

Final Minutes of Full Council Meeting on Thursday November 1st 2018 at Martyr Worthy Village Hall

Attending: Cllrs Appleby (Chair), Andrews, Jeffes, Langford, Riley, Ward.

In Attendance: Cllr Griffiths (WCC), Power (WCC), Alan Weaver (Clerk), J.Rheams.

Item	Content	Action
18.093	Apologies: Cllrs: Legat, Moffatt, Stoodley, Power (late), Porter.	
18.094	<p>Minutes of Meeting of 4th October 2018 and Matters Arising</p> <p>Minutes were agreed as a correct record. Chair Cllr Appleby signed the minutes.</p> <p><u>Matters Arising</u></p> <p><u>18.071 -To Approve Recruitment Arrangements and Personnel Policies</u></p> <p>Cllr Appleby reported that the sole applicant for Parish Clerk post had taken up another position. The post had been readvertised and interviews were scheduled for week commencing 22 November 2018. He also reported that another appropriately qualified person had expressed an interest in the post. There was a discussion.</p> <p>Action – Cllr Appleby to seek advice from HALC about whether it was appropriate to interview this person before the closing date for applications.</p> <p><u>18.084 Car Parking on the OSF – Proposals for Consideration</u></p> <p>Cllr Riley reconfirmed that the Council’s insurers were happy that car parking take place at OSF provided risk assessments were carried out.</p> <p>Cllr Riley reported that 2 risk assessments (for day and night) had been received from McPherson Trustees and considered at FGP Committee. FGP Committee members had reviewed the risk assessments. They had agreed additional requirements be notified to the trustees and Play Area Inspector be requested to take a view on the protection of the play area (fencing) in the light of car park provision. There was a discussion about larger vehicle parking.</p> <p>Decision – Members agreed parking be restricted to cars only and approved the other requirements – as detailed in Wednesday 16th October) minutes. of FGP Committee and the Chair’s letter to Trustees (<i>see Appendix 1</i>).</p> <p>Action – Cllr Appleby to produce relevant map for car parking.</p>	PA
18.095	<p>Public Participation & Declarations of Interest on Agenda.</p> <p>There were no declarations of interest.</p>	
18.096	<p>City and County Council Reports.</p> <p><u>WCC Report</u></p> <p>Cllr Griffiths referred to her circulated report (<i>see Appendix 2</i>).</p> <p>There was a discussion about Bin Calenders, Station Approach railings, Animal carcass on roadside adjacent to Princes Mead school, WCC Playing Fields Report, and the future of the River Park Leisure Centre site. Cllr Appleby thanked Cllr Griffiths for attending the meeting.</p>	
18.097	<p>Financial Matters</p> <p>a) <u>Accounts to be Paid</u></p> <p>Clerk Mr. Weaver circulated details of bills and invoices received in July and August (<i>see appendix 3</i>). Cllrs Andrews and Langford signed accounts sheet to authorize payments. For Monthly Bank Reconciliation (<i>see appendix 4</i>)</p>	

Item	Content	Action
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b) Draft Minutes of F&GP Committee Meeting – Tue 16th Oct 2018
Members noted the draft minutes.

c) Management Accounts (MA) – April to Sept 2018

Chair Cllr Riley referred to the MA circulated with the agenda. MA had been examined at last FGP meeting. She made the following points:

- Receipts received were £54.6K with extra income of £6.75K due to CIL, Parish Lengthsman, Grants and Football Pitch fees.
- The revised forecast 2018/19 final outturn was £70.9K as opposed to 2018/19 budgetted final outturn of £70.4K.
- Additional expenditure incurred was due to clerk's additional hours and overtime.
- Savings had been achieved in Lengthsman administration but this was offset against clerk's salary as requested by the Internal Auditor.
- A 2018/19 budget deficit of £13K was originally planned for but it was now expected to be £9K due to the above factors.

Overall, Cllr Riley felt that Parish Council finances were in good shape and a sound strategic holding reserve was in place. There was a discussion about footpath expenditure. Cllr Riley confirmed that little monies had been spent so far and the footpath budget was unlikely to be spent. Cllr Jeffes highlighted that significant footpath works had been completed by Ramblers Association as part of the Stiles to Gate Programme.

d) 2019-20 Precept Setting, Including Prioritising Projects

Cllr Riley circulated IVPC Budget forecast (*see appendix 5 – corrected sheet*).

The forecast was designed to help with 2019-20 Precept Setting and prioritising of projects by:-

- Making assumptions about what IVPC will spend this year and
- Fixed costs for next year. With a 2% uplift

Cllr Riley stated that – as at 30 September

- Cash at Bank was £57109 with anticipated income due to VAT refund and Boomtown Grant expected to reach £67587.
- Parish Council running costs and completion of projects over the remainder of the financial year would reduce this by £35693 to leave a cash surplus of £31894 at FYE.
- Income expected in 2019-20 (Precept, WCC grant, VAT reclaim) would increase this to £63635.
- Strategic Reserve at the Bank of £15771 would leave total funds available to spend in FY 19/20 at £49864.
- Planned expenditure and 2019/20 budget requests currently amounted to £62274 which would reduce this and produce a budget deficit of £12410.

Cllr Riley confirmed all budget bids were now in.

Members considered level of precept and agreed it had to cover the running costs of the council. Members considered level of strategic reserve and agree it was acceptable and still prudent to move from a level that covered 6 months expenditure to a level that covered 4 months expenditure. Members also considered and discussed: Boomtown Community Support Fund; fund raising for a Community Infrastructure

Item	Content	Action
	Fund, and the various budget requests.	
	<p>Decision/Action – Members agreed the following proposals be explored in more detail at the next FGP Committee</p>	YR/AW
	<p>Proposals</p> <ul style="list-style-type: none"> • A precept increase of 5% to replace lost WCC grant. (£1K) • Reduction of Strategic Reserve to 4 months expenditure. (£11K – 1/3rd of precept) • Remove financial provision for maintenance programme for IA bus stop. (Alternatively, bid against Boomtown Community Fund) (£1K) • Remove financial provision for improvements to land around IA bus stop. (Alternatively, bid against Boomtown Community Fund) (£500) • Remove Community Social Media Provision. (Alternatively, bid against Boomtown Community Fund) (£1000) • Reduce Graveyard maintenance provision from £900 (£500). 	
	Cllr Power (WCC) left the meeting.	
18.098	Grant Awarding Policy	
	Members considered tabled Grant Awarding Policy & Application Form (<i>see Appendix 6</i>).	
	<p>Decision – Cllr Riley proposed that Grant Awarding Policy & Form be adopted by the Parish Council. Proposal seconded by Cllr Appleby. Members agreed unanimously.</p>	
	<p>Action – Grant Awarding Policy & Application Form to be forwarded to Cllr Legat for inclusion on IVPC website.</p>	AW/JL
18.099	Planning	
	(a) <u>Planning Applications including any Planning Applications received after date of issue.</u>	
	(i) <u>Alterations to existing garage, existing pitched roof and first floor accommodation to be removed and new flat roof constructed to house PV panels. Ground floor area to be converted to a store room. Existing garden sheds to be removed.</u>	
	Lone Barn Easton Lane Easton Winchester Hampshire SO21 1DG SDNP/18/05324/HOUS Deadline – 20 th November 2018	
	There was a discussion.	
	Decision – ‘Support’	
	(ii) <u>Demolition of existing barn and water pump housing and replacement with new oak framed barn to include three bedroom holiday let, machinery and equipment store. Replacement water pump housing.</u>	
	Land West of Lovington Cottages Lovington Lane Ovington Hampshire SO24 ORD SDNP/18/05455/FUL Deadline 20 th November 2018	
	Decision	
	<i>‘Object</i>	
	<i>The proposal is to provide a new dwelling in the countryside and is against policy, it is not a conversion of an existing agricultural building. If granted it would set the precedent that any shed or outbuilding could be replaced by a dwelling.</i>	
	<i>The existing building contains the pump house and machinery storage</i>	

Item	Content	Action
	<p><i>needs described in the application. It can be repaired to continue to provide these needs without having to be converted into a dwelling to do this.</i></p> <p><i>There is no recognition in the design of the SDNP dark skies policy'</i></p> <p>Action – Clerk to submit above italicised responses in Planning Committee responses.</p>	AW
	<p>(b) <u>To Note the Final Minutes of Planning Committee Tue 16th Oct.</u> Members noted the draft minutes. Cllr Appleby highlighted some amendments needed to the text relating to Ransom Strip.</p> <p>Action – Clerk to action.</p>	AW
18.100	<p>Computer Security Cllr Appleby highlighted the fraudulent email sent to Clerk claiming to be himself (the Chairman) and requesting a payment by bank transfer. Members discussed the need to pay particular attention to computer security and potential email scams.</p> <p>Action – Cllr Appleby to contact Cllr Legat re: computer and email security discussions with our website provider.</p>	PA
18.101	<p>Parish Council Reports</p> <p>(a) <u>Footpath Matters</u> Members considered Cllr Jeffes circulated report. (<i>see appendix 7</i>). There was a discussion.</p> <p><u>Permissive Footpath linking FPs 29 & 44</u> Action – Cllr Jeffes to discuss with Cllr Moffatt.</p> <p><u>Finger Posts</u> Cllr Jeffes stated that Finger Posts should be arriving on 14th November.</p> <p><u>Countryside Access – Rural Communities Fund</u> Cllr Jeffes indicated that he was seeking permission from H&IOW Wildlife Trust and a local landowner for access to lay scalplings on FP26 and 30. Cllr Jeffes stated he was proposing to set up a village working party to help with this.</p> <p>(b) <u>Highway Matters</u> Cllr Appleby referred to his report circulated with the agenda. Cllr Appleby stated that 40 mph sign had been put back up. 'White Lines' and railings on Station Hill Itchen Abbas was progressing very slowly and he had asked City and County Councillors for their help in progressing this.</p> <p>(c) <u>Village Halls</u> Cllr Langford reported that IAA Village Hall defibrillator was now up and functioning. This needed to be reported in the Itchen Valley News, if possible. There was a discussion about Easton.</p> <p>Action – Cllr Riley to progress Easton defibrillator.</p> <p>(d) <u>Website</u> Nothing to report.</p> <p>(e) <u>Open Spaces</u></p>	CJ/PM
		YR

Item	Content	Action
	<p>Cllr Riley apologised for no written report due to other Parish Council work issues.</p> <p><u>Play Equipment</u></p> <p>Cllr Riley stated that she had sent 5 different play items to VitaPlay for costing.</p> <p><u>Picnic Bench at Easton</u></p> <p>Cllr Riley highlighted proposed picnic bench for OSF in Easton. There was a budget provision of £650.</p> <p><u>Ransom Strip</u></p> <p>Cllr Riley reported that WCC Planning Enforcement had been in contact with the McPherson Trust trustees. The Officer has asked the Trustees to clear the land.</p> <p><u>Chaffer Grub</u></p> <p>There was a discussion on the infestation of Chaffer grubs at Couch Green and the difficulty of eradicating them.</p> <p>Action – Cllr Riley to discuss with relevant local contractors about their experiences with this problem.</p>	YR
18.102	<p>Correspondence</p> <p>Clerk Mr. Weaver circulated the correspondence list (<i>see appendix 8</i>).</p> <p>Action - Re Item 29, Cllr Appleby confirmed he would attend the 2018 WDALC AGM at Whiteley Town Council on Wed 21st November.</p>	PA
18.103	<p>Exclusion of Press & Public</p> <p>Decision - Cllr Riley proposed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for these agenda items by reason of the confidential nature of the business to be transacted. Members supported the proposal unanimously.</p> <p>Action – Items to be discussed further at future FGP and Planning Committee meetings.</p>	ALL
18.104	<p>Other Items for Consideration</p> <p><u>Councillor Emails</u></p> <p>Cllr Appleby requested members use ‘out of office’ assistants or other methods when they are unable to respond quickly to parish council emails.</p> <p><u>Litter Pick</u></p> <p>Decision – Members agreed Litter Pick be discussed at next FCM.</p> <p>Action – Clerk to progress.</p> <p><u>New Councillor</u></p> <p>Cllr Appleby confirmed that a prospective new councilor would attend the next FCM. d</p>	AW
18.105	<p>Date of Next Meeting(s)</p> <p>Next scheduled meeting is Thursday December 6th at 7.00 pm at IAA Village Hall.</p> <p>Chair closed the meeting at 9.55 pm.</p>	

Appendix 1

5th. November 2018

Dear James

Many thanks for sharing the Trustees risk assessments for parking on the Old School Field (OSF). As you are aware this was a requirement of the Parish Council's insurer so that the appropriate Public Liability cover could be extended to the Trustees for car parking on the OSF.

The Parish Council are happy to take on this additional risk to its policy for this year as no additional premium was requested to cover the Trustees. Clearly if our premium were to increase substantially we would need to review this. We are also mindful of our rights under the 2014 Licence to operate a playing field, and we wish to ensure this is not unduly impacted by the parking of cars. We therefore have the following requirements, some specific to parking and others more general to the administration.

1. All requests approved by the Trustees for car parking must be notified to the Parish Clerk via email in a timely manner. This allows us to notify contractors that the field may be unavailable on a specific day.
2. The event organiser must be issued with a copy of the risk assessment and is responsible for notifying visitors about the parking surface and ground conditions prior to the event and they should advise on suitable footwear and equipment.
3. Each parking event approved by the Trustees is marshalled by at least 2 people, who are issued with clear guidance about their role and responsibilities and the necessary equipment to minimise risks.
4. Parking is limited to organised fundraising activities, weddings, funerals and memorial services.
5. Parking only occurs in the area approved by the Parish Council and a parking map is issued to Marshals.
6. Should damage occur to the surface of the field, organising and meeting the costs of repair will be met by the Trustees
7. Trustees must ensure appropriate annual arboricultural safety checks to the trees in the field.
8. Parking is restricted to cars only

9. If at any time the safety inspector for the childrens' play area requires the area to be fenced as a result of allowing the parking of cars in the field then the Parish Council will expect the Trust to share the cost of this requirement with them.

I hope this letter concludes the Parish Council's day to day involvement with parking on the Old School Field now that you as Trustees are empowered to authorise appropriate and safe car parking.

Yours sincerely, For and on behalf of Itchen Valley Council.

Patrick Appleby
Chairman

Appendix 2

Winchester City Councillor Monthly Report November 2018



Cllr Lisa Griffiths

**Ward Member for Alresford & Itchen Valley
Portfolio Holder for Health & Wellbeing
Winchester City Council**

Email : lgriffiths@winchester.gov.uk

Telephone : 01962 469854 or 07545 375632

If you have any comments or questions on the content of this report, please do not hesitate to get in touch. And of course, on any matter relating to WCC responsibilities where I will help.

Fly-tip Orr's Meadow A31

As of 1 November the fly-tip has been cleared and officers have discovered a number of pieces of evidence to follow up for investigation which we hope will lead to prosecution. A final sweep and clean will be conducted on the 2nd. To date Winchester City Council are the only Council with a 100% record for successful prosecutions.

Play Equipment Inspections

WCC are able to offer a chargeable service for inspections and undertake minor repairs. If you would like details, please contact : Karl Butcher kbutcher@winchester.gov.uk or 01962 848574

Living with and beyond cancer

A recent event hosted by the Hampshire Hospital NHS Foundation Trust at the Holiday Inn, highlighted the need for self-care during and after cancer treatment. An important part of which is physical activity and the mental support this can provide individuals taking part in classes offered at River Park run by their own staff and also WCC officers. There are a number of other rehabilitation programmes, as part of the exercise referral scheme, to support individuals with long term health conditions.

Gypsy & Traveller DPD

A consultation is under way on the modifications and is open **until 23 November 2018**
<https://winchester.citizenspace.com/policy-and-planning/modifications-gypsy-traveller/>

Sports Awards for Winchester District Sports Clubs 2018

The Awards will be held at the Holiday Inn on Thursday 7 February 2019. Please ensure this information is passed on to any local sports clubs to nominate individuals – it can be high level rugby to indoor bowls. If you have a local club which has committed members or organisers, then ensure they get a nomination. Link here:

<http://www.winchester.gov.uk/sport/winchester-district-sports-awards-2018>

Closing date for nominations : 4 January 2019.

Sports funding and CPD Opportunities

There are a number of opportunities to access funding.

www.energiseme.org/funding

www.energiseme.org/news-events-courses/
www.winchester.gov.uk/grants
www.ukcoaching.org/courses

Citizens Advice Bureau

Due to the need for additional meeting space to meet clients, the Winchester branch will relocate to the City Council's Colebrook Street offices in early 2019. Annual requests are made by the CAB for a donation from Parishes as this is a Charity, receiving no Government support to offer services which are provided by volunteers. All volunteers are trained and qualified to offer financial or other advice in order to deliver a high quality service. Debt problems are a particular problem for many and huge savings have been made for residents across the Ward. As Parishes a grant is greatly appreciated to ensure the CAB continues to support those in need. As you will no doubt know, no charge is made and although some clients do make donations, some are unable. Individuals can become regular donators to the Charity should they wish.

Vehicle parked long term on Broad Street, Alresford

The police and WCC are aware of the circumstances behind this vehicle remaining and statutory processes are under way to tackle the matter. However, this has highlighted the need to ensure that traffic orders cover the right to remove vehicles in future when a major event is occurring and that we have support available to tackle parking transgressions should they occur again.

Winchester Sport & Leisure Park, Bar End

The planning application was passed on the 31 October 2018 following a healthy debate. Opposers raised the reduced court size but equally wanted to see mitigation for the increased CO2 emissions. Costs and the reality of what actually delivers are a continuing challenge to provide a centre of this size – set to have a BREAM rating of Excellent, some very few achieve with a centre of this size.

A number of preparatory tasks will commence on site to prepare paths (needed now due to slowworm hibernation) and demolition of the old boxing club, who have relocated to the Old Depot Site. You have never seen a happier bunch of sports people in a drafty building – a group of enthusiastic volunteers have completed a tremendous job revamping the building. They run all sorts of fitness classes too, including disability. <https://www.winchesterboxingclub.co.uk/>

Next step : get the business case ready for Full Council budget approval in February 2019.

Appendix 3

Bills To Be Paid

Itchen Valley Parish Council

Accounts to be paid

as at : 1 Nov 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	30.09.18	N/A	UT Bank	Service Charge	18.00	0.00	18.00	30.09.18DD	
2	16.10.18	N/A	Cllr Moffatt	50mm Padlock CG	22.50	0.00	22.50	AW.17.10.18	YR.17.10.18
3	16.10.18	3611042562	HCC	Energy Management	135.84	27.16	163.00	AW.17.10.18	YR.17.10.18
4	16.10.18	1047	RP Gardening	Lengthsman HdBW,Rply	397.50	0.00	397.50	AW.17.10.18	YR.17.10.18
5	16.10.18	N/A	Alan Weaver	VAT reclaim rcdd delivery	2.11	0.00	2.11	AW.17.10.18	YR.17.10.18
6	23.08.18	N/A	Lloyds Bank	Multi-Pay monthly fee	3.00	0.00	3.00	DD.23.10.18	
7	30.09.18	N/A	Alan Weaver	Clerk's Salary Oct	700.00	0.00	700.00	DD.31.10.18	
8	01.11.18	N/A	Alan Weaver	Clerk's Salary Oct	89.76	0.00	89.76		
9	01.11.18	N/A	HMRC Cumbernauld	NI & Income Tax	280.81	0.00	280.81		
10	01.11.18	1048	RP Gardening	Lengthsman NA, OA	397.50	0.00	397.50		
11	01.11.18	1049	RP Gardening	Lengthsman IV	198.75	0.00	198.75		
12	01.11.18	1216	TLC Online	Domain Renewal 5 yrs	32.75	0.00	32.75		
13	01.11.18	5879	IAA Village Hall	Room Booking Kitchen 2 hr FGP/Plng 13.11.18	7.00	0.00	7.00		
14	01.11.18	1960	Vitaplay	CG & OSF maint & Insp	84.00	16.80	100.80		
15	01.11.18	5105	GreenSmile Ltd	Monthly Grounds maintenance	331.69	66.34	398.03		
	END OF LIST*****								
	Total Expenditure				575.95	27.16	2811.51		
	Income Received						£s		
1	30.09.18		UT Bank	Deposit Account Interest	24.88	0.00	24.88	Cr30.09.18	
	Total Income						24.88		

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 4

Itchen Valley Parish Council Bank Reconciliation

Month Ending **Oct-18**

Prepared By: Alan Weaver Clerk/RFO Date **31.10.18**
 Approved by: Yvette Riley Chair F&GP Date

	£	£	£
Balance as per Bank Statements as at 31/10/18			
Unity Bank Current Account	26296.17		
Unity Bank High Intest Account	30090.48	56386.65	
Less/ Any Unpresented Cheques, recorded in the cash book but not bedited from the bank (normally only impacts current account)	0.00		
Cheque Numbers:			
Payments not yet processed through the bank but in the cash book	0.00	0.00	56386.65
Add/any unbanked cash as at 31/10/18			
Net Bank Balance as at 31/10/18			56386.65
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 31/10/18	60956.32	97445.37	
Less/Total payments made in years up to 31/10/18		41058.72	
Closing Balance per CASH BOOK as at 31/10/18			56386.65
(Note figure above must equal bank balances)	Difference		0.00

IVPC CASH FORECAST - Budget 19-20 as at 12 th Nov 2018 Version 1					
Year April 18 to Mar 19		(£'s)	(£'s)	(£'s)	Comment
As at 30 Sept 18	Cash at bank			57109	Actual as at 30 Sept 2018
Add/ Income 1st Oct 18-31 Mar 19	VAT reclaim 01.04.18-30.09.18		3300		as pre Sept cash book (confirm with Alan)
	Other income (Boomtown/WYFC)		7178	10478	WYFC £157*10 months, Boomtown £5600 as
	Bank Balance after all income received			67587	
Less/Expenditure 1st Oct 18- 31st Mar 19	Parish Council Running Costs Forecast Expenditure		-19598		includes lengthsman costs & extra parishes for last 1/2 of year
Projects to be complete by 31 Mar 19	Additional play equipment Couch Green		-9345		
	Temporary Shipping Container facility for storage and community use, Couch Green				
	Improve footpaths, replace finger posts, hardcore priority paths		-500		budget reduced in year to £500
	Replacement Walnut Tree		-400		
	Reduce dog fouling (multi use bins) and anti social behaviour re doggie bags! Tidy Britain campaign "we		-250		
Boomtown 2018 Community Grant	Variety of community Project TBI		5600	-4895	-24493
	Surplus C/F as at 31 March 19				43094
Add/ Income expected in FY 2019-20	Precept			31541	Figure based on 18/19 precept
	WCC grant		0		Council Tax support grant withdrawn by WCC
	VAT reclaim on running expenses		2200	33741	Estimate
	Total Cash at Bank after all expected income			76835	
Deduct/ Strategic Reserves	Strategic Reserve at bank			-15771	
Year April 19 to March 20	Total funds available to spend in FY 19/20			61064	
Less/ Planned Expenditure for Year April 19 to Mar 20	Fixed Costs		-32124.1		Inc; Clerk salary, Hall hire, HALC, Insurance, H&S, Audit, Training, Highways, Street lighting, KGV & OSF maint
	Lengthsman expenditure		-10750		14 Parishes in scheme (Funded until Dec 19)
2019/20 Budget Requests	Continue to save for play equipment improvements @ CG and OSF, Easton		-5000		
	Maintenance program for IA bus stop		-1000		
	Improvements to land around IA bus stop		-500		
	Repairs and maintenance to Martyr Worthy notice board and step		-750		
	Fencing off the Old School field play area		-1750		
	Community social media provision		-1000		
	137 Grants to include help with footpath from IA VH to IAPS		-5000		
	Feasibility study for Improvement to the ramp at CG to watercross way, car park extension and footpath from car park to watercross was rap.		-2000		
	Graveyard Maintenance		-900		
	Bench replacement at Station Hill bus stop, IA		-500		
	Footpath enhancement budget		-1000	-19400	
	Surplus/deficit				-62274
					-1210
				Extra £'s	Available for project
	Precept increase by 2% reduces shortfall to	12094	832	316	
	Precept increase by 5% reduces shortfall to	11621	1578	789	
	Precept increase by 10% reduces shortfall to	10833	3154	1577	
	Precept increase by 15% reduces shortfall to	10044	4732	2366	



Itchen Valley Parish Council

GRANT AWARDING POLICY & APPLICATION FORM

Contact Details:

Parish Clerk

Tel:

E-mail: clerk@itchenvalleyparishcouncil.org.uk

1. Introduction

- a. Itchen Valley Parish Council will consider applications for grants from voluntary groups or charitable organisations.
- b. To qualify for an award the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish, or residents of the Parish.
- c. Grant applications received will be validated by the Finance and General Purposes Committee who will make recommendation to the full Council.
- d. In determining the validity of an application, the Council will refer to the following guidelines:

2. Applications will be considered for the following purposes:

- a. For the purpose of purchasing equipment either in part or in full.
- b. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
- c. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
- d. For activities that raise the profile of the area.
- e. For running costs of a viable group that is experiencing a period of hardship.
- f. For hosting special events or celebrations.
- g. For the provision of recreational facilities.

3. Conditions:

- a. Grants will not be awarded to individuals.
- b. Additional applications within a 12-month period will not normally be considered.
- c. The award must be used for the purpose for which the application was made.
- d. If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
- e. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- f. Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to residents of the Parish.
- g. On completion of a project a letter of thanks should be sent to the Council and if possible, an acknowledgement of the Parish Council's contribution should be made.
- h. The policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.

4. Eligibility:

- a. Any Charity, Voluntary Group or Community Organisation operating within the parish.
- b. Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
 - i. The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
 - ii. Applications from schools for an activity that takes place within the school day will not be considered.
 - iii. The Parish Council will not fund activities outside its powers and functions.

5. Submission of Application:

- a. Applications should be submitted by 1st September for consideration in the following year's budget. Applications at other times may be considered
- b. The application form must be completed in block capitals in black ink.
- c. The applicant should retain a copy of the form.
- d. All applications should be submitted with a copy of the organisations latest audited accounts.

Adopted by Council	1 Nov 2018
Frequency of Review	Annually after 2020
Next review due	AGM May 2020



ITCHEN VALLEY PARISH COUNCIL

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



Itchen Valley Parish Council

Application for Grant for Voluntary Organisations

Whenever possible new applications should be accompanied by the most recent set of accounts of the organisation applying. Should none be available an explanation must be provided, if possible with substantiating evidence, to enable the Council to make a judgement as to the viability of the applying organisation

1.	Name of Organisation	
2.	Name, Address and Position of Contact in Organisation	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/No
5.	Amount of grant requested	£
6.	For what purpose or project is the grant requested?	
7.	What will be the total cost?	£
8.	When will the money be spent?	
9.	Who will benefit from the project?	
10.	Approximately how many of those who will benefit are Itchen Valley parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

SignedDate.....

Name (In capitals)

Permissive Footpath Linking FPs 29 & 44

Barbara Goodchild (BG) of the Ramblers Association (RA) asking whether the RA should progress the permissive footpath to link FPs 29 and 44 on the south side of the B3047 in the farmer's field to prevent the need to walk on the main road between Grace's Farm and Freefolk House – **ongoing, Paul Moffatt**

Countryside Access - Rural Communities Fund

Abby Sullivan, HCC Countryside Access Ranger, Chris Jeffes and Yvette Riley met on 25th May to inspect FPs 30 and 26 and advise on how to repair. Terram not needed, just scalplings. Access will need to be granted by the H&IOWWT for both footpaths and a fence post moving on FP 26 which is in hand. A Countryside Access RCF grant would be available to part fund the scalplings and cost of laying. FP 12 needs Terram and scalplings in the boggy areas but access much more difficult than FPs 30 & 26 – **ongoing**

Parish reference guide: <https://www.hants.gov.uk/landplanningandenvironment/rightsofway/parishguide>
HCC design standards:
<https://www.hants.gov.uk/landplanningandenvironment/countryside/designstandards>

Finger Posts

Finger posts and/or separate fingers available from the HCC Country Side Service free of charge . Finger post survey carried out in Oct and eight need installing and five replacing. Order placed with Adam Macey, the new Community Engagement Ranger, and finger posts being delivered 14th November 2018 – **ongoing**

Parish Footpaths Report

Now formally issued by the RA. A little out of date with only some of the issues resolved but the report gives an idea of what is being covered. Used in conjunction with Oct's IVPC fingerpost survey – **ongoing**

Ramblers Association - Stiles to Gates

RA successful in application to Rural Communities Fund to meet 50% of the cost for two more gates on Grace's Farm. To be installed shortly on FP27 west of Easton Land and where FP27 meets M3. Next target stile is where FP27 meets the B3047 at The Worthies, opposite Worthy Park - **ongoing**

Ramblers Association Working Parties

Next working party now not until 2019 - **ongoing**

Permissive Footpath NW of Lunways Inn

IVPC voted on Wed 2nd May to support the RA proposal to instigate a permissive footpath to save ramblers having to walk alongside the A33 – **ongoing**

No	Content/Detail	Date	Action
1	Email from HALC re: Councillor Training Courses up to December 31st 2018 <i>Forwarded to all councillors on 4th October 2018</i>	04.10.18	For info
2	Email from Cllr Power providing schedule of Grass Cutting in Alresford and Itchen Valley <i>Forwarded to all councillors on 4th October 2018</i>	04.10.18	For info
3	Public Sector Executive Online – weekly public sector bulletin principally concerned with County, District and Unitary Council matters	05.10.18	For info
4	South Down National Park Authority Newsletter <i>Forwarded to all councillors on 25th October 2018</i>	06.10.18	For info
5	Winchester District Gypsy, Traveller and Travelling Showpersons Development Plan Document Traveller DPD. Publication of Proposed Modifications for consultation Consultation responses needed by noon 23 rd November 2018 <i>Forwarded to Planning Committee on 25th October 2018</i>	08.10.18	For info and possible response
6	HALC Chief Executive Bulletin <i>Forwarded to all councillors on 8th October 2018</i>	08.10.18	For info
7	Details of NALC Spring Conference from HALC – Royal National Hotel London – 11 February 2019 <i>Forwarded to Chairman on 8th October 2018</i>	08.10.18	For info
8	Public Sector Executive Online – weekly public sector bulletin principally concerned with County, District and Unitary Council matters	08.10.18	For info
9	Rural Services Network Rural Bulletin <i>Forwarded to Cllr Appleby and Cllr Riley on 9th October 2018</i>	09.10.18	For info
10	HALC October Newsletter <i>Forwarded to all councillors on 8th October 2018</i>	09.10.18	For info
11	Update from WCC about Travellers at Park & Ride in Winchester <i>Forwarded to all councillors on 10th October 2018</i>	10.10.18	For info
12	Details of next Winchester Passenger Transport Forum on Thursday 22 November 2018. This will be held at Wellington Room, Ell Court South, Winchester, SO23 8UJ from 2pm-4pm. <i>Forwarded to Chairs on 11th October 2018</i>	11.10.18	For info
13	Public Sector Executive Online – weekly public sector bulletin principally concerned with County, District and Unitary Council matters	15.10.18	For info
14	NALC Chief Executive Bulletin <i>Forwarded to Chairs on 15th October 2018</i>	15.10.18	For info
15	NALC's latest DIS publication and a Funding and Grants bulletin. <i>Forwarded to all councillors on 15th October 2018</i>	15.10.18	For info
16	Rural Services Network Rural Bulletin <i>Forwarded to Cllr Appleby and Cllr Riley on 16th October 2018</i>	16.10.18	For info
17	Update from WCC about Travellers at Park & Ride in Winchester <i>Forwarded to all councillors on 16th October 2018</i>	16.10.18	For info
28	A communication from SDNPA relating to our consultation exercise on the review of the SDNPA Local List. Consultation Period – 19 th October to 14th December 2018 <i>Forwarded to Chairs on 20th October 2018</i>	18.10.18	For info
19	Quarterly Charity Commission News No 61 <i>Forwarded to all councillors on 20th October 2018</i>	18.10.18	For info
20	Email outlining consultation process to enable the Police and Crime Commissioner to meaningfully consult with the public about the options available as part of the Community Remedy. A link to the survey and further information can be found below:	19.10.18	For info

No	Content/Detail	Date	Action
	https://www.surveygizmo.eu/s3/90106793/Community-Remedy https://www.hampshire-pcc.gov.uk/community-remedy <i>Forwarded to Cllr Ward on 20th October 2018</i>		
21	Public Sector Executive Online – weekly public sector bulletin principally concerned with County, District and Unitary Council matters	19.10.18	For info
22	Community Safety e-bulletin October 2018 <i>Forwarded to Chairs and Cllr Ward on 23rd October 2018</i>	22.10.18	For info
23	Public Sector Executive Online – weekly public sector bulletin principally concerned with County, District and Unitary Council matters	22.10.18	For info
24	HALC AGM Agenda Saturday 10 th November 2018 at Holiday Inn Winchester <i>Forwarded to Chairs on 23rd October 2018</i>	23.10.18	For info
25	NALC Spring Conference – 11 th February 2019 London – Cost £200 approx	25.10.18	For info
26	Public Sector Executive Online – weekly public sector bulletin principally concerned with County, District and Unitary Council matters	26.10.18	For info
27	Details of Hampshire Playing Fields Association AGM – Meadowside Leisure Centre – Fareham – Wed 14 th November at 1.30 pm <i>Forwarded to Chairs on 29th October 2018</i>	29.10.18	For info
28	Public Sector Executive Online – Autumn Budget Special	29.10.18	For info
29	Notification of 2018 WDALC AGM which will be held at 2pm on Wednesday 21st November 2018 at Whiteley Town Council's offices, Meadowside Leisure Centre, Whiteley PO15 7LJ. <i>Forwarded to Chairman on 29th October 2018</i>	29.10.18	For info
30	Open Enforcement Cases as at 30 October 2018 from WCC Planning Enforcement <i>Forwarded to Planning Committee on 30th October 2018</i>	30.10.18	For info
31	South Downs National Park Authority – Community Infrastructure Levy (CIL) spending letter from SDNPA <i>Forwarded to Chairs on 30th October 2018</i>	30.10.18	For info
32	Hampshire ALC 71 st AGM delegate pack <i>Forwarded to all councillors on 31st October 2018</i>	31.10.18	For info
33	Monthly Alterations to Electoral Register from WCC Electoral Services Manager	01.11.18	For info