



ITCHEN VALLEY PARISH COUNCIL

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

Draft Minutes of Full Council Meeting on Thursday April 6th 2017 at Easton Village Hall

Attending: , Cllr Appleby (Chairman), Cllr Langford, Cllr Labram, Cllr Legat (from 7.20 pm), Cllr Riley,
In Attendance: Cllrs Griffiths, Jeffs (WCC), Cllr Porter (HCC/WCC), Mr Robert Williams (Managing Director – William Ewan plc) Mr Richard Nichols (Marshalls Supervisor – William Ewan plc); Mr. A.Weaver (Clerk).

Item	Content	Action
17.001	Apologies: Cllrs Andrews, Carter, Dennis, Legat (delay), Moffatt, Stoodley.	
17.002	Public Participation & Declarations of Interest on Agenda. There were no declarations of interest. Chair Cllr Appleby welcomed Mr Robert Williams and Mr Richard Nichols of William Ewan plc to the meeting.	
17.003	Winchester PPP for Macmillan Cancer – Cycling Event Mr Williams provided some background information associated with the event and details of the arrangements. There was a discussion covering: health and safety implications; guidance for, training of, and numbers of marshals; marshaling points; scope for local voluntary involvement; signage; and timing (9.30 am to 11.30 am). Mr Williams undertook to provide more marshals at relevant marshaling points. Chair Cllr Appleby thanked William Ewan representatives for their attendance. <u>Action</u> – Chair Cllr Appleby undertook to arrange publicity of the event within IV News.	PA
17.004	City and Council Reports Cllr Porter referred to her County report circulated previously to members. There was a discussion about Gypsy and Traveller Plan. Cllr Griffiths referred to her City Council report previously circulated to members. There was a discussion about flytipping. Parish council members welcomed recent WCC prosecution re: flytipping. City councilors encouraged parishes to report flytipping through '101' arrangements. Members discussed relationship between WCC and parishes re: planning applications. City Councillors agreed to raise and pursue the following issues with WCC planning officers: <ul style="list-style-type: none"> • Lack of feedback about reasons for withdrawal of planning applications: • Planning application consultations without proper validation and/or sufficiently timely supporting documents and plans. Cllr Griffiths and Jeffs were thanked for attending the meeting.	
17.005	Resignation of Councillors Chair Cllr Appleby informed members that Cllrs Carter and Labram had resigned. Cllr Labram stated that he would be able to attend Annual Parish meeting (APM). NB: There was a discussion about parish councilor roles. Members agreed that it be noted and minuted that, aside from portfolios and subcommittee membership all councillors need to take responsibility for at least other two issues to spread work evenly. It would be important to emphasize this expectation to new councillors. <u>Action</u> – Clerk to produce notice of casual vacancy and circulate for publication.	AW

Item	Content	Action
17.006	<p>Annual General Meeting (AGM) Review of Format Clerk Mr Weaver circulated 'draft' agenda as a basis for discussion. Cllrs considered the content. <u>Action</u> – Cllr Riley to examine draft AGM agenda content in more detail and produce draft agenda.</p>	YR
17.007	<p>Minutes of meeting of Thursday 2nd March and Matters Arising Minutes were agreed as a correct record. Chair signed the minutes. There were no matters arising.</p>	
17.008	<p>Planning</p> <p>a) <u>Draft Minutes of Planning Committee – March 16th 2017</u> 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>(i) <u>Proposed construction of single storey side extension.</u>(L) 23 Little Hayes Lane Itchen Abbas Winchester Hampshire SO21 1XA Ref No - SDNP/17/01294/HOUS: – consultation deadline – 7 April 2017 <u>Decision:</u> 'Support' – <i>IVPC support this application.</i></p> <p>(ii) <u>Alterations and extension to existing property</u> (L) Steeple Cottage Church Lane Easton Winchester Hampshire SO21 1EH Ref No - SDNP/17/01269/HOUS: – consultation deadline – 7 April 2017 <u>Decision:</u> – 'Object' – <i>IVPC is sympathetic to improving the access to Steeple cottage. However, the current bin store provides off road visitor parking to the cottage. We are concerned about the loss of parking at a pinch point on a narrow but well used lane. The Parish Council is responsible for the day to day running of the McPherson Field, opposite the cottage and requires unfetter access for lawnmowing and maintenance equipment. If you are minded to approve this application, then please consider parking restriction alongside the cottage.</i></p> <p>(iii) <u>Proposed change of use from an agricultural barn to flexible use.</u> (L) Park Farm Lovington Lane Avington Winchester Hampshire SO21 1BZ Ref No - SDNP/17/00959/PA3R: consultation deadline – 12 April 2017 <u>Decision</u> – <i>IVPC has no comment to make about this proposal.</i></p> <p>(iv) <u>Formation of a gap in an existing garden wall</u> (L) Martyr Worthy Place Martyr Worthy Road Martyr Worthy Winchester Hampshire SO21 1AW Ref No - SDNP/17/01487/HOUS: consultation deadline – 14 April 2017 <u>Decision:</u> – <i>IVPC has no comment to make about this proposal.</i></p> <p>(v) <u>Formation of a gap in an existing garden wall</u> (L) Martyr Worthy Place Martyr Worthy Road Martyr Worthy Winchester Hampshire SO21 1AW Ref No - SDNP/17/01488/LIS: consultation deadline – 14 April 2017 <u>Decision:</u> – <i>IVPC has no comment to make about this proposal.</i> <u>Action:</u> Clerk to submit above italicised responses to Planning Portal</p>	AW
	<p>c) <u>Any Other Planning Matters</u></p>	PIng Cttee
	<p>i) <u>Terms of Reference of Planning Committee</u> – <u>Action:</u> Members agreed that current TOR's of Planning Committee would be readopted at AGM and reviewed at a later Planning Committee meeting.</p>	
	<p>ii) <u>Travellers Local Plan Survey</u> - noted</p>	
	<p>(iii) The Government Housing and Planning Reform White Paper and Timetable for Response https://www.gov.uk/government/consultations/fixing-our-broken-housing-market-consultation <u>Action:</u> Cllr Riley to progress.</p>	YR

Item	Content	Action
17.009	Financial Matters	
	<p>a) <u>Accounts to be Paid</u> (see appendix) 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&GP Committee Meeting – 16 March 2017</u> Members noted the draft minutes. There were no matters arising.</p>	
	<p>c) <u>To review 2016/17 draft accounts and narrative prior to APM 25th April 2017</u> Chair FGP provided update and thanked Cllrs Riley and Clerk for their work.</p>	
	<p><u>Action:</u> - Draft accounts and narrative to be finalized at FGP on 20th April.</p>	FGP Cttee
	<p>d) <u>Risk Register</u> Cllr Riley referred to Risk Register circulated previously. Cllr Labram proposed Risk Register/Financial Risk Assessment dated as at 6 March 2017 be approved. Proposal was seconded by Cllr Riley. Meeting agreed unanimously.</p>	
	<p>e) <u>IVPC Clerk’s Remuneration</u> Chair Cllr Appleby asked that in view of the confidential nature of the business to be transacted that the public and press be temporarily excluded and they were instructed to withdraw. The motion was passed and the meeting was closed at 19.55 hours. Meeting Opened: The meeting was reopened at 20.05 hours.</p>	
17.010	Draft Chairman of Council’s Report	
	<p>Chairman Cllr Appleby referred to his draft report circulated prior to the meeting.</p>	
	<p><u>Action</u> – Councillors to provide comments about the report over the next ten days.</p>	All
17.011	Parish Council Reports	
	<p>(a) <u>Footpath Matters</u></p>	
	<p>There was a discussion about current lengthsman issues, bridge works, and fencing of land at Chilland.</p>	
	<p>(b) <u>Highway Matters</u></p>	
	<p>There was a discussion on county resurfacing works, particularly at Easton.</p>	
	<p>(c) <u>Village Halls</u></p>	
	<p>Nothing to report.</p>	
	<p>(d) <u>Website</u></p>	
	<p>Chairman Cllr Appleby stated that IV News had expressed an interest in being linked to parish Council website. Cllr Legat reported that Cllr Carter had forwarded relevant website information to him.</p>	JL
	<p><u>Action:</u> - Cllr Legat to prepare a report for website procurement for next FGP.</p>	
	<p>(e) <u>Open Spaces</u></p>	
	<p>Cllr Riley referred to her report circulated prior to the meeting.</p>	
	<p><u>The Future of the Playing Fields</u></p>	
	<p>Councillors discussed the engagement of the agronomist and the calculation of the cost of works to level the football pitches. Cllr Porter highlighted the infrastructure monies that might be available from WCC. WCC were desperately short of playing fields plus the advisability of placing Couch Green King George V playing fields on the 123 Plan. Councillors also considered the possibility for applying for SDNP CIL funding.</p>	

Item	Content	Action
	<p><u>Trees</u> Cllr Riley proposed the inspection of trees close to the play areas at a cost of £400 plus VAT. Proposal seconded by Chairman Cllr Appleby. Meeting agreed unanimously. <u>Action:</u> - Cllr Riley to progress.</p>	YR
17.012	<p>Correspondence Clerk Mr. Weaver referred to correspondence list circulated with the agenda (see below) plus items of correspondence received since the preparation of the list. There was no discussion.</p>	
17.013	<p>Any Other Business <u>(i) Notice Boards</u> <u>Action:</u> Clerk Mr Weaver to request Wessex Gems to complete notice board and Martyr Worthy bus shelter work asap.</p>	AW
	<p><u>(ii) Boomtown:</u> Chairman Cllr Appleby referred to his report back on Boomtown meeting circulated previously. Councillors discussed the inadequate planning for traffic problems, drug abuse, an improving situation re: noise control. Councillors noted that Boomtown were obliged to prepare an Economic Impact Assessment (EIA) on SDNP area for SDNPA.</p>	
17.014	<p>Date of Next Meeting(s) Next scheduled meetings are: Annual Parish Meeting (APM) on Tuesday 25th April at 7.00 pm at Martyr Worthy Village Hall Annual General Meeting (AGM) on Wednesday May 3rd at 7.00 pm at Itchen Abbas & Avington Village Hall Chair closed the meeting at 9.05 pm.</p>	

Correspondence March 2017

Correspondence March 2017

No	Content/Detail	Date	Action
1.	South Downs National Park information relating to the South Downs National Park's Take the Lead Campaign which is promoting responsible dog ownership. <i>Comment - Forwarded to members 02/03</i>	02/03/17	For information
2.	March HALC e-update including: <ul style="list-style-type: none">• LAIS 1396 Housing White Paper• Transparency Fund – Important New Guidance Notes Issued• Better Broadband Scheme – Are you Eligible?• NALC Devolution Kit – Devo+ Launched• Get your Free Financial Review• NALC Direct Information Service Bulletin 901• Training Schedule <i>Comment - Forwarded to members on 14th March 2017</i>	03/03/17	For information
3.	WCC Councillors Monthly Report - March <i>Comment – Forwarded to members 05/03</i>	05/03/17	For information.
4.	Details of Statement of WCC Community Involvement Refresh Survey 9 th March to 24 th April <i>Comment – Forwarded to members 14/03</i>	13/03/17	For information
5.	Email from Vendy Treagust Member Support Officer HALC enclosing robin list of enquiries from various parish councils. <i>Comment - Forwarded to members.14/03</i>	14/03/17	For information
6.	Email from WCC re: LEADER programme continues. 146 projects have received £2.2m of Defra funding to develop their enterprises since 2009. To date, these projects have enabled the creation of 84 new jobs and £5.5m worth of private sector investment leverage into Winchester's local rural economy. The next LEADER programme Information Event takes place from 18:30 on 20 April at Cheriton Village Hall. Places can be booked via www.Fieldfareleader.org.uk/events <i>Comment - Forwarded to members.23/03</i>	15/03/17	For information
7	Letter from Tom Griffiths – Assistant Highway Engineer – detailing proposed surface dressing works on minor roads within parishes in Hampshire. <i>Comment - Forwarded to members.17/03</i>	17/03/17	For information
8	2 Letter from Democratic Services – WCC – outlining amendments to Parish Code of Conduct. <i>Comment - Forwarded to members.17/03</i>	17/03/17	For information
9	Notification by Winchester City Council of commencement of preparation of its traveller site allocations local plan. No new sites revealed so the Council has devised a short consultation to seek views	21/03/17	For information

No	Content/Detail	Date	Action
	<p>on options available and to explore if other alternatives exist. The consultation can be accessed at https://winchester.citizenspace.com/policy-and-planning/traveller-local-plan and all responses should be returned by midday 8 May 2017. This will help the Council to be in a position to draft a local plan for further consultation in June. <i>Comment - Forwarded to members.21/03</i></p>		
10	<p>Notice of Election for Hampshire County Council Elections being held on 4 May 2017 from WCC Electoral Services. <i>Comment - Forwarded to members.24/03</i></p>	24/03/17	For information and display

Appendix

Itchen Valley Parish Council

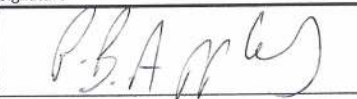

31st Mar 2017

Accounts to be paid

as at: 28th Mar 2017

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	31.03.17	N/A	Alan Weaver	Clerks Salary	468.00	0.00	468.00	SO 31.03.17	Standing Order	
2	31.03.17	N/A	HMRC	Clerks PAYE	117.00	0.00	117.00	SO 31.03.17	Standing Order	
3	31.03.17	N/A	Alan Weaver	Clerks Mileage	47.70	0.00	47.70	AW20.03.17	HL21.03.17	
4	31.03.17	N/A	Alan Weaver	Clerks Overtime	45.00	0.00	45.00	AW20.03.17	HL21.03.17	
5	15.03.17	3030920	Yvette Riley	Open topped litter bin, lid and bolts plus shipping costs	219.51	43.90	263.41	AW20.03.17	HL21.03.17	
6	05.03.17	5338	IAA Village Hall	Room booking Burge 2 hrs	16.00	0.00	16.00	AW20.03.17	HL21.03.17	
7	10.03.16	1184	Green Smile Ltd	Football pitch marking 2nd payment	250.00	50.00	300.00	AW20.03.17	HL21.03.17	
8	15.03.16	41/8	Green Smile Ltd	Grounds Maintenance	185.75	37.15	222.90	AW20.03.17	HL21.03.17	
9	15.03.16	41/9	Green Smile Ltd	Grounds Maintenance	185.75	37.15	222.90	AW20.03.17	HL21.03.17	
10	15.03.16	N/A	Citizens Advice Winchester District	S137 Grant	250.00	0.00	250.00	AW20.03.17	HL21.03.17	
11	20.03.17	1706	Littleton Landscapes	SLR Sign Movements 2016/2017	520.00	104.00	624.00	AW24.03.17	HL24.03.17	
12	24.03.17	N/A	HMRC	Clerks Overtime Mileage	9.00	0.00	9.00	AW24.03.17	HL24.03.17	
13	25.03.17	N/A	Itchen Valley PCC	funding for graveyard maintenance	900.00	0.00	900.00	AW28.03.17	HL29.03.17	
14	27.03.17	INV0272	MJR Services	Lengthsman	960.00	0.00	960.00	AW28.03.17	HL29.03.17	
15	28.03.17	3174	EKS Accounting	Payroll	20.00	4.00	24.00	AW29.03.17	HL29.03.17	
			END OF LIST*****							
Totals	Total Expenditure				4193.71	276.20	4469.91			
Income	Income Received						£s			
1	13.03.17		Worthy Youth FC	Hire /Fees			119.00			
Totals	Total Income						119.00			

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	PATRICK	APPLEBY		6TH APRIL 2017
2 Cllr	YVETTE	RILEY		6/3/17

Bank Reconciliation

Current Account			Deposit Account	
Balance as at 8 th March 2017	14,840.20		Balance as at 8 th March 2017	30,002.26
Add Income	119.00		Add Income	0.00
Less Expenses	4469.91		Less Expenses	0.00
Balance as at 31 st March 2017	10489.29		Balance as at 31 st March 2017	30,002.26

Unity Trust Current Account Bank balance at 31st March is £10,489.29p as above. Unity Trust Deposit Account Bank Balance as at 31st March is £30,002.26p.

NB: There has been an overpayment to Clerk of £9.00 this month. Normally, Clerk receives a standing order payment of £468.00 on last day of month plus an additional payment for overtime and mileage which is calculated after communication from payroll provider of HMRC tax liabilities and payslip and paid during the first two weeks of the following month after approval of Full Council. To meet 31st March year-end deadline these payments have been calculated and approved before communication from payroll provider and will need to be adjusted in the following month for the overpayment this month.