



## Minutes of Annual General & Full Council Meeting on Thursday 9<sup>th</sup> May 2019 at Martyr Worthy Village Hall

**Attending:** Cllrs, Andrews, Appleby Langford, Legat Moffat & Riley

**In Attendance:** Cllr Russell Gordon-Smith, WCC, Michelle Leadbitter-Allen (Clerk).

Item	Content	Action
19.013	<b>Apologies:</b> Cllrs Griffiths (WCC), Porter (HCC) & Power (WCC),	
19.014	<b>To Elect a Chairman for the year 2019/2020 and receive acceptance of Office</b> <b>NAME OF CHAIR:</b> Cllr Patrick Appleby was elected unopposed Proposed by Cllr Christopher Langford Seconded by Cllr Yvette Riley	
19.015	<b>To Elect a Vice Chairman for the year 2019/2020 and receive acceptance of Office.</b> <b>NAME OF VICECHAIR:</b> Cllr Paul Moffatt was elected unopposed Proposed by Cllr Christopher Langford Seconded by Cllr Stephan Andrews:	
19.016	<b>To Accept Disclosure of Pecuniary Interests, gifts &amp; Hospitality and Acceptance of Office from elected Councillors</b> All Councillors Accepted, completed and signed individual Disclosure of Pecuniary Interest Forms, witnessed by Proper Officer. <b>Action:</b> Clerk to submit completed forms to Democratic Services WCC	MLA
19.017	<b>a) Category A: Parish Council Committees</b> a) <u>Finance &amp; General purposes Committee (min 4)</u>  (i) 1 Cllr Stephen Andrews (ii) 2 Cllr Patrick Appleby (iii) 3 Cllr Christopher Langford (iv) 4 Cllr Jonathan Legat (v) 5 Cllr Paul Moffatt (vi) 6 Cllr Yvette Riley  b) <u>Planning Committee (min 4)</u>  (i) 1 Cllr Stephen Andrews (ii) 2 Cllr Patrick Appleby (iii) 3 Cllr Christopher Langford (iv) 4 Cllr Jonathan Legat (v) 5 Cllr Paul Moffatt (vi) 6 Cllr Yvette Riley	
	It was noted by all Councillors that to attain quorum a minimum of 3 Councillors must attend each meeting	
	<b>b) Category B: Parish Council Portfolios</b> (i) <u>Open spaces – (Includes Couch Green and Easton playing Fields)</u> Cllr Yvette Riley (ii) <u>Transport - includes Buses &amp; Shelters /Cycling</u> Cllr Christopher Langford (iii) <u>Footpaths</u> Cllr Stephen Andrews (iv) <u>Web Master</u> Cllr Jonathan Legat (v) <u>Highways</u> Cllr Patrick Appleby (vi) <u>Law and Order</u>	



Item	Content	Action
	No-one appointed, Cllr Patrick Appleby to attend any meetings deemed necessary	
<b>c) Category C: Parish Council representatives on outside bodies</b>		
(i)	<u>Winchester District Association of Parish Councils/HALC</u> (Chairman/Vice Chairman)	
(ii)	<u>McPherson Easton School Trust – (Should be the Open Spaces Portfolio holder)</u> Cllr Yvette Riley	
(iii)	<u>Easton Village Hall</u> Position not Filled	
(iv)	<u>Itchen Abbas &amp; Avington Village Hall</u> Cllr Christopher Langford	
(v)	<u>Martyr Worthy Village Hall</u> Cllr Paul Moffatt	
	Note: All Councillors are Trustees of the King George v Memorial Playing Field Trust.	MLA
	<b>Action:</b> Clerk inform Charities Commission of councilor(s) departure.	
<b>19.018</b>	<b>Adoption of Standing Orders (<a href="#">Linked to Standing Orders</a>)</b> Adopted Unopposed. Proposed By: Cllr Christopher Langford Seconded By: Cllr Stephen Andrews	
<b>19.019</b>	<b>Adoption of Financial Regulations (<a href="#">Link to Financial Regulations</a>)</b> Adopted Unopposed. Proposed By: Cllr Patrick Appleby Seconded By: Cllr Yvette Riley	
<b>19.020</b>	<b>Public Participation &amp; Declarations of Interest on issues on the Agenda.</b> There were no declarations of Interest.	
<b>19.021</b>	<b>To Approve the Minutes of Thursday 4<sup>th</sup> April 2019</b> Minutes were approved. Chairman, Cllr Appleby signed the minutes as accurate.	
<b>19.022</b>	<b>Note APM Minutes (<a href="#">Link to Draft APM minutes</a>)</b> Minutes of APM noted.	
<b>19.023</b>	<b>City &amp; County Councillor Reports</b> No City Councillor Reports were received in time for the meeting	
<b>19.024</b>	<b>Schedule of Meetings</b> <b>Action:</b> Clerk to merge 2019/2020 meetings onto one calendar <b>Action:</b> Clerk to rearrange next year's AGM to another suitable date <b>Action:</b> Clerk to book APM date and venue	MLA MLA MLA
<b>19.025</b>	<b>Financial Matters:</b>	
(i)	Bills to Pay ( <a href="#">Link to Bills to Pay Document</a> )	
(ii)	Bills circulated by clerk and agreed by Cllr Andrews and Cllr Moffatt	
(iii)	Members noted Minutes of F&GP Committee Meeting 18 <sup>th</sup> April 2019 ( <a href="#">Link to F&amp;GP Minutes</a> )	
(iv)	Council noted the Internal Audit Report. <a href="#">Appendix 1</a> Cllr Riley ran through points raised by the Auditor. <b>Action:</b> Cllr Legat to adjust website as practicable to accommodate the agenda packs alongside the respective minutes as suggested by IA <b>Action:</b> Clerk to have access to website. Cllr Legat to implement this <b>Action:</b> Cllr Legat to provide website training to Clerk. <b>Action:</b> Council to ensure that all meetings have enough members to be quorate. If the council is not quorate, the meeting will need to be rescheduled or the agenda items will need to be carried to the next	JL JL/MLA JL/MLA ALL MLA



Item	Content	Action
	meeting. <b>Action:</b> Confidential minutes, must be clearly labeled on the agenda and although discussed confidentially, must have the decision clearly noted in the main minutes of the meeting. This also applies to the Clerk's salary.	MLA
	<b>Action:</b> Clerk to speak to other clerks about which Finance Packages they use to determine the most suitable package for IVPC.	YR/MLA
	<b>Action:</b> Play Area Risk Assessment to be set up independently of Financial Risk Assessment.	MLA
	(v) Asset Register was presented by Cllr Riley and noted by Council as an accurate record of IVPC Assets ( <a href="#">Link to Asset Register</a> )	YR/MLA
<b>19.026</b>	<b>To approve and sign of Annual Governance Statement (section 1) of Annual Governance and Accountability Return -AGAR</b> The Annual Governance Statement was discussed and agreed as a true reflection of the Parishes Councils internal controls for FY 18/19. It was unanimously agreed that the Chairman sign the statement. ( <a href="#">Link to Annual Governance Statement</a> ) <b>Action:</b> Clerk to add minute number to the AGAR.	
<b>19.027</b>	<b>To approve Financial Statement (section 2) of Annual Governance and Accountability Return -AGAR</b> Members were asked to approve the Annual Accounting Statements as supplied and signed by the Parish Clerk and internal auditors, in accordance with legislation and in preparation for the external audit. The Annual Accounting Statements was unanimously agreed and signed by the Chair as a correct record of accounts for the year 2018/19. ( <a href="#">Link to Accounting Statement</a> ) <b>Action:</b> Clerk to add minute number to the AGAR Form and include Bank Reconciliation and Variance Report. Completed report to be sent to the External Auditors, with the Exercise of public rights date when agreed.	
<b>19.028</b>	<b>To agree the period for The Exercise of Public Rights</b> Clerk informed the council of the dates as stated by External Auditors PKF Littlejohn as commencing on Monday 17 <sup>th</sup> June 2019 and ending on Friday 26 <sup>th</sup> July 2019 <b>Action:</b> Clerk to place on website and on noticeboard by 17 <sup>th</sup> June 2019.	
<b>19.029</b>	<b>Planning</b> (i) Members noted Minutes of Planning Committee Meeting of 18th April 2019 ( <a href="#">Link to Planning Committee Meeting</a> ) (ii) <b>Proposal: Change of use from Annexe to a holiday let</b> <a href="#">SDNP/19/02130/FUL</a> Hornton Cottage Church Lane Martyr Worthy SO21 1DY The application is SUPPORTED by the Council with the following conditions of SDNP Holiday Lets <input type="checkbox"/> It must be occupied for no longer than 28 days at a time <input type="checkbox"/> It cannot be made into a residential property <input type="checkbox"/> A register of guests must be kept which must be made available for examination by SDNP with 48 hours' notice <input type="checkbox"/> It must be managed and supervised by the owner	



Item	Content	Action
<b>19.030</b>	<b>PC Elections – return of Cllr Expense Forms</b> Councillors completed the expense forms as requested by Electoral Commission. It is noted that all forms need to be returned if even there is a NIL return. <b>Action:</b> Clerk to submit to Returning Officer at WCC before 2 <sup>nd</sup> June 2019 <b>Action:</b> Clerk to investigate warding of Parish Council and how this affects co-optation of Councillors with WCC Democratic Services.	
<b>19.031</b>	<b>Correspondence:</b> Clerk Mrs Leadbitter-Allen circulated correspondence list ( <a href="#">Link to April Correspondence List</a> )	
<b>19.023</b>	<b>Items for Consideration at Next Meeting</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Ex-councillor Christopher Jeffes has made a request to the Council to be co-opted – to be discussed at June FCM</li><li><input type="checkbox"/> Cllr Andrews to report on Upper Itchen Initiative after liaising with Christopher Jeffes who was the IVPC representative.</li><li><input type="checkbox"/> To consider if all Councillors should be provided with license to Microsoft 365</li><li><input type="checkbox"/> What can we do to as a council to help local people reduce their impact on the environment</li></ul>	
<b>19.024</b>	<b>Date of Next Meeting(s)</b> Next scheduled Full Council & AGM is Thursday 6 <sup>th</sup> June at 7.00 pm at Martyr Worthy Village Hall. Meeting to commence at 7pm Chair closed the meeting at 8.38 pm.	

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# Itchen Valley Parish Council

Serving the Communities of Avington, Easton, Itchen Abbas & Martyr Worthy

## Appendix 1 Internal Audit Report

### Do the Numbers Limited

37 Upper Brownhill Road  
Southampton, SO16 5NG  
023 8077 2341

27<sup>th</sup> April 2019

Michelle Leadbitter-Allen, Clerk  
Itchen Valley Parish Council  
30 Judges Gully Close  
Bishopstoke  
SO50 6JJ

Dear Michelle,

**Subject: Review of matters arising from Internal Audit for 31 March 2019**

Please find below the list of matters arising following my visit today. Overall I found the records of the council to be in good order and that the checks went well.

Control area	Issue	Recommended Action
Public attendance at meetings	It is good practice to minute everybody attending a meeting, but as minutes cannot be altered to meet GDPR, only the number of members of the public, not their names should be listed.	When members of the public contribute to the meeting, they should be minuted as "an elector". Minutes are to record decisions, so detailed comments are not required.
Agenda publication on the internet	The minutes uploaded do not include the agenda papers and the agenda packs are not kept up on the website. This is a requirement of Freedom of Information legislation (see relevant ICO ruling <a href="#">here</a> )	The website template should be updated to allow both minutes and agenda packs to be uploaded.
Tabled papers	It appears that the council has been approving and voting on documents that were tabled at the meeting or not sent out with the agenda pack. This is not permitted.	Decisions may not be taken on items not specified within the agenda pack (Para 7.5 of CAB 9 <sup>th</sup> Edn) Payment and correspondence list cutoffs should be the date of the agenda, not the meeting. Items for which papers are not available should be held over to the next meeting.
Payment listing	The list of payments approved was not always included in the signed minutes.	Proof of expenditure and of bank balances should always be transparently included in the minutes.

Registered in England No. 7871750

[eleanorgreene@thedunnefamily.co.uk](mailto:eleanorgreene@thedunnefamily.co.uk)

Director: Eleanor S Greene



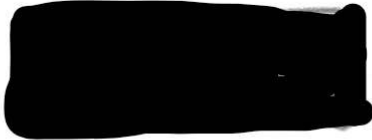
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Inquorate meetings	A planning meeting in March took decisions even though it was inquorate. This should not be repeated.	Quorum is an absolute minimum of three (LGA 1972 Sch 12)
Rate of pay	When the new clerk was hired, there was no clear minute of the hours, rate and terms of the employment.	Each year the council should clearly minute the agreed salary terms, to allow completeness checking by members.
Website updates	It appears that updates to the website are managed by one of the councillors rather than the clerk.	The clerk is the proper officer of the council and should be ensuring that the website is kept up to date in accordance with guidance and legislation.
Accounts spreadsheet	The spreadsheets used by the council are several years old and require transfer of data between sheets which increases audit risk.	The council may wish to look at one of the proprietary Parish software packages which will simplify and clarify reporting and accounting (the options are Rialtas, Scribe and Advantedge)
Risk assessments	Last year's IA report noted that Financial Risk registers had been merged with Health and Safety risk registers, reducing transparency.	It is better to have the two categories separate as they are covered by separate legislation.

Please find enclosed my invoice for the agreed fee. If you or the members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

Registered in England No. 7871759      eleanorgreene@thedunnfamily.co.uk      Director: Eleanor S Greene



# Itchen Valley Parish Council

Serving the Communities of Avington, Easton, Itchen Abbas & Martyr Worthy

## Appendix 2 Monthly Bank Reconciliation

Itchen Valley Parish Council Bank Reconciliation	Month Ending			Apr-19
Prepared By:	Michelle Leadbitter-Allen	Clerk/RFO	Date	30.04.2019
Approved by:	Yvette Riley	Chair F&GP	Date	07.05.2019
<b>Balance as per Bank Statements as at 30.04.19</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Unity Bank Current Account	16229.10			
Unity Bank High Interest Account	37652.25	53881.35		53881.35
Less/ Any Unpresented Cheques, recorded in the cash book but not debited from the bank (normally only impacts current account)	0.00			
<b>Cheque Numbers:</b>				
Payments not yet processed through the bank but in the cash book	0.00	0.00	53881.35	
Add/any unbanked cash as at 30.04.19				
<b>Net Bank Balance as at 30.04.19</b>			<b>53881.35</b>	
<b>The net bank balance reconciles to the cash book receipts and payments as follows:</b>				
CASH BOOK Opening balance (Remains the same throughout the year)	41587.07			
Add/ total receipts up to 30.04.19	16283.00	57870.07		
/Less/Total payments made in years up to 30.04.19		3988.73		
<b>Closing Balance per CASH BOOK as at 30.04.19</b>			<b>53881.35</b>	
(Note figure above must equal bank balances)	Difference		0.00	

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