



# Itchen Valley Parish Council

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

## Minutes of the Full Council Meeting held electronically on Thursday 7<sup>th</sup> May 2020 starting at 7pm.

**Members Attending:** Cllr Appleby (Chairman), Cllr Langford (left meeting at 20:45) Cllr Andrews, Cllr Percy, Cllr Riley, Cllr Rosewell, Cllr Legat, Cllr Jeffes

**In Attendance:** Michelle Leadbitter-Allen (Clerk), Cllr Porter – HCC (left meeting at 19:45)

Item	Content	Action
20.0014	<b>Apologies:</b> Cllr Stirrup, Cllr Moffatt	
20.0015	<b>Public Participation &amp; Declarations of Interest on issues on the Agenda.</b> There were no members of the public present. Cllr Percy declared that he was a friend and neighbour of the owner of the Farmery (Enforcement Case SDNP/18/00734/LB)	
20.0016	The Minutes of the <a href="#">Meeting of 16th April 2020</a> were agreed by individual verbal consent as a true record of the meeting. Cllr Appleby will sign the minutes in retrospect. There were no questions. There was one matter arising reference minute number 20.0007(a) under Planning where the council were going to object to the application <a href="#">SDNP/20/01271/HOUS</a> but upon further investigation by Cllr Riley and Cllr Langford, it decided that we would support the application as the extension did not exceed the maximum allowance.  Cllr Percy announced that since the last meeting where support for Village Halls was discussed, Easton Village Hall has received £10 000 in Covid-19 grant funding.	
20.0017	<b>To Accept Disclosure of Pecuniary Interests, gifts &amp; Hospitality and Acceptance of Office from all Councillors for year beginning April 2020.</b> Clerk has sent all forms to Councillors, who have begun to return them with any amendments. Clerk has asked that Councillors print off the last two pages, sign where applicable and post to the clerk. The Clerk will then submit the signed copies to WCC.	
20.0018	<b>Review of delegation arrangements for F&amp;GP &amp; Planning Committees, Outside Bodies &amp; Portfolio Holders.</b> Cllr Riley agreed to continue role at F&GP Committee Chair and Cllr Langford agreed to continue as Chair of Planning Committee. All members agreed that to ensure quorum at committee meetings, the current full council membership of both committees should remain. This will be reviewed at a later date.	



Item	Content	Action
20.0019	<p><b>City and County Councillor Reports</b></p> <p>The council received a report from Cllr Jackie Porter (HCC)</p> <p><b>Cllr Jackie Porter (HCC):</b></p> <p>Cllr Porter ran through the following.</p> <p><u>HCC Helpline</u>: Half of the calls received for this district have been referred to WCC for action.</p> <p><u>NHS Special Helpline</u> has not been used particularly well.</p> <p>HCC is looking at the Impact of Covid-19 and the emergency response on 15<sup>th</sup> May. The Paper has been published and Cllr Porter agreed to send IVPC the link.</p> <p><u>Waste and Recycling Centres</u> to reopen operation under Social Distancing Regulations on Monday 11th May</p>	
20.0020	<p><b>Financial Matters: Cllr Riley</b></p> <p>20.20.1</p> <p><b>Council noted the <a href="#">Minutes of the Finance &amp; General Purposes Committee Meeting of Thursday 23rd April 2020</a>.</b></p> <p><b>Matters arising:</b> Boomtown Community Fund was discussed at last meeting where it was agreed that the application process should be deferred with Boomtown's permission to later in the year. Clerk said that she had not yet heard back from her email to Boomtown requesting permission to defer.</p> <p>20.0020.2</p> <p><b><a href="#">Bills to Pay &amp; Income Received</a></b></p> <p>Clerk ran through the bills to pay and income received.</p> <p>Cllr's Legat and Andrew agreed the payments, and would email authorization to pay.</p> <p>20.0020.3</p> <p><b><a href="#">To Receive Report from Internal Auditor FY 20-20</a></b></p> <p>Clerk read through the report received from the Internal Auditor and the proposed actions to mitigate the points raised. Point number 3 '<i>Due to the calendar of payments, the council holds a substantial reserve for lengthsman funds</i>' and it's recommended action '<i>This project should operate on a year by year basis so the rationale for any reserve should be reviewed and usage by</i></p>	



Item	Content	Action
	<p><i>cluster councils monitored.</i> required discussion and resolution by the Council. The members discussed the pro and cons of holding the reserve or using the reserves before the end of this fiscal year and therefor returning to a year on year basis. As holding a reserve offered a 'safety net' to councils and the lengthsman if HCC were to pull the funding at any point, the Council resolved that the clerk should contact all parishes within the cluster and ask if they agree with our decision and are happy for us to continue to hold the reserve.</p>	
20.0020.3	<p><b>To approve and sign of Annual Governance Statement (<a href="#">section 1</a>) of Annual Governance and Accountability Return</b></p> <p>The Annual Governance Statement was discussed and agreed as a true reflection of the Parish Council's internal controls for FY 19/20.</p> <p>Proposer: Cllr Andrews   Seconder: Cllr Riley</p> <p>It was unanimously agreed that the Chairman sign the statement.</p>	
20.0020.4	<p><b>To approve and sign of Annual Governance Statement (<a href="#">section 2</a>) of Annual Governance and Accountability Return</b></p> <p>The Annual Governance Statement was discussed and agreed as a true reflection of the Parish Council's internal controls for FY 19/20.</p> <p>Proposer: Cllr Riley   Seconder: Cllr Andrews</p> <p>It was unanimously agreed that the Chairman sign the statement.</p> <p><b>Action:</b> Clerk to add minute number to both sections and mail to Chairman for required signature</p>	
20.0020.5	<p><b>To agree the period for The Exercise of Public Rights</b></p> <p>Cllr Riley explained that under the new regulations there is no requirement for a common period (first 10 workings days of July) for the exercise of public rights. We are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before the first working day of September. The Clerk is to proceed with submission of AGAR and 'Exercise of Public Rights' to follow as quickly afterwards as possible. Clerk hopes to advertise and start the 30 day</p>	



Item	Content	Action
	<p>period in June.</p>	
20.0020.6	<p><b>To Present and Agree Asset Register</b></p> <p>Cllr Langford has been working his way through the asset register, visiting sites, and taking photographs. Cllr Langford felt that he needed to investigate further and would like to discuss further with Cllr Riley about the insured values.</p> <p><b>Action:</b> Cllr Langford to discuss with Cllr Riley</p> <p><b>Action:</b> Clerk to add Asset Register to F&amp;GP Agenda</p>	
20.0020.7	<p><b>Discuss renewal of <a href="#">HALC HR subscription</a></b></p> <p>After a discussion, all agreed that the HALC HR Subscription was of value to the council and it should be renewed for 2020-2021</p>	
20.0020.8	<p><b>Discuss &amp; agree budget for Covid-20</b></p> <p>Cllr Riley suggested that the Council adopt a budget of £500 for the year.</p> <p>Proposer: Cllr Riley   Seconder: Cllr Appleby</p>	
20.0020.9	<p><b>Winchester Villages Trust request for grant funding</b></p> <p>Cllr Appleby to explain to Winchester Village Trust that to be considered for a grant they must complete the Section 137 application form on the IVPC website, after which the application would be judged on its merits.</p> <p>It was also noted that Winchester Villages Trust should be advertised on our website.</p> <p><b>Action:</b> Cllr Appleby to inform and seek artwork for the website from trustee</p>	
<b>20.0021</b>	<b><u>Planning:</u> - Chair Cllr Langford</b>	
20.0021.1	<p>The Council noted the <a href="#">Planning Committee Meeting Minutes of April 23<sup>rd</sup> 2020</a>.</p>	<b>ALL</b>



Item	Content	Action
20.0021.2	<p>Planning Applications Received up until and including 1<sup>st</sup> May 2020</p> <p>a) <a href="#">20/00870/TPO</a></p> <p><b>Location:</b> The Mill House, Avington Lane, Itchen Abbas SO21 1BJ</p> <p><b>Proposal:</b> T1-T8 Poplars Crown reduction by approximately 20 feet down to previous pollard points leaving trees at approximately 14m high. Reduction for safety due to proximity to road.</p> <p><b>Comment By:</b> 22 May 2020</p> <p>The TPO was noted by the Council. There was no comment.</p>	
20.0021.3	<p>Update regarding Enforcement Case SDNP/18/00734/LB The Farmery, Avington Park Lane Easton</p> <p>Members noted that this enforcement case had been opened.</p>	
20.0021.4	<p>Update regarding 20/00731/HCS – Candover Drought Order Scheme (<a href="#">map</a>)</p> <p><b>Location:</b> Land in Itchen and Candover Valleys, Hampshire</p> <p><b>Proposal:</b> Construction and operation of a raw water supply pipeline (approximately 7.5km) with permanent below ground sections and a temporary above ground pipeline and other temporary accesses, hardstandings, plant (including a water booster station) and equipment capable of installation, removal, storage and reinstallation in advance of and operation during severe drought events over the period to 2030</p> <p><b>Comment:</b> Object</p> <p>The members discussed which authorities were dealing with this application. HCC is dealing with the application outside of South Downs National Park and South Downs National Park are responsible for the area within the Park. IVPC have submitted an objection to the application for area within the park. Concerns of the possible impact of this application on the National Park were discussed.</p> <p>The councillors discussed the review of comments to application as the route has been changed and is not what was previously consulted on. The impact within the Park is considerable. Itchen Valley Parish Council still has major concerns</p>	



Item	Content	Action
	<p>about the effect of the water discharge on the Itchen River.</p> <p>We understand the need to supplement drinking water in a time of drought, however the development as proposed will be an eyesore in the landscape, as described in the WCC North Itchen Downs Landscape Character Area assessment, and contrary to the policies of WCC including Policy MTRA 4 - Development in the Countryside.</p> <p>A photomontage prepared by Southern Water is attached, whilst not within the WCC area it demonstrates the unsightly nature of a large 0.5m diameter black above ground pipe snaking its visibly intrusive way across a rural landscape. There are other routes to the East of Itchen Abbas which would be far less intrusive in the countryside.</p> <p>The process of installing the large pipes, there are about 500 of 12 meters long x 0.5meters diameter, will be very disruptive. Moving them in and out using large lorries and cranes in narrow rural lanes, potentially every year for ten years, will enhance this disruption, if the weather turns very wet after a drought there will be mud everywhere and cause environmental damage to the roadside verges and elsewhere. Because the desalination plant to end this temporary need is only in outline the ten-year period has every possibility of being extended for many years.</p> <p>The effects on the River Itchen European Special Area of Conservation through a discharge of this volume of water at the Itchen Abbas Trout Farm have not been supported by Natural England.</p> <p>Southern Water have offered the cheapest solution to a problem they created and should be required to install the pipework permanently underground to minimise the disruption to the parish to a once only event and remove their eyesore from the landscape. The above scheme proposed is an engineer's crude solution with no aesthetic design or finesse.</p> <p>IVPC vehemently object to this above ground pipe scheme</p> <p><b>Action:</b> Clerk to write to all authorities when communicating.</p> <p><b>Action:</b> Cllr Appleby to raise awareness by publishing an article in the Itchen Valley News.</p> <p><b>Action:</b> Cllr Appleby to Write to the Hampshire Chronicle in response to the letter written by Northington Parish Council. Cllr Langford to help by providing some</p>	



Item	Content	Action
	<p>suitable wording.</p> <p>20.0021.5</p> <p><a href="#">SDNP/18/05667/FUL</a></p> <p>Cygnets House Martyr Worthy Road Abbots Worthy SO21 1DZ</p> <p>Planning permission has been granted for "Re-location of existing tennis court and associated change of use of land; erection of brick and flint wall to site boundary, with access gates" However controlled waste and excavated spoils have been deposited outside the property as a bund on adjacent land alongside the highway, a hedge has been planted on top and the bund fenced against the field indicating an intention to make this permanent. This development does not appear to have Planning Permission or Environment Agency consent.</p> <p>Members discussed whether this should be reported to WCC Enforcement. All were in favour.</p> <p><b>Action:</b> Report suspected breach to WCC</p>	
<b>20.0022</b>	<b>Adopt <a href="#">Standing Orders</a></b>	
	<p>Proposer: Cllr Legat   Secunder: Cllr Andrews</p> <p>All members agreed.</p> <p>It was resolved to adopt the Standing Orders for 2020-2021</p>	
<b>20.0023</b>	<b>Adopt <a href="#">Financial Regulations</a></b>	
	<p>Proposer: Cllr Legat   Secunder: Cllr Riley</p> <p>All members agreed.</p> <p>It was resolved to adopt the Financial Regulations for 2020-2021</p>	
<b>20.0024</b>	<b>Adopt <a href="#">Financial Risk Record Management Register</a> &amp; <a href="#">Health and Safety Risk Register</a></b>	
	<p>20.0024.1</p> <p><b>Financial Risk Record Management Register:</b></p> <p>Proposer: Cllr Appleby   Secunder: Cllr Percy</p> <p>All members agreed.</p> <p>It was resolved to adopt the Financial Risk Record Management Register: for 2020-2021</p> <p>20.0024.2</p> <p><b>Health and Safety Risk Register:</b></p> <p>Proposer: Cllr Appleby   Secunder: Cllr Riley</p>	



Item	Content	Action
	<p>All members agreed.</p> <p>It was resolved to adopt the Health and Safety Risk Register for 2020-2021</p>	
<b>20.0025</b>	<b>Adopt <a href="#">Planning</a> &amp; <a href="#">F&amp;GP</a> Terms of Reference</b> <p>20.0025.1</p> <b>Planning Committee Terms of Reference:</b> <p>All members agreed.</p> <p>It was resolved to adopt the Planning Committee Terms of Reference for 2020-2021</p> <p>20.0025.2</p> <b>Finance &amp; General Purposes Committee Terms of Reference:</b> <p>All members agreed.</p> <p>It was resolved to adopt the Finance &amp; General Purposes Committee Terms of Reference for 2020-2021</p>	
<b>20.0026</b>	<b><a href="#">Agree Schedule of Meetings 2021</a></b> <p>All agreed Schedule of Meetings for 2021</p> <b>Action:</b> Clerk to send to all members and to add to website	<b>ALL</b>
<b>20.0027</b>	<b>Covid-19 – Update</b> <p>Cllr Appleby gave an update on what the Council had been doing to assist the community since the last meeting.</p> <p>It appears that most of the vulnerable people in the parish have assistance where needed.</p> <p>The Basics Bank Collection in Easton and Martyr Worthy is going well. Delivery to the basics bank will be monthly as not to overwhelm them.</p> <p>The Council discussed what it would need to do if and when restrictions are decreased.</p> <p>Cllr Riley reported that Vitaplay were operational and had inspected both play areas. It was evident from the report that Couch Green Play Area is of a high-risk level and although before it can be reopened, a risk assessment would need to be completed due to the amount of work required.</p> <b>Action:</b> Clerk to add Annual Inspection to the F&GP Agenda. <b>Action:</b> Cllr Appleby to circulate information received from HALC regarding the dangers of Legionnaires Disease to Village Halls when reopening.	
<b>20.0028</b>	<b>Items for Consideration at Next Meeting:</b>	





Item	Content	Action
	<p>Cllr Jeffes would like to arrange a meeting with Cllr Appleby &amp; Cllr Riley to discuss footpaths.</p> <p>Clerk to return to full meeting agenda from the next meeting.</p> <p>Add Portfolio reports and correspondence.</p>	
<b>20.0029</b>	<b>Date and Time of following Meeting:</b>  Thursday June 4th, 2020. Location: To Be Advised.  Meeting Closed: 9.24pm	



## Bank Account Reconciled Statement

Current Account	20299862	60-83-01
Statement Number	14	
Statement Opening Balance	£4,513.30	Opening Date 01/04/20
Statement Closing Balance	£19,616.47	Closing Date 30/04/20
True/ Cashbook Closing Balance	£19,616.47	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
06/04/20	DD20200406NEST	Nest Pensions	49.28	0.00	4,464.02
14/04/20	BACS200414	Winchester City Council - Drawings Account	0.00	16,853.00	21,317.02
17/04/20	BACS17042020	Worthys Youth Football	0.00	-497.28	20,819.74
17/04/20	BACS200417GSML	Greensmile	290.03	0.00	20,529.71
17/04/20	BACS200417HMRC	HMRC	173.11	0.00	20,356.60
17/04/20	BACS200417VAAH	Itchen Abbas & Avington Village Hall	25.00	0.00	20,331.60
17/04/20	BACS200417MWV	Martyr Worthy Village Hall	14.00	0.00	20,317.60
17/04/20	BACS200417RPG	RP Gardening	198.75	0.00	20,118.85
17/04/20	BACS200417YR	Cllr Yvette Riley	10.95	0.00	20,107.90
23/04/20	DD200423LLDS	Lloyds Bank	138.32	0.00	19,969.58
27/04/20	BACS200427	HMRC	0.00	1,190.57	21,160.15
28/04/20	BACS200428EKS	EKS Accounting	24.00	0.00	21,136.15
28/04/20	BACS200428HCC	HCC Energy Management	187.34	0.00	20,948.81
30/04/20	BACS200430MLA	Michelle Leadbitter-Allen	1,332.34	0.00	19,616.47

Uncleared and unrepresented effects

Total

Reconciled by Michelle Leadbitter-Allen

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair



## Bank Account Reconciled Statement

Deposit Account                      20374444                      60-83-01  
Statement Number                      14  
Statement Opening Balance            £44,838.32    Opening Date            01/04/20  
Statement Closing Balance            £44,838.32    Closing Date            30/04/20  
True/ Cashbook Closing                £44,838.32  
Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	44,838.32
Uncleared and unrepresented effects					
30/04/20		No activity		0.00	44,838.32
		Total		0.00	

Reconciled by Michelle Leadbitter-Allen

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair



# Itchen Valley Parish Council

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

## Itchen Valley Parish Council

### Expenditure transactions - payments approval list Start of year 01/04/20

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
12		£336.00	1010	07/05/20	HMRC - PAYE/NI - April 2020	
13		£41.88	1120	07/05/20	Headbourne Worthy PC - Portion of SLR Battery Cost	
14		£320.00	1090	07/05/20	Do The Numbers - Internal Audit	
15		£795.00		07/05/20	RP Gardening - Lengthsman: IS&OV, MDR, IV, Wonstone	
1		£198.75	1200/1		IVPC	
2		£596.25	1200/2		Itchen Stoke & Ovington, Micheldever & Wonston	
16		£993.75	1200/2	07/05/20	RP Gardening - Lengthsman for KW, NATC, OA, Ropley, Blighton	
17		£439.71	1060/1	07/05/20	Hampshire Association of Local Councils LTD - HALC & NALC Affiliation Fees 2020	
18		£20.99	1130	07/05/20	Michelle Leadbitter-Allen - Reimburse purchase of Printer Paper	
<b>Sub Total</b>		<u>£2,947.33</u>				
<b>Total</b>		<u>£2,947.33</u>				

<b>Signature</b> _____	<b>Signature</b> _____
<b>Date</b> _____	

01/05/20 02:45 PM Vs: 8.39.03

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# Itchen Valley Parish Council

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

## Received Income Transactions

between 18/04/20 and 01/05/20

Start of year 01/04/20

Paying ref.	Received date	Tn no Invoice	Gross	Vat	Net	Heading	Details
BACS200427	27/04/20	4	£1,190.57	£0.00	£1,190.57	120	HMRC VAT refund 01/10/19 - 31/03/20
<b>Total</b>			£1,190.57	£0.00	£1,190.57		