



Itchen Valley Parish Council

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

Finance & General Purposes Committee Minutes

Thursday 19th September 2019

Present: Cllr Riley (Chair), Cllr Appleby, Cllr Legat, Cllr Langford,

In Attendance: M Leadbitter-Allen (Clerk).

Absent: Cllr Andrews, Cllr Moffatt, Cllr Jeffes

ACTION

1. Apologies

Cllr Stirrup

2. To approve the [minutes of the meeting of 24th July 2019](#) and consider any matters arising.

The minutes were agreed as a correct record. The Chair, Cllr Riley signed the minutes

Matters Arising

- Football Club Requirements

Refrigerated Unit:

Cllr Riley to respond to email received from Worthy Youth Football Club Chairs and to continue searching for a suitable unit.

YR

Chafer Grubs:

Cllr Riley meeting with Lawn Manager from GreenThumb on 25th September at 10:30 at KGVth Field

YR

- Refurbishment of Notice Board and Step at Martyr Worthy

Clerk has not received a progress report

SA

Action: Cllr Appleby to contact Cllr Andrews regarding progress made.

Action: Cllr Langford to remove IVPC Notices Sign on Avington Notice Board, as it is no longer IVPC Official Notice Board.

- Update on Property Deeds at Couch Green – KGVth and adjacent play area

Cllr Appleby has emailed Oliver Dennis and awaits a response.

Action: Committee resolved that if Mr Dennis has not replied before next meeting, IVPC would seek to employ the services of another solicitor

PA

- Website Transparency Update

Action: Cllr Legat & Clerk continue to update documents and agendas on the website. Council discussed the following documents:

- (i) GDPR

Action: Clerk to consult with HALC & ICO to check if our policy is up to date. Policy to be reviewed every 2 years/when advised of legislation change.

Action: Place on agenda for review at next meeting

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(ii) Privacy Statement/Cookies Usage

TLC have confirmed that we collect Usage Data Only and that visitors to the website are able to change their cookie preferences on our site.

• Review of IA Report & Actions

i. Agenda Publication on Website

Complete. **Change RAG to Green**

ii. Website Updates

Complete. **Change RAG to Green**

Action: Cllr Legat to send screenshot to Clerk showing where she can programme links to open in new window/tab.

iii. Accounts Spreadsheet

Clerk presented a [report](#) based on demo's, advice from clerks and piers, and costings for the following accounting packages: Advantedge, Rialtas, Scribe. Committee discussed Clerk's findings and proposed that we use Advantedge.

Action: Clerk to Add item to Full Council Agenda for Council to resolve as this was on the budget for this year.

Action: Clerk to contact Advantedge for cost of read only licence and to confirm cost of IA Licence.

RAG to remain to Amber

iv. Risk Assessment:

Clerk has separated the assessments.

Action: Clerk to forward Financial Risk Assessment to Portfolio holders for review.

Action: Clerk to add Playground Health & Safety Risk Assessment to the General Health and Safety Risk Assessment.

Action: Clerk to add Risk Assessment Adoption to Full Council Agenda.

Action: Trees on Parish Council Land needs to be added to the Health & Safety Risk Assessment.

RAG to remain Amber

• Tree Inspections and Policy

Arborcall quotation received for inspection of all trees belonging to parish at KGVth Field and Couch Green.

Following an inspection of the trees by Cllrs Appleby, Langford Riley, it was found that all the Ash Trees are infected with varying degrees of Ash Dieback. The ones close to the road & telephone exchange are an immediate worry as they may fall onto the road or wires.

The Council wish to fell these trees in 3 phases:

- i. Perimeter – Close to Road
- ii. Copse at Couch Green (Western Edge) alongside the Road. It is



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proposed that a hedge be planted alongside the Eastern Edge behind the trees and once the hedge has matured.

- iii. Back – Along the railway (not on land belonging to Watercress Way)

Action: Clerk to seek quotation for felling of trees Phase 1 & 2 from Wessex, Mark Merrit & Arborcall

Action: Clerk to notify Watercress Way of infected trees along railway north of the concrete pillars.

Action: Cllr Langford to use spray painted dot to identify all infected trees for felling

Action: Clerk to Seek new quotation from Arborcall, Wessex, Merrit for inspection of area of Large Pine Trees on the Northern and Southern end of the football pitch.

All Quotes required for budget setting in October.

3. **Bills to Pay**

Clerk, Michelle Leadbitter-Allen circulated the [accounts for payment](#), Cllr's Appleby and Legat checked and signed the accounts. Invoice for All Aspects Fencing only to be paid once Council is happy that the outstanding work has been completed.

Action: Clerk to submit payments.

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Action: Cllr Riley to authorised submitted payments

YR

4. **King George the Vth Lease renewal with WYFC**

The Committee noted that the lease for 2019/2020 had now been signed by both Chairs at WYFC and Cllr Appleby

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5. **Review of Repairs & hardening up at Couch Green following the Traveller Occupation**

Council are still waiting for the shroud to be welded to the barrier to protect lock – unfortunately the company who are providing this service remain very busy.

Action: Cllr Appleby to purchase lock for new field gate

PBA

Action: Clerk to obtain quote for two 'NO Dogs signs' from Mint Signs as one was lost during the traveller occupation and the other was broken.

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Action: Clerk to submit quote to insurers once received

6. **F&GP Committee Workplan Update**

September

- **External Auditors Queries due/to answer**

- Cllr Riley and Clerk ran through the feedback received. Committee resolved to accept comment; however, Clerk must send feedback via the correct channels at PKF Littlejohn expressing disappointment in our review of accounts taking so long especially as we submitted in May.

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Action: Clerk to forward Notice of Conclusion of Audit to Cllr Appleby to place on Notice Board and Cllr Legat to upload on to website before 30 September 2019.

- **Charities Commission Annual Return**
 - Trustee Details Update
 - Annual Return Submitted
- **Submit Co-opted Councillor's Declaration of Interest to WCC**
 - Declarations of Interest have been received by WCC and are all UpToDate
- **Archive Past Minutes & Other Documents to HCC records Office**
 - Clerk to continue archiving as and when time allows.

October:

- Appoint IA
 - Asset Register
- Action:** Clerk to review & update Register – add New Gates at Couch Green
- Appoint Independent Councillor to check and sign September Bank Reconciliation.

Committee resolved for Councillor Andrews to perform this check

Action: Clerk to prepare Reconciliation for checking

7. **Update on Action Plan Following Annual Playground Inspection**

Cllr Riley and Clerk to discuss in more detail away from meeting.

8. **Easton Village Hall request for part-funding for storage extension**

Action: Clerk to ask Boomtown Community Officer if we will be receiving Boomtown Grant Funding in 2020.

9. **Items for Consideration at Next Meeting:** None

10. **Date and Time for Next Meeting:**

Thursday 17th October 2019 at Itchen Abbas & Avington Village Hall

Meeting Closed at 9.00pm