



## Final Minutes of Full Council Meeting on Thursday March 2<sup>nd</sup> 2017 at Easton Village Hall

**Attending:** Cllr Andrews, Cllr Appleby (Chairman), Cllr Carter, Cllr Langford, Cllr Legat (from 7.15 pm) Cllr Moffatt, Cllr Riley, Stoodley,

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

Item	Content	Action
16.191	<b>Apologies:</b> Cllrs Carter, Dennis, Labram, Cllr Griffiths (WCC)	
16.192	<b>Public Participation &amp; Declarations of Interest on Agenda.</b> Cllr Langford stated that he was a trustee of Wildlife Trust. Cllr Porter (HCC/WCC) stated that she was a trustee of Watercress Way.	
16.193	<b>City and Council Reports</b> Cllr Porter referred to her City report circulated earlier in the week. It had subsequently been updated with links and revised contact numbers. <u>Action</u> – Clerk Mr Weaver to forward updated report to Cllr Legat. Cllr Legat to be asked to include contact numbers on parish council website Cllr Riley raised the A33/Cart and Horses/B3047 item. She felt that the Traffic Engineer's comments did not address the key problem. There was a discussion. <u>Action</u> – Cllr Riley to liaise with Chair about a visit to the junction to take a photograph to identify the specific problem. Cllr Appleby thanked Cllr Porter for her steadfast approach to specific road issues. Cllr Riley expressed her concern about the loss of funding to Itchen Abbas Primary School. Cllr Porter provided a more detailed description of the school funding situation and HCC's efforts to gain more discretion over the use of Pupil Premium und allocation within the County.	AW/JL YR/PA
16.194	<b>Minutes of meeting of Thursday 2<sup>nd</sup> February and Matters Arising</b> Minutes were agreed as a correct record. Chair signed the minutes. 'Matters Arising' <i>Re: 16.185 Martyr Worthy Bus Shelter</i> – Cllr Riley indicated that she had received a quote of £450 for the works. (Cllr Legat arrived at 7.15 pm) Chair Cllr Appleby moved that the quote be accepted. Seconded by Cllr Langford. Members agreed unanimously. <u>Action</u> - Cllr Riley to order works/forward details to Clerk.	YR/AW
16.195	<b>Planning</b> a) <u>Draft Minutes of Planning Committee – February 16<sup>th</sup> 2017</u> Cllr Langford highlighted the draft minutes. Members noted the draft minutes. There were no issues arising. b) <u>Planning Applications</u> (i) <u>To amend the following approved plans WI.08.01H, WI.08.02L, WI.08.03.P to reflect design improvements proposed as a result of experience of other similar buildings already in use and to reduce the burden of reliance on charitable donations for its construction. The list of approved plans to be amended to substitute WI.08.01K, WI.08.02N, WI.08.03.S for previously approved plans WI.08.01H, WI.08.02L, WI.08.03.P.</u> Brethren's Meeting Room London Road Micheldever Hampshire Application Reference Number: 16/02459 – consultation deadline – March 10 <sup>th</sup> Members considered this application. Cllr Riley confirmed she had consulted via the Itchen List and had had 2 responses. There were no neighbours nearby. There was a discussion.	

Item	Content	Action
	<p><b>Decision – ‘Support in principal but comments on design’</b>  <i>IVPC support a Meeting Hall on the site. However, the latest design does little to take account of the location of the building in the open country side. The proposed building is more industrial than agricultural and has no outstanding or innovative features particularly viewed from the nearby roads. We believe the current design needs to be reworked to ensure there is limited harm done to the character and landscape of the area. Policies MTRA4 and CP20. Apply. We also note that the lighting scheme and arboricultural plans are now out of date. Resubmitted plans would need to be judged in the context of the sites proximity to the National Park CP19.</i></p>	
	<p>(ii) <u>Proposed double detached garage with home office at first floor level</u>  Haylands Main Road Itchen Abbas SO21 1AT  SDNP/17/00708/HOUS- consultation deadline – March 13<sup>th</sup>  Cllr Riley had consulted with neighbours about this application and there was no objection. There was a discussion.</p>	
	<p><b>Decision – ‘Support’</b>  <i>IVPC support the principle of this proposal but the application does not provide details on</i></p> <ol style="list-style-type: none"> <li>1. <i>The cladding - we suggest square edged oak board</i></li> <li>2. <i>The personal door – we suggest painted timber</i></li> <li>3. <i>The windows – we suggest white painted timber</i></li> <li>4. <i>The gutters – we suggest these should be fixed to rafter feet brackets not fascias</i></li> <li>5. <i>The garage doors – we suggest timber side hung not metal up and over</i></li> <li>6. <i>Screening – we suggest planting to soften views from the Pilgrims Way footpath to the south of the property.</i></li> </ol>	
	<p>(iii) <u>Proposed part 2 storey and park single storey rear extension following removal of rear first floor external wall and a section of the tiled roof</u>  Tudor Thatch Avington Park Lane Easton Winchester Hampshire SO21 1EE  SDNP/17/00705/HOUS &amp; SDNP/17/00907/LIS – consultation deadline – March 13<sup>th</sup>  Cllr Stoodley provided some feedback on his visual examination.  <u>Action</u> – Cllr Stoodley agreed to undertake a neighbour consultation and leave an approved consultation letter provided by Cllr Riley, if no contact could be made. There was a discussion.</p>	
	<p><b>Decision – ‘Support’</b>  <i>IVPC support this application.</i></p>	RS
	<p><u>Action</u> – Cllr Riley to liaise with Cllr Langford about final content of narrative to be submitted to planning portal.</p>	YR/CL
	<p><u>Action</u> – Clerk to submit italicised FCM responses above to planning portal.</p>	AW
	<p>c) <u>Any Other Planning Matters</u>  Clerk Mr Weaver referred to further communication from SDNPA about erection of an indoor riding arena at Manor Farm, Itchen Stoke, with deadline for response – March 15. Cllr Porter provided an update and indicated that the application had been called in by SDNPA. Members agreed no further comments were required.</p>	
16.196	<p><b>Financial Matters</b></p> <p>a) <u>Accounts to be Paid</u> (see appendix)  Clerk Mr Weaver circulated list of bills to pay for information. Cllrs Moffatt and Riley signed to authorize payments.</p> <p>b) <u>Draft Minutes of F&amp;GP Committee Meeting – 16 February 2017</u>  Members noted the draft minutes. There were no matters arising.</p> <p>c) <u>Quarterly Management Accounts (QMA)</u>  Management Accounts were circulated prior to the meeting and additional copies of paper distributed at the meeting. Cllr Riley summarized the current position. She stated that budgeted income at</p>	

Item	Content	Action
	<p>outset of 2016/7 was £39,354 but was now forecast to be £43,231, an extra £3,877 due to extra lengthsman funding, extra income from Kings Worthy Youth Football and boomtown grant. With regard to expenditure, budget at outset was ££46,446. Currently, IVPC were forecast to spend £40,427, a shortfall of £6,019 due largely to no expenditure on the community plan nor the new website. In addition, there had been overspend on training due to the appointment of a new clerk and to the appointment of 3 new councilors. This left an overall budgeted surplus of £11,167. Cllr Riley confirmed that the underspend had been factored into the new 2017/18 budget preparations.</p> <p>There was a discussion about the use of reserves to save up and fund new capital items like the new playground tower. Members considered other sources of possible funding. Cllr Riley indicated that she would like to get resident interest in the design of the new tower at Easton. Members felt that there was a reasonable prospect for purchase and installing the tower in 2017. Cllr Stoodley indicated that he would publicise the issue in Easton.</p>	
	<p>d) <u>S137 Grant Application</u></p> <p>Cllr Riley stated that the purpose of this item was to seek council approval for the amount requested (£250) by Winchester Citizen’s Advice, subject to grant terms and conditions. Cllr Riley indicated that FGP was recommending approval by the council. Cllr Langford said that he had requested the clerk to contact Citizens Advice to request more information about services provided in the Itchen Valley post code areas. Clerk Mr Weaver stated that he had forwarded this request to Citizens Advice during the last few days but had not yet had a response. Cllr Porter confirmed that Winchester Citizens Advice supported many residents in Itchen Valley area and undertook home visits.</p> <p>Cllr Langford proposed approval of the grant to Winchester Citizens Advice. The motion was seconded by Cllr Moffatt. Members agreed unanimously.</p>	
	<p><u>Action</u> – Clerk to contact Winchester Citizens Advice to make arrangements for payment of grant by bank transfer.</p>	AW
<b>16.197</b>	<p><b>Review of Risk Register</b></p> <p>Chair Cllr Appleby introduced this item. Members considered each clause in the register and the implications. Issues covered included: legal powers (lengthsman), minutes and notices (signed minutes displayed), insurance (asset review). Members also considered amendments to text within the register relating to the following headings: councillors, direct costs, charges/loans receivable, salaries and associated costs, annual returns, notice boards, street furniture and bus shelters.</p> <p><u>Action</u> – Clerk to provide revised text for salaries and associated costs.</p> <p><u>Action</u> - Clerk to forward response to HCC re: lead parish council powers relating to Parish Lengthsman.</p> <p><u>Action</u> – Cllr Porter to take up lead parish council powers relating to Parish Lengthsman with HCC lead member.</p> <p><u>Action</u> – Clerk to purchase lockable fire proof cabinet for protection of IVPC records.</p> <p><u>Action</u> – Cllr Riley to amend risk register and circulate for comment before final approval at next FCM.</p>	AW
		AW
		JP
		AW
		YR
<b>16.198</b>	<p><b>Boomtown Grant: To approve the criteria/timetable and delegate authority to FGP to award grant</b></p> <p>Cllr Riley outlined that this issue had been considered at FGP. Proposed eligibility criteria and timetable and dates had been discussed and agreed. It was proposed that Clerk receive applications by closing date (13 April) and that they are reviewed by FGP on 20<sup>th</sup> April. Cllr Riley asked that FCM approve the proposals.</p>	

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16.199	<p>Cllr Langford proposed the arrangements be approved. Cllr Stoodley seconded the proposal. The proposal was agreed unanimously.</p> <p><b>To Note the Government Housing and Planning Reform White Paper and Timetable for Response</b></p> <p>Cllr Langford stated that the Government had issued a new White paper. HALC had circulated details to all parishes and explained the significance. The White Paper proposed changes to the planning process and to Neighbourhood Planning. A response was not required until May so it is proposed that the White Paper be considered in more detail in March and April by the Planning Committee and a draft be circulated for May FCM.</p> <p><u>Action</u> – Clerk to agenda item for Planning and FCM meetings</p>	AW
16.200	<p><b>Parish Council Reports</b></p> <p>(a) <u>Footpath Matters</u></p> <p><u>Fencing at Chilland</u> – Following a matter raised by a local resident, there was a discussion about fencing of land at Chilland.</p> <p><u>Action</u> — Chair Cllr Appleby to speak to HIWWT representative who act on behalf of local owners and offer invite to next FCM meeting to discuss the matter.</p> <p><u>Old Railway Line adjacent to Couch Green</u> – Cllr Riley explained that HCC had authorised a team of SDNP volunteers to create 3 open vistas along the line adjacent to Couch Green playing field, the purpose was to improve the flora and fora and create interest for walkers. Council agreed this work. Cllr Porter and Riley will try and attend the 1<sup>st</sup> day on the 14<sup>th</sup> March</p> <p>Cllr Riley asked if the Parish Lengthsman could clear off the steps up to the line from Chillandham Lane.</p> <p><u>Action</u> – Cllr Riley to write to Cllr Moffatt with relevant details.</p> <p><u>Strawberry Hill Path</u> – There was a discussion about new restrictions imposed on the permissible path.</p> <p><u>Action</u> – Cllr Moffatt to forward relevant information to Clerk. Clerk to write to owner.</p>	PA
	<p>(b) <u>Highway Matters</u></p> <p>No additional issues to report.</p>	
	<p>© <u>Village Hall</u></p> <p>Cllr Langford highlighted his report circulated prior to the meeting providing details of car parking spaces at IAA Village Hall. There were no other village hall issues to report.</p>	
	<p>(d) <u>Website</u></p> <p>Cllr Legat reported that Cllr Carter will be speaking to IV News and IAA Village hall representatives about the new proposed website. Initial response to proposals had been very positive.</p>	
	<p>(e) <u>Open Spaces</u></p> <p>Cllr Riley referred to her report circulated prior to the meeting.</p> <p><u>Couch Green Playing Area and King George V Playing Area</u></p> <p>Cllr Riley confirmed that bench and litter bin were to be procured but she was still waiting for installation prices. She was also awaiting news of the future of local BT phone before procuring signs (containing BT phone directions). Cllr Porter said Steve Lincoln WCC would be able to clarify the latest position.</p> <p><u>Pavilion</u></p> <p>Cllr Riley stated that a recent inspection had revealed a missing inspection cover to a cesspit/septic tank adjacent to the pavilion.</p> <p><u>Action</u>: Chair Cllr Appleby and Cllr Langford to visit to assess.</p>	

Item	Content	Action
	<u>Decommissioning</u> Clerk Mr Weaver provided an update on decommissioning. SSE were scheduled to visit on 13 March to cut off electricity supply. Clerk is in contact with neighbouring parish clerk and another parish councilor (who is also a demolition contractor who is prepared to provide advice (only) in respect of the necessary arrangements. Clerk is awaiting photo of pavilion from Cllr Riley to forward to adviser. Advice obtained included the need to conduct an independent asbestos survey. There was a discussion.	PA/CL
	<u>Action</u> – Chair Cllr Appleby to forward details of local asbestos surveyor.	PA
	<u>Action:</u> Clerk Mr Weaver to add 'Cllr Andrews' to Charity Commission list of trustees.	AW
<b>16.201</b>	<b>Itchen Valley Spring Clean</b> Cllr Andrews updated members on litter pick arrangements for Saturday 4 <sup>th</sup> March. There was a discussion.	
	<u>Action:</u> Clerk Mr Weaver to contact insurers on following day drawing their attention to this event and confirming it was covered by public liability insurance.	AW
<b>16.202</b>	<b>Correspondence</b> Clerk Mr. Weaver circulated correspondence list (see below). There was no discussion.	
<b>16.203</b>	<b>Any Other Business</b> <u>Cycle Event in Easton</u> Cllr Langford highlighted the forthcoming cycle event in Easton in July. There was a discussion about numbers of cyclists expected and marshaling arrangements.	
	<u>Action</u> – Cllr Langford to invite organisers to FCM meeting in near future.	CL
<b>16.204</b>	<b>Date of Next Meeting(s)</b> Next scheduled meeting is Thursday 6 <sup>th</sup> April at 7.00 pm at Easton Village Hall. Chair closed the meeting at 9.30 pm.	

### Correspondence February 2017

No	Content/Detail	Date	Action
1.	HALC January e-update <i>Comment – Forwarded to members 27/02.</i>	03/02/17	For information
2.	WCC Councillors Monthly Report Covers New Cabinet, Code of Conduct training for Parish Councillors at Alresford on 2 <sup>nd</sup> October, Local Plan Part 2 -sound, Planning- advice to parish councils on planning criteria, New WCC Strategy 5 outcomes inc health and happiness, Entrepreneurial Council takes shape open market shared ownership, strategic acquisition strategy. 2016 Annual Monitoring Report published, Fly-tipping prosecution – WCC means business! National Spring Clean Campaign, Changes ahead for parking in Winchester, Salt Bins. Avian Flu Prevention Zone, Progress on Central Winchester Regeneration roadshows, Consultations - Reminder: Barfield Close road closure <i>Comment – Forwarded to members 08/02</i>	08/02/17	For information and consideration at FCM 02/03.
3.	South Downs National Park Community Infrastructure Levy Charging Schedule and Examiners Report. <i>Comment - Forwarded to members 09/02</i>	09/02/17	For information
4.	A letter from the Chairman of the Hampshire Police and Crime Panel. This letter invites written evidence to the Panel's forthcoming proactive scrutiny session, which will focus on Rural Crime. The deadline for responses to be returned is 3 March 2017. <i>Comment - Forwarded to members 10/02. Brief email discussion Cllrs Appleby and Langford</i>	10/02/17	For information.

No	Content/Detail	Date	Action
5	Email from Mike Pillans reporting the decision to continue with the Parish Lengthsman scheme for the 2017/2018 financial year Request for confirmation that parishes want to continue with scheme. Opportunity to consider the geography of your current clusters with a view to splitting them or moving remote associate parishes to a more convenient cluster.	10/02/17	For information and decision
6.	Letter from The Olive Branch Christian Counselling Service requesting donation <i>Comment – Briefly considered at FGP 16<sup>th</sup> Feb. Advised to write back to them stating our approach.</i>	09/02/17	For information
7.	Mail via postal service containing HALC 2017/18 Service Brochure. <i>Comment = To be distributed at FCM 02/03</i>	09/02/17	For information
8	Appointment of Parish Representatives to serve on the Winchester City Council Standards Committee – Email from WCC. The City Council's Standards Committee appoints three Parish Councillors as non-voting co-optees to help with its work, particularly regarding parish matters. The Council is seeking nominations for representatives to serve for the 2017/18 and 2018/19 Municipal Years. An annual allowance of £240 is payable to Parish Representatives, together with travelling expenses. The closing dates for applications is 12 March 2017. <i>Comment - Forwarded to members - 10/02</i>	10/02/17	For information
9.	Charity Commission News <i>Comment - Forwarded to FGP members - 27/02</i>	15/02/17	For information.
10	Email from Vendy Treagust Member Support Officer HALC enclosing robin list of enquiries from various parish councils. <i>Comment - Forwarded to members.15/02</i>	15/02/17	For information.
11	Email from Lottie Fletcher Democratic Services Winchester City Council attaching links re: Agenda/Reports for <a href="#">Cabinet (Local Plan) Committee to be held on 27 February 2017</a> are available for inspection on the Council's website. <i>Comment - Forwarded to members.20/02</i>	17/02/17	For information
12	Email from Sue Ramage attaching letter from Stephen Lugg Chief Executive HALC containing details about the Housing and Planning Reform white paper, including consultation on on changes to planning policy and legislation in relation to planning for housing, sustainable development and the environment <i>Comment – Circulated to members on 21/02.</i>	21/02/17	For information
13	The agenda and meeting papers for the SDNPA Planning Committee meeting on 9 March 2017 will be published on the Authority website by close of play today: <a href="#">Planning Committee 9 March 2017 - South Downs National Park Authority</a> <i>Comment – Circulated to members on 01/03</i>	01/03/17	For information
14.	News from South Downs National Park <i>Comment – Circulated to members on 01/03</i>	01/03/17	For information

**Appendix**

**Itchen Valley Parish Council**

Accounts to be paid

02-Mar-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	28.02.17	N/A	Alan Weaver	Clerks Salary	468.00	0.00	468.00	SO 28.02.17	SO 28.02.17	
2	28.02.17	N/A	HMRC	Clerks PAYE	117.00	0.00	117.00	SO 28.02.17	SO 28.02.17	
✓ 3	28.02.17	N/A	Alan Weaver	Clerks Mileage	15.30	0.00	15.30			
✓ 4	23.02.17	5200420525	WCC	Inspection of Play Areas Easton & CG July to Dec 17	100.00	20.00	120.00			
5	28.02.17	3155	EKS Accounting	Payroll January	20.00	4.00	24.00	AW 20.02.17	HL 20.02.17	
6	02.02.17	INV-1149	HALC	Training: Transparency Code 30 Jan 2 - AW/JL	30.00	6.00	36.00	AW 20.02.17	HL 20.02.17	
✓ 7	28.02.17		MJR Services	Lengthsman	960.00	0.00	960.00			
✓ 8	28.02.17	3170	EKS Accounting	Payroll February	20.00	4.00	24.00			
			END OF LIST*****							
<b>Total Expenditure</b>					<b>1730.30</b>	<b>34.00</b>	<b>1764.30</b>			
<b>Income Received</b>							£s			
1	03.02.17		Worthy Youth FC	Hire /Fees			119.00			
2	17.02.17		Boomtown	Community Grant			2000.00			
3										
<b>Total Income</b>							<b>2119.00</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	YVES	RILEY		23/17
2 Cllr	Paul	MOFFAT		2/3/17

Current Account		Deposit Account	
Balance as at 9 <sup>th</sup> Feb 2017	<b>14,485.50</b>	Balance as at 9 <sup>th</sup> Feb 2017	<b>30,002.26</b>
Add Income	<b>2,119.00</b>	Add Income	<b>0.00</b>
Less Expenses	<b>1,764.30</b>	Less Expenses	<b>0.00</b>
Balance as at 8 <sup>th</sup> Mar 2017	<b>14,840.20</b>	Balance as at 8 <sup>th</sup> Mar 2017	<b>30,002.26</b>

This matches Unity Trust Bank balances/statement as at 8<sup>th</sup> March 2017.