



Item	Content	Action
	<p>schedule had been received at short notice. Cllr Riley had vetted the schedule to check that the schedule and asset register were fully aligned and approved Inspire Quote 3. Cllr Appleby Chair had authorized payment to ensure IVPC were fully insured on 1<sup>st</sup> June, deadline for the end of the previous insurance contract. There was a discussion of level of cover re: indemnity and public liability.</p> <p><b>Decision</b> – Members confirmed approval of this urgent action.</p>	
	<p>c) <u>To Receive and Discuss the Internal Auditor Comments for FY 17-18 and to Review the Proposed Action Plan</u></p> <p>Cllr Riley drew members’ attention to the Internal Auditor’s Report – and the action plan. It was a long letter, but Cllr Riley highlighted the key conclusion the overall Internal Auditor found the ‘records of the council to be in good order’.</p> <p>Cllr Appleby (Chair) felt that Cllr Riley and the Clerk were to be congratulated. Compared to other parish councils, Itchen Valley PC did very well.</p> <p>Cllr Riley felt the content of the IA report was fair. The draft action plan would be taken to next FGP Committee for further consideration. Members discussed the Internal Auditor’s comments on ‘control areas’ in more detail.</p> <p>Cllr Riley stated that personal emails had to be discontinued. Members discussed the use of the Itchen List and Facebook, good practice on councilor communication, WCC Standards advice, the pressing need for a communique on footpaths.</p> <p><b>Decision</b> – Members recorded reception of Internal Auditor’s report.  <b>Action</b> – IA Report and Action Plan to be considered further at next FGP Committee meeting.</p>	
18.039	<p><b>To Receive and Approve section 2 of the 17/18 AGAR and noting the Internal Auditor’s Completed Section 3 of the AGAR.</b></p> <p>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. Members considered the forms and figures.</p> <p><u>Decision</u> – Cllr Riley 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.</p> <p><u>Action</u> – Accounting Statement to be forwarded to external auditor, copy to internal auditor.</p>	AW/ALL
18.040	<p><b>To Ratify the Changes to the Bank Mandate.</b></p> <p><b>Decision</b> - Members approved the signatory changes to the bank mandate.  <b>Action:</b> Clerk to forward form on receipt of Cllr Moffatt’s signature.</p>	AW
18.041	<p><b>To Discuss a Car Parking and Event Policy on Council Land</b></p> <p>Cllr Riley stated that there had been a number of requests for event and car parking over a 3-week period. There had been a need for legal advice re: policy so draft policy had been forwarded to HALC Legal Support Team for advice. The circulated policy had been revised in light of that advice. There was a discussion.</p> <p><b>Decision</b> - Members approved further referral back to HALC Legal Support Team and the associated expenditure to be incurred.  <b>Decision</b> - Members approved request from Friends of Itchen (FOI) School to hold a fund-raising rounders match and BBQ at Couch Green.  <b>Action:</b> Revised Policy to be referred to HALC Legal Team for further</p>	YR

Item	Content	Action
	analysis.	
	<b>Action:</b> Draft Car Parking and Event Policy on Council Land to be taken to next FGP Committee for further consideration.	YR/AW
	<b>Action:</b> Clerk to design appropriate form for use with the Policy.	AW
<b>18.042</b>	<b>Planning</b>	
	(a) <u>Planning Applications including any Planning Applications received after date of issue.</u>	
	(i) <a href="#">Proposed Two storey side extension with single storey rear extension to existing house</a>	
	13 Bridgets Lane Martyr Worthy SO21 1AR 18/00742/HOU Deadline – 21 <sup>st</sup> June 2018	
	<b>Decision:</b> 'Object' for the following reasons;	
	<ol style="list-style-type: none"> <li>1. When outbuildings are excluded from the dwelling size calculation, the property is 113 sq mtr and subject to policy DM3, therefore extensions should be no more than 25% this is approx. 70%.</li> <li>2. The design as submitted would harm the character and appearance of the host dwelling, its semi-pair and the locality.</li> </ol>	
	<p><i>The original footprint of the property is approximately 113 sq mtr, (confirmed by Application 10/01403/FUL) Since the previous applications a small breeze block "laundry" has been added. This space is clearly a crudely built outbuilding and should not be considered as part of the usable floorspace of the property. see para 6.2.13 of LPP 2. Furthermore, the publicly available sales details (Mar 2017) do not show this space therefore confirming it was not usable/occupiable space. Reflecting on the evidence, this application breaches Policy DM3 and represents an unacceptable loss of a small house in the countryside.</i></p>	
	<p><i>We reiterate that the size, scale and design of the proposed extension is out of keeping with its semi pair. We would however support appropriately sized sympathetic side development that retains the symmetry of the building. Additionally, all the surrounding houses are classed as small houses in the countryside and the proposed development would be incongruous with the street scene.</i></p>	
	(ii) <a href="#">Proposed replacement window</a>	
	4- The Old Dairy Avington Park Lane Easton SO21 1EU SDNP/18/02690/LDP -Deadline - 18 <sup>th</sup> June 2018	
	<b>Decision:</b> No objection	
	(iii) <a href="#">Installation of 1 electricity wood pole and stay supporting an 11kV overhead line and dismantlement of 3 poles.</a>	
	Chalk Pit Main Road Itchen Abbas Hampshire SDNP/18/02855/SCREEN – Deadline – 22nd June 2018	
	<b>Decision:</b> 'Support'	
	<p><i>Itchen Valley Parish Council support this application to improve the landscape by removing overhead power lines in the Itchen Valley</i></p> <p><i>The application relates to property UPRN 200000183405, Itchen Abbas Grange, and should perhaps be referenced to this</i></p>	
	(iv) <a href="#">Single storey rear extension</a>	
	Martyr Worthy Place Bridgets Lane Martyr Worthy Hampshire SO21 1AW SDNP/18/02528/HOUS – Deadline – 12 <sup>th</sup> June 2018	
	<b>Decision:</b> No comment	

Item	Content	Action
	<p>(v) <a href="#">Discharge of conditions 3, 4 and 6 on SDNP/15/06486/FUL</a>  Matterley Alresford Road Ovington Alresford Hampshire SO24 0HU  SDNP/18/02720/DCOND – Deadline – 15<sup>th</sup> June 2018  Decision: <i>This is a highly technical application which is difficult to comment on. However, a Phase 1 ecological survey is wholly inadequate to assess the impact of the festivals on the Matterley Estate and that a Phase 2 survey would be more appropriate and needs to be undertaken during the current planning permission to inform any new application for 2020.</i>  <b>Action</b> – Clerk to submit above italicised responses in Planning Committee responses.</p>	AW
	<p>(b) <a href="#">Draft Minutes of Planning Committee Wed 16<sup>th</sup> May 2018.</a>  Members noted the draft Planning Committee minutes. Cllr Riley queried the content of the minutes.  <b>Action:</b> Cllr Appleby (Chair) to liaise with Cllr Langford and Riley about content of minutes.  (Cllr Legat arrived at meeting).</p>	PA
18.043	<b>Parish Council Reports</b>	
	<p>(a) <a href="#">Footpath Matters</a>  Cllr Jeffes stated that he had met HCC Countryside Ranger Abby Sullivan to discuss footpaths, particularly footpaths 26 and 30. Issues covered included: available grants; overtures to Hampshire and IOW Wildlife Trust, ‘scalpings’ and labour costs, fingerpost provision, permissive paths, rights of way, owner responsibilities and warning letters, parish lengthsman programme, footpath audit and footpath article.  <b>Action</b> – Cllr Riley to complete any necessary grant application forms.  <b>Action</b> – Cllr Appleby to prepare Draft Footpath article and forward to Cllr Jeffes.  <b>Action</b> – Cllr Jeffes to liaise with members, County Council and associated bodies re: footpath work programme.  <b>Action</b> – Cllr Appleby to coordinate preparation of footpath ownership/responsibility audit.</p>	YR PA CJ PA
	<p>(b) <a href="#">Highway Matters</a>  Cllr Appleby referred to his Highway Report. Sight lines at junction of Easton Lane with B3047 had now been restored. Playground warning signs had been put in place. Cart &amp; Horses Junction meeting was scheduled to take place on 15<sup>th</sup> June. There was a discussion about Old School House car parking issue and various options: signing, painting or the use of white lines. There was a discussion about recent cutting of IV Wild planting by grass maintenance contractor and the inadequate arrangements for effective communication.</p>	
	<p>(c) <a href="#">Village Halls</a>  Cllr Riley highlighted that Annual Play Equipment report had been sent to IAA Village Hall.  <b>Action</b> – Invoice for payment to be sent to IAA Village Hall.  Members discussed the need to encourage Martyr Worthy Village Hall to apply for S137 or other council grants for installation of Wi-Fi.</p>	AW
	<p>(d) <a href="#">Website</a>  Cllr Legat stated that Clerk had sent a letter to Mr Ashbee seeking his assistance in transferring IVPC domain name to IVPC ownership. Cllr Legat now sought authority to negotiate with ‘Nominet’ to move IVPC website from its current server to server under their control and to get the domain</p>	

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	<p>name under the council's ownership. Clerk's historic emails would need to be backed up as part of creation of new IVPC website and this process. Cllr Riley stated that Transparency Code, 17/18 Cashbook, completed AGAR, Asset Register, Notice of Public Rights all needed to be on the new website.</p> <p><b>Decision:</b> Members agreed that Cllr Legat be authorized to negotiate with 'Nominet' to move IVPC website from current server.</p> <p><b>Action:</b> Cllr Legat to action and to arrange uploading of all relevant documents when new website is up and running.</p>	JL
	<p><u>(e) Open Spaces (OS)</u></p> <p>Cllr Riley provided an update to her circulated report. Annual H&amp;S inspection report had been received. Pavilion pad barrier tape had been replaced. Tree work at Couch Green had been completed. Cllr Riley stated that maintenance work on fences and gates needed to be undertaken. Total cost of repairs amounted to £88.82 and will be charged to Couch Green Maintenance Budget.</p> <p><b>Decision:</b> Members agreed that Vitaplay be appointed to carry out this work.</p> <p>Cllr Riley reported that the inhouse management of the Old School Tower project did not provide the council with the necessary health and safety assurances. 3 quotes were obtained to set up a secure site, install the tower and provide fall matting.</p> <p><b>Decision:</b> Members agreed that Vitaplay be awarded the contract at £4713.50p.</p> <p><b>Decision:</b> Members agreed that Vitaplay be asked to remove the Old Tower at a cost of £800.</p> <p>There was a discussion about other issues within the report. Cllr Griffiths (WCC) highlighted that FA were keen to fund football facilities. Cllr Riley stated that the new storage arrangements at Couch Green were a temporary fix to replace the old pavilion pending a more longer-term solution for the football pitch (including levelling) within the new WCC Future of Pitches Strategy</p> <p><u>Expansion of the OSF/Ransom Strip</u></p> <p>Cllr Riley stated that at the last meeting, Council had agreed to test the material and also to send a letter to Mrs Bishop. The test had confirmed that the material was not coal tar – 'toxic'. Legal opinion had confirmed that the land belonged to McPherson Trust and not the Parish Council. Environment Agency had asked for grid reference and the results of the test. There was a discussion.</p> <p><b>Decision:</b> Members agreed Clerk write to Mrs Bishop informing her that the matter was to be referred to Environment Agency.</p> <p><b>Action:</b> Clerk to action.</p>	AW
18.044	<p><b>Casual Vacancy Update.</b></p> <p>Members noted that vacancy notice had expired on 20<sup>th</sup> May.</p> <p><b>Action:</b> Cllr Appleby to action.</p>	PA
18.045	<p><b>To Note Extra Standards for Charity Trustees to Meet and New Declarations for Trustees to Sign</b></p> <p>Clerk circulated form for members to sign.</p> <p><b>Action:</b> Form to be circulated to members not present at the meeting to sign.</p>	AW
18.046	<p><b>GDPR: report on the internal data audit</b></p> <p>Clerk reported that at last FGP meeting it was agreed that Four Marks Data</p>	

Item	Content	Action
	<p>Protection Policy would be adopted at next FGP meeting and that member questionnaires and action plan would be examined in depth.</p> <p><b>Action:</b> Clerk to action.</p>	AW
18.047	<p><b>Ratification of the appointment of a new Parish Lengthsman and any approved contract terms i.e. rate of pay.</b></p> <p>Clerk reported that Interviews were held on 24<sup>th</sup> May. Two potential contractors were interviewed and RP Gardening Services accepted the contract. RP Gardening Services began working on 4<sup>th</sup> June at IVPC. The proposed contract has been sent to them for comment and it is attached to the agenda. Clerk highlighted that there had been minor changes to schedule of the contract i.e. lengthsman hours of 7 + ½ per working day - a payment of £198.75 per day.</p>	
	<p>Clerk stated that contractor has commented on various clauses and these comments have been circulated to all members. There was discussion about the changes.</p>	
	<p>If members are happy it is proposed that appointment be ratified, and the contract terms agreed and signed by chair and myself before forwarding to Contractor.</p>	
	<p><b>Decision:</b> Members agreed that appointment and contract terms be ratified, contract signed forwarded to Lengthsman for signing.</p> <p><b>Action:</b> Clerk to action.</p>	AW
18.048	<p><b>Correspondence</b></p> <p>Clerk Mr. Weaver referred to the correspondence list circulated with the agenda (see appendix 3). Members noted correspondence.</p>	
18.049	<p><b>Winchester Small Grants and Small Project Grant</b></p> <p>Members noted closing date for this scheme (15<sup>th</sup> June) and the focus on Armistice Day Centenary Celebrations.</p> <p><b>Action:</b> Cllr Appleby to draw the attention of British Legion to grants and focus.</p>	PA
18.050	<p><b>Other Items for Consideration</b></p> <p><u>Multi-Use Bins</u></p> <p>Cllr Ward-le-boughton stated that he had received requests for more 'doggy'/multi-use bins, particularly between Avington and Easton. Cllr Power stated that these could be supplied and emptied by WCC at 'no charge' to the parish.</p>	
18.051	<p><b>Date of Next Meeting(s)</b></p> <p>Next scheduled meeting is Thursday 5<sup>th</sup> July 2018 at 7.00 pm at Itchen Abbas &amp; Avington Village Hall.</p> <p>Chair closed the meeting at 9.50. pm.</p>	Wlb

**Appendix 1**

**Itchen Valley Parish Council**

Accounts to be paid

As at: 7 June 2018

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	16.05.18	3349	EKS Accounting	Payroll plus spreadsheet analysis	20.00	4.00	24.00	AW16.05.18	YR16.05.18
2	16.05.18	5736	IAA Village Hall	Room Booking Kitchen 2 hrs FGP/Plng 17.04.18	7.00	0.00	7.00	AW16.05.18	YR16.05.18
3	16.05.18	5735	IAA Village Hall	Room Booking Burge 2 hrs FCM 03.05.18	11.00	0.00	11.00	AW16.05.18	YR16.05.18
4	23.05.18	N/A	Lloyds Bank	Multi-Pay monthly fee plus Printer toner and cartridge purchase	48.86	9.17	58.03	DD23.05.18	DD23.05.18
5	25.05.18	Ref 612/0420	Came & Co	Insurance - Local Council Scheme	1281.33	0.00	1281.33	AW24.05.18	YR24.05.18
6	31.05.18	N/A	Alan Weaver	Clerk's Salary May	700.00	0.00	700.00	SO31.05.18	
7	04.06.18	8649	Envirochem Analytical Laboratories Ltd	Coal Tar Analysis of 2 samples Ransom Strip	144.00	28.80	172.80	AW31.05.18	PA01.06.18
8	07.06.18	N/A	Alan Weaver	Clerk's Salary May inc correction	80.32	0.00	80.32		
9	07.06.18	N/A	HMRC Cumbernauld	NI & Income Tax	301.36	0.00	301.36		
10	07.06.18	4068	GreenSmile Ltd	Agreed extra payment for playground	42.50	8.50	51.00		
11	07.06.18	12/760	Do the Numbers Ltd	Internal Audit for YE31.03.18	320.00	0.00	320.00		
12	07.06.18	7398	Merritt Tree Specialists	Tree Work Services CG	845.00	169.00	1014.00		
13	07.06.18	3361	EKS Accounting	Payroll plus spreadsheet analysis	20.00	4.00	24.00		
14	07.06.18	4078	GreenSmile Ltd	Monthly Grounds maintenance	331.69	66.34	398.03		
15	07.06.18	N/A	Adrian Davey	Notice Board Repairs	358.00	0.00	358.00		
END OF LIST*****									
<b>Total Expenditure</b>					<b>4511.06</b>	<b>289.81</b>	<b>4800.87</b>		
<b>Income Received</b>								£s	
	18.05.18		HCC H'shire Highways PO 9003708787	Parish Lengthsman Fndng 1 parish Itchen Valley			1100.00		
	18.05.18		HCC H'shire Highways PO 9003708788	Parish Lengthsman Fndng 13 parishes			14300.00		
	31.05.18		Worthy Youth FC	Football Pitch Fees			157.84		
	01.06.18		HMRC VTR	VAT Claim Oct 17 to Mar 18			2689.50		
<b>Total Income</b>								<b>18247.34</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
	Cllr			
#####	Cllr			

## Appendix 2

### Itchen Valley Parish Council Bank Reconciliation

Month Ending **May-18**

Prepared By: Alan Weaver Clerk/RFO Date **31/05/2018**

Approved by: Yvette Riley Chair F&GP Date

	£	£	£
Balance as per Bank Statements as at 31/05/18			
Unity Bank Current Account	30734.82		
Unity Bank High Intest Account	30050.62	60785.44	
Less/ Any Unpresented Cheques, recorded in the cash book but not bedited from the bank (normally only impacrts current account)	0.00		
Cheque Numbers:			
Payments not yet processed through the bank but in the cash book	0.00	0.00	60785.44
Add/any unbanked cash as at 31/05/18			
Net Bank Balance as at 31/05/18			<b>60785.44</b>
<b>The net bank balance reconciles to the cash book receipts and payments as follows:</b>			
CASH BOOK Opening balance (Remains the same throughtout the year	36489.05		
Less/ Total receipts up to 31/05/18	31716.68	68205.73	
Less/ Total payments made in years up to 31/05/18		7420.29	
Closing Balance per CASH BOOK as at 31/05/18			<b>60785.44</b>
(Note figure above must equal bank balances)	Diffrence		0.00

## Appendix 3

### Correspondence May 2018

No	Content/Detail	Date	Action
1	<p>The SDNPA will be holding a series of Parish Workshops in <b>June</b> of this year. The workshops will cover a number of matters including:</p> <ul style="list-style-type: none"> <li>• Whole Estate Plans</li> <li>• Highways and Roads</li> <li>• Dark Night Skies</li> </ul> <p>In addition, SDNPA officers will give a brief update on current SDNPA projects.</p> <ul style="list-style-type: none"> <li>• 12 June 2018 - Hampshire Parishes Workshop, Festival Hall, Petersfield: 18.30 - 21:00 (venue to be confirmed)</li> </ul> <p><i>Forwarded to all councillors on 4th May 2018</i> <i>Two places booked. Attendees Cllrs Appleby and Langford</i></p>	04/05/18	For info and action
2	<p>Notice of Election and Guidance for the South Downs National Park Authority Parish Representative (Winchester) <i>Forwarded to all councillors on 10th May 2018</i></p>	10/05/18	For info
3	<p>HALC Village of the Year Competition – To be submitted by 31<sup>st</sup> July 2018 <i>Forwarded to all councillors on 14th May 2018</i></p>	14/05/18	For info
4	<p><u>Winchester District Gypsy, Traveller and Travelling Showpersons Development Plan Document 'Traveller DPD'.</u> <u>Submission under Regulation 22 of the Town &amp; Country Planning (Local Planning) (England) Regulations 2012</u></p> <p>I am writing to inform you that Winchester City Council submitted the Winchester District Traveller Development Plan Document to the Secretary of State on the 9 May 2018. A statement of the availability of the Traveller DPD and its key supporting documents is attached. <i>Forwarded to Planning Committee on 14th May 2018</i></p>	14/05/18	For info
5	<p><a href="#">Confirmation that Andrew Palmer Head of New Homes Delivery will be attending next FCM on 5<sup>th</sup> July.</a></p>	18/05/18	For info
6	<p>Boomtown Wednesday Opening Press Release <i>Forwarded to all councillors on 7<sup>th</sup> June 2018</i></p>	19/05/18	For info
7	<p>Dear Member,</p> <p>I am currently working on the HALC Annual Review for 2017-2018 and I require your help.</p> <p>Please can you send me a high-resolution pictures that encapsulate the beauty of the parish that you represent as I hope to include as many as space will allow in our Annual</p>	31/05/18	For info

No	Content/Detail	Date	Action
	Review. Please forward your images to me by 19 <sup>th</sup> June. Michelle Leadbitter-Allen Communications Officer <i>Forwarded to all councillors on 5<sup>th</sup> June 2018</i>		