



ITCHEN VALLEY PARISH COUNCIL

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

Minutes of Full Council Meeting on Thursday October 4th, 2018 at Easton Village Hall

Attending: Cllrs Appleby (Chair), Langford, Moffatt, Riley.

In Attendance: Cllr Porter (HCC), Power (WCC), Alan Weaver (Clerk).

Item	Content	Action
18.079	Apologies: Cllrs: Andrews, Jeffes, Legat, Stoodley, Ward.	
18.080	Minutes of Meeting of 6th September 2018 and Matters Arising Minutes were agreed as a correct record. Chair Cllr Appleby signed the minutes. <u>Matters Arising</u> <u>18.071 -To Approve Recruitment Arrangements and Personnel Policies</u> Members reviewed progress in recruitment of new clerk. Action – Cllr Legat to be asked for details of interest in post, expressed through the IVPC website. Action – Littleton & Harestock PC to be asked if job details could be forwarded to unsuccessful applicants for their own recently advertised post.	JL AW
18.081	Public Participation & Declarations of Interest on Agenda. There were no declarations of interest. Cllr Langford noted Cllr Andrews had an interest re: correspondence re: Robin Hill.	
18.082	City and County Council Reports. <u>WCC Report</u> Cllr Griffith's report was circulated prior to the meeting. Cllr Power referred to her report circulated at the meeting. She highlighted: Business Rates; water quality, and landscape maintenance issues. There was a discussion about landscape maintenance issues. Cllr Power asked IVPC members to look at, comment upon, and respond to WCC contractors proposals and schedules. <u>HCC Report</u> Cllr Porter (HCC) referred to her report, circulated prior to the meeting. She highlighted CC budget pressures, adoption of roads procedures, CiL funding, A31/A33 accidents, affordable homes, and Micheldever New Town proposals. There was a discussion about the budget pressures but also the scope for parishes to access available CiL funding. Cllr Porter encouraged IVPC to submit projects. There was a discussion about potential projects. Decision – Members approved a set of infrastructure projects (see appendix 1) Action – Cllr Riley to forward to relevant officers at HCC and WCC. Cllrs Porter and Power left the meeting.	
18.083	Financial Matters a) <u>Accounts to be Paid</u> (see appendix 2) Clerk Mr. Weaver circulated details of bills and invoices received in July and August (see appendix 2). Cllrs Langford and Moffatt signed accounts sheet to authorize payments. b) <u>Draft Minutes of F&GP Committee Meeting – Wed 19th Sept 2018</u> Members noted the draft minutes. Members noted Cllr Legat's email about Grant Awarding Policy. Decision – Members agreed Grant Awarding Policy be considered at next FGP Committee.	YR

Item	Content	Action
	Action – Clerk to action.	AW
	c) <u>Budget Precept Timetable</u> Chair Cllr Riley outlined that the purpose of this item was to ask for bids from portfolio holders. She also noted that a request had been received from Itchen Valley Churches for a Graveyard Maintenance Grant. Cllr Riley emphasized the importance of members submitting projects otherwise no budget provision could be made available.	
	Action – Portfolio holders to submit projects for funding by 14 th October. Action – Cllr Riley to write to all members re: project submission.	ALL YR
	d) <u>To Approve the Annual Return for the Year ended 31st March 2018/19, Including the External Audit Certificate</u> Cllr Riley stated that this matter had been considered at last FGP Committee and two minor issues noted. Auditors had highlighted a minor error in the completion of the precept figure box on the form. This was simply the insertion of a figure into the wrong column that had no other significance for the accuracy or authenticity of the figures presented in the accounts. In addition, the Auditors had highlighted the Exercise of Public Rights to inspect the Annual Accounts had been less than 30 consecutive days (25 consecutive days). Cllr Riley moved the parish council formally accept External Audit Report. Cllr Appleby seconded the proposal. The proposal was agreed unanimously. Decision – Members formally accepted the External Auditors Report.	
	e) <u>To Appoint ‘Do the Numbers’ as Internal auditors for 2018/19</u> Decision – Members formally appointed ‘Do the Numbers’ as internal auditors for 2018/19.	
18.084	Car Parking on the Old School Field – Proposals for Consideration Cllr Riley provided a summary of her discussion document circulated prior to the meeting. She outlined options for securing a risk assessment and other issues for consideration. There was a discussion. Decision – Members agreed that:	
	a. McPherson Trust trustees should undertake risk assessment utilizing a competent person;	
	b. IVPC review (and amend, if necessary) the risk assessment;	
	c. McPherson Trust trustees be requested to develop a risk mitigation plan to deal with the issues raised by the risk assessment.	
18.085	To Approve Updated Personnel Policies (Employee Rules. Disciplinary Procedure) There was a discussion Action – Cllr Stoodley to be requested to send updated personnel policies to members.	RS
18.086	Planning <u>(a) Planning Applications including any Planning Applications received after date of issue.</u> (i) <u>Single storey rear extension</u> (L) Bybridge Chillandham Lane Itchen Abbas Winchester Hampshire SO21 1AS SDNP/18/04845/HOUS Deadline – 19 th October 2018 Decision - <i>No Objection</i> <i>The development includes a large additional area of glazing which should be fitted with integral blackout blinds so as to comply with the Model Lighting</i>	

Item	Content	Action
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Ordinance of the International Dark-Sky Association

- (ii) [Variation of approved planning conditions 2, 4 and 5 of permission SDNP/17/00116/HOUS \(L\)](#)

Black Farm Lovington Lane Avington SO21 1DA
SDNP/18/04900/CND Deadline – 22nd October 2018

Decision - Object

Itchen Valley Parish Council understand the rationale for a building ancillary to the main house and which has previously received planning permission.

This application increases the internal area of a building which in appearance and design creates a new separate residential unit and affects the setting of a Grade II listed building. If approved Condition 5 of the previous permission should be reinforced.*

In addition, the skylights should be fitted with integral blackout blinds and any windows and external lighting should comply with the Model Lighting Ordinance of the International Dark-Sky Association

Action – Clerk to submit above italicised responses in Planning Committee responses.

AW

- (b) [To Note the Final Minutes of Planning Committee Wed 19th Sept .](#)

Members noted the draft minutes. Members noted recent email from WCC Planning Officer re: building line at Robin Hill. There was a discussion.

Action – Clerk to forward response.

AW

18.087 Report on Ransom Strip

Cllr Appleby referred to his report circulated prior to the meeting.

Cllr Appleby stated that he had received responses from Environment Agency re: dumping, WCC re: fly tipping; and WCC Planning Enforcement re planning requirements. All had acknowledged breaches. However, neither Environment Agency nor WCC Environment were willing to take further action. WCC Planning Enforcement wished to hear IVPC views on whether planning enforcement action should be taken. Cllr Appleby felt the decision on whether further action should be taken was beyond the remit of IVPC and that should be the reply, not giving a recommendation either way.

Decision – Members agreed that IVPC not give a recommendation re: WCC planning enforcement at Ransom strip.

Action – Cllr Appleby to write to WCC Planning Enforcement

PA

Action – Cllr Appleby to write to McPherson Trustees communicating the position.

PA

18.088 Risk Register

Members noted the updated Risk Register which had been checked and updated at FGP Committee.

18.089 Parish Council Reports

- (a) [Footpath Matters](#)

Members considered Cllr Jeffes circulated report.

- (b) [Highway Matters](#)

Members noted Cllr Appleby's Highways report and discussed: white line at Church Lane, Martyr Worthy; 40 mph sign on B3047; Children at Play sign at Easton; and hole on B3047 opposite Martyr Worthy Manor.

- (c) [Village Halls](#)

Cllr Moffatt stated that Martyr Worthy Village Hall committee were happy with proposals for multi-use bins but wished it sited on opposite side of road. There was a discussion. Members discussed the prospects for wi-fi at Martyr Worthy Village Hall.

Item	Content	Action
	<p>(d) <u>Website</u> Nothing to report.</p> <p>(e) <u>Open Spaces</u> Members considered Cllr Riley's circulated OS report</p> <p><u>Chaffer Grub</u> Action – Cllrs Langford and Moffatt to discuss steps necessary to eradicate the infestation.</p> <p><u>New Piece of Play Equipment</u> Decision – Members agreed a single supplier for the new equipment and for installation to be undertaken by Vitaplay.</p> <p><u>Lengthsman</u> A discussion about Old School Field priorities for October 22nd visit. Action – Members to forward work proposals for Lengthsman to Cllr Moffatt asap. Clerk to provide confirmation.</p> <p><u>Picnic Table</u> Decision – Members agreed Boomtown Community Grant monies £650 be spent on a picnic table at Old School Field.</p>	CL/PM
18.090	<p>Correspondence Clerk Mr. Weaver referred to the correspondence list circulated with the agenda (see appendix 3). Members noted correspondence.</p>	PA
18.077	<p>Other Items for Consideration No items for consideration.</p>	
18.078	<p>Date of Next Meeting(s) Next scheduled meeting is Thursday November 1st at 7.00 pm at Easton Village Hall. Chair closed the meeting at 9.30 pm.</p>	



Itchen Valley Parish Council

Approved Infra Structure Projects (FCM 4th October 2018)

Highways (HCC)

- New pedestrian crossing on the B3047 at Itchen Abbas & Avington Village Hall across to St Johns Church to promote safer walking journeys for pupils at Itchen Abbas and other local walkers.

Footpaths (HCC)

- Footpath from the carpark of IA & Avington Village hall up to the back field of Itchen Abbas Primary School. To enable children to move to the village hall in a traffic free environment and encourage parents to use the village hall as the drop of and collection point rather than residential streets.
- Disabled access ramp at the back of the Couch Green play area up to the Watercress Way, to improve disabled access to a valuable natural environment.
- Footpath from the Couch Green carpark to the ramp up to the Watercress way

Leisure (WCC)

- Feasibility study to include a design brief and planning to secure a replacement brick pavilion and levelling of the KGVth Playing field, Couch Green; To facilitate greater use of the facility by Worthy Youth Football Club and encourage others to hire the pitch/s
- Expansion of the car park at Couch Green (Tourism/football etc)
- Outdoor gym on the KGVth Playing Field, Couch Green to encourage greater usage of the KGVth playing field and promote health and fitness across the Itchen Valley.

Itchen Valley Parish Council

Accounts to be paid

as at : 4th Oct 2018

Ser	Date	Invoice Number	Company	Service Provided	Amount	VAT	Total to Pay	Date & Initials Transaction Created	Date & Initials Authorised
					£s	£s	£s		
1	19.09.18	1035	RP Gardening	Lengthsman Md, ISO	397.50	0.00	397.50	AW20.09.18	YR20.09.18
2	19.09.18	3400	EKS Accounting	Payroll August	20.00	4.00	24.00	AW20.09.18	YR20.09.18
3	19.09.18	N/A	Clfr Moffatt	50mm Padlock CG	22.50	0.00	22.50	AW20.09.18	YR20.09.18
4	19.09.18	1037	RP Gardening	Lengthsman BS 4M	397.50	0.00	397.50	AW20.09.18	YR20.09.18
5	19.09.18	1038	RP Gardening	Lengthsman Mdstd	198.75	0.00	198.75	AW20.09.18	YR20.09.18
6	19.09.18	58201801838	PKF Accountants	Audit Fee	300.00	60.00	360.00	AW20.09.18	YR20.09.18
7	23.08.18	N/A	Lloyds Bank	Multi-Pay monthly fee	3.00	0.00	3.00	DD23.08.18	
8	30.09.18	N/A	Alan Weaver	Clerk's Salary Sep	700.00	0.00	700.00	DD01.10.18	
9	04.10.18	N/A	Alan Weaver	Clerk's Salary Sep	771.30	0.00	771.30	AW05.10.18	YR05.10.18
10	04.10.18	N/A	HMRC Cumbernauld	NI & Income Tax	742.27	0.00	742.27	AW05.10.18	YR05.10.18
11	04.10.18	1040	RP Gardening	Lengthsman Bgtn	198.75	0.00	-198.75	AW05.10.18	YR05.10.18
12	04.10.18	1932	Vitaplay	CG & OSF maint & Insp	84.00	16.80	100.80	AW05.10.18	YR05.10.18
13	04.10.18	1940	Vitaplay	Repairs to basketball surface at CG KGV	600.00	120.00	720.00	AW05.10.18	YR05.10.18
14	04.10.18	5853	IAA Village Hall	Room Booking Kitchen 2 hrs FGP/Plng 16.10.18	7.00	0.00	7.00	AW05.10.18	YR05.10.18
15	04.10.18	4911	GreenSmile Ltd	Monthly Grounds maintenance	331.69	66.34	398.03	AW05.10.18	YR05.10.18
16	04.10.18	Ordr No 831458889	Alan Weaver	2 places booked for CPRE Hampshire Rural Housing Conference	88.60	0.00	88.60	AW05.10.18	YR05.10.18
END OF LIST*****									
Total Expenditure					1336.25	64.00	1400.25		
Income Received							£s		
1	12.09.18		WCC	Half precept 18/19 and CT support	16001.00	0.00	16001.00	CP14.09.18	
Total Income							16001.00		

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	Clfr			
2	Clfr			

Appendix 3

Correspondence September 2018

No	Content/Detail	Date	Action
1	WCC Monthly Report from Cllr Power <i>Forwarded to all councillors on 23rd August 2018</i>	23.08.18	For info and website
2	Monthly (September) electoral roll changes	03.09.18	None
3	HCC Ditch Maintenance Poster	03.09.18	IAA Village Hall notice board
4	Invitation from Citizens Advice Winchester inviting people to attend an informal lunch on Tuesday 16 th October 12.30 to 2.00 pm at St Peter's Church Hall, Jewry Street, to hear how they have changed the lives of local people. <i>Forwarded to Chairs on 6th September 2018</i>	05.09.18	For info
5	WCC Monthly Report from Cllr Griffiths <i>Forwarded to all councillors on 6th September 2018</i>	06.09.18	For info and website
6	Upcoming Training Events at HALC to end of October 2018 <i>Forwarded to all members on 12th September 2018</i>	12.09.18	For info
7	Details of SDNP Parish Workshop on Monday 19 November 2018 Hampshire Parishes Workshop, Meon Hall, Meonstoke: 18.30 - 21:30 – Review of SDNP Partnership Management Plan	14.09.18	Two places booked
8	Details of HALC Business Changes <i>Forwarded to chairs on 18th September 2018</i>	18.09.18	For info
9	Email from WCC Private Sector Housing highlighting Disabled Facilities Grant. <i>Forwarded to chairs on 3rd October 2018</i>	20.09.18	For info
10	proposed Hampshire County Permit Scheme (HCPS) consultation Responses <i>Forwarded to chairs on 28th September 2018</i>	26.09.18	For info
12	HALC Press Release re: Winners of Village of the Year – Chandlers Ford <i>Forwarded to all councillors on 1st October 2018</i>	28.09.18	For info
13	NALC newsletter <i>Forwarded to all councillors on 28th September 2018</i>	28.09.18	For info
14	NALC Chief Executive's Bulletin <i>Forwarded to chairs on 2nd October 2018</i>	02.10.18	For info
15	Police and Crime Commissioner Road Safety Report <i>Forwarded to all councillors on 2nd October 2018</i>	02.10.18	For info