



# ITCHEN VALLEY PARISH COUNCIL

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

## Final Minutes of the Annual General Meeting

May 3rd 2017

**Attending:** Cllr Appleby (Chair), Cllr Andrews, Cllr Riley, Cllr Langford, Cllr Denniss, Cllr Moffatt, Cllr Stoodley (from 7.40 pm)

**In Attendance:** Clerk – A.Weaver

Item	Content	Action
17.022	<b>Apologies:</b> Cllr Legat. Cllr Stoodley (late arrival).	
17.023	<b>Trithalon route through Easton and Avington and Itchen Abbas – Discussion with Rees Leisure Representatives</b>	
	Deferred to next meeting.	
17.024	<b>To Accept Declarations of Acceptance of Office and Interest from elected Councillors</b>	
	Clerk received documentation from members.	
17.025	<b>To Elect a Chairman for the 2016/17 Year.</b>	
	The Clerk Mr Weaver asked for nominations. Cllr Riley nominated Cllr Appleby. The nomination was seconded by Cllr Paul Moffatt. There were no other nominations. The proposal was passed unanimously. Chair Cllr Appleby signed the Declaration of Acceptance of Office.	
17.026	<b>Appointment/Election of New Councillors</b>	
	Clerk informed member that notice of casual vacancy expired on 5 <sup>th</sup> May 2017. No expressions of interest had yet been received. <u>Action</u> – Members to forward any suggestions for cooption to Chair.	ALL
17.027	<b>Public Participation and Declarations of Interest on Issues on the Agenda.</b>	
	None.	
17.028	<b>Minutes of the Meeting of Thursday April 6<sup>th</sup> 2017</b>	
	Public Minutes and Confidential Minutes were agreed as a correct record. Chair signed the minutes. <u>Matters Arising</u> – Re 17.013 AOB Notice Boards and Martyr Worthy Bus Shelter, Clerk confirmed that Wessex Gems had withdrawn from contract and queried next steps. There was a discussion about the work involved. Members approved engagement of alternative contractor(s) to existing specifications. <u>Action</u> – Cllr Riley to progress.	YR
17.029	<b>To Elect a Vice Chairman and members of Committees, Portfolio Holders and Representatives to outside bodies.</b>	All
	<u>Vice Chairman</u> - Chair Cllr Appleby nominated Paul Moffatt. Cllr Langford seconded the proposal. There were no other nominations. Paul Moffatt was elected Vice Chairman.	
	<u>Members of the Committees</u> – The following membership of Committees were agreed: <i>Finance &amp; General Purposes</i> – (Proposed Cllr Moffatt, seconded Cllr Langford)	

Item	Content	Action
	<ul style="list-style-type: none"> <li>• <i>Cllrs Riley, Denniss, Andrews, Stoodley, plus Ex Officio Council Chairman Cllr Appleby.</i></li> </ul> <p><i>Planning – (Proposed Cllr Langford, Seconded Cllr Moffatt)</i></p> <ul style="list-style-type: none"> <li>• <i>Cllrs Langford, Riley Andrews, Denniss (pending new councillor).</i></li> </ul> <p><i>Old School Field – (Proposed Cllr Denniss, Seconded Cllr Langford)</i></p> <ul style="list-style-type: none"> <li>• <i>Cllrs Riley, Denniss, Stoodley.</i></li> </ul> <p>Councillor Stoodley arrived (7.40 pm).</p> <p><u>Portfolio Holders</u> – The following portfolio holders were agreed:  <i>Open Spaces</i> – Cllr Riley.  <i>Transport (inc Bus Shelters and Cycling)</i> – Cllr Langford accepted a monitoring role.  <i>Footpaths</i> – Cllr Moffatt.  <i>Highways</i> – Cllr Appleby.  <i>Webmasters</i> – Cllr Legat, Cllr Stoodley (<i>project</i>).  <i>Law and Order (inc police and neighbourhood watch liaison)</i> – Cllr Denniss and new Councillor.  <i>Easton Village Hall</i> -Cllr Stoodley.  <i>Itchen Abbas &amp; Avington Village Hall</i> – Cllr Langford.  <i>Martyr Worthy Village Hall</i> – Cllr Moffatt.  <i>McPhearson</i> – Cllr Riley.  <i>Boomtown</i> – Cllrs Appleby, Moffatt.  <i>WDAPC</i> – Cllr Appleby.</p> <p>There was a discussion about the validity of a Property Portfolio but no decisions were taken.</p>	
<b>17.030</b>	<p><b>Approval of Current Standing Orders (SOs) and Terms of Reference (TORs) of Committees, Financial Regulations (FRs), etc.</b></p> <p>Meeting approved SOs, FRs, and TORs of Finance &amp; General Purposes (FGP), Planning and Old School Field (OSF). Chair signed the relevant documents. Members also confirmed the following actions:</p>	
	<p><u>Action</u> – Planning TORs to be further examined, minor amendments made and brought back to Full Council for approval in due course.</p>	Planning
	<p><u>Action</u> – Code of Conduct to be itemized for FCM Agenda consideration at next FCM.</p>	FCM/AW
	<p><u>Action</u> – Clerk to include Code of Conduct in new member induction pack.</p>	AW
<b>17.031</b>	<p><b>Planning:</b></p> <p>(a) <u>Draft Minutes of Planning Committee Thursday April 20<sup>th</sup>, 2017</u>  – Members noted the draft minutes.</p>	
	<p>(b) <u>Applications</u>  <u>SDNP/17/01956/Ful - New House Avington Lane Itchen Abbas SO21 1BJ</u> Cllr Langford provided some background details on this application. There was a discussion. Cllr Langford agreed to put together a draft response and circulate for comment.</p>	CL
	<p><u>Decision</u>  <i>The Parish council whilst welcoming the improvement that a classically designed house would bring to the locality and the retention of the gardens to 1-4 Manor Cottages from the previous application, still objects to this new application.</i></p>	

Item	Content	Action
	<p><i>The size, scale and mass of the house is too large for the plot and the locality. The new footprint is, at about 375m<sup>2</sup>, 23% larger than the footprint of the existing house and the floor space, at 680m<sup>2</sup> GIA, is about 46% larger than the existing dwelling. This increase is also against the South Downs National Park Development Management Policy SD44 which limits increases to 30% We consider this scale is too dominant for this sensitive neighbourhood and this new application does not address the objections of the WCC's Historic Environment department report on the previous application.</i></p> <p><i>The proposed location of the new garage block and associated landscaping has a dominant impact on the Itchen way Footpath 31, by building in front of the current building line it places the rear of the garage, which has few architectural merits closer to this important footpath thus creating a claustrophobic atmosphere for walkers enjoying this public amenity. The Landscape strategy also includes planting along the Itchen Way Footpath 31 making it into a narrow path and making the vegetation on both sides difficult to maintain.</i></p> <p><i>We request that this application is rejected, However, if you are minded to approve we would suggest a further reduction in size and scale of the main house, the repositioning of the garage block to the south side of the main house away from footpath 31 and a less dominant planting scheme along the footpath. Additionally, the Parish Council would be looking for some planning gain and request that the applicants consider removing the fencing on the northside of the field so that the public can enjoy the expansive feeling of walking around the field edge of this very popular village</i></p>	
17.032	<p><u>Action</u> – Clerk to submit above italicised responses in their Planning Committee responses.</p>	
	<p><b>Financial Matters</b></p>	
	<p>(a) <u>To Agree to pay the Accounts</u> - Clerk/RFO circulated accounts to be paid and provided brief comments on the content (see appendix). Members agreed to pay the accounts.</p>	
	<p><u>Action</u> - Cllr Riley to authorise the bank payments.</p> <p>There was a brief discussion about the new arrangements. It was agreed that Cllr Andrews and Cllr Dennis be designated signatories.</p>	YR
	<p><u>Action</u> – Clerk Mr Weaver to arrange for designation of Cllr Andrews and Cllr Dennis.</p>	AW
	<p>(b) <u>Draft Minutes of FGP Committee of Thursday 20<sup>th</sup> April and report back from APM Meeting of 25<sup>th</sup> April 2017-</u></p> <p>Members noted the Draft Minutes. The Clerk Mr Weaver indicated draft minutes of APM would be available shortly.</p>	
	<p>(c) <u>To agree the responses to the Annual Governance Return</u></p> <p>The completed Annual Governance Statement (Section 1 of the Annual Return), was circulated for discussion and approval. Cllr Stoodley proposed that the Statement be approved. The proposal was seconded by Cllr Andrews. The proposal was approved unanimously. The Chairman and Clerk duly signed the return. Members noted that Section 2 The Accounting Statement of the Annual Return needed to be completed at the 1<sup>st</sup> June full council.</p>	

Item	Content	Action
17.033	<p><b>Correspondence</b></p> <p>Clerk gave a brief report back on correspondence. Correspondence List (see appendix).</p>	
17.034	<p><b>AOB</b></p> <p><u>Play Area Inspection Work</u> Cllr Riley stated that the recent Play Area Inspection work had identified additional works of repair or maintenance that needed to be considered. <u>Action</u> – Play Area Works to be considered at next FGP meeting.</p> <p><u>Asset Register and Insurance Renewal</u> Cllr Denniss provided an update. The Council’s assets were underinsured with Avington War Memorial being a particular issue. Came &amp; Co had agreed to provide free cover for the War Memorial until 1<sup>st</sup> June 2017. <u>Action</u> – Asset Register and Insurance Renewal to be considered at next FGP meeting.</p> <p><u>Next Planning/FGP Meeting (Wed 17<sup>th</sup> May)</u> There was a discussion about possible change to these meetings. <u>Action</u> – Chair Councillor Appleby to consider alternative dates. Chair Cllr Appleby closed the meeting at 9.00 pm.</p> <p><b>Date of Next Meeting – Next Scheduled meeting is Thursday 1<sup>st</sup> June 2017 at 7.00 pm at Martyr Worthy Village Hall.</b></p>	<p>AW/FGP</p> <p>AW/FGP</p> <p>PA.</p>

## Appendix 1 – Accounts

## Itchen Valley Parish Council

Accounts to be paid

3rd May 2017

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	30.04.17	N/A	Alan Weaver	Clerks Salary	468.00	0.00	468.00	SO30.04.17	Standing Order	
2	30.04.17	N/A	HMRC	Clerks PAYE	117.00	0.00	117.00	SO30.04.17	Standing Order	
3	30.04.17	N/A	Alan Weaver	Clerks Salary	256.24	0.00	256.24			
4	01.04.17	1330	Green Smile Ltd	Grounds Maintenance	289.19	57.84	347.03	AW24.04.17	HL 24.04.17	
5	03.04.17	6888	visionict	Website hosting and support - 02.17-03.17	40.00	8.00	48.00	AW24.04.17	HL 24.04.17	
6	03.04.17	INV-1522	HALC	HALC Affiliation & Levy	385.00	0.00	385.00	AW24.04.17	HL 24.04.17	
7	03.04.17	INV-1697	HALC	HR Consultancy Srvce Fee	150.00	30.00	180.00	AW24.04.17	HL 24.04.17	
8	04.04.17	INV0276	MJR Services	Cost of DBS form	65.00	0.00	65.00	AW24.04.17	HL 24.04.17	
9	06.04.17	INV-1736	HALC	HALC Training Basic Planning for Councils (10/04)	40.00	8.00	48.00	AW24.04.17	HL 24.04.17	
10	06.04.17	3610883846	HCC	Energy Management	144.50	28.90	173.40	AW24.04.17	HL 24.04.17	
11	18.04.17	1423	Vitaplay	Play area remedial wks	488.00	97.60	585.60	AW24.04.17	HL 24.04.17	
12	18.04.17		Alan Weaver	Microsoft Office 365 Home Subscription	66.66	13.33	79.99	AW24.04.17	HL 24.04.17	
13	31.03.17		Unity Trust Bank	Service Charge	18.00	0.00	18.00	DD31.03.17	DD31.03.17	
14	25.04.17	1436	Vitaplay	CG and OSF monthly insp	45.00	9.00	54.00			
15	25.04.17		MacPhearson SFT	Boomtown Comm grnt	750.00	0.00	750.00			
16	25.04.17		E & MW Cricket Club	Boomtown Comm grnt	300.00	0.00	300.00			
17	25.04.17		Friends of IA School	Boomtown Comm grnt	200.00	0.00	200.00			
18	25.04.17		Wild IV Verges	Boomtown Comm grnt	250.00	0.00	250.00			
19	30.04.17	3191	EKS Accounting	Payroll	20.00	4.00	24.00			
20	01.05.17	1570	Green Smile Ltd	Grounds Maintenance	289.19	57.84	347.03			
21	28.04.17	282	MJR Services	Lengthsman	960.00	0.00	960.00			
			END OF LIST*****							
	<b>Total Expenditure</b>				<b>5341.78</b>	<b>314.51</b>	<b>5656.29</b>			
	<b>Income Received</b>						£s			
1	11.04.17		WCC	Precept and CT Support			14174.00			
2	26.04.17		HCC PO 9003446414	Parish Lengthsman Fndng			13200.00			
3	02.05.17		Worthy Youth FC	Pitch Hire Fees			119.00			
4	03.05.17		Worthy Youth FC	Pitch Hire Fees			119.00			
	<b>Total Income</b>						<b>27612.00</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 Clr	Ware	Rune		3/5/17
2 Clr	Paul	Moffatt		3/5/17

## Bank Reconciliation

Current Account		Deposit Account	
Balance as at 31 <sup>st</sup> Mar 2017	<b>10,489.29</b>	Balance as at 31 <sup>st</sup> Mar 2017	<b>30,005.96</b>
Add Income	<b>27,612.00</b>	Add Income	<b>3.70</b>
Less Expenses	<b>5,656.29</b>	Less Expenses	<b>0.00</b>
Balance as at 5 <sup>th</sup> May 2017	<b>32,445.00</b>	Balance as at 31 <sup>st</sup> May 2017	<b>30,005.96</b>
Total Cash Holdings			<b>62,450.96</b>

Unity Trust Current Account Bank balance at 5<sup>th</sup> May 2017 is £32,701. The Unity Trust Current Account Bank balance does not include Clerk's salary payment of £256.24 above which was not processed due to an oversight. When added in, the Current Account balance above and the Unity Trust Current Account balance are fully reconciled. Unity Trust Deposit Account Bank Balance as at 5<sup>th</sup> May 2017 is £30,005.96.

#### Appendix 2 Correspondence April 2017

No	Content/Detail	Date	Action
1.	Email from Head of Strategic Planning at WCC that Winchester City Council adopted the Winchester District Local Plan Part 2 – Development Management and Site Allocations on 5 April 2017. All documents can be viewed on the Council's website at: <a href="http://www.winchester.gov.uk/planning-policy/local-plan-part-2/">http://www.winchester.gov.uk/planning-policy/local-plan-part-2/</a> <i>Comment - Forwarded to members.06/04</i>	06/04/17	For information
2.	Email from Caroline Johnstone of Boomtown inviting local residents and interested parties to a meeting on Wednesday 17th May from 18.30hours to 20.00hrs at the Alresford Recreation Centre, The Avenue, Alresford, Hampshire, SO24 9EP to discuss emergency planning. <i>Comment - Forwarded to members.11/04</i>	11/04/17	For information
3.	Invitation to Depot Contract Option Appraisal Workshop Event' The City Council is in the process of carrying out an Options Appraisal exercise to decide how the Environmental Services will be delivered when the current contract period ends in October 2019. The contracted services are: <ul style="list-style-type: none"> <li>• Refuse and recycling collections</li> <li>• Street Cleaning</li> <li>• Grounds Maintenance</li> </ul> Invitation to an evening workshop on 24 <sup>th</sup> May 2017 in the Winchester Guildhall. At 6.30 pm. The workshop will start at 6:30pm and a full agenda will be sent nearer the time <i>Comment - Forwarded to members.12/04</i>	12/04/17	For information
	Hampshire Association of Local Councils and Fuller's Brewery proudly launch the 2017 Village of the Year Competition. <i>Comment - Forwarded to members.12/04</i>	12/04/17	For information
	Message from WCC the Forward Plan for June 2017 is now available for inspection on the Council's website. <a href="http://www.winchester.gov.uk/councillors-committees/forward-plan/2017-forward-plan/">http://www.winchester.gov.uk/councillors-committees/forward-plan/2017-forward-plan/</a> <i>Forwarded to all members</i>	02/05/17	For information
	Details on the agenda and meeting papers for the SDNPA Planning Committee meeting on 11 May 2017 will be published on the Authority website by close of play today: <a href="#">Planning Committee 11 May 2017 - South Downs National Park Authority</a> <i>Forwarded to Planning Committee</i>	03/05/17	For information