



# ITCHEN VALLEY PARISH COUNCIL

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

## Minutes of Full Council Meeting on Thursday November 3<sup>rd</sup> 2016 at Martyr Worthy Village Hall

**Attending:** Cllr Appleby (Chairman), Cllr Riley, Cllr Carter, Cllr Legat, Cllr Moffatt

**In Attendance:** Clerk – A.Weaver.

Item	Content	Action
16.144	<b>Apologies:</b> Cllrs Dennis, Labram, Langford, Stoodley	
16.145	<b>Public Participation &amp; Declarations of Interest on Agenda.</b> There were no members of public present. There were no declarations of interest.	
16.146	<b>City and Council Reports.</b> Members considered the County Report to Parishes for November 2016. There was a brief discussion about the Cart & Horses Junction. <u>Action</u> – Clerk to record details of recent accidents/incidents in special file.	AW
16.147	<b>Minutes of meeting of Thursday 3<sup>rd</sup> November and Matters Arising</b> Cllr Legat pointed out an attendance error in minutes. Minutes were corrected and agreed as a correct record. Chair signed the minutes. Re: Matters arising, Minute 16.133, Chair confirmed he had sent his views on Unitary authority consultation to Cllr Dennis; <u>Action</u> - Re: Minute 16.137, Clerk to forward copy of Recruitment Policy to Cllr Legat.	AW
16.148	<b>Planning</b> a) <u>Draft Minutes of Planning Committee – October 20th</u> Members noted the minutes. b) <u>Planning Applications</u> (i) <u>Demolition of Existing Building – Wessex Gate</u> <u>Action</u> – Clerk Mr Weaver to submit the following comment on Planning Portal. <i>Itchen Valley Parish Council support this application.</i>  (ii) <u>New House, Avington Lane</u> Members affirmed comments of Planning Committee <u>Action</u> – Clerk Mr Weaver to submit the Planning Committee comments on Planning Portal. © <u>Landscape Character Assessments</u> – <u>Action</u> - Members noted that future of Landscape Character assessments would be discussed and finalized at next Planning Committee.	AW          AW   Planning Cttee
16.149	<b>Financial Matters</b> a) <u>Accounts to be Paid</u> (see appendix) Clerk Mr Weaver circulated list of bills to pay for information. Cllrs Appleby and Moffat signed to authorize payments.  b) <u>Draft Minutes of F&amp;GP Committee Meeting on 20<sup>th</sup> October 2016</u> Members noted the draft minutes. <u>Notice Board Expenditure</u> <u>Action</u> – Cllr Carter to forward notice board expenditure quote to	

Item	Content	Action
	<p>clerk.</p> <p><u>Payments to Lengthsman</u></p> <p>Cllr Riley highlighted proposal to utilize additional extra income for inclusion of additional two parish councils into the Lengthsman scheme to fund costs of outsourcing payroll. She had discussed the matter with the clerk who was happy with the proposal. Members agreed to this proposal.</p> <p>c) <u>To approve internal controls document</u></p> <p>Cllr Riley proposed internal controls document be adopted. Chair Cllr Appleby seconded the proposal. The proposal was approved unanimously.</p>	ZC
<b>16.150</b>	<p><b>2017/18 Draft Budget for Discussion</b></p> <p>Cllr Riley provided a brief summary. She highlighted surplus cash forecast at end of March 2017 [£29,939], year April 17 to March 18 expenditure forecast [£49,851] leaving forecast surplus [£10,731], which fell below strategic reserve of £13,601 (50% of precept).</p> <p>Cllr Riley highlighted proposed actions: check 2016/7 forecast; check assumptions for 2017/8 non-discretionary spend; review budget bids, lengthsman projects and carry forward projects. There was a brief discussion.</p>	
<b>16.151</b>	<p><u>Action</u> – It was agreed F &amp; GP to explore various options in more depth and report back to next FCM with 2017/8 budget proposals.</p> <p><b>Supervision of Lengthsman</b></p> <p>Cllr Riley reported back on Lengthsman meeting on 24<sup>th</sup> October with Uplands Parishes. A range of actions had been identified during the morning and notes had been circulated to the relevant parties and other interested parties. There was a brief discussion about the content of lengthsman duties, including footpath work.</p> <p><u>Action</u> – Cllr Moffatt agreed to coordinate production of work list for lengthsman visits in December.</p>	F&GP Committee
<b>16.152</b>	<p>Clerk to send Cllr Moffatt relevant details: footpath plan, schedules and dates.</p> <p><b>Parish Council Reports</b></p> <p>(a) <u>Footpath Matters</u></p> <p>There was no footpath report. Chair Cllr Appleby indicated that footpaths had been covered in previous item.</p> <p>(b) <u>Highway Matters</u></p> <p>Chair Cllr Appleby had no written report this month. He highlighted Station Hill where the railings to the footpath are in a bad state of repair and asked whose responsibility was this. There had been no response from the authority regarding remedial work to stop flooding in Church Lane, Martyr Worthy. Cllr Riley highlighted the car parking issues on Station Close. She declared an indirect interest as the matter was adversely affecting her mother-in-law.</p> <p><u>Action</u> - Cllr Appleby to investigate</p> <p>© <u>Village Hall</u></p> <p>Cllr Riley indicated that she had been in touch with Martyr Worthy Village Hall about available funding opportunities for Wi-Fi.</p> <p>(d) <u>Website</u></p> <p>Cllr Carter reported that she had discussed the matter with Cllr Legat. They did not consider that they were at a point where a specification could be produced. They would like to gather more information about the usage of the website first. There was a discussion about relevant factors: statutory requirements; transparency code; wider community benefits; scope for</p>	PM AW PA

Item	Content	Action
	advertising, etc. It was agreed that this was very much a work in progress.	
	(e) <u>Open Spaces</u> Members discussed the recent fly-tipping at Couch Green which included many large bags of shredded garden waste. <u>Action:</u> Clerk to order two or three signs to be erected warning offenders about operational CCTV usage and penalties for dumping.	AW
16.153	<b>Correspondence</b> (see appendix) Clerk Mr Weaver referred to correspondence list circulated with the agenda (see appendix) and distributed items of correspondence. He highlighted HALC response and their undertaking to circulate queries to other parishes as part of the 'round robin' distribution letter. <u>Action</u> – Clerk Mr Weaver to send less correspondence to all members and focus more of it to relevant portfolio leads.	AW
16.154	<b>Any Other Business</b> Cllr Legat queried results of Plough Heights Planning Application. Chair Cllr Appleby confirmed planning application had been approved. <b>Date of Next Meeting(s)</b> Next scheduled meeting is Thursday 1 <sup>st</sup> December at 7.00 pm at Itchen Abbas & Avington Village Hall. Chair closed the meeting at 9.00 pm.	

#### Correspondence October 2016

No	Content/Detail	Date
1.	Email from Michelle Leadbitter Communication Officer HALC containing press release about Village of the Year Results. Forwarded to members.	01/10/16
2.	Email from Michelle Leadbitter Communication Officer HALC highlighting deadlines relating to the Small Grants Scheme Application process – 24 October and 23 January 2017. Forwarded to members.	05/10/16
3.	Email from Came and Co Council Insurance attaching Autumn 2016 edition of their "Council Matters" newsletter. Forwarded to members.	12/10/16
4.	Email from Michelle Leadbitter Communication Officer HALC highlighting a Rural Community Ownership Event in Sparsholt, Winchester on Saturday 12 <sup>th</sup> November. Supported by English Housing Association, this is a free event for parish councils, community groups and individuals who are interested in exploring setting up a community co-operative.	20/10/16
5.	Precepting Capping Consultation Response from Steven Lugg.	24/10/16
6.	Email request and link from HCC requesting members to complete National Highways and Transport (NHT) Network Elected Members Survey.	24/10/16
7.	A copy of Charity Commission News Summer Edition 2016 – Forwarded to Members	24/10/16
8.	Email about SDNP workshops in November, consultation arrangements and confidential SDNPA Settlement map showing proposed land allocations and	28/10/16

No	Content/Detail	Date
	designations. Forwarded to members.	

### Itchen Valley Parish Council

Accounts to be paid

as at : 3 November 2016

Ser	Date	Invoice Number	Company	Service Provided	Amount	VAT	Total to Pay	Date & Initials Transaction Created	Date & Initials Authorised	
	<b>To Pay</b>				£s	£s	£s			
1	30.10.16	N/A	Alan Weaver	Clerks Salary	468.00	0.00	468.00	SO 31.10.16	Standing Order	
2	30.10.16	N/A	HMRC	Clerks PAYE	117.00	0.00	117.00	SO 31.10.16	Standing Order	
3	19.10.16	N/A	Alan Weaver	Clerks Salary O/T training - HALC Officers Update (4 hrs)	48.00	0.00	48.00	18.10.16	24.10.16	
4	19.10.16	N/A	HMRC	Clerks Salary O/T training - HALC Officers Update (4 hrs)	12.00	0.00	12.00	18.10.16	24.10.16	
5	19.10.16	N/A	Alan Weaver	Expenses - mileage	60.00	0.00	60.00	18.10.16	24.10.16	
6	14.10.16	3610825872	HCC	Lights - Maint/Man/EM	137.39	27.47	164.86	18.10.16	24.10.16	
7	14.10.16	41/4	Green Smile Ltd	Grounds Maintenance	185.75	37.15	222.90	18.10.16	24.10.16	
8	09.10.16	5178	Itchen Abbas and Avington Village Hall	Room hire Kitchen 1 hr	3.50	0.00	3.50	18.10.16	24.10.16	
9	09.10.16	5177	Itchen Abbas and Avington Village Hall	Room hire Burge Room 2 hrs	8.00	0.00	8.00	18.10.16	24.10.16	
10	19.10.16	N/A	Headbourne Worthy Parish Council	Insurance Premium for speed limit sign	6.75	0.00	6.75			
11	19.10.16	643	Martyr Worthy Parish Hall	Hall hire (2 hrs) plus heating	16.00	0.00	16.00			
12	24.10.16	INV - 1059	HALC	Training: Officers Update 19 October	35.00	7.00	42.00			
13	27.10.16	6308	Visionict	Website hosting and support Nov16 to Jan17	60.00	12.00	72.00			
14	30.10.16	INV0241	MJR Services	Lengthsman: Ropley (03/10); HW (10/10); OA (17/10); IV (24/10); W (31/10)	912.00	0.00	912.00			
15	01.11.16	5210	Itchen Abbas and Avington Village Hall	Room hire Kitchen 1/2 hr	1.75	0.00	1.75			
16	01.11.16	5211	Itchen Abbas and Avington Village Hall	Room hire Kitchen 1 hr	3.50	0.00	3.50			
17	02.11.16	INV - 1059	HALC	Training: Training for Members and Officers: Focus on Audit 2 Nov	35.00	7.00	42.00			
			END OF LIST*****							
			<b>Total Expenditure</b>		<b>2109.64</b>	<b>90.62</b>	<b>2200.26</b>			
			<b>Income Received</b>				£s			
1	30.09.16		HCC -GU323ND	Parish Lengthsman - NA & IS			2200.00			
2	30.09.16		HCC-20299862	Parish Lengthsman - Uplands			11000.00			
3	30.09.16		WYFC - 002/16	King George V Plying Flds Hire			238.00			
4	31.09.16		Headbourne Worthy Parish Council	Digger Use/ towing not covered by Parish Lengthsman schme			20.00			
			<b>Total Income</b>				<b>13458.00</b>			

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	PATRICIA	APPLEBY		3rd Nov 2016
2 Cllr	PAUL	MOFFATT		3.11.16

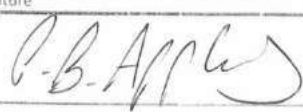

# Itchen Valley Parish Council

Accounts to be paid

as at : 20 October 2016

Ser	Date	Invoice Number	Company	Service Provided	Amount	VAT	Total to Pay	Date & Initials Transaction Created	Date & Initials Authorised
<b>To Pay</b>					£s	£s	£s		
1	30.10.16	N/A	Alan Weaver	Clerks Salary	468.00		468.00	SO 31.10.16	Standing Order
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8	09.10.16	5178	Itchen Abbas and Avington Village Hall	Room hire Kitchen 1 hr	3.50		3.50		
9	09.10.16	5177	Itchen Abbas and Avington Village Hall	Room hire Burge Room 2 hrs	8.00		8.00		
END OF LIST*****									
<b>Total Expenditure</b>					<b>1039.64</b>	<b>64.62</b>	<b>1104.26</b>		
<b>Income Received</b>							£s		
1	30.09.16		HCC - GU323ND	Parish Lengthsman - NA & IS			2200.00		
2	30.09.16		HCC-20299862	Parish Lengthsman - Uplands			11000.00		
3	30.09.16		WYFC - 002/16	King George V Plying Flds Hire			238.00		
<b>Total Income</b>							<b>13438.00</b>		

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	Patrick	APPLEBY		20/10/16
2 Cllr	Yvette	RILEY		20/10/16

<b>Summary of Income and Expenditure As at 3<sup>rd</sup> November 2016</b>	
Balance as at 1 <sup>st</sup> October 2016	<b>37,393.34</b>
Add Income *	<b>13,458.00</b>
Less Expenses	<b>2,200.26</b>
Cash in Hand	<b>48,651.08</b>

\* NB: Unity Trust Bank Account Balance does not yet take into account payment for £6.75 for flashing speed limit repeater sign shown in the accounts above Also, the recipients of this payment are not Headbourne Worthy PC as indicated in Accounts to Pay but Littleton & Harestock PC.