of relevant passwords to be kept by the Chair. Cllr Riley proposed that financial risk assessment register be adopted by the parish council. Cllr Labram seconded the resolution. Members unanimously agreed the proposal.</p>	<p>AW/ZC</p> <p>AW</p>
<p>16.140</p>	<p>Parish Council Reports</p> <p>(a) <u>Footpath Matters</u> There was no footpath report this month. There was a discussion about the footpath portfolio and Parish Lengthsman role. <u>Action</u> – Cllr Moffat to be asked whether he would consider taking on these roles.</p> <p>There was a discussion about the work content associated with the Parish Lengthsman's role. <u>Action</u> – Clerk Mr Weaver to organize 'Parish Lengthsman' event, inviting Uplands Parishes and other representatives to discuss content of Parish Lengthsman work and the scope for more effective working. (<i>Update – Event to be held between 10 am and 12 on Monday October 24th at Easton Village Hall. Chair – Cllr Langford</i>).</p> <p>(b) <u>Highway Matters</u> Chair referred to his report circulated with the agenda. He had nothing to add. © <u>Village Hall</u> Cllr Langford indicated there were no new issues to report.</p> <p>(d) <u>Website</u> In Cllr Legat's absence Members considered his report. There was a discussion about the need for a wider fundamental discussion about the purpose and role of the website. There was common agreement that a list of functional requirements and a specification was needed. In the meantime, the Parish Council</p>	<p>PM</p> <p>AW</p>

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	should continue for 3-6 months, with any improvements in service provision that Cllr Legat can secure. An early task would be to set up meetings with representatives of IV News, Itchen List, Village Hall(s), etc. <u>Action</u> - Cllr Carter volunteered her services for this piece of project work.	ZC
16.141	(e) <u>Open Spaces</u> Members noted Cllr Riley's written report. Cllr Riley would like to update FCM on the project work to recommission the changing rooms at Couch Green at the next meeting. Telephone Boxes There was a brief discussion. Members agreed to await results of WCC and county intervention in this matter but <u>Action</u> – Chair to write to WCC and BT about the issues from IVPC perspective.	YR/AW
16.142	Correspondence (see appendix) Clerk Mr Weaver circulated a correspondence list (see appendix). <u>Action</u> – Clerk Mr Weaver to contact HALC to discuss minimum correspondence reporting arrangements to reduce workload.	PA
16.143	Any Other Business Chair reported that street lights in Barings Close had now been repaired. Re Countryside Access Small Grants Scheme <u>Action</u> – This matter be referred to Cllrs Legat and Moffat. Members also discussed tree safety training, Parish Welcome Pack, SDNP – two-way communication survey, HALC workshop.	JL/PM

Date of Next Meeting(s)

Next scheduled meeting is Thursday 3rd November at 7.00 pm at Martyr Worthy Village Hall.

Chair closed the meeting at 9.30 pm.

Correspondence September 2016

No	Content/Detail	Date
1	Email from Electoral Service Administrator enclosing changes to the monthly electoral register for September 2016.	01/09/16
2	Email from Amanda Hull Rural Coordinator HCC drawing attention of parish councils to forthcoming closing date (7 October) for applications relating to Community Challenge Fund. Forwarded to members.	02/09/16
3	WCC City Councillors report from Cllr Lisa Griffiths for Alresford and Itchen Valley Ward for September 2016. Forwarded to Members	12/09/16
4	Notice from Abby Sullivan Countryside Access Ranger re closing dates for Small Grants Scheme (24 October, 23 January). Forwarded to Members.	12/09/16
5	Email from Sue Ramage Business Support Officer HALC enclosing Agenda for HALC AGM on Saturday 22 nd October at Hook. Forwarded to members. Forwarded to Members.	14/09/16
6	Email from Michelle Leadbitter – Communication Officer – HALC highlighting the HCC and The Environment Centre 'Hitting the Cold Spots' project to support vulnerable households to keep warm and well. Closing date mid-October. Forwarded to members.	15/09/16

No	Content/Detail	Date
7	Email from Terry Housden Development Manager - South of England, Fields in Trust publicising awards for Getting Active , Most Improved and Best Play Initiative as well as the popular Community Champion award to celebrate the efforts to increase sport and play on Fields in Trust protected sites. This year there is also a new award - Best Athletics Project on a Fields in Trust site. Do you know a young person who goes the extra mile to support sport and play in their community? Open to anyone in the UK aged 16 to 24, the Young Champion award is for a young person who makes a difference! The nomination pack contains details on how to apply before the 21st October deadline!	20/09/16
8	Email from Wessex GEMS (Grounds & Estate Management Services) covering maintenance services such as grass cutting and strimming of communal areas including church yards, playground inspections, painting of bus stops, etc. asking for their details to be kept on file - 01962 851212, 07436 873823 or via email info@wessexgems.co.uk . www.wessexgems.co.uk	20/09/16
9	Email from Vendy Treagust Member Support Officer HALC enclosing details of Local Government Financial Consultation. Forwarded to Members.	21/09/16
10	Email enclosing presentations from Parish and Town Council workshops. At the workshops a number of parishes raised the issue that, although the public consultation has closed, they would like to discuss the workshop content collectively before responding further to Hampshire County Council. This is not a problem as the workshops did not form part of the formal public consultation and are one of a number of additional sources of information that will be taken into consideration as part of on-going wider engagement. Consequently, if there are any additional points on the workshops arising from your wider council discussions, we would welcome hearing from you. Please can you send them to us at PTC.Engagement@hants.gov.uk before the end of October 2016. Forwarded to members.	22/09/16
11	Email from Michelle Leadbitter Communication Officer HALC enclosing September e-update here .	26/09/16
12	Email from Vendy Treagust Member Support Officer HALC enclosing robin list of enquiries from various parish councils. Forwarded to members.	28/09/16
13	Email from Vendy Treagust Member Support Officer HALC enclosing request for help from Warnford Parish Council re: verge driving and off road driving on green lanes. Forwarded to members.	29/09/16
14	Email from Michelle Leadbitter Communication Officer HALC highlighting e-mango Introduction to Social Media seminar at their offices in Bournemouth for clerks and council staff.	29/09/16
15	Email from Laura Warren Events and Engagement Officer South Downs National Park Authority enclosing survey questionnaire link re: the two-way communication between Parish Councils and the South Downs National Park Authority. Closing date 31 st October. Forwarded to members.	30/09/16
16	Email from Principal Planning Officer at Winchester City Council re: lack of consultation from BT about removal of telephone box. Forwarded to members.	30/09/16
17	Email from Vendy Treagust Member Support Officer HALC enclosing robin list of enquiries from various parish councils. Forwarded to	31/08/16

No	Content/Detail	Date
	members.	

Mullis section
 Wullicedron
 Message 968 607443


Itchen Valley Parish Council

Accounts to be paid

as at: 1st October 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	30.09.16	N/A	Alan Weaver	Clerks Salary	468.00	0.00	468.00	SO 30.09.16	Standing Order
2	30.09.16	N/A	HMRC	Clerks PAYE	117.00	0.00	117.00	SO 30.09.16	Standing Order
3	30.09.16	N/A	Alan Weaver	Clerks Salary O/T training - The Planning Framework (3 hrs) & Budgeting Tips (5 hrs)	94.00	0.00	94.00	10/10/16	702657916
4	30.09.16	N/A	HMRC	Clerks Salary O/T training - The Planning Framework (3 hrs) & Budgeting Tips (5 hrs)	21.00	0.00	21.00	10/10/16	511385889 2482940
5	30.09.16	N/A	Alan Weaver	Expenses - mileage	41.40	0.00	41.40	10/10/16	29150492
6	29.09.16	INV-0962	HALC	Training: Planning Framework	70.00	14.00	84.00	10/10/16	20809140
7	29.09.16	INV-0953	HALC	Training: Budgeting, Tips and Tricks	75.00	15.00	90.00	10/10/16	634793011
8	14.09.16	5147	IAA Village Hall	Room booking - kitchen	3.50	0.00	3.50	10/10/16	100205606
9	12.09.16	INV-0930	HALC	Training: Knowledge and Core Skills	90.00	18.00	108.00	10/10/16	182504115
10	24.09.16	41/3	Green Smiles	Grounds Maintenance	185.75	37.15	222.90	10/10/16	80386250
11	24.09.16	1005/7	Green Smiles	Topsoil (£75) plus 2 extra cuts of Couch Green	371.50	74.00	445.50	10/10/16	963218281
12	23.09.16	INV0231	MJR Services	Lengthsman: Ovington (01/09); MD (05/09); BS (12/09); MS (19/09); BTN (20/09)	972.00	0.00	972.00	10/10/16	455832881
13	30.09.16		Unity Trust Bank	Service Charge	18.00	0.00	18.00	10/10/16	
END OF LIST*****									
Total Expenditure					2527.15	158.15	2685.30		
Income Received							£s		
1	14.09.16		WCC	Half precept 16/17 and CT support			13471.00		
Total Income							13471.00		

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	YVETTE	RILEY		6/10/16
2 Cllr	PATRICK	APPLEBY		6TH OCT 2016

Summary of Income and Expenditure As at 1st October 2016

Balance As At 20 th September 2016 following reconciliation of bank statements with Cllr Riley	40,078.64
Add Income *	0.00
Less Expenses	2685.30
Cash in Hand	37,393.34

* NB: Does not include £13,200 credit for HCC Lengthsman received on 2nd October and which brings the balance to **£50,593.34**. These will be shown in next month's FCM minutes.