



Minutes of Annual General & Full Council Meeting on Thursday 4th July 2019 at Itchen Abbas Village Hall

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

In Attendance: Michelle Leadbitter-Allen (Clerk). Loulou Stirrup, Chris Jeffes

Item	Content	Action
19.025	Apologies: Cllrs Andrews, Griffiths (WCC), Power (WCC),	
19.026	Public Participation & Declarations of Interest on issues on the Agenda. Mrs LouLou Stirrup as per agenda item 19.030 (iii) Member of public concerned living lose to Princes Mead about music festival on 14th September at Princes Mead 'Wooley Festival'. There are 5 bands, food and alcohol on the premises. It was asked if the Parish Council could help with this, are they aware of it? Resident concerned that it may expand. Worried about the precedence this sets for other organisations wanting to hold these types of commercial events in the parish. Action: Parish Council will investigate further, take any necessary action and report back.	PBA/CL
19.027	To Approve the Minutes of Thursday 9th May 2019 Minutes were approved. Chairman, Cllr Appleby signed the minutes as accurate. Cllr Appleby asked that it be noted that the meeting on 6th June did not reach quorum and was subsequently cancelled. Matters Arising: Reflect on fact that we do not have a council member to liaise with police	
19.028	City & County Councillor Reports No City Councillor Reports were received in time for the meeting. There were no City or Councillors present at the meeting. Action: Cllr Appleby to discuss with City and County Councillors as to why we no longer receiving reports.	PBA
19.029	Co-Option of Councillors: IVPC Councillors reviewed the application forms received which were circulated with the agenda. Mrs Loulou Stirrup application was proposed by Cllr Langford and seconded by Cllr Appleby. The council resolved that Mrs Stirrup become a councillor for Itchen Valley Parish Council. Mr Chris Jeffes application was proposed by Cllr Langford and seconded by Cllr Appleby. The council resolved that Mr Jeffes become a councillor for Itchen Valley Parish Council.	



Item	Content	Action
	Action: Cllr Legat to arrange parish email addresses be created for new councilors	JL
	Action: Cllr Stirrup and Cllr Jeffes to return signed 'Declaration of Interest' Forms by 18th July 2019.	LS/CJ
19.030	Financial Matters:	
	(i) Bills to Pay 04/07/2019 (Link to Document) & Bills to Pay 06/06/2019 in retrospect. Noted late addition to the Bills to Pay for Constant & Co (bailiffs) as their t&c's state payment before next meeting.	
	(ii) Bills circulated by clerk and agreed by Cllr Legat and Cllr Moffatt	
	(iii) Members noted Minutes of F&GP Committee Meeting 20 th June 2019 (Link to F&GP Minutes)	
	Action: Clerk to prepare Quarterly Accounts to present at F&GP	MLA
	Action: Cllr Riley to sign off Bank Reconciliation	YR
19.031	Planning	
	(i) Members noted Minutes of Planning Committee Meeting of 20 th June 2019 (Link to Planning Committee Meeting	
	(ii) Highways England Junction 9 of M3/A34 Planning Consultation Statutory Consultation on Junction 9 has been published. The council has until 27 August to submit a comment.	
	Action: Cllr Appleby and Cllr Langford will draft a response.	PBA/CL
	Cllr Appleby will be attending an upcoming consultation on behalf of the council and express displeasure about not being informed about and not being invited to a meeting on for councilors on 2 nd July. The dates and venues for consultations can be found on the Highways England website by using the link above.	
	Cllr Appleby reported back from meeting on 15 th May he had attended with Cllr Porter (HCC) and Cllr Power (WCC) on the latest changes to the proposal	
	a) They have lengthened distance of crossing the M3 northbound onto the A34, which should lengthen the time crossing over onto the A33. They have also agreed to give their estimate of the "crossover time"	
	b) They are making a speed limit of 50 mph coming off M3 onto A34	
	c) They are still looking into environmental issues. They are putting	



Item	Content	Action
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in screening, still looking into ponds, newts that might be disturbed.

(iii) Planning Applications Received up until and including 28th June 2019:

a) **SDNP/19/02982/HOUS**

It was noted that this house belongs to an former IVPC Councillor

Comment: Support

Due to the amount of glazing studio the application should demonstrate compliance with the SDNP Dark Skies Technical Advice of April 2018

b) **SDNP/19/03057/HOUS/ SDNP/19/03058/LIS**

The Council felt that the renovations to this property would not impact on the village.

Comment: Support

(iii) WCC decision on Ivy Cottage, Avington"

Cllr Appleby had attended and spoken in support of this application on behalf of the PC at the WCC Planning Committee meeting. The application was refused on the casting vote of WCC Planning Committee Chairman. Cllr felt that this was a poor decision it met with Policy, was supported by many within the village and was supported by the Parish Council.

19.032 Parish reports

I. Footpath matters - Cllr Moffat reported that he had been struggling to contact the Lengthsman

Action: Clerk to contact Lengthsman

Action: Clerk to liaise with Four Marks clerk over issue of contact and worksheets, let them know that we are dealing with the issue

Action: Clerk to forward the email received from Four Marks to Cllr Moffatt and Cllr Langford

Discussion around council to purchasing a strimmer and completing trimming works personally, but it was resolved impractical due to insurance & health and safety implications.

II. Highways

After inspecting reported potholes on A31, Cllr Appleby reported that repairs had not been carried out.

Action: Cllr Appleby to duplicate original report on the HCC website

MLA

MLA

MLA

PBA



Item	Content	Action
III.	<p><u>Village Hall</u> Cllr Moffatt is dealing with the installation of WIFI at Martyr Worthy Village Hall.</p>	
IV.	<p><u>Website</u> Cllr Legat is training the clerk on how to access website and upload agendas etc. on 10th July. Cllr Appleby advised the new Cllr's that they are to use the council email addresses when using email for all council related matters. Action: Cllr Legat to arrange council email addresses for Cllr Stirrup and Cllr Jeffes.</p>	JL
V.	<p><u>Open Spaces</u> Cllr Riley presented Annual Independent Health & Safety Report on the Play Areas performed by Nick Adams Engineering. Clerk and Cllr Riley are working on an action plan. Vitaplay have been sent a note asking for a quote on items to be fixed and items that require maintenance under our maintenance contract with them. The Annual Independent Health & Safety Report on the Play Areas was formally adopted by the Council.</p>	
19.033	<p>Report and Update on Traveller Occupation at Couch Green Playing Fields. Cllr Appleby thanked all the members of the PC and others who had worked hard and given their support to help resolve this issue. There was concern that although the travellers had been moved on from Winchester by WCC the information wasn't shared in time with local parishes. We should have been informed as we did with neighbouring parishes. Cllr Appleby ran through the timeline of events which is on the website. There was much discussion on how the Council will go about minimizing the risk of Travellers occupying the field again. Woodlands Tree Surgeons will remove the green waste left by the travellers at Couch Green. Cllr Legat congratulated the Council on how well they had handled the situation. Cllr Riley was concerned that we did not have any idea of who to contact within the Police Department. Action: Cllr Moffatt to get an estimate for digging a ditch around carpark from Mr White Action: Cllr's Appleby and Riley to meet with All Aspects Fencing regarding quotation for necessary repairs and prevention measures at Couch Green Discussion regarding an Emergency Plan should this happen again</p>	PM PBA/YR



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	Action: Clerk to arrange meeting with James White Fencing for quotation for necessary repairs and prevention measures at Couch Green.	MLA
	Action: Clerk to look at Crookham PC for an example on how to write an emergency plan.	MLA
	Action: Clerk to write emergency plan, forward to Cllr Appleby for review	MLA
19.034	Report back on Upper Itchen Initiative: Cllr Jeffes reported back from the meeting of the Upper Itchen Forum, one of the items discussed was the report on the Environmental Damage brought about by Salmon and Trout Fish Farm. For information please find link to the Environment Agency Environmental Damage Report Executive Summary. One item of concern extracted from the report was that some pesticides had been found in the wastewater Action: Cllr Jeffes to establish if the minutes from the Itchen Initiative have been published which would potentially answer any questions from the Council and forward them to Councillors. (Note: For additional Information please see link to Hampshire Chronicle news article ' River pollution row returns as report on Bakkavor released ') – not mentioned in meeting Cllr Jeffes reported that The Upper Itchen Forum is not really concerned over the Southern Water Candover Scheme.	CJ
19.035	Large Projects – The Way Forward discussion document Cllr Appleby discussed projects to start/continue with over the next four years. Bus Shelter and Surround in Itchen Abbas. Action: Cllrs Appleby and Langford to continue with bus shelter and surrounds renovation in Itchen Abbas. Couch Green Playing Fields Discussion regarding use of Couch Green recreation ground and what facilities could be useful to the community. Waiting until SDNP advise whether we will receive any funding for survey for leveling KGV playing field, New facilities and the Watercress Way ramp project. Action: Cllrs Riley, Appleby and Langford to draw up a Vision Proposal of what the Council would like to achieve. WYFC must be involved in discussion. How we respond to the environmental challenge ahead needs to be included as part of	PBA/CL



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	<p>the proposal</p> <p>Communication within the Valley.</p> <p>It is recognized that the Itchen List has provided a fantastic facility for communication within the valley but the Parish Council has been told by the internal auditor that it is not permitted to use it as there are issues for GDPR with the council as personal information is shared between all members. We therefore need to provide an electronic community for people to share ideas. This takes resource and effort and requires someone to step forward and facilitate it.</p> <p>Social Housing.</p> <p>The Council agreed that it cannot move forward with Social Housing as no land is available.</p> <p>The Old School Field Playing field and the "Ransom Strip" in Easton.</p> <p>It was stated that any project work to incorporate these two pieces of land was the remit of the OSF trustees.</p>	YR/PBA/CL
19.036	<p>VE Day 75</p> <p>Council decided not to participate in organisation of VE Day 75 Celebrations.</p> <p>Council resolved to plant a tree in memory.</p>	
19.037	<p>Adoption of Training Policy</p> <p>The Training Policy was Adopted by Council.</p> <p>Action: Clerk to send training dates to new Councillor's Jeffes and Stirrup and Cllr Legat.</p>	MLA
19.038	<p>Discussion: What can we do as a Council to help local people reduce their impact on the environment?</p> <p>Cllr Riley announced that the Government, HCC, WCC declared a Climate Emergency. What can we do in the parish do to provide leadership and incentivizing people to make change/ start with council and how we can make decisions and how we move forward with ideas?</p> <p>Massive surge in community action on Climate Change.</p> <p>Targets set by WCC to district to become carbon neutral by 2030. IVPC needs to give some thought on what we can do regards this agenda and how we can support the residents of the Parish. Cllr Riley put forward some ideas:</p> <ul style="list-style-type: none">• Adopt an Environmental Policy which commits the parish council to using resources efficiently.	



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	<ul style="list-style-type: none">• Changing our mowing regimes – accounting for wildflowers and pollinators.• Supporting resident behavioral changes• Convert a litter pick into Community Environment Action Day• Out raking verges allowing wildflowers to grow• Pledge to Support initiatives using Section 137 grants – ie. Wild Valley Verges• Tree Planting Scheme• Sign NALC Tree Charter – support plant a tree day on 30 Nov• Rebrand Boomtown Community Grants to supporting Environmental and Community Projects• Ask for Street Lighting redesign• Water refill station at Couch Green• Wildlife observation area at Couch Green• Support a group that wishes to talk about making changes in domestic environment for reduction in use of plastic	
	<p>Action: The Council needs to choose and commit to a project. All practical solutions to be considered and budgeted for.</p>	ALL
19.039	<p>To agree the Council's response to the increase incidence of dog fouling on the Valley's footpaths, footways and lanes</p> <p>Large amount of complaints received regarding the amount of dog fouling in parish.</p> <p>The Council needs to reintroduce this project following Cllr Leigh's resignation from the Council.</p>	
	<p>Action: Cllr Riley to forward all details to Cllr Jeffes to pursue this on behalf of the Council</p>	YR
19.0340	<p>Correspondence:</p> <p>Clerk Mrs Leadbitter-Allen circulated correspondence list (Link to May & June Correspondence List)</p>	
19.0341	<p>Items for Consideration at Next Meeting</p>	
19.0342	<p>Date of Next Meeting(s)</p> <p>Next scheduled Full Council Meeting is Thursday 5th September at 7.00 pm at Easton Village Hall. Meeting to commence at 7pm</p> <p>Chair closed the meeting at 9.30pm.</p>	



Itchen Valley Parish Council

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

Appendix 1 – June 2019 Bank Reconciliation

Itchen Valley Parish Council Bank Reconciliation	Month Ending			Jun-19
Prepared By:	Michelle Leadbitter-Allen	Clerk/RFO	Date	30.06.19
Approved by:	Yvette Riley	Chair F&GP	Date	06.06.19
Balance as per Bank Statements as at 30.06.19	£	£	£	
Unity Bank Current Account	9714.58			
Unity Bank High Interest Account	52693.74	62408.32		
Less/ Any Unpresented Cheques, recorded in the cash book but not debited 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	62408.32	
Add/any unbanked cash as at 30.06.19				
Net Bank Balance as at 30.06.19			62408.32	
The net bank balance reconciles to the cash book receipts and payments as follows:				
CASH BOOK Opening balance (Remains the same throughout the year)	41587.07			
Add/ total receipts up to 30.06.19	32744.49	74331.56		
/Less/Total payments made in years up to 30.06.19		11923.24		
Closing Balance per CASH BOOK as at 30.06.19			62408.32	
(Note figure above must equal bank balances)	Difference			0.00

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Appendix 2 – May 2019 Bank Reconciliation

Itchen Valley Parish Council Bank Reconciliation		Month Ending			May-19
Prepared By:	Michelle Leadbitter-Allen	Clerk/RFO	Date	31.05.19	
Approved by:	Yvette Riley	Chair F&GP	Date	06.06.19	
Balance as per Bank Statements as at 31.05.19	£	£	£		
Unity Bank Current Account	29031.05				
Unity Bank High Interest Account	37652.25	66683.30			66683.30
Less/ Any Unpresented Cheques, recorded in the cash book but not debited 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	66683.30		
Add/any unbanked cash as at 31.05.19					
Net Bank Balance as at 31.05.19			66683.30		
The net bank balance reconciles to the cash book receipts and payments as follows:					
CASH BOOK Opening balance (Remains the same throughout the year)	41587.07				
Add/ total receipts up to 31.05.19	0.00	41587.07			
/Less/Total payments made in years up to 31.05.19		0.00			
Closing Balance per CASH BOOK as at 31.05.19			41587.07		
(Note figure above must equal bank balances)		Difference			25096.23



Appendix 2 Monthly Bank Reconciliation

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