



ITCHEN VALLEY PARISH COUNCIL

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

Minutes of Full Council Meeting on Thursday June 1st, 2017 at Easton Village Hall

Attending: Cllr Andrews, Cllr Appleby (Chairman), Cllr Langford, Cllr Legat, Cllr Moffatt, Cllr Riley.

In Attendance: Nikki Rees MD Rees Leisure, Fee – Event Manager – Rees Leisure, Clerk – Mr. A.Weaver.

| Item | Content | Action |
|--------|--|--------|
| 17.035 | Apologies: Cllrs Dennis, Labram, Stoodley, Cllrs Gottlieb, Griffiths, and Jeffs (WCC), Cllr Porter (HCC). | |
| 17.036 | Minutes of AGM of Wednesday 3rd May 2017 and Matters Arising Minutes were agreed as a correct record. Chair signed the minutes. ‘Matters Arising’ Re: 17.028, Cllr Riley updated FCM with the refurbishment issues , more work that anticipated due to rot at back and sides. She stated that FGP Committee had approved payment of £240 for materials and £480 for labour – within the initial 2017 budgeted amount of £750 but above the £600 estimate. | |
| 17.037 | Draft Minutes of APM on Tuesday 25th April 2017 – The minutes were noted. | |
| 17.038 | Public Participation & Declarations of Interest on Agenda. Cllr Langford declared an interest on footpath issues. He had an interest in Hampshire Wildlife Trust. | |
| 17.039 | Triathlon Route Through Easton and Avington and Itchen Abbas – Discussion with Rees Leisure Representatives Chair Cllr Appleby welcomed Nikki Rees MD and Fee Francis Event Manager from Rees Leisure. Nikki introduced herself and her colleague and passed around maps of proposed routes. There was a discussion about routes, marshalling, numbers of participants, timings, speeds, communication with local organisations, and potential litter and noise issues. Nikki confirmed that these latter two issues would be highlighted in briefings to participants and would forward an email to Cllr Langford providing more details, including timing details. Action – Cllr Langford to forward details to Itchen List. Rees Leisure representatives left at 7.25 pm. | CL |
| 17.040 | City and Council Reports Chair Cllr Appleby highlighted Councillor Porter’s HCC report – circulated that day. There was no discussion. | |
| 17.041 | Cooption of Councillors Chair Cllr Appleby indicated that there was no candidates yet but that further approaches would be made. | |
| 17.042 | Governance a) <u>To note the internal audit review letter and agree the action plan</u> FCM noted the internal auditor letter dated 10th May and circulated with the agenda. Cllr Riley highlighted the various process points and referred to the proposed action points which were documented within the FGP minutes of 17 th May 2017. There was a discussion about risk assessment and the separate risk assessment for playgrounds. <u>Action</u> – Proposed FGP actions re: clerk’s appointment, workplace pension, payroll, asset register, risk assessment and assorted other points be followed up through the workplan. b) <u>To agree section 2 of the Annual Return as at 31st March 2017</u> Cllr Riley introduced this item. She stated that section 1 of the Proforma had been approved at the previous FCM meeting and section 2 of the proforma now needed to be considered and approved. Details had been circulated with the agenda together with explanation of variances, asset | AW/YR |

| Item | Content | Action |
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| | value details, and bank reconciliation details. Members considered the forms and figures. <u>Decision</u> – Cllr Langford proposed that section 2 Accounting Statement be approved. Cllr Andrews seconded the proposal. The meeting agreed unanimously. Chairman Cllr Appleby and Clerk Mr Weaver signed the return. | |
| | <u>Action</u> – Accounting Statement to be forwarded to external auditor, copy to internal auditor. | AW |
| | Members acknowledged and agreed the period for the exercise of public rights (5 th June to 14 th July 2017). | |
| | <u>Action</u> – Notice of Attachment of Public Rights to be attached to notice board. Clerk to forward electronic version for publication on website. | AW |
| | c) <u>Code of Conduct for Councillors</u> There was a brief discussion about the code of conduct. | |
| | <u>Action</u> – Clerk to distribute code of conduct and include in induction pack and forward to Cllr Legat for inclusion on the website. | AW/JL |
| | d) <u>To readopt existing disciplinary and grievance policies.</u> Cllr Riley indicated that the above policies were scheduled for review in May 2017. FGP had reviewed the policies and confirmed they had not been overtaken by legislative changes. | |
| | <u>Decision</u> – FCM agreed to reconfirm the policies. | |
| | <u>Action</u> – Clerk to forward policies to with new dates to Cllr Legat for inclusion on the website. | AW/JL |
| 17.043 | Planning Planning (a) Planning Applications (i) T1 Beech - Reduce crown by 2m in length. Reduce height by 2m. Remove dead wood. Reason - risk reduction. T2 Beech - Reduce crown by 2m in length. Reduce height by 2m. Remove dead wood. Reason - risk reduction. T3 - no works at present time. T4 - Fell. Reason - risk reduction. High risk of failure due to presence of Kretzscmaria deusta. (L) Wangfield House Main Road Itchen Abbas Winchester Hampshire SO21 1AT Ref. No: SDNP/17/01620/TPO: Consultation deadline – 7 th June 2017 Members considered this application. There was a discussion. Decision – <i>IVPC accept the report and recommendations in it. The Parish Council ask for a replacement tree for the one that is felled.</i> (ii) Retention of revised tunnel to allow vehicular access to the enclosed area within the existing motocross track (L) Motorcross Site The Matterley Estate Alresford Road Ovington So24 OHU Ref. No: SDNP/17/02381/FUL: Consultation Deadline – 15 th June 2017. There was a discussion. Decision – <i>‘No comment’.</i> (iii) Addition of 3 rooflights to the west elevation of top store. (L) Planning Application - Franklyns Farm House Rectory Lane Itchen Abbas Winchester Hampshire SO21 1BN Ref. No: SDNP/17/02497/HOUS: Consultation Deadline – 16 th June 2017. There was a discussion. Decision – <i>‘IVPC request the roof lights be fitted with integral blinds that comply with SDNP Dark Skies Policy’.</i> <u>Action</u> – Clerk to submit italicised FCM responses above to planning portal. | |
| 17.044 | Financial Matters a) <u>FGP Terms of reference and chairship of committee</u> Cllr Riley referred to the attached document and highlighted the discrepancy between for proposed arrangements for appointing the chair of the committee between Standing Orders and FGP terms of reference. Decisions – It was agreed that reference to the appointment of Chair would be removed from FGP and Planning Committee terms of reference. It was proposed by Chair Cllr Appleby that Chair of FGP be Cllr Yvette Riley. Proposal was seconded by Cllr Legat. FCM approved unanimously. | |

| Item | Content | Action |
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| | <p>It was proposed by Chair Cllr Appleby that Chair of Planning Committee be Cllr Langford. Proposal was seconded by Cllr Riley. FCM approved unanimously.</p> <p>It was proposed by Chair Cllr Appleby that Chair of Old School Field be Cllr Riley. Proposal was seconded by Cllr Langford. FCM approved unanimously.</p> | |
| | <p>b) <u>2017/18 Budget</u> Cllr Riley highlighted that original 2017/18 budget had been overtaken by subsequent changes, including changes as a result of changes to the clerk's terms and conditions. There was now a £7K budget shortfall and this needed to be revised.</p> <p>It was proposed by Cllr Riley and agreed by FCM members that FGP Committee re-examine budget and come back with recommendations.</p> | |
| | <p>c) <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.</p> | |
| | <p>d) <u>Draft Minutes of F&GP Committee Meeting – 17 May 2017</u> Members noted the draft minutes.</p> | |
| | <p>e) <u>Asset Register and Renewal of Insurance Policy – Current Position</u> Cllr Riley indicated that the latest news from the insurers was that insurers had increased the value of the assets. There had not been a large increase in the premium. The premium had been authorized and paid. There was a discussion about Avington War Memorial and whether British Legion could take responsibility for it.</p> | |
| | <p>f) <u>Credit Account at Sydenham's Builders Merchant.</u> <u>Action</u> – Clerk to make available account statement for Chair to sign.</p> | |
| | <p>g) <u>Multi-Pay Card</u> Relevant forms were completed by members. <u>Action</u> – Clerk to forward forms to Unity Trust Bank.</p> | AW/PA |
| | | AW |
| 17.045 | Parish Council Reports | |
| | <p>(a) <u>Footpath Matters</u> There was a discussion about footpath work for Lengthsman – Mike Ring, stile to gate and fencing. - <u>Action</u> — Chair Cllr Appleby to email Mick Philips and write to Andrew Impey about fencing issues.</p> | PA |
| | <p>(b) <u>Highway Matters</u> There was a discussion about the Chair's report, particularly Station Close Car Parking, inspection tour of roads, potholes and road surfaces, drainage at Church Lane, Martyr Worthy. There was a discussion about the roofing sign outside Heather Close which had been the cause of many complaints. <u>Action</u> – Cllr Langford agreed to look into this. There was a discussion about the condition of the land adjacent to Itchen Valley Notice Board and bus shelter. It was agreed that this area may need a tidy up next year.</p> | |
| | <p>© <u>Village Hall</u> Cllr Langford stated that IAVH were applying for European funding for new funding for new curtains and lights. Cllr Moffatt reported that MWVH had held their AGM.</p> | |
| | <p>(d) <u>Website</u> <u>Action</u> - Chair Cllr Appleby stated that he would contact Cllr Stoodley re: proposed project role.</p> | PA/RS |
| | <p>(e) <u>Open Spaces</u> Cllr Riley stated that the fallen tree at Couch Green had been dealt with. The monthly playground inspection had raised a number of potentially</p> | |

| Item | Content | Action |
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| | expensive works, particularly the swings at Couch Green and Easton. <u>Action</u> – Cllr Riley to arrange for more quotes. Potential works to be discussed with Parish Lengthsman. | YR/PM/MR |
| | Cllr Riley stated that it was now time for to release the budget for replacement tower at the Old School Field, Easton. With McPherson Trust, there was now a budget of £10K. Cllr Stoodley was helping with this issue. <u>Action</u> - Cllr Moffatt agreed to speak to Parish Lengthsman about removal of existing tunnel. | PM |
| | Decision – Cllr Riley proposed that budget for replacement tower be released. Cllr Appleby seconded the proposal. The proposal was supported by all members. Cllr Riley outlined details of padlock purchases. | |
| 17.046 | Correspondence Clerk Mr. Weaver indicated that there had been insufficient time to prepare a correspondence list. Please see subsequently prepared correspondence list in appendix below for information. | |
| 17.047 | Other Items <u>Meeting Dates</u> - There was a discussion about alternative dates for FGP/Planning meetings on Wednesdays. Cllrs Denniss and Stoodley can do these dates. <u>Action:</u> - All members to examine their availability for meetings on the third Wednesday every month. <u>Winchester Traffic Forum</u> – <u>Action</u> – If Cllr Langford cannot attend, Cllr Appleby will. <u>Chairship Skills</u> Cllr Appleby indicated he would be attending chairship training. | ALL |
| 17.048 | Date of Next Meeting(s) Next scheduled meeting is Thursday 6 th July at 7.00 pm at Itchen Abbas Village Hall. Chair closed the meeting at 9.00 pm. | |

Correspondence May 2017

| No | Content/Detail | Date | Action |
|----|--|----------|-----------------|
| 1. | Email from HALC about renewal of planning queries help-desk service for member councils provided by Simon Sanger-Anderson of Tozers Solicitors. <i>Forwarded on 3rd May</i> | 03/05/17 | For information |
| 2. | Email from Boomtown about meeting for local residents on Wednesday 17th May focusing on event control and emergency planning operations at the festival. <i>Forwarded on 15th May</i> | 11/05/17 | For information |
| 3. | Email from Joseph Rowe Highway Technician, on behalf of Ray Gardner, highways engineer re: regular meetings and trips around the parishes. Email Joseph to organise dates for meetings. <i>Forwarded on 11th May</i> | 11/05/17 | For information |
| 4. | Email from Hampshire County Council enclosing agenda for Winchester Passenger Transport Forum on Monday 26 June 2017. This will be held at Elizabeth II Court from 2pm - 4pm. <i>Forwarded on 18th May</i> | 18/05/17 | For information |
| 5. | Email from local residents Mr & Mrs Sparks of A31 residents liaison group. <i>Forwarded on 18th May</i> | 18/05/17 | For information |
| 6. | Follow Up email from Barbara Goodchild of Ramblers enclosing a map listing footpaths proposing conversion of stiles to gates and requesting details of ownership. <i>Forwarded on 23rd May</i> | 19/05/17 | For information |

Appendix

Itchen Valley Parish Council

Accounts to be paid

as at : 1st June 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 | 31.05.17 | N/A | Alan Weaver | Clerks Salary | 468.00 | 0.00 | 468.00 | SO 31.05.17 | SO | |
| 2 | 31.05.17 | N/A | HMRC | Clerks PAYE | 117.00 | 0.00 | 117.00 | SO 31.05.17 | SO | |
| 3 | 15.05.17 | 61004928/0044 | SSE | Energy | 264.59 | 52.91 | 317.50 | DD 08.05.17 | DD | |
| 4 | 15.05.17 | Invoice 1 | Long Meadow Services | MW Bus Shelter | 400.00 | 0.00 | 400.00 | AW 17.05.17 | YR 18.05.17 | |
| 5 | 15.05.17 | Invoice 2 | Long Meadow Services | MW Bus Shelter - extra work | 80.00 | 0.00 | 80.00 | AW 17.05.17 | YR 18.05.17 | |
| 6 | 10.05.17 | IA Invoice | John K. Murray IA | Internal Audit Fees | 200.00 | 0.00 | 200.00 | AW 17.05.17 | YR 18.05.17 | |
| 7 | 18.05.17 | 291 | MJR Services | Lengthsman xtra CG plying fields and bus shelter | 153.00 | 0.00 | 153.00 | | | |
| 8 | 19.05.17 | Ref 612/0420 | Came & Co | Insurance - Local Council Scheme | 1265.90 | 0.00 | 1265.90 | AW 25.05.17 | YR26.05.17 | |
| 9 | 24.05.17 | | Watercross Way | Boomtown Community Grant | 500.00 | 0.00 | 500.00 | | | |
| 10 | 22.05.17 | 1456 | Vitaplay | CG & OSF maint & Insp | 84.00 | 16.80 | 100.80 | | | |
| 11 | 22.05.17 | 1457 | Vitaplay | Inst and sfng of 1 bin and bench at CG | 550.00 | 110.00 | 660.00 | | | |
| 12 | 25.05.17 | | Alan Weaver | Clerk's Salary | 265.24 | 0.00 | 265.24 | | | |
| 13 | 23.05.17 | | Yvette Riley | Bus Shelter materials | 150.11 | 30.00 | 180.11 | | | |
| 14 | 23.05.17 | | Yvette Riley | Bus Shelter wood | 49.43 | 9.89 | 59.32 | | | |
| 15 | 23.05.17 | | Yvette Riley | No Parking Access Notice | 11.20 | 2.24 | 13.44 | | | |
| 16 | 03.05.17 | | HPFA | Subscription Renewal | 40.00 | 0.00 | 40.00 | | | |
| 17 | 26.05.17 | 295 | MJR Services | Lengthsman MS, BTN,RPLY, OA, HW | 960.00 | 0.00 | 960.00 | | | |
| 18 | 01.06.17 | 1886 | Green Smile Ltd | Monthly Grounds maintenance | 289.19 | 57.84 | 347.03 | | | |
| 19 | 30.05.17 | 1746 | N.W.Adams | Annual Play Area Inspections 2017 | 171.00 | 34.20 | 205.20 | | | |
| | | | END OF LIST***** | | | | | | | |
| Total Expenditure | | | | | 6018.66 | 313.88 | 6332.54 | | | |
| Income Received | | | | | | | £s | | | |
| 1 | 31.05.17 | | Worthy Youth FC | Pitch Hire Fees | | | 119.00 | | | |
| 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 | PAUL | MORFITT |  | 1-6-17 |
| 2 Cllr | PATRICK | APPLEBY |  | 1st JUNE 2017 |

Bank Reconciliation

| | |
|------------------------|------------------------|
| Current Account | Deposit Account |
|------------------------|------------------------|

| | | | | |
|--|------------------|--|--|------------------|
| Balance as at 5 th May 2017 | 32,445.00 | | Balance as at 5 th May 2017 | 30,005.96 |
| Add Income | 119.00 | | Add Income | 0.00 |
| Less Expenses | 6332.54 | | Less Expenses | 0.00 |
| Transfer to Deposit Account on 15 th May 2017 | 20,000.00 | | Transfer from Current Account on 15 th May 2017 | 20,000.00 |
| Balance as at 5 th June 2017 | 6231.46 | | Balance as at 5 th June 2017 | 50005.96 |
| Total Cash Holdings | | | | 56237.42 |

Unity Trust Current Account Bank balance at 5th June 2017 is £6231.46. Unity Trust Deposit Account Bank balance as at 5th June 2017 is £50,005.96.