



Finance & General Purposes Committee

Minutes of the Finance & General Purposes Committee Meeting held electronically on Thursday 19th November 2020 at 7.30pm.

Members Attending:

Cllr Riley (chair), Cllr Appleby, Cllr Langford, Cllr Percy, Cllr Stirrup, Cllr Rosewell, Cllr Moffatt

Members Absent:

Cllr Jeffes

In Attendance:

Michelle Leadbitter-Allen (Clerk)

20.041 Apologies Received from:

Cllr Legat, Cllr Andrews

20.042 Approve the minutes from 15th October 2020:

The [Minutes of the 15th October 2020](#) were approved by all as a correct record of events. Minutes to be signed in retrospect.

Matters arising:

Cllr Riley reported that WYFC had been in touch and wanted a meeting with herself and the Clerk.

20.043 Bills to Pay:

The [Bills to Pay](#) were circulated to the councillors before the meeting and viewed by all. Cllr Appleby and Cllr Legat agreed the payments and would send email confirming this to clerk.

Action: Clerk to process payments

Action: Cllr Riley to authorise payments with the bank when satisfied with the above

20.044 Review F&GP Committee Workplan for November

Cllr Riley ran through the [workplan](#) items for action in November.

20.044.1 Review of Financial Processes and Internal Controls

Clerk had circulated the reviewed document to all councillors. Everyone was in agreement with the proposed minor changes.

Action: Clerk to add to FCM agenda for adoption

20.044.3 Budget: review final position and impact on precept

Clerk had prepared a final list of projects requested and expected income and



expenditure for fiscal year 2021-2022. Councillors discussed the listed projects and agreed a final list minus Avington War Memorial and proposed a precept rise of 2%. All agreed on the final list of projects and the proposed precept rise.

Action: Clerk to add the budget and precept bid to the FCM agenda for formal adoption.

20.044.3 New Contract with Lengthsman & Associated Parishes.

It was proposed and agree that the Lengthsman meeting be postponed until we can have a physical meeting, however this should not be later than the end of January/beginning of February. If it goes past this, we will have to hold a virtual meeting instead.

Clerk ran through suggestions to add to letter to Associate Parishes reiterating instructions for associate parish and lengthsman to follow to make the administration processes universal and clear.

Action: Cllr Appleby to read through the proposed instructions

Action: Clerk to ask HCC if we can add an administration addendum to the Associate Parish Contracts.

20.045 Cow Down Progress Update

Cllr Appleby explained that he had received an email from one of the landowners at Cow Down with some complaints about some comments made during the discussion regarding Cow Down at the Full Council Meeting he attended on 5th November. Cllr Appleby said he had responded to the email after receiving a transcript of the meeting from the Clerk.

Cllr Appleby also told the members that he had sent the letter agreed by all members to the landowners at Cow Down explaining our position and offering assistance.

Action: Clerk to add the letter to website and Facebook

Action: Clerk to add Cow Down to FCM Agenda

20.046 Speed Limiter Rota

Headbourne Worthy and Littleton and Harestock Parish Councils are leaving the Rota Group at the end of the financial year as they have purchased their own Speed Monitoring Equipment. This will mean that Wonston and Itchen Valley Parish Councils will be the only remaining parishes in the group. The Clerk explained that Wonston are prepared to take on the camera as an asset and the administration of the camera if Itchen Valley wish to remain in the group with them.

Council members discussed this and whether or the camera has been effective in managing speed in the Valley and if were any viable alternatives to using the camera.



Action: Clerk to ask Wonston if they would like to purchase new equipment (perhaps the one with the 'smiley face' and one which records the data) with Itchen Valley and form a group together.

20.047 Traffic Regulation Sign replacements

Clerk explained that HCC Traffic Management wants to replace the 'Vehicles exceeding width indicated prohibited' signs on Easton Lane. One replacement will be like for like at Easton side near The Cricketers and the other to replace the missing sign at Avington Park.

Cllr Rosewell asked if the missing 'give way' sign at junction Long Walk/Easton Lane could be replaced.

Cllr Riley suggested that Councillors email Clerk with any sign issues, so the Clerk can request the repairs.

Action: Councillors to report any traffic sign issues to Clerk

Action: Cllr Percy to look for sign in Easton and report back to Clerk.

Action: Cllr Langford to look at the site in Avington Park and report back to Clerk.

Action: Clerk to collate list and contact Traffic Management Engineer with requests.

20.048 Review of Environment Committee Terms of Reference

Action: Clerk to circulate to all councillors and add to FCM Agenda for resolution

20.049 Review the WebApp Contract

Clerk emailed TheOfficeApp with some queries regarding the contract, the Clerk also asked for the date when the app will go live and when Clerk will be able to access the Content Management System.

20.050 Items for consideration for next meeting

Action: Add Couch Green Barrier repair/replacement to FCM for discussion & resolution.

20.051 Date and Time of following meeting:

Date: Thursday 17th December 2020 at 7.45/8.00 pm until 9.00 pm.

Location: Electronic – public welcome, contact clerk for entry.

The meeting was closed at 8.50 pm.



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
96		£24.00	1030	19/11/20	EKS Accounting - Payroll - October 20	
97		£398.03		19/11/20	Greensmile - Grounds Maintenance - Sept 20	
98		£15.17	1130	19/11/20	Michelle Leadbitter-Allen - Reimburse monthly cost of Adobe DC	
Sub Total		£437.20				
		£1,160.14			Confidential	
Total		£1,597.34				

Signature _____ Signature _____
 Date _____