



**Minutes of the Full Council Meeting held on Thursday 3rd October 2019 at Easton Village Hall, starting at 7pm.**

**Attending:** Cllrs, Appleby (Chairman), Langford, Moffat, Riley, Andrews, Stirrup, Gordon-Smith (WCC), Porter (HCC).

**In Attendance:** Michelle Leadbitter-Allen (Clerk),

Item	Content	Action
19.0353	<b>Apologies:</b> Cllrs Legat, Jeffes, Griffiths (WCC), Power (WCC)	
19.0354	<b>Public Participation &amp; Declarations of Interest on issues on the Agenda.</b> None.	
19.0355	<b>To Approve the Minutes of Thursday 5th September 2019</b> Cllr Riley disagreed with an action point under CCTV. Clerk to check the recording and adjust minutes as necessary. Minutes to be signed at Full Council Meeting in November once any corrections are made. <b>Matters Arising:</b> (i) <u>CCTV Cameras</u> – Cllr Appleby had spoken to Andrew Salmon of Neighbourhood Watch who having contacted the Police who had said it was up to the Parish Council to install cameras if deemed appropriate. Cllr Porter mentioned that she would be attending a meeting with Police on Sunday (Hampshire Constabulary's Rural Crime Event) where she would be raising the question of break-ins to cars and properties in the area. Cllr Langford talked about the CCTV cameras that were previously installed and directed by HCC and WCC to prevent and monitor fly-tipping for a period of 2 months and the accompanying notices advising of their presence. He mentioned that they were effective and not too expensive, but they do require charging up. It was noted that if cameras are used the council would need to fulfill all data protection requirements. Cllr Riley noted that 'The Beeches' seems to be a hotspot at the moment. Cllr Porter recommended that Cllr Appleby contact Cllr David Cook, Chairman of Itchen Stoke and Ovington as they were looking to put something in place. There was some discussion around whether the council was able to spend money on security. Cllr Porter said that New Alresford had considered installing CCTV very seriously, and although they decided not to pursue it, it was not because they weren't allowed to use their precept for the purpose of security.	



Item	Content	Action
	<p>Council resolved to wait for Cllr Porter to report back from the meeting on Sunday and Cllr Appleby to gain some technical advice as to what is available.</p> <p>(ii) <u>Emergency Plan</u> – Council Resolved to Adopt the Emergency Plan and keep it on file as an aid memoir.</p>	
<b>19.0356</b>	<b>City &amp; County Councillor Reports</b> <p>Cllr Appleby reminded all Councillors that all written reports should be submitted so that they can be issued with the agenda.</p> <p><u>Hampshire County Council – Cllr Jackie Porter</u></p> <p>Cllr Porter raised the Minerals and Waste Plan and will keep the council updated on what happens with this.</p> <p>Cllr Porter informed the Council that there is an HCC Grant available to reduce waste in your Parish. Cllr Appleby ran through his idea of reducing polystyrene waste.</p> <p><b>Action:</b> Cllr Porter asked Cllr Appleby to put his idea in writing and she would submit his idea.</p> <p>Further discussion around the use of incinerators in Hampshire.</p> <p>Cllr Porter spoke about the Local Plan and how there had been a presentation by businesses they day before; she mentioned that very few sites had been put forward for business across Winchester and Hampshire.</p> <p><u>Winchester City Council – Cllr Russel Gordon-Smith</u></p> <p>Cllr Gordon-Smith mentioned the increased transparency that the administration had tried to introduce to the council and the idea of live streaming to the meetings. There is an opportunity for the public to raise questions to the council.</p> <p>Alresford Library has come up again for cost cutting.</p> <p>Attended a meeting with Hampshire and Isle of Wight Wildlife Trust, they mentioned Vitacress at St Marybourne are introducing natural ponds to filter water released, which should be an exemplar for other similar businesses for example i.e. Bakkavor as reportedly the water after it has passed through the natural ponds, is cleaner than when it was extracted.</p> <p>Cllr Gordon-Smith mentioned he had received call from a disgruntled resident in Easton that had tried to contact Biffa to remove a double bed but had been unable to get through. Cllr Stirrup said that she thinks she had experienced the same issue. Cllr Porter said that she would follow it up.</p> <p>Cllr Porter asked Cllr Gordon-Smith if he was aware of the suspension on planning</p>	



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	<p>permission for new connections to the sewers because the of the amount of Nitrates &amp; Phosphates being released into sewer system. Cllr Riley asked how this was being communicated and Cllr Porter said that this was communicated at the point of application.</p>	
<b>19.0357</b>	<p><b>Financial Matters:</b> - Chair Cllr Riley</p> <p>Cllr Riley ran through the matters arising from the <a href="#">Minutes of the Finance &amp; General Purposes Committee</a> 19<sup>th</sup> September 2019</p> <ul style="list-style-type: none"><li>a) Cllr Stephen Andrews had been chosen to perform an independent review of Bank Reconciliation.</li><li>b) Cllr Riley ran through AGAR report and the small error of £700 that was a returned salary, it is a contra entry so there is no difference to the bottom line. Cllr Riley proposed that the Council accept the AGAR. Cllr Appleby seconded the proposal. All Agreed.</li></ul> <p><b>Action:</b> Clerk to write a formal complaint to the auditors.</p> <ul style="list-style-type: none"><li>(i) <a href="#">Bills to Pay</a> were circulated and signed-off by Cllr Moffatt and Cllr Andrews.</li><li>(ii) Council resolved to adopt Avantedge Software as the Financial Package for the Council and that second read only license should be purchased. Proposed by Cllr Riley seconded by Cllr Andrews. All Agreed</li><li>(iii) Cllr Stephen Andrews completed a review of the Reconciliation. Agreed to sign at next F&amp;GP meeting.</li><li>(iv) Council adopted the <a href="#">Financial Risk Assessment</a>. Signed by Chairman Cllr Appleby</li></ul>	MLA
<b>19.0358</b>	<p><b>Planning:</b> - Chair Cllr Langford</p> <ul style="list-style-type: none"><li>(i) Council Noted <a href="#">Minutes of the Planning Committee Meeting of Thursday 19th September 2019</a></li><li>(ii) Planning Applications Received up until and including 27th September 2019 – None Received <p>‘Cllr Appleby asked Cllr Gordon-Smith if he could please inform WCC planning department that we would like to see proper plans accompany planning applications instead of hand drawn sketches.’</p></li><li>(iii) Council Discussed IVPC response to <a href="#">SDNP Affordable Housing Supplementary Planning Document (SPD) Consultation</a></li></ul> <p>Action: Cllr Langford to comment on behalf of the Council that although we support the draft policy S2 – Rural Exception Sites, IVPC suggests that it</p>	



## Item

## Content

## Action

contain a 'mechanism for a scheme to contain some enabling development of market housing or industrial space provided that all those proceeds are used to contribute to an enhanced scheme or local community facilities'

### 19.0359 Parish reports

(i) Footpath matters – Cllr Chris Jeffes.

Cllr Jeffes was not at the meeting, but Cllr Appleby noted with thanks to Cllr Jeffes that the footpath between Little Hayes and Rectory Lane had been cleared.

Cllr Moffatt expressed his concern about the overgrown right of way between the Easton to Avington Lane and Chilland Lane (footpath 48) as well as the hedge on the northern part of footpath 48 close to the river. It was noted that it is the responsibility of the landowner to cut back overgrown hedges and not that of the Parish Council.

Cllr Appleby had already put in his October report for Valley News, that landowners are responsible for cutting back vegetation especially where it borders a right of way.

**Action:** Clerk to write letter to landowner asking them to cut back the overgrown hedges.

Cllr Riley asked if the pointer at the bottom of Church Lane was going to be replaced now the Fencing had been completed. Cllr Jeffes was asked at the last meeting.

**Action:** Cllr Jeffes to replace/restore the pointer at the bottom of Church Lane.

Cllr Riley enquired about the replacing of the sign at the bottom of Bridgett's Lane, Martyr Worthy. Cllr Appleby informed the Council that Upper Itchen Valley Society were handling this.

(ii) Highways – Cllr Patrick Appleby

Cllr Appleby reported that the pothole opposite Martyr Worthy Manor's wall had been finally been filled after being reported to Highways England in January 2019.

There was concerned discussion around the A31 dual carriageway and people still driving in the wrong direction to traffic, even though as Cllr Porter explained that Highways England had just painted no entry lines at all



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	<p>junctions identified as possible areas where drivers could turn onto the wrong side of the dual carriage way.</p> <p>Cllr Andrews asked if there had been any more news at Coach and Horses Junction. Cllr Porter went to watch a busy morning on the CCTV and the general feeling is that there haven't been as many accidents since the work was completed, and there haven't been as many at dusk, but this is the time of year as the dusk is at 5:30 where there tend to be more problems, and the CCTV would be monitored closely at this time for two weeks after the clocks have been put back, and this is when HCC Highways will complete their assessment.</p>	
(iii)	<p><u>Village Hall</u> – Cllr Langford (IAAVH) &amp; Cllr Moffatt (MW) Itchen Abbas &amp; Avington Village Hall - Nothing to report. Martyr Worthy are having a meeting this week. Cllr Moffatt to pursue WIFI.</p>	
(iv)	<p><u>Website</u> - Cllr Legat Still receiving spam emails. Clerk forwarded the offensive email to Cllr Legat.</p>	
(v)	<p><u>Open Spaces</u> – Cllr Riley Apologies for not presenting a report. Cllr Riley reported back from meeting with GreenThumb and they had found young ones at the beginning of their lifecycle and that if we did treat with Nematodes, we would have to treat a large area. The Clerk said that she had received an email from GreenThumb that afternoon with prices and would forward it to Cllr Riley. Cllr Riley said that GreenThumb spoke about a new chemical spray, that we might be better off waiting for. <b>Action:</b> Clerk to put this on the agenda for discussion at the next F&amp;GP meeting All Aspects have been paid, although a spring that had been put on wrong has not been corrected. <b>Action:</b> Cllr Appleby to fix the spring. Cllr Appleby said that he had spoken to the welder and he is committed to fixing the upper barrier but is very busy. Lengthsman Visit: Cllr Riley focused lengthsman and his team on clearing brambles around the car park and work in the play area. Cut off most of the branches of the fallen Pine Tree and dragged them onto the now extensive</p>	



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	<p>pile of branches. Cllr Riley has emailed Woodlands Tree Surgeons regarding burning of the branches, but they are still not burnt. Cllr Riley said that the brushcutter volunteers from SDNP would be visiting the site on the 12<sup>th</sup> October and Mr Jim Thompson said he would ask them to burn the pile.</p> <p><b>Action:</b> Cllr Riley ask Mr Thompson to burn the branch pile, unless Woodlands Tree Surgeons had burnt the pile before the 12<sup>th</sup> October.</p>	
<b>19.0360</b>	<p><b>Report and Update on Traveller Occupation at Couch Green Playing Fields</b></p> <p>Cllr Appleby said he had published the approximate costs of the removal in the Valley News.</p> <p>Matters outstanding include the tree rubbish as mentioned and the Wild Verges Group have asked for the measurements of the banks to calculate the number of seeds needed.</p> <p>Cllr Appleby reiterated the importance of neighbouring parishes communicating news of travellers in the area.</p> <p><b>Action:</b> Cllr Appleby to supply Wild Verges Group with required measurements. Cllr Riley would like the area up by the gate opposite the houses included.</p> <p>Cllr Riley asked if anyone knew who the Geocash machine belonged to at Couch Green?</p> <p>Clerk has submitted all invoices to the Insurer.</p> <p><b>Action:</b> RFO to create a virement of money from strategic reserve to Miscellaneous Expenses to cover the costs of removal of travelers, cleanup costs, repairs and preventative measures. £4456.50 to Other and £1000 to Insurance Budgets</p>	
<b>19.0361</b>	<p><b>Discussion &amp; Decision Around removal of Trees Infected with <a href="#">Ash Dieback</a> at Couch Green</b></p> <p>Cllr Andrews thanked Cllr Langford for his Ash Dieback article in the Valley News.</p> <p><b>Cllr Langford ran through the four areas at Couch Green that are affected by Ash Dieback</b></p> <ol style="list-style-type: none"><li><b>Roadside Area:</b> Cllr Langford recommended that these trees be dealt with now while they are still relatively stable. They should be cut back, converting the area next to the exchange box into hedge. He recommended that this be done quickly.</li><li><b>Area opposite the houses at Couch Green Road:</b> Cllr Langford said that</li></ol>	



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	<p>area consisted of diseased Ash and Elm Trees. The Elms have Dutch Elm disease. Cllr Langford recommended that as these trees will die, the infected trees should be cut down and converted into a hedge in the long term.</p> <p>3. <b>Area along the Railway line:</b> These trees will need to be monitored as the Ash trees here will die, they are also heavily Ivy. There is concern that some of the trees will fall onto Couch Green.</p> <p>4. Area from the telephone exchange up the side of the pitch towards the railway line. There a few Ash Trees here, which also need to be monitored as they will die at some stage.</p> <p>Cllr Langford said it may be worth pre-empting this by cutting back an area and replanting and that the felled Ash Trees would be useful for firewood now.</p> <p>Cllr Appleby enquired how soon we need to address this. There was discussion around whether Woodlands Tree Surgeons would be interested in felling some of the trees.</p> <p>Cllr Riley has made available time to meet with and would be receiving quotes from Arborcall, Wessex, Mark Merritt for a phased approach for felling.</p> <p><b>Action:</b> Clerk to arrange appointments for tree felling and risk assessments for Cllr Riley.</p> <p>Cllr Riley also said that the costs for the phased felling would need to be part of the budgeting processes, but if there was a need to fell some of the trees now it may be possible to bring some of the money forward to cover these costs.</p> <p><b>Action:</b> Cllr Moffatt said that we would have a look at the trees near the telephone exchange and the road.</p> <p>Cllr Riley also mentioned that some of the trees have already died.</p> <p>Cllr Riley said that there are national schemes that focus on tree replanting and that maybe we should suggest a 2-for-1 Replanting Scheme to the residents.</p> <p><b>Action:</b> Cllr Stirrup to investigate a 'gift a tree' scheme. Cllr Appleby said it would be good to have a tree-planting day.</p> <p><b>Action:</b> Clerk to add this to next FCM Agenda</p> <p>Discussion around the Ash identified at Old School Field that is potentially dangerous, Cllr Riley said that she would take the Tree Surgeons up to the tree, although it is actually the responsibility of McPherson's Trust..</p>	
19.0362	<p><b>Dedicated Parish Council Phone Number:</b></p> <p>Council resolved for Clerk to Purchase a Pay as you Go SIM Card from Vodafone with</p>	MLA



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	a £5 top up on an auto-renew basis using the Company Credit Card.	
<b>19.0363</b>	<b>Correspondence:</b> Council Noted <a href="#">August (from 19th) &amp; up to &amp; including 27th September</a>	ALL
<b>19.0364</b>	<b>Items for Consideration at Next Meeting</b>	
<b>19.0365</b>	<b>Date of Next Meeting(s)</b> Next scheduled Full Council Meeting is on Thursday 7 <sup>th</sup> November at Martyr Worthy Village Hall. Meeting to commence at 7pm Chair closed the meeting at 8.40pm.	



# Itchen Valley Parish Council

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

## Appendix 1: Bank Reconciliation – September 2019

### Itchen Valley Parish Council Bank Reconciliation

Month Ending

Sep-19

Prepared By:

Michelle Leadbitter-Allen

Clerk/RFO

Date

30.09.19

Approved by:

Clir Stephen Andrews

Chair F&GP

Date

Balance as per Bank Statements as at 30.09.19

Unity Bank Current Account

17629.94

Unity Bank High Interest Account

47744.13

65374.07

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

65374.07

Add/any unbanked cash as at 30.09.19

Net Bank Balance as at 30.09.19

65374.07

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 30.09.19

51618.76

93205.83

/Less/Total payments made in years up to 30.09.19

27831.76

Closing Balance per CASH BOOK as at 30.09.19

65374.07

(Note figure above must equal bank balances)

Difference

0.00