



Minutes of Full Council Meeting on Thursday July 5th, 2018 at Itchen Abbas & Avington Village Hall

Attending: Cllrs Appleby (Chair), Langford, Legat, Moffatt, Riley, Stoodley, Ward-boughton-leigh.

In Attendance: Cllr Griffiths (WCC), Cllr Power (WCC), Mr A Palmer (WCC), Cllr Mitchell (NCC), Alex Risebury (NCC).

| Item | Content | Action |
|--------|---|--------|
| 18.052 | Apologies: Cllrs: Andrews, Jeffes. | |
| 18.053 | Minutes of Meeting of 2nd May 2018 and Matters Arising Minutes were corrected (18.043 Open Spaces contractor name and some Ransom Strip details). <u>Matters Arising</u> <u>18.038 -Notice Board Update</u> – Cllr Appleby stated that he had purchased and fitted a combination lock for the notice board. <u>Decision</u> – Members agreed Cllr Appleby be reimbursed for the expenditure - £28. <u>18.045 Extra Standards for Trustees</u> – <u>Action</u> – Clerk Mr Weaver to ensure that form is distributed for signing to members not present at 7 th June FCM meeting. | |
| 18.054 | Public Participation & Declarations of Interest on Agenda. Cllr Appleby welcomed Mr Andrew Palmer – Head of New Homes Delivery at Winchester City Council (WCC). Mr Palmer described part of his role as helping parishes develop rural affordable housing. He worked in partnership with rural housing enablers such as housing associations and Hampshire Liaison for Affordable Rural Housing (HAFAR) to do this. WCC’s aspirations were to develop at least one rural exception site in every parish. The programme had been in place several years and had been very successful. He was particularly interested in encouraging parishes that had not been involved before. Mr Palmer stated that rural exception sites operated outside the remit of normal planning policy. The process was set out in WCC Local Plan Part 2. The most important criteria were local housing need. Some parishes keep a register of housing need. Others carry out local surveys or rely on council information. A typical site for Itchen Valley PC might be 6-10 units with a mixture of types of accommodation. Parishes set the threshold for housing need and letting allocation. Successful applicants are determined by the application of criteria prescribed by the threshold. In order to identify suitable sites, WCC make a ‘call for sites’ to local landowners. They work to secure developments that blend in with neighbouring areas and are close to exiting highways. The council may be led by the council or other housing enablers. The normal tenure is ‘rented’. In practice, shared ownership schemes are problematic in rural areas. Mr Palmer’s presentation was followed by a discussion. Cllr Riley stated that there were 16 households on housing waiting list in Itchen Valley area. Current stock profile of 3 bed family homes did not match housing need. There was a need for smaller accommodation that suited 1 or 2 person households, often older people leaving lifetime jobs on the land and tied accommodation. | |

Mr Palmer stated that WCC housing waiting list is predominantly filled with couples and singles. There is a faster turnover (18 months) of smaller

| Item | Content | Action |
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| | <p>1 or 2 bed property but turnover for 3 bed homes can be 5 years. A significant characteristic of WCC housing stock is larger 3 bedroom property.</p> <p>Cllr Riley pointed out that local people were not getting access to local accommodation with much of it going to Winchester families.</p> <p>Mr Palmer emphasized the importance for local people to check the waiting list regularly in order that they could apply for relevant accommodation.</p> <p>There was a discussion about the scope to change use of land in or near existing council property eg. garages, gardens, outbuildings, playing fields, etc. and the provision of mixed tenure housing to fund extra facilities and infrastructure.</p> <p>Cllr Riley stated that IVPC had written to local landowners drawing their attention to WCC 'Call for Sites'.</p> <p>There was a discussion about housing need and allocation criteria. Cllr Appleby raised the issue of local key workers – fire staff, teachers, agricultural workers – and their access to housing. Mr Palmer stated that such factors could be incorporated into S106 agreements and into need and allocation criteria.</p> <p>Mr Palmer pointed out that councilors needed to take note of 'Right to Buy' rights associated with council accommodation, although in practice, these were rarely exercised due to the practical financial implications of cost floor criteria.</p> <p>There was a discussion about compulsory purchase following a query from Northington Parish Council member.</p> <p>Mr Palmer concluded by stating that it was important that any WCC development or rural housing had to have local support. WCC were not inclined to impose such developments on local communities.</p> <p>Cllr Appleby thanked Mr Palmer and Northington PC representatives for attending the meeting.</p> | |
| 18.055 | <p>City and County Council Reports.</p> <p><u>City Report</u></p> <p>Cllr Power referred to her report circulated with the agenda. Cllr Power provided additional information relating to Universal Credit Roll Out and On Street Parking proposals, and the Boomtown Festival on 8th August 2018.</p> <p>There was a discussion about village verge cuts of once per annum and the importance of reporting all problems experienced.</p> <p><u>Playing Pitch Strategy</u> – Cllrs Langford and Riley expressed their disappointment over the content of the new Playing Pitch Strategy, which was described as inaccurate, non-specific, and turgid. Cllr Griffith stated that more details would become apparent with an operational plan.</p> <p><u>Action</u> – Cllrs Langford and Riley to forward more detailed comments to WCC.</p> | CL/YR |

| Item | Content | Action |
|--------|--|---|
| 18.056 | <p>Financial Matters</p> <p>a) <u>Accounts to be Paid</u> (see appendix 1) Clerk Mr. Weaver circulated details of bills and invoices received in June plus bank reconciliation as at 30th June 2018 (see appendix 2). Cllrs Appleby and Stoodley amended accounts sheet and signed to authorize payments. Action – Clerk to raise an invoice for McPherson Trust contribution to purchase and installation of Easton Tower - £2750. Decision – Clerk recorded members thanks to Cllrs Riley and Stoodley for their successful work in completing this project.</p> <p>b) <u>Draft Minutes of F&GP Committee Meeting – Wed June 20th, 2018</u> Members noted the draft minutes. <i>Matters Arising</i> <i>11 Annual Work Plan</i> <i>Management Accounts</i> - Cllr Riley highlighted that Cllr Stoodley would be reviewing Management Accounts at next FGP Committee. <i>Risk Register</i> – Action – Risk Register to be recirculated with request that ‘risk owners’ recategorize risks using the new format. <i>Transparency</i> Action – Reports and other Documents on former website to be uploaded onto new IVPC website to ensure new website is compliant with Transparency Code.</p> | <p>AW</p> <p>YR</p> <p>JL</p> <p>AW/ALL</p> |
| 18.057 | <p>Car Parking & Event on Council Land Policy</p> <p>Cllr Riley stated that this policy had been considered at FGP Committee. Additional documentation had been added and heading needed to be changed (from discussion document to policy). Decision – Cllr Riley proposed that policy be adopted for all events on council land. Cllr Appleby seconded the proposal. Members approved the Car Parking & Event on Council Land Policy subject to heading change and updating of ‘Events’ Form to include access requirements re: high level barrier. Action – Clerk to make suitable adjustment to form(s). Action – Relevant locks to be purchased for barriers</p> | <p>AW</p> <p>PA/PM</p> |
| 18.058 | <p>To Approve Updated Personnel Policies</p> <p>Cllr Stoodley stated that after his initial review he had circulated policies and obtained feedback from members. He would now incorporate feedback and recirculate. Action: Cllr Stoodley to recirculate Personnel policies. Policies to be considered at September’s FCM.</p> | <p>RS</p> |
| 18.059 | <p>Minutes and Draft Minutes</p> <p>Cllr Appleby referred to the report circulated with the agenda and his proposals for approving minutes. There was a discussion. It was noted that in some instances, i.e., FGP and Planning Committee minutes, 7 calendar days to note additions, corrections and other amendments would be shortened to accommodate agenda circulation requirements for FCM. Decision – Members agreed that the procedures in the discussion document be adhered to. Decision – Members agreed that draft agendas be circulated to chairs, and copied into members, before final approval by chairs. Action – Clerk to action.</p> | |
| 18.060 | <p>Planning</p> <p>(a) <u>Planning Applications including any Planning Applications received after date of issue.</u> (i) <u>Proposed rebuilding and repair work to western boundary wall</u> (L) Manor Farm House Easton Lane Easton Winchester Hampshire SO21 1EQ SDNP/18/03108/LIS Deadline 23rd July 2018</p> | |

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| | <p>Decision – ‘Support’ (ii) Demolition of conservatory on rear of building and construction of two storey rear extension and single storey day room (L) Arden Cottage Easton Lane Easton Winchester Hampshire SO21 1EJ SDNP/18/03403/HOUS Deadline 27th July 2018 Decision – ‘No comment’. Action – Clerk to submit above italicised responses in Planning Committee responses.</p> | |
| | <p>(b) Draft Minutes of Planning Committee Wed 20th June 2018. Members noted the draft Planning Committee minutes. <i>Bus Consultation</i> – There was a discussion. Action: Cllr Langford to write to Cllr Porter about the serious impact that phasing out of bus route ‘67’ will have on residents of Itchen Valley. Action: Cllr Appleby to publicise the issue in Itchen Valley News.</p> | <p>CL PA</p> |
| 18.061 | <p>Parish Council Reports (a) Footpath Matters Members considered Cllr Jeffes report. Cllr congratulated Cllr Jeffes on progress with footpaths.</p> <p>(b) Highway Matters Members considered Highways report circulated with the agenda. Members discussed the latest position in respect of Cart & Horses junction. Cllr Riley raised children’s playground sign at Easton. Action – Cllr Appleby to ask Highway Engineer to examine.</p> <p>(c) Village Halls There was nothing to report. Cllr Appleby highlighted the forthcoming memorial service.</p> <p>(d) Website Cllr Appleby congratulated Cllr Legat on the launch of the new website. Cllr Legat thanked Cllr Appleby for help with release of domain name into TLC’s hands and Cllr Riley for maintaining focus on this issue. Cllr Legat informed everyone about the latest position re: email addresses and passwords. Action: Cllr Appleby to inform IV News about new IVPC website. Action Cllr Legat to place ‘Notification of Exercise of Public Rights’ on IVPC website.</p> <p>(e) Open Spaces (OS) Cllr Riley referred to her Open Spaces report <i>Health & safety Report</i> - Health & Safety Inspection report had been attached with her report. There were some minor disability issues relating to steep edge to rubber matting at Couch Green plus need for yellow lines. Old Tower had now been taken away at Easton and been replaced. A Couch Green swing needed to be replaced.</p> <p>King George V Playing Field Action – Copy of signed lease to be forwarded to Worthys Youth Football Club.</p> <p>Cllr Riley informed members that Worthys Football Club were seeking permission to remove adult goals and replace them with youth goals at their expense. Decision: Members approved decision to allow Worthys to undertake this</p> | <p>PA PA PA JL JL AW</p> |

| Item | Content | Action |
|---------------|---|--------|
| | <p>work at their expense.</p> <p>Action: Cllr Riley to begin developing project initiation document and options for provision of temporary storage facility at Couch Green.</p> <p><i>Expansion of the OSF/Ransom Strip</i></p> <p>Cllr Appleby noted that analysis had shown tipped material was not coal tar and Environment Agency had indicated that they do not wish to proceed with enforcement action. There was a discussion.</p> <p>Decision: Members agreed issue be referred to WCC Planning and Neighbourhood Officer.</p> <p>Action: Chair to action.</p> | YR |
| | <p><i>Multi-Use Bins</i></p> <p>Cllr Ward le boughton provided a list of sites for consideration. There was a discussion.</p> <p>Action: Cllr Ward le boughton to liaise with local residents about possible site at Avington Lane. Issue to be considered further at September FCM.</p> | PA |
| | <p>begin</p> | AWIb |
| 18.062 | <p>Correspondence</p> <p>Clerk Mr. Weaver referred to the correspondence list circulated with the agenda (see appendix 3). Members noted correspondence.</p> | PA |
| 18.063 | <p>Other Items for Consideration</p> <p><u>Old School Field</u></p> <p>Cllr Riley raised the continuing need for this meeting given trustees are now covered by IVPC insurance schedule. There was a discussion.</p> <p>Decision: Members agreed OSF meeting now be discontinued.</p> <p><u>Clerk Holiday</u></p> <p>Clerk Mr Weaver highlighted that due to holiday commitments agenda will need to be finalized and circulated with attachments by Friday August 24th 2018.</p> | |
| 18.064 | <p>Date of Next Meeting(s)</p> <p>Next scheduled meeting is Thursday 6th September at 7.00 pm at Itchen Abbas & Avington Village Hall.</p> <p>Chair closed the meeting at 9.45 pm.</p> | |

Appendix 1

Itchen Valley Parish Council

Accounts to be paid

as at: 7th July 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 | 20.06.18 | 7398 | Merritt Tree Specialists Ltd | tree removal, crown lift, arisings | 650.00 | 130.00 | 780.00 | AW22.06.18 | YR22.06.18 |
| 2 | 20.06.18 | 5763 | IAA Village Hall | Room Booking Kitchen 2 hrs FGP/Plng 20.06.18 | 7.00 | 0.00 | 7.00 | AW22.06.18 | YR22.06.18 |
| 3 | 20.06.18 | 1011 | RP Gardening | Lengthsman W, Mdstd, OA | 584.55 | 0.00 | 584.55 | AW22.06.18 | YR22.06.18 |
| 4 | 20.06.18 | 1011 | RP Gardening | Lengthsman IV (inc extra work) NA | 596.25 | 0.00 | 596.25 | AW22.06.18 | YR22.06.18 |
| 5 | 20.06.18 | 1841 | N.W.Adams | IVPC Annual Play Inspection - Estn, CG, IVH | 171.00 | 34.20 | 205.20 | AW22.06.18 | YR22.06.18 |
| 6 | 20.06.18 | 2845 | Ludus | Supply of Activity Tower with Steel Slide | 5994.00 | 1198.80 | 7192.80 | AW22.06.18 | YR22.06.18 |
| 7 | 25.06.18 | N/A | Lloyds Bank | Multi-Pay monthly fee plus postage payment | 5.11 | 0.00 | 5.11 | 25.06.18 | |
| 8 | 02.07.18 | N/A | Alan Weaver | Clerk's Salary May | 700.00 | 0.00 | 700.00 | 02.07.18 | |
| 9 | 05.07.18 | N/A | Alan Weaver | Clerk's Salary May inc correction | 209.48 | 0.00 | 209.48 | | |
| 10 | 05.07.18 | N/A | HMRC Cumbernauld | NI & Income Tax | 365.28 | 0.00 | 365.28 | | |
| 11 | 05.07.18 | 1834 | Vitaplay | CG & OSF maint & Insp | 84.00 | 16.80 | 100.80 | | |
| 12 | 05.07.18 | 1845 | Vitaplay | Instilln and safety surfacing at OSF | 5501.00 | 1100.20 | 6601.20 | | |
| 13 | 05.07.18 | 3611010118 | HCC Legal Services | Legal Advice re EM&P plcy | 196.00 | 39.20 | 235.20 | | |
| 14 | 05.07.18 | 1012 | RP Gardening | Lengthsman BH, ISO | 397.50 | 0.00 | 397.50 | | |
| 15 | 05.07.18 | 1013 | RP Gardening | Lengthsman MD, ISO | 397.50 | 0.00 | 397.50 | | |
| 16 | 05.07.18 | N/A | Adrian Davey | Ntce Brd Extra wks | 80.00 | 0.00 | 80.00 | | |
| 17 | 05.07.18 | 4282 | GreenSmile Ltd | Monthly Grounds maintenance | 331.69 | 66.34 | 398.03 | | |
| 18 | 05.07.18 | 3374 | EKS Accounting | Payroll June | 20.00 | 4.00 | 24.00 | | |
| | | | | END OF LIST***** | | | | | |
| | | | | Total Expenditure | 16290.36 | 2589.54 | 18879.90 | | |
| | | | | Income Received | | | £s | | |
| | 21.06.18 | | MacPhearson Trust | PP Ransom Strp sample | | | 80.32 | | |
| | 30.06.18 | | Unity Trust Bank | Credit Interest | | | 14.98 | | |
| | | | | Total Income | | | 14.98 | | |

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 | | | | |

SO= Paid by Standing Order

Appendix 2

Itchen Valley Parish Council Bank Reconciliation

Month Ending

Jun-18

Prepared By: 

Alan Weaver

Clerk/RFO

Date

30/06/2018

Approved by:

Yvette Riley

Chair F&GP

Date

Balance as per Bank Statements as at 30/06/18

| | £ | £ | £ |
|---|----------|----------|----------|
| Unity Bank Current Account | 22416.30 | | |
| Unity Bank High Intest Account | 30065.60 | 52481.90 | |
| 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 | 9484.99 | 9484.99 | 42996.91 |
| Add/any unbanked cash as at 30/06/18 | | | |
| Net Bank Balance as at 30/06/18 | | | 42996.91 |

The net bank balance reconciles to the cash book receipts and payments as follows:

| | | | |
|--|----------|----------|----------|
| CASH BOOK Opening balance (Remains the same throughtout the year | 36489.05 | | |
| Add/ total receipts up to 30/06/18 | 34507.56 | 70996.61 | |
| Less/Total payments made in years up to 30/06/18 | | 27999.70 | |
| Closing Balance per CASH BOOK as at 30/06/18 | | | 42996.91 |

(Note figure above must equal bank balances)

Diffrence

0.00

Appendix 3

Correspondence June 2018

| No | Content/Detail | Date | Action |
|----|---|----------|-----------|
| 1. | Monthly Electoral Alterations – June 2018 | 01-06-18 | Filing |
| 2 | 2018 WCC Grass Cutting Programme Rationale from Rob Heathcock Head of Environment <i>Forwarded to all councillors on 7th June 2018</i> | 05-06-18 | For infor |
| 3 | click here for a copy of HALC’s new guidance note on providing financial assistance to a Church. Amy Taylor Policy Officer <i>Forwarded to FGP Committee on 8th June 2018</i> | 08-06-18 | For infor |
| 4 | Via HALC An Update from HCC June 2019 providing information on the following issues: <ul style="list-style-type: none"> • County Council calls for views to help shape Vision for Hampshire 2050; • Robotics help keep Hampshire’s verges in shape; • Consultation on bus subsidies and street lighting hours. • Planning a trip to your local waste recycling centre. <i>Forwarded to all councillors on 19th June 2018</i> | 19-06-18 | For infor |
| 5 | Consultation on HCC Permit Scheme for Road Working and Street Work <i>Forwarded to all councillors on 19th June 2018</i> | 20-06-18 | For infor |
| 6 | Email via HALC re: Hampshire Village of the Year Competition <i>Forwarded to chairman on 2nd July 2018</i> | 22-06-18 | For infor |
| 7 | Email from South Downs National Park Authority Re: Community Infrastructure Levy (CIL): Confirmation of no payment of ‘Neighbourhood Portion’ <i>Forwarded to chairs on 26th June 2018</i> | 26-06-18 | For infor |
| 8 | Email from WCC Recreation Officer enclosing Winchester Playing Pitch Strategy <i>Forwarded to chairs on 2 July 2018</i> | 02-07-18 | For infor |
| 9 | Email from WCC enclosing July Monthly Electoral Roll Alterations | 02-07-18 | Filing |