

Item	Content	Action
	comment. <u>Action</u> – Clerk and Chair (IV News) to progress advertising of post.	YR
	e) <u>To Appoint Selection Panel for Clerk Post</u> <u>Decision</u> – Members agreed selection panel consist of Cllr Appleby, Cllr Riley, and Clerk. Possible 4 th member/substitute Cllr Langford. <u>Action</u> – Interview date to be finalised.	AW/PA
	f) <u>To Approve Updated Personnel Policies (Employee Rules, Disciplinary Procedure)</u> <u>Decision</u> – Issue carried over to next meeting. <u>Action:</u> Cllr Stoodley to recirculate Personnel policies. Policies to be considered at September’s FCM.	PA/CL/YR/AW
18.072	Planning (a) <u>Planning Applications including any Planning Applications received after date of issue.</u> None considered.	
	(b) <u>To Note the Final Minutes of Planning Committee Wed 20th June (A) and Draft Minutes of Planning Committee Thu 23rd August</u> Members noted Final Minutes of Wed 20 th June. <u>Decision</u> – Draft Minutes of Planning Committee 23 rd August to be further discussed with Chair.	RS
18.073	GDPR Policy Clerk Mr Weaver summarised content of GDPR documents circulated with the agenda: viz: <ul style="list-style-type: none"> • 18.07.27 IVPC GDPR document contained proposed text for inclusion in the website. It also contained in App 1, a proposed Data Protection Policy, in App 2 a) and b) proposed privacy notices, in App3 proposed subject access form. • 18.07.31 IVPC Info Audit contained an Information Audit drawn together principally from information provided by councilors in their questionnaire responses. • 18.08.02 GDPR Q IVPC contained a completed NALC template data questionnaire – again drawing together information provided from councilor questionnaire responses. • 18-08-03 IVPC GDPR Action Plan described updated progress against tasks. <p>Clerk Mr Weaver explained that this information had been put together utilizing available guidance and best examples from recent policies produced by differing parish councils across the country.</p>	
	(a) <u>To consider and approve proposed GDPR text for inclusion within IVPC website</u> <u>Decision</u> – Members approved proposed GDPR text for inclusion within IVPC website.	
	(b) <u>To consider and approve GDPR Policy and associated appendices/documents (i.e. privacy notices and subject access form)</u> <u>Decision</u> – Members approved GDPR Policy and associated documents in appendices – subject to minor formatting changes.	
	(c) <u>To consider and approve Information Audit</u> <u>Decision</u> – Information Audit was approved.	

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	<p>(d) <u>To consider completed NALC GDPR template data questionnaire and updated Action Plan</u></p> <p>There was a discussion.</p> <p><u>Decision</u> – Data Questionnaire and Action Plan to be referred to future FGP Committee meeting.</p> <p><u>Action</u> – Clerk to forward IVPC GDPR website text and policy to Cllr Legat for inclusion on IVPC website.</p> <p><u>Action</u> – Cllr Legat to include GDPR website text and policy <u>only</u> on website. Cllr Legat to take down previous version of action plan</p> <p><u>Action</u> – Action Plan, Data Questionnaire, Information Audit to be reviewed at future FGP Committee meetings.</p>	<p>AW</p> <p>JL</p> <p>FGP</p>
18.074	Parish Council Reports	
	<p>(a) <u>Footpath Matters</u></p> <p>Members considered Cllr Jeffes circulated report. There was a discussion about repairs of footpath 13, 26 and 30 and fingerposts.</p> <p>Cllr Jeffes reported that IVPC footpath report is yet to be published.</p> <p><u>Action</u> – Cllr Jeffes to forward details for completion of countryside access RCF grant to Cllr Riley for completion.</p>	<p>CJ/YR</p>
	<p>(b) <u>Highway Matters</u></p> <p>Members considered Cllr Appleby’s Highways report circulated prior to the meeting. There was discussion about playground sign for Easton, recent drain lorry visit to Itchen Valley, M3/A34 road development issues. Cllr Riley stated that she was meeting with Watercress Way organization re: benches and Couch Green sign.</p>	
	<p>(c) <u>Village Halls</u></p> <p>There was nothing to report.</p>	
	<p>(d) <u>Website</u></p> <p>Cllrs Andrews and Moffatt highlighted ongoing issues with their new parish council email addresses.</p>	
	<p>(e) <u>Open Spaces (OS)</u></p> <p>Members considered Cllr Riley’s circulated OS report</p>	
	<p><u>Couch Green and KGV Field</u></p> <p><u>Basketball court</u></p> <p>Councillor Riley reported on the trip hazard caused by the delaminating of the wet pour surface under the basketball court.</p> <p><u>Decision</u> – Members approved Vitaplay quote of £600 plus VAT for the repair.</p>	
	<p><u>Action</u> – Cllr Riley to confirm guarantee period.</p>	<p>YR</p>
	<p><u>Temporary Storage Unit</u></p> <p><u>Decision</u> – Members approved Worthy Youth FC request to install temporary storage unit.</p>	
	<p><u>CiL Funding</u></p> <p><u>Decision</u> – Members agreed that CiL funding be credited to the Couch Green equipment budget.</p>	
	<p><u>OSF</u></p> <p><u>McPherson Trust</u></p> <p>Cllr Riley stated that trustees had asked for confirmation that the clause relating to the level of public liability cover the trustees should hold separate to the council’s insurance is no longer relevant given the trustees</p>	

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	are now included within the council's policy. <u>Action</u> – Clerk to provide confirmation.	AW
	Cllr Riley stated that St Mary's Church wish to utilise Old School Field for parking for a fund-raising event at the church. Church insurance cannot cover third party liability insurance to cover the risk and have asked the parish council to cover the risk. There was a discussion. <u>Action</u> – Clerk to contact insurance and ask if public liability risk and damage to the field can be covered.	AW
	(f) <u>Multi-Use Bins – List of Sites</u> Cllr Ward le boughton stated that over the summer period he had consulted locally about potential sites. Some residents felt the provision of bins was a good idea while others felt there was little need. Three potential sites had been identified near Martyr Worthy Village Hall, at Easton and near the telephone box at Avington. HCC would take responsibility for providing and emptying the bins. There was a discussion. <u>Action</u> – Cllr Moffatt and Ward to liaise re: an approach to Martyr Worthy Village Hall Committee.	Wlb/PM
18.075	Correspondence Clerk Mr. Weaver referred to the correspondence list circulated with the agenda (see appendix 2). There was a discussion about the grass and vegetation cutting schedule and timetable. Members noted correspondence.	
18.076	Exclusion of Press and Public Cllr Appleby – chair – formally excluded the press and public for the following item: Itchen Valley Housing. Members discussed the valley's need for housing.	
18.077	Other Items for Consideration No items for consideration.	
18.078	Date of Next Meeting(s) Next scheduled meeting is Thursday October 4th at 7.00 pm at Easton Village Hall. Chair closed the meeting at 9.25 pm.	

Appendix 1

Itchen Valley Parish Council

Accounts to be paid

as at : 6th Sept 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	23.08.18	N/A	Lloyds Bank	Multi-Pay monthly fee	3.00	0.00	3.00	23.08.18DD		
2	31.08.18	N/A	Alan Weaver	Clerk's Salary Aug	700.00	0.00	700.00	31.08.18DD		
3	06.09.18	N/A	HMRC Cumbernauld	NI & Income Tax	209.36	0.00	209.36			
4	06.09.18	1029	RP Gardening	Lengthsman NA, OA, HW,IV	795.00	0.00	795.00			
5	06.09.18	3386	EKS Accounting	Payroll July	20.00	4.00	24.00			
6	06.09.18	1894	Vitaplay	CG & OSF maint & Insp	84.00	16.80	100.80			
7	06.09.18	15205047	Sydenhams	Fncng-road steel pin with lamp hook - CG	13.20	2.64	15.84			
8	06.09.18	1032	RP Gardening	Lengthsman W	198.75	0.00	198.75			
9	06.09.18	1033	RP Gardening	Lengthsman BH	198.75	0.00	198.75			
10	06.09.18	4722	GreenSmile Ltd	Monthly Grounds maintenance	331.69	66.34	398.03			
11	06.09.18	5810	IAA Village Hall	Room Booking Kitchen 1 hr Plng 23.08.18	3.50	0.00	3.50			
12	06.09.18	5811	IAA Village Hall	Room Booking Burge 2 hrs FCM 06.09.18	11.00	0.00	11.00			
13	06.09.18	5812	IAA Village Hall	Room Booking Kitchen 2 hrs FGP/Plng 19.09.18	7.00	0.00	7.00			
			END OF LIST*****							
	Total Expenditure				2575.25	89.78	2665.03			
	Income Received						£s			
#####							0.00			
	Total Income						0.00			

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				
2 Cllr				

Appendix 2

Correspondence July/August 2018

N o	Content/Detail	Date	Action
1	<p>HALC July Update</p> <p><i>Forwarded to all councillors on 24 July 2018</i></p>	20-07-18	For info
2	<p>Winchester Local Plan 2036 and related documents</p> <p>A number of consultations are live and can be viewed on webpages at https://winchester.citizenspace.com/</p> <p>We would welcome your views on what the review of the Local Plan should cover or indeed any matters that should be excluded at www.winchester.gov.uk/Winchester-lp-launch.</p> <p>The Council would also welcome your views on its revised Statement of Community Involvement (SCI)The draft SCI can be viewed at http://www.winchester.gov.uk/planning-policy/statement-of-community-involvement , an online response form has been created which can be accessed at www.winchester.gov.uk/sci</p> <p>You may recall we issued a 'call for sites' early in 2018, since then over 200 sites have been submitted across the District. The intention is to publish this list later in the year, however, prior to this the Council would appreciate your views on the methodology to be used to evaluate the suitability of the sites and determine their capacity. We would very much like to hear how your Council would like to be involved in that process. To assist us a questionnaire has been created which can be accessed at www.winchester.gov.uk/shelaa-methodology,</p> <p>To summarise, you may comment on any of the above documents, all consultations can be accessed on line at https://winchester.citizenspace.com/, further details are available on our webpages http://www.winchester.gov.uk/planning-policy.</p> <p>You may wish to attend one of the briefings being set up for Parish Councils on Monday 24 September or Monday 8 October – times and venues will be confirmed in due course and a separate invitation issued.</p> <p>Jenny Nell Head of Strategic Planning Winchester City Council planningpolicy@winchester.gov.uk</p> <p><i>Forwarded to all councillors on 24 July 2018</i></p>	24-07-18	For info and response
3	<p>Email from Cllr Margot Power to Clerk, Chair of Council and Chair of FGP Committee.</p> <p>Map, and the write up, should show you where and when, and what WCC will be doing to cut grass and other vegetation in the Itchen Valley.</p>	27.07.18	For info
4	<p>New Entry Contact</p> <p>Hi. Unfortunately, it seems the excessively hot weather has caused the safety bitumen on the basketball court at couch green to come</p>	30.07.18	For info

N o	Content/Detail	Date	Action
	<p>up from the grass / concrete. It is quite dangerous as it is. The other new soft grounds are unaffected.</p> <p>Lesley Ferguson</p> <p><i>Forwarded to Chairs on 30th July 2018</i></p>		
5	<p>Email from HALC drawing attention of parish and town councils to government consultation on the proposals set out in the local government finance settlement for 2019-20.</p> <p><i>Forwarded to Chairs on 31st July 2018</i></p> <p><i>Cllr Riley confirmed no need to respond 6th August</i></p>	31.07.18	For info
6	<p>Email from HCC requesting participation in an independent annual National Highways and Transport (NHT) Public Satisfaction survey since 2007.</p> <p>https://www.nhtnetwork.co.uk/isolated/data/scorecard/new/bespoke/71</p> <p><i>Forwarded to Chairman on 31st July 2018</i></p> <p><i>Chairman completed survey 3rd August 2018</i></p>	31.07.18	For info
7	<p>New Entry Contact</p> <p>I'm writing to enquire after use of the parking facilities at Couch Green playing field. We're relatively new residents in the close and this year will be the first time we'll be taking part in the annual Hampshire Open Studio event (18th - 27th August). Although I'm not expecting more than half a dozen guests on each opening day, I'm still concerned about causing disruption to my neighbours on the close.</p> <p>I was hoping you could provide some guidance on use of the nearby playing field instead? if it's permitted, if it's possible to explicitly ask visitors to park there instead of the close and if it's possible to place an official open studio pink sign to guide them?</p> <p>Yours Sincerely</p> <p>Jonathan Chapman</p> <p><i>Forwarded to Chairs on 3rd August 2018</i></p> <p><i>Dealt with by Cllr Riley 6th August 2018</i></p>	03.08.18	For info and response
8	<p>Winchester City Council adopted a CIL charging schedule with effect from 7 April 2014 and 15% of any contributions collected from developments within a parish are payable to the Parish Council for use in accordance with the CIL Regulations.</p> <p>A table sets out the sums we have received between 1 April and 30 June 2018, which has been to be paid to you on 2 August.</p> <p>An extract from the CIL Regulations is attached which gives some guidance on how the funds may be used by your Parish Council as local council (Regulations 59 E), and the reporting requirements for local councils set out in Regulation 62A, but please contact me if you would like any additional information.</p> <p>13/01222/FUL New Farm, Northington Road £4,080.00</p> <p><i>Forwarded to FGP Committee on 6th August 2018</i></p> <p><i>To be discussed at September FGP Committee.</i></p>	06/08/18	For info
9	<p>August Monthly report from WCC Councillors received from Cllr Griffiths.</p> <p><i>Forwarded to all councillors on 8th August 2018</i></p>	07/08/18	For info
10	<p>Questionnaire from WCC re: community engagement and profiling.</p> <p>https://winchester.citizenspace.com/economy-and-arts/b8a90084</p> <p>If you could kindly respond by close of business on Tuesday 7 September, we would appreciate it.</p>	15/08/18	For info

N o	Content/Detail	Date	Action
	<p>In the meantime should you require any further information please do not hesitate to contact either myself or Mollie Kolmer, mkolmer@winchester.gov.uk, 01962 848 396.</p> <p>Regards Melissa Fletcher Funding & Development Officer WINCHESTER CITY COUNCIL</p>		
11	<p>Email from Amy Taylor HALC Policy Officer. Please find below relevant links regarding the latest funding opportunities, which may be of interest to you.</p> <p>Litter Innovation Fund Over £300,000 is now available for community projects that get tough on litter. Applicants will need to contribute 10% of the project's total costs. Full details can be found here.</p> <hr/> <p>Tackling loneliness £20million has been made available to charities and community groups to help isolated people and those suffering from loneliness. Further details can be found here.</p> <hr/> <p>The Aviva Community Fund This fund offers a chance to get funding for causes important to your community. Open to all, Aviva want you to enter a community project along with an explanation of what a difference these funds will make to your area. Get enough votes from your friends, family and supporters within the community and your project could make it to the finals, where a judging panel will award the funds. Full competition details can be found here.</p> <hr/> <p>BLF Building Communities Fund This scheme is aimed at tackling loneliness by building strong social connections and welcoming communities. Where possible, it would be beneficial if applicants could work together with others in putting together joint bids so creative, focused schemes can be developed to help rural communities. Find more information here. <i>Forwarded to all councillors on 20th August 2018</i></p>	20/08/18	For info