



# Itchen Valley Parish Council

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

## Minutes of the Full Council Meeting held electronically on Thursday 16<sup>th</sup> April 2020 starting at 7pm.

**Members Attending:** Cllr Appleby (Chairman) Cllr Langford, Cllr Andrews, Cllr Percy, Cllr Riley, Cllr Rosewell, Cllr Legat, Cllr Jeffes

**In Attendance:** Michelle Leadbitter-Allen (Clerk), Cllr Power (WCC) & Cllr Porter (HCC)

Item	Content	Action
20.0001	<b>Apologies:</b> Cllr Stirrup, Cllr Moffatt	
20.0002	<b>Public Participation &amp; Declarations of Interest on issues on the Agenda.</b> No declarations of interest were made. There were no members of the public present.	
20.0003	The Minutes of the <a href="#">Meeting of 2<sup>nd</sup> 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 or matters arising.	
20.0004	Adoption of <a href="#">Temporary Addendum</a> regarding holding virtual meetings to Standing Orders: Proposed by Cllr Appleby and Seconded by Cllr Andrews. All agreed by individual verbal consent.	
20.0005	<b>City &amp; County Councillor Reports</b> The council had not received any reports from the city and county councillors, however Cllr Porter and Cllr Power provided the council with an update. <b>Cllr Jackie Porter (HCC):</b> Cllr Porter ran through the following. <a href="#">HCC Helpline</a> is up and running, forwarding calls to relevant departments such as social services and WCC as necessary. <a href="#">Planning and Fly-Tipping Services</a> are continuing as normal. <a href="#">Waste and Recycling depots</a> remain closed regardless of protests to reopen. <a href="#">Junction 9</a> public enquiries, inspections & appeals have been put on hold due to Covid-19 lockdown. Cllr Porter was curious if IVPC had received a response to the letter sent to Highways, which we have not. HCC is supportive of Highways England's current proposals. Cllr Riley requested that the daily coronavirus updates from HCC to continue as the information contained was valuable and is shared at the Council's Covid-19 meetings. <a href="#">Pharmacies are providing free repeat prescription deliveries</a> to public.	



Item	Content	Action
	<p><b>ClIr Power (WCC)</b></p> <p>ClIr Power explained it was 'business as usual' at Winchester City Council and that 14 ½ million had been distributed to businesses via business rates system, but there are several businesses that are not receiving any help at all, and ClIr Power is busy collating data on those businesses that are falling through the net.</p> <p>ClIr Percy enquired about whether village halls could apply for financial help? ClIr Power explained that Easton Village Halls as a registered charity could apply for financial assistance, ClIr Power said she would send the information to the Clerk.</p> <p>ClIr Riley suggested that we should discuss what help is available for business at the IVPC Covid-19 meetings.</p>	
<b>20.0006</b>	<b>Financial Matters: ClIr Riley</b>	
	<p>(i) Council noted the <a href="#">Minutes of the Finance &amp; General Purposes Committee Meeting of Thursday 19th March 2020</a>. Matters arising: The application process for Boomtown Community Fund had been postponed during the Covid-19 Lockdown. ClIr Riley thought that this decision should be revisited. Action: Clerk to add to F&amp;GP agenda for discussion.</p> <p>(ii) <a href="#">Bills to Pay</a> &amp; <a href="#">Refund</a>. Circulated and agreed by ClIr Appleby &amp; ClIr Legat. Councillors to email authorization to Clerk.</p> <p>(iii) End of Year preparations:</p> <p>a. <b>Draft Year end accounts</b></p> <p>For purposes of the minutes, the Bank reconciliation for February was agreed by ClIr Riley and ClIr Appleby. The Bank reconciliation for March was agreed by ClIr Riley, all other members agreed as well.</p> <p>ClIr Riley presented the Draft Year End Accounts – running through the income and expenditure. The Chair asked each Councillor if they had any questions. There were no questions asked.</p> <p>ClIr Riley discussed the Reserves.</p> <p>The Strategic Reserve had been reduced to a 1/3 of precept two years ago. We have added an additional £5000 to the playground equipment reserve as this is an ongoing reserve so we have money to make continued improvements to the playgrounds. The playground equipment was not purchased because of the lock-down, the equipment consultation</p>	<p><b>ALL</b></p>



Item	Content	Action
	<p>will resume after lockdown and the equipment will be purchased.</p> <p><b>Action:</b> Clerk to remove £1000 from the retained Boomtown Fund as the Storage Unit at Couch Green has been purchased. All agreed.</p>	
	<p>b. <b>External audit requirements: AGAR and Notice of Public Rights</b></p> <p>Clerk presented the Timetable.</p> <p>The AGAR will be presented at the next Full Council Meeting for agreement before submitting to PKF Littlejohn. Wet signatures are still required so the AGAR will be posted to the Chairman for signature after the meeting.</p>	
	<p>c. <b>Internal Audit requirements</b></p> <p>Internal Audit booked for 24th April 2020</p> <p><b>Action:</b> Chairman to complete Chairman's Report by end of the month</p> <p><b>Action:</b> Clerk to complete annual accounts report and upload to the website</p> <p><b>Action:</b> Clerk to add Cashbook and Asset Values to website</p> <p><b>Action:</b> Add External Audit to F&amp;GP Meeting Agenda</p>	
<b>20.0007</b>	<p><u>Planning:</u> - Chair Cllr Langford</p>	
	<p>(i) Planning Applications - Deferred from 2<sup>nd</sup> April FCM Meeting</p>	<b>ALL</b>
	<p>a) <a href="#">SDNP/20/01006/HOUS</a></p> <p><b>Location:</b> 4 Couch Green Martyr Worthy SO21 1EA</p> <p><b>Proposal:</b> Proposed demolition of existing conservatory and construction of 2 storey side extension and porch to front elevation</p> <p><b>Closing Date:</b> 8th April 2020</p> <p>The Council resolved that Cllr Riley, Cllr Langford and Cllr Appleby would investigate further and submit views on behalf of the Council.</p> <p><b>Comment:</b> Support</p> <p>There are no ecosystem actions proposed– these should be specific and measurable</p>	



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	<p>b) <a href="#">SDNP/20/01271/HOUS</a></p> <p><b>Location:</b> Wheelwrights Avington Park Lane Easton SO21 1EJ</p> <p><b>Proposal:</b> Replacement Outbuilding.</p> <p><b>Closing Date:</b> 20th April 2020</p> <p><b>Comment:</b> Object</p> <p>The application will remove unattractive sheds and garages and replace them with buildings of better design and materials more suited to the Easton conservation area and this prominent location in the centre of the village. However, we object to the size of the proposed buildings as being overdevelopment of this small plot and object because their design is such that they can be used as separate residential accommodation.</p> <p>The plot is too small for division and any development should have a planning condition that they are not to be used as sleeping accommodation and only used by occupants of Wheelwrights.</p>	
<b>20.0008 Covid-19</b>	<p>Cllr Appleby gave an update on how the council had been supporting the community during the Lockdown.</p> <p><u>Winchester Villages Trust:</u> Money has been donated by a group of church people who have asked Winchester Villages Trust to manage and distribute this. They have asked IVPC to share this information with our Village Champions. It was thought that better coverage would be achieved if the information was past to the local neighbourhood groups. Cllr Appleby is waiting to hear how they would like us to proceed in circulating this.</p> <p>Cllr Langford has been contacted by a trustee of Winchester Villages Trust who will be forwarding something suitable for us to help with advertising the fund.</p> <p><u>Winchester City Council Flyer:</u> We have already promoted the HCC helpline number using the Winchester City Council Flyer. Cllr Porter has asked for a reverse colourway of the poster; once received this will be sent to Itchen Valley News for publication and Cllr Appleby post them on the noticeboards once received. Cllr Percy will place poster on Easton Village notice board. Cllr Langford will place it on the notice board in Avington.</p>	



Item	Content	Action
	<p>Cllr Appleby will place posters on the notice board in Itchen Abbas and on the notice board at Couch Green.</p> <p><u>Gap Analysis:</u> Cllr Riley has had meeting with Village Champions in Martyr Worthy ( who have asked to be called Village Coordinators instead). Have identified several houses that do not have coverage especially Shepherds Hill. Have created a plan to target the houses not covered. Asked if they send something out should they say it comes from IVPC? All agreed that they should say the information is being shared on behalf of IVPC.</p> <p><u>Website:</u></p> <p><b>Action:</b> Clerk to email Cllr Legat regarding the Covid-19 page</p> <p><u>Basics Bank Vouchers:</u></p> <p>Clerk can now issue basic bank vouchers. Cllr Porter told the clerk that if you go to the form and fill it in to get the questions. You do not have to go into their financial situation.</p> <p>If in doubt Clerk can contact Cllr Riley, Cllr Porter or Cllr Power.</p> <p>Cllr Porter said that people that cannot afford food should contact Hampshire Helpline Number, and Winchester City Council will buy food and deliver it to them.</p> <p><u>Basic Bank Donations:</u></p> <p>Cllr Riley asked where people could donate items to the food bank now that the churches, where collections used to take place. are closed.</p> <p>Cllr Percy said that people could always donate money on their website.</p>	
<b>20.0009 Annual Parish Meeting</b>	The Annual Parish Meeting has been cancelled until further notice.	
<b>20.0010 Annual General Meeting</b>	The Annual General Meeting has been cancelled until further notice.	
<b>20.0011 Discuss issues around remedial work at Couch Green</b>	Not discussed.	
<b>20.0012 Items for Consideration at Next Meeting</b>	Cllr Langford asked if Avington War Memorial can be added to the F&GP meeting.	<b>ALL</b>
<b>20.0013 Date of Next Meeting(s)</b>	Next scheduled Full Council Meeting is on Thursday 7 <sup>th</sup> May 2020. This meeting will be held electronically and will commence at 7pm. Chair closed the meeting at 8.38pm	



## Bank Account Reconciled Statement

Current Account	20299862	60-83-01
Statement Number	12	
Statement Opening Balance	£5,630.09	Opening Date 01/02/20
Statement Closing Balance	£8,926.72	Closing Date 05/03/20
True/ Cashbook Closing Balance	£8,926.72	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
04/02/20	DD040220NEST	Nest Pensions	49.28	0.00	5,580.81
10/02/20	BACS100220EKS	EKS Accounting	24.00	0.00	5,556.81
10/02/20	BACS100220IVPC	Itchen Valley Parish Churches	500.00	0.00	5,056.81
10/02/20	BACS100220LIT	Littleton & Harestock Parish Council	7.00	0.00	5,049.81
10/02/20	BACS100220MLA	Michelle Leadbitter-Allen	12.43	0.00	5,037.38
10/02/20	BACS100220RPG	RP Gardening	2,186.25	0.00	2,851.13
10/02/20	BACS100220SYD	Sydenhams	16.18	0.00	2,834.95
10/02/20	BACS100220VITA	Vitaplay	201.60	0.00	2,633.35
12/02/20	Transfer		0.00	3,000.00	5,633.35
14/02/20	BACS140220BOOM	Boomtown Festival UK Ltd	0.00	5,600.00	11,233.35
14/02/20	BACS140220HMRC	HMRC	173.11	0.00	11,060.24
24/02/20	BACS24022020GS	Greensmle	398.03	0.00	10,662.21
24/02/20	BACS240220LL	Littleton Landscapes	624.00	0.00	10,038.21
24/02/20	DD240220LSB	Lloyds Bank	8.00	0.00	10,030.21
26/02/20	BACS280220MLA	Michelle Leadbitter-Allen	1,103.49	0.00	8,926.72

### 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                      12  
Statement Opening Balance            £47,792.27    Opening Date            07/02/20  
Statement Closing Balance            £44,792.27    Closing Date            29/02/20  
True/ Cashbook Closing                £44,792.27  
Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
12/02/20	Transfer		3,000.00	0.00	44,792.27

Uncleared and unrepresented effects

Total

Reconciled by Michelle Leadbitter-Allen

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

\_\_\_\_\_  
Chair



## Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details	Cheque Total
	£198.75	1200/2	02/04/20	RP Gardening - Lengthsman to Kingsworthy last catchup	#Type!
	£10.95	1300	02/04/20	Cllr Yvette Riley - Reimburse cost of laminate pouches for Covid-19 signs	#Type!
	£173.11	1010	02/04/20	HMRC - PAYE/NI - March 2020	#Type!
	£25.00	1030	02/04/20	Itchen Abbas & Avington Village Hall - Mtgs 17/1, 9/1 & 16/1	#Type!
	£14.00	1050/2	02/04/20	Martyr Worthy Village Hall - Village Hall Hire 06/02	#Type!
	£290.03		05/04/20	Greensmile - Grounds Maintenance	#Type!
	£190.43	1140/2		Grounds Maint KGV - less line marking for early end to season	
	£99.60	1150/1		Grounds Maint OSF	
<b>Total</b>	<b>£711.84</b>				

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_  
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# Itchen Valley Parish Council

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

## Itchen Valley Parish Council

### Income transactions - receipts approval list

Start of year 01/04/19

Tn no	Ref.	Gross	Heading	Cttee Invoice date	Details	Ref. Total
19		-£497.50		CNCL 11/07/19	Worthys Youth Football Club - King George V Football Pitch	#Type!
1		-£497.50		CNCL	King George V Football Pitch - Refund April-June Cc 19 Closure of Football Pitch	
<b>Total</b>		<u>-£497.50</u>				

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
 Date \_\_\_\_\_

28/03/20 04:04 PM Vs: 8.35.00

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