



# ITCHEN VALLEY PARISH COUNCIL

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

## Minutes of Full Council Meeting on Thursday February 2<sup>nd</sup> 2017 at Martyr Worthy Village Hall

**Attending:** Cllr Appleby (Chairman), Cllr Carter, Cllr Moffatt, Cllr Langford, Cllr Labram; Cllr Riley, Stoodley, Cllr Andrews.

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

Item	Content	Action
16.176	<b>Apologies:</b> Cllrs Andrews, Dennis, Legat, Stoodley, Carter (for having to leave meeting early).	
16.177	<b>Public Participation &amp; Declarations of Interest on Agenda.</b> Chair Cllr Appleby welcomed HCC/WCC councillors to the meeting. There were no members of public present. Cllr Appleby declared that he had worked as an independent consultant for the newly appointed external auditors PKF many years ago.	
16.178	<b>Parish Council Websites.</b> Cllr Carter introduced her report. She indicated that the website group were considering community website – a facility for clubs, groups and volunteers. There was a possibility of developing the new website in collaboration with Valley News. There was a discussion about example websites highlighted in links within the report. There was agreement about the positive start made and the need to develop critical mass upon which the website could be built and further developed. Members discussed the development of links with social media, the need to attract volunteers to support it, the need to keep the website up to date. Cllr Carter described the next steps as: more discussion with Valley News and to develop criteria for functionality and response times. <u>Action</u> Members agreed the recommendations of the report as follows: a) Proposal to proceed to next level of analysis for community website; b) Proposal that the Working Group present the concept to the Valley News Committee and discuss collaboration; c) Proposal to look at both ‘off the shelf’ and ‘new build’ products, working within the £1K budget put aside for this purpose. Cllr Carter left the meeting at 7.15 pm.	ZC/JL/YR
16.179	<b>City and Council Reports</b> Chair Cllr Appleby thanked Cllr Porter for her pre-circulated reports (County Parishes and Road Trip). There was a discussion about progress in filling potholes in Avington and other issues within the village – bus shelter, notice board and potential work for lengthsman. Cllr Porter highlighted recycling and fly tipping. There was a discussion about the growth of fly tipping and its impact on private landlords. <u>Action</u> – Cllr Porter agreed to follow up and maintain focus on fly tipping issue.  Cllr Porter highlighted the HCC budget decision to be taken on 16 <sup>th</sup> February, and particularly, the implications of New Fair Schools funding which will have a detrimental impact on smaller Hampshire primary schools.  Cllr Griffiths referred to the earlier WCC councilor report sent out in early January and drew attention to several topical issues, including the new WCC Leadership, leisure centre proposals, Station Approach.	JP

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	<p>Cllr Porter encouraged members to attend Boomtown Festival UK Ltd Liaison meeting at New Alresford. Members considered the issues that should be taken into consideration when considering the renewal of Boomtown planning permission – the economic benefit of Boomtown to South Downs National Park (SDNP), the need for a detailed economic analysis, grant contribution by Boomtown organisers, traffic management, drug trafficking, environmental survey.</p> <p><u>Action</u> – Clerk Mr Weaver to invoice Boomtown Festival UK Ltd for grant.</p>	AW
	<p>Cllr Riley raised ‘general approach to planning applications’, particularly, feedback, consultation, and decision consistency. Cllr Langford highlighted the contrasting approaches and styles of SDNP and WCC. There was a discussion about ways to improve communication and liaison. Cllr Griffiths highlighted importance of training and drew attention to forthcoming Parish Council Code of Conduct training in November.</p>	
	<p>There was a discussion about ‘liaison’ arrangements with Itchen Valley WCC councillors.</p> <p><u>Action</u> - Cllr Griffiths agreed to act as principal contact</p> <p>Chair Cllr Appleby on behalf of the Council thanked Cllr Griffiths for attending meeting. Cllr Griffiths left the meeting at 7.50 pm.</p>	LG
<b>16.180</b>	<p><b>Minutes of meeting of Thursday 5<sup>th</sup> January 7<sup>th</sup> December and Matters Arising</b></p>	
	<p>Minutes were agreed as a correct record. Chair signed the minutes. There were no matters arising.</p>	
<b>16.181</b>	<p><b>Planning</b></p>	
	<p>a) <u>Draft Minutes of Planning Committee – January 19<sup>th</sup> 2017</u></p> <p>Cllr Langford highlighted the draft minutes. Members noted the draft minutes. There were no issues arising.</p>	
	<p>b) <u>Planning Applications</u></p> <p>No planning applications were considered.</p>	
	<p>c) <u>Any Other Planning Matters</u></p> <p>There was a discussion about the arrangements for neighbour consultations while examining planning applications and the need for a consistent approach. Members agreed that there was a general duty to listen to neighbours and reasonable efforts to make contact should be made.</p>	PA
	<p><u>Action</u>: Chair Cllr Appleby to put together a draft note for circulation to members, prior to publication in his monthly report in The Itchen Valley News.</p>	
<b>16.182</b>	<p><b>Financial Matters</b></p>	
	<p>a) <u>Accounts to be Paid</u> (see appendix)</p> <p>Clerk Mr Weaver circulated list of bills to pay for information. Cllrs Appleby and Riley signed to authorize payments.</p>	
	<p>b) <u>Draft Minutes of F&amp;GP Committee Meeting – 15 December 2016</u></p> <p>Cllr Labram highlighted the draft minutes. Members noted the draft minutes. There were no matters arising.</p>	
	<p>c) <u>Quarterly Management Accounts (QMA)</u></p> <p>Members indicated that they had not received the Management Account links prior to the meeting. Clerk Mr Weaver summarized the current position. The projected surplus of £11K+ arose for a range of reasons: awaiting Boomtown grant; neighbourhood plan expenditure not going forward; website expenditure yet to be spent; VAT windfall. There was extra income due to the two additional parishes that had joined the lengthsman scheme and from Worthy FC for the hire of additional pitches.</p>	FGP/AW

Item	Content	Action
	<p><u>Action:</u> QMA to be followed up and reviewed at next FGP meeting before submission to next FCM.</p>	
	<p>d) <u>Unity Corporate MultiPay Card</u>  Clerk Mr Weaver summarized the current position. Forms needed to be signed and a series of decisions made about: confirmation of programme administrators, monthly cardholder limit, maximum single transaction limit, cash access, blocking criteria for different purchases.  <u>Action:</u> Unity Corporate MultiPay Card to be followed up at next FGP Issue to be considered in more detail at next FGP Committee.</p>	FGP/AW
	<p>e) <u>Review of Risk Register</u>  Chair of Finance &amp; General Purposes (FGP) Committee Cllr Labram stated that Risk Register had been circulated for comment. It would be considered at next FGP Committee. Members were asked to forward any observations for consideration.  <u>Action:</u> Risk Register to be followed up and reviewed at next FGP Committee.</p>	FGP/AW
<b>16.183</b>	<p><b>Transparency Code</b>  Clerk Mr Weaver reported back on HALC Seminar on Transparency (30 January) and implications for IVPC.  Clerk Mr Weaver circulated a Parish Internal Audit Transparency Code checklist with a preliminary analysis of broad implications. He indicated that IVPC fell between the requirements of two codes – Transparency Code for Big Councils (Spending £200K +) and Small Councils (Spending £25K or less). Clerk summarized elements which were not applicable and elements IVPC already largely complied with. There was a discussion and general agreement that as a minimum IVPC should comply with Smaller Authority Code. It was agreed that a more detailed analysis needed to be taken at FGP and that there should be liaison with website group.  <u>Action:</u> Transparency Code to be considered in more detail at next FGP</p>	FGP/AW
<b>16.184</b>	<p><b>Parish Council Reports</b>  (a) <u>Footpath Matters</u>  Cllr Moffatt reported back on current position. He now had full details of footpaths There was a discussion about: HCC/WCC duties and overlapping highways/footpath responsibilities; gate to Easton old school field; Avington War Memorial, and associated possible work for Parish Lengthsman.  <u>Action</u> – Cllr Langford agreed to speak to resident immediately adjacent to Avington War memorial about prospective works.</p>	CL
	<p>(b) <u>Highway Matters</u>  Chair Cllr Appleby referred to his report (circulated 28 January). He highlighted Mystery Post at Station Hill and ongoing work with parked vehicles blocking Station Close.</p>	
	<p>© <u>Village Hall</u>  Cllr Labram indicated nothing to report re: Easton Village hall. Cllr Langford highlighted IAA Village Hall Upper Layer Parking Charge proposals.</p>	
	<p>(d) <u>Website</u>  Previously discussed.</p>	YR
	<p>(e) <u>Open Spaces</u>  Cllr Riley reported on the playground inspection procedures carried out by HCC and WCC.  <u>Action:</u> It was agreed that Cllr Riley obtain quote for combined inspection and maintenance arrangements by a qualified contractor</p>	PM

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	<p>There was a discussion about memorial benches.</p> <p><u>Action:</u> It was agreed that work to Itchen Abbass bench be included in Parish Lengthsman work programme.</p>	
	<p>(f) <u>HALC Meeting</u></p> <p>Chair Cllr Appleby referred to his report (circulated 28 January). He highlighted South Wonston's impressive new pavilion and the key lessons in managing such a project – ensuring funding is secured before beginning work. Also that for the present that progress has halted on devolution to local government and that the need to comply with the latest transparency legislation had been emphasized.</p>	
<b>16.185</b>	<p><b>Martyr Worthy Bus Shelter</b></p> <p>Cllr Riley raised issues associated with Martyr Worthy Bus Shelter; poor condition; minimal use; residents' views; budget provision, etc. Members discussed merits of replacement versus repair or removal. It was agreed that repairs would be carried out. Members agreed that Cllr Riley be given authority to incur expenditure up to £500.</p> <p><u>Action:</u> Cllr Riley to get appropriate quote(s) and incur relevant expenditure.</p>	
<b>16.186</b>	<p><b>Spring Clean</b></p> <p>Chair Cllr Appleby referred to Cllr Andrew's Litter Pick report (circulated 28<sup>th</sup> January). Cllr Andrews had made good progress but was now seeking more volunteers to make the event on 4<sup>th</sup> March 11.30 to 1 pm a success. Cllr Andrews needed confirmation of village representatives.</p> <p><u>Action:</u> It was agreed that Cllr Riley would contact Cllr Andrews to communicate who couldn't attend and to contact others about availability. It was proposed that Cllr Riley coordinate Martyr Worthy; Cllr Carter coordinate Chilland; Cllrs Moffatt and Stoodley coordinate Easton; Cllr Appleby coordinate Itchen Abbas. Cllr Porter agreed to provide additional support as required; Cllr Langford agreed to seek a volunteer for Avington.</p>	
<b>16.187</b>	<p><b>Correspondence</b></p> <p>Clerk Mr. Weaver circulated correspondence list (see below). There was no discussion.</p>	
<b>16.188</b>	<p><b>In House Training</b></p> <p>Cllr Appleby reported that-Cllr Langford had raised a general point about member learning on important parish matters. This would be of significant help to those who had recently joined the Council. There was a discussion about agenda content and making time for in house training and more detailed consideration of a range of topics, eg. Assets, Finances, Open Spaces, etc. on the agenda.</p> <p><u>Action:</u> - Chair Cllr Appleby agreed to consider this idea but indicated he did not anticipate any agenda changes until June – after AGM, APM etc.</p>	<p>PA</p> <p>AW</p>
<b>16.189</b>	<p><b>Any Other Business</b></p> <p><u>Annual Parish Meeting (APM)</u></p> <p><u>Action:</u> Clerk Mr Weaver to seek a venue for APM on Tuesday 25<sup>th</sup> April 2017.</p> <p>Cllr Labram gave apologies for being unable to attend next FCM meeting.</p>	
<b>16.190</b>	<p><b>Date of Next Meeting(s)</b></p> <p>Next scheduled meeting is Thursday 2<sup>nd</sup> March at 7.00 pm at Easton Village Hall.</p> <p>Chair closed the meeting at 9.10 pm.</p>	

**Correspondence January 2017**

No	Content/Detail	Date	Action
1.	SDNPA January Planning Committee papers <i>Comment – Sent to Planning Committee</i>	11/01/17	For information
2.	Email from Village Hall Manager indicating small increase in hire charges for hall/rooms at Itchen Abbas Village Hall. Main Hall - £7.50, Small Hall – £4.50, Kitchen - £3.50, Whole Hall - £15.50. <i>Comment First price increase for some years. These increase charges will come into effect as of April 1st 2017.</i>	22/01/17	For Information
3.	Details of HALC Annual Conference on 22 <sup>nd</sup> March 2017 at St Mary’s Stadium cost £75. <i>Comment – Range of presentations and workshops involving speakers from DCLG, HCC, HALC, parish councils and covering: community resilience, community hubs, building change in communities, delivering affordable housing through neighbourhood plans, budget setting, etc.</i>	25/01/17	For information
4.	<b>Winchester District Local Plan Part 2 (Development Management and Site Allocations) – Inspectors Report and Adoption</b>  The Council has recently received the Inspector’s Report considering the ‘soundness’ of LPP2 and the issues discussed at the Examination hearings held in July 2016. The Inspector concludes that LPP2 is ‘sound’ subject to various Main Modifications, which reflect the Council’s Proposed Modifications published in October 2016, together with some minor changes for clarification inserted by the Inspector. The Inspector’s Report can be viewed at : <a href="http://www.winchester.gov.uk/planning-policy/local-plan-part-2/lpp2-2017-inspector-39-s-report/">http://www.winchester.gov.uk/planning-policy/local-plan-part-2/lpp2-2017-inspector-39-s-report/</a>  <i>Comment – Circulated to members.</i>	01/02/17	For information
5.	SDNPA February Planning Committee papers <i>Comment – Sent to Planning Committee</i>	01/02/17	For information
6.	Letter from Stephen Lugg Chief Executive HALC, inviting all Hampshire MPS and Parish Councils to take part in 3 <sup>rd</sup> Parliamentary Lobby Day on Tuesday 28 <sup>th</sup> March 2017. The event is designed to relay key messages about: <ul style="list-style-type: none"> <li>• Supporting Parish Creation Where Communities Campaign for Them</li> <li>• Precept Capping,</li> <li>• Introduction of Transparent Special Expenses.</li> </ul> <i>Comment – Circulated to members.</i>	02/02/17	For information

**Appendix**

Ann REVENUE - ALL LABOUR  
251374687

**Itchen Valley Parish Council**

Accounts to be paid

02-Feb-17

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	31.01.17	N/A	Alan Weaver	Clerks Salary	468.00	0.00	468.00	SO 31.01.17	Standing Order
2	31.01.17	N/A	HMRC	Clerks PAYE	117.00	0.00	117.00	SO 31.01.17	Standing Order
✓ 3	30.01.17	N/A	Alan Weaver	Clerks Salary O/T training - The Transparency Code (6 hours)	106.75	0.00	106.75	626076101	
✓ 4			Alan Weaver	Expenses Print Cartridge (Half)	5.60	1.39	6.99	703532462	
✓ 5	30.01.17	N/A	HMRC	Clerks Salary O/T training - The Transparency Code (6 hours)	18.35	0.00	18.35	255375811	
6	12.12.16	1123	GH Gray & IEJ Gray	Hedge Trimming Couch Green (3 hrs)	90.00	18.00	108.00	20.01.17 AW	20.01.17HL
7	16.11.16	M0005	Easton Village Hall	Room Bookings Jan to Dec 2016	75.00		75.00	20.01.17 AW	20.01.17HL
8	31.12.16	3144	EKS Accounting	Payroll	20.00	4.00	24.00	20.01.17 AW	20.01.17HL
9	16.01.17	41/7	Green Smile Ltd	Grounds Maintenance	185.75	37.15	222.90	20.01.17 AW	20.01.17HL
✓ 10	31.01.17	INV0257	MJR Services	Lenghtsman HB Worthy (3) O A (9) IV (16) NA (19) Wonston (23) Boarhunt (30)	1152.00	0.00	1152.00	298209740	
11	09.01.17		Information Commissioners Office	Registration	35.00	0.00	35.00	09.01.17DD	
✓ 12	02.02.17	650	Martyr Worthy Parish Hall	Room hire 02-02-17 letting (2 hrs) heating (2 hrs)	16.00	0.00	16.00	131664641	
✓ 13	01.02.17	JOB REF EHM203	SSE	Disconnection at Changing Room Pavilion	224.10	56.03	280.13	373773073	
END OF LIST*****									
<b>Total Expenditure</b>					<b>2513.55</b>	<b>116.57</b>	<b>2298.99</b>		
<b>Income Received</b>							£s		
1	20.01.17		Worthy Youth FC	Hire /Fees			119.00		
2									
3									
<b>Total Income</b>							<b>119.00</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	YVETTE	RILEY		21
2 Cllr	PATRICK	APPLEBY		2ND FEB 2017

**Summary of Income and Expenditure As at 9 February 2017**

Balance as at 2 <sup>nd</sup> December 2016	<b>46,696.85</b>
Add Income	<b>1,856.07</b>
Less Expenses	<b>1,554.04</b>
Cash in Hand Held in Deposit Account (£30,002) and Current Account (£16,996.62).	<b>46,998.88</b>

Current Account		Deposit Account	
Balance as at 9 <sup>th</sup> Jan 2016	<b>16,996.62</b>	Balance as at 9 <sup>th</sup> Jan 2016	<b>30,002.26</b>

Add Income	<b>119.00</b>		Add Income	<b>0.00</b>
Less Expenses	<b>2,630.12</b>		Less Expenses	<b>0.00</b>
Balance as at 9 <sup>th</sup> Feb 2017	<b>14,485.50</b>		Balance as at 9 <sup>th</sup> Jan 2017	<b>30,002.26</b>

NB: Above Current Account balance does not include Income from Worthy Youth FC (£119) for pitch fees received on 3<sup>rd</sup> February 2017. This will be shown next month's Bills to Pay and Accounts Summary. This payment will increase overall Cash in Hand to £44,606.76 with £14,604.50 held in Current Account. This matches Unity Trust bank balances as at 9<sup>th</sup> February 2017.

Also, please note the Current Account Expenses figure above (£2630.12) does not match the Total Expenditure Figure (£2298.99) in Accounts to Pay signed statement above – due to a spreadsheet calculation error in the cell. However, adding the Cumulative Amount to pay and VAT columns in the statement above provides the correct figure of £2630.12. This minor cell calculation error has now been amended.