



Itchen Valley Parish Council

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

Full Council

Minutes of the Full Council Meeting held electronically on Thursday 3rd
December 2020 at 7.00pm.

Members Attending:

Cllr Appleby, (chairman), Cllr Langford, Cllr Percy, Cllr Riley, Cllr Legat, Cllr Rosewell, Cllr Stirrup, Cllr Moffatt, Cllr Jeffes

In Attendance:

Michelle Leadbitter-Allen (Clerk), Cllr Margot Power (WCC), Cllr Jackie Porter (HCC)

20.87 Apologies Received:

Apologies received from Cllr Andrews

20.88 Public Participation and Declaration of Interest:

Cllr Christopher Langford is a Trustee of Hampshire and Isle of Wight Wildlife Trust (HIWWT)
Agenda Item: Restoration work at Cow Down discussion/update (20.97)

Cllr Jackie Porter is the owner of the land adjoining the field being discussed in Agenda Item:
Restoration work at Cow Down discussion/update (20.97)

- i. Cllr Rosewell is wife of Kevin Rosewell who has submitted quotes for repairs to/replacement of damaged barrier at Couch Green. Agenda item: Couch Green Car Park Barrier Repair or Replace (20.91.iv)

20.89 Approve the minutes from 3rd November 2020.

The [Minutes of the 3rd November 2020](#) were approved by all as a correct record of events, except for a grammar change on the fifth line from the bottom on page 3, beginning 'Over the last twenty years..' ¹ (See Footnote)

Minutes to be signed in retrospect.

¹ Clerk has checked the minutes since this meeting and found the error had already been picked up and rectified and was not in the final copy of the minutes brought to full council for agreement. Cllr Jeffes was instead referring to the draft minutes circulated by the Clerk for review by Councillors.



20.90 City and County Councillor Reports

County Report – Cllr Jackie Porter (HCC) add link to report

Hospital Consultation:

Hampshire County Council has set up a HOSC for this piece of work to which both Cllr Porter and the parish council can make deputations.

Flooding:

Work completed at bottom of Station Hill in Itchen Abbas.

Work to begin at Shelley Close on Friday 4th.

Work in Easton to take longer to start as they to close the road. The residents have been kept informed of the situation.

School Vouchers:

The Government is giving £1.56 million to the initiative. Those people that will receive the vouchers include:

- Children of families eligible for free school meals
- Families being supported by Social Worker
- Families receiving assistance from Early Help Service
- 2-4 year olds accessing Child Care and eligible for Early years Pupil Premium
- 16-18 year olds previously eligible for free school meals
- Care Leavers and Young Carers

Schools, Childminders and Colleges will not only issue the vouchers of £15/week, but they will also have access to grant funding to help families where a parent has lost their job because of Covid-19 which has caused their personal circumstances to change. They will be able to access emergency funding to contribute towards purchasing food & essentials as well as funding costs of energy and water.

Cllr Margot Power - City Councillor Report (WCC)

Reported that the new Leisure Centre in Winchester will create 164 jobs.

The budget is still causing concerns with 75% of lost parking income being picked up by the government.

There is a £3 400 000 gap in the budget.

WCC has increased its Carbon Target to 8000 tonnes by 2024.



Itchen Valley Parish Council

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

20.91 Financial Matters: Lead Councillor – Cllr Riley

- ii. Council noted the [Draft Minutes of the Finance and General Purposes Meeting of the 19th November 2020.](#)

Matters Arising:

Speed Monitoring Camera: Clerk advised that she had not yet received a response her email sent to Wonston PC regarding the prospective joint purchase of speed camera. Cllr Appleby said that he has still to repair the camera post,

- iii. To approve the [Bills to Pay](#) and note [Other Expenditure](#) paid by Direct Debit.

The bills to pay were reviewed and agreed by Cllrs Legat and Appleby. Council noted Other Expenditure.

- iv. Update Council on situation with Grass Maintenance Contract with Greensmile

Clerk notified members that the Grass Contract could be rolled over for another 2 years as per the Financial Regulations because Greensmile won the retender 3 years ago. Clerk also advised that Greensmile would apply the current rates next year.

Proposal received from Cllr Appleby to keep roll over contract with Greensmile.

Seconder Cllr Moffatt.

All council members agreed.

- v. Couch Green Car Park Barrier Repair or Replace

Council agreed after recommendation from Cllr Moffatt that the barrier should be replaced. Cllr Riley notified the council members that the insurers would accept a claim from the Council for accidental damage to the barrier with an excess of £250/

Action: Clerk to obtain another quotation for like for like replacement of the barrier. Present at F&GP on 17th December 2020.

20.92 Planning Matters: Lead Councillor – Cllr Langford

- a) Members noted the [Minutes of the Planning Committee Meeting of the 19th November 2020.](#)

- b) Planning Applications for discussion received by 30th October 2020.



Itchen Valley Parish Council

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

a) [SDNP/20/05066/TPO](#)

Location: Larchwood Main Road Itchen Abbas SO21 1AX

Proposal: T1 - Ash- Early signs of dieback. Remove to ground level.

Comment: After discussion, the council agreed 'No Comment'.

b) [20/02259/HOU](#)

Location: 1 Chillandham Cottages Chillandham Lane Itchen Abbas SO21 1AS

Proposal: Building of Front Porch & Rear Garden Room

Comment: The councillors agreed that the IVPC stance would be No Comment if the application adhered to SDNP Policy SD31 which limits the size of extensions existing dwellings to approximately 30%. This the application has not adhered to the policy then the council agreed to object to the proposed application.² (See Footnote)

c) [SDNP/20/05208/HOUS](#)

Location: Chilland Barn Lower Chilland Lane Martyr Worthy SO21 1EB

Proposal: Construction of a one and a half storey rear extension and a replacement pool house

Comment: After discussion, the council agreed 'No Comment'.

20.93 Portfolio Holders Reports

a) Footpath Matters – Cllr Jeffes

FP 39: The farm manager of Newhouse Farm has asked for assistance in designing the permissive footpath signs. Cllr Jeffes will work with Cllr Langford on a laminated sign. C/F

FPS 50/12: Natural England have replied to Abby Sullivan who has furnished further information and requested an onsite meeting.

² Cllr Langford checked the application and reported the following: This property is in the WCC planning area (not SDNP) where it is understood that the policy is not to permit an increase in size of more than 25% for properties under 120m² as at the April 2017. It appears that the first extension was constructed in about 2003 & therefore cannot be objected to. The council would therefore submit revert to stance of No Comment.



FP 26: Kissing gate now with landowner. Awaiting installation date from Ramblers Association

FP 504: The Railway Line bridge steps handrail at Chillandham Lane requires attention. The Watercress Way is still chasing HCC.

FPs 30/31/32: Cllr Porter met with Footpath Manager and HCC Ranger - 75% grant available towards cost of restoring path surface. Surfacing material to be left by the kissing gate at the west end of FP 31. Remedial work to be carried out on FP32 on 4/12/20

Don't Lose Your Way: The Ramblers Association are making sure that any lost or unclaimed footpaths are registered before 2026.

Local up to date searchable routes for the Itchen Valley are still not available, however ones from three years ago can be found

at https://drive.google.com/drive/folders/1vw_hOqyBILMbGwQRKH_r-DbfDx20qcTZ?usp=sharing.

Action: Establish a Footpath Working Group to ensure that lost footpaths, especially those that complete village circuits, are identified and registered. Non-PC members, where appropriate, will be co-opted to the working group.

Action: Councillors to circulate their ideas

Action: Clerk to Add to January FCM agenda

b) Highways – Cllr Appleby

Cllr Appleby explained that a lot of work had been done to clear drains and grips at the bottom of Station Hill. The drains and pipes had been cleared in Northington Road as had the drain east of The Plough.

c) Village Halls – Cllrs Moffat, Langford, Percy

- a) Martyr Worthy – Nothing to report.
- b) Itchen Abbas & Avington – Cllr Langford said that IAAVH had applied for funding.
- c) Easton - Reopened after Lockdown. Additional Grant monies received. Cllr Percy advised other Village Hall Representatives to apply for additional funding.



Itchen Valley Parish Council

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

d) Website – Cllr Legat

Cllr Legat said that website was ‘ticking along nicely’. Had been looking at the analytics and the website had had 202 users over the last month. Popular pages included the FCM and F&GP Agenda.

e) Open Spaces – Cllr Riley

Couch Green:

Cllr Riley reported that the Chafer Grubs are back at Couch Green and the crows are ruining the grass. The rabbits have been ‘ferreted’ but she was unsure of how successful this had been.

Cllr Riley and Clerk to meet with WYFC on Friday 4th December to discuss further. If further intervention is required Cllr Riley said that she has got someone available to shoot the rabbits.

Action: Cllr Riley to get quote for shooting the rabbits.

Old School Field:

Cllr Appleby reported that there had been no progress with the joining of the land at Old School Field, but it has been proposed that 5 as per original trust deed meet on site in Spring. Cllr Appleby hopes that they will be able, at this meeting, to come to an agreement on the work needed to take back to the contractor.

Cllr Riley expressed her concern over the delay and that the time and effort spent on this is disproportionate. Cllr Riley said that she would support the formation of a new board if this is what is required to get this project completed.

Cllr Langford said that if it is thought that the management is not in line with the trust deed, IVPC could write to the charity commissioners and issue a complaint and they will investigate it.

Action: All Agreed for Cllr Riley and Cllr Appleby to have a further discussion about this.

f) Environment Committee – Cllr Percy

Cllr Appleby thanked Cllr Percy for his report.



Itchen Valley Parish Council

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

Cllr Langford asked if it would be possible to ask people outside the Council who would like to be involved in Environment Issues to join the Environment Committee. Cllr Appleby confirmed that this would be possible.

Action: Environment Committee to discuss at next meeting.

20.94 Council to approve Budget and Precept Bid 2021-2022

Cllr Riley explained the budget which had been discussed and agreed by members of the F&GP on the 17th November 2020 and was seeking council agreement to formally adopt the budget for the next fiscal year.

Proposed by Cllr Appleby. Seconded by Cllr Legat. Unanimously Agreed by Council Members.

Cllr Riley advised that the Precept although agreed, would be formally resolved at the January FCM once the tax base had been issued and received by the Clerk.

Action: Clerk to add Precept Setting Resolution to FCM 7th January Agenda

20.95 Adopt [Financial Processes and Internal Control Document](#)

Cllr Riley advised that changes made to the Financial Process and Internal Control Document had been mainly references to the new accounting software. Document had been circulated prior to F&GP where it was discussed and prior to FCM and was seeking council agreement to adopt this document.

Proposed by Cllr Moffatt. Seconded by Cllr Riley. Unanimously Agreed by Council Members.

20.96 Agree and Adopt Environment Committee Terms of Reference

Proposed by Cllr Percy. Seconded by Cllr Langford. Agreed unopposed by Council Members.

20.97 Restoration Work at Cow Down Discussion/Update

Cllr Appleby confirmed that he had not yet received a response to the IVPC letter sent to landowners during November.

After much discussion about the fencing, the need to protect the SSSI and the public from the unsafe trees on the north bank was agreed by all. Cllr Porter said that she would ask HCC if she could share their opinion on fencing of the foot path. It was agreed that the Parish Council should wait for HCC's reply and if the owners had not replied IVPC should send them another letter stating our disappointment and if appropriate, to include a statement from HCC containing their views on the fence.



20.98 Operation Transmission Update

With agreement of council members Cllr Appleby asked Cllr Power to lead on the updating of information on Operation Transmission.

Cllr Power reported Hampshire Highways were confident that there would not be many lorries parked up at the triage point and they didn't expect problems on the contraflow. Councillors noted that Cllr Power did not share Hampshire Highways confidence. Hampshire Highways were also certain that there would not be any impact on the B3047 or Cheriton Road. Cllr Power has asked for traffic monitoring equipment to be installed on both roads, which will act as an early warning of increase in traffic from day one. Hampshire Highways have taken this point on board and they said they would consider it.

Hampshire Highways have promised to issue FAQs based on the 32 questions prepared by Cllr Riley.

Cllr Riley said that they were given a description of how the triage area was to be laid out. Access to Avington and Ovington from the A31 will be left turn only for the duration of 12 weeks designated for the lorry park to be there. There will be a pelican crossover at Oars³ Meadow which will be the only safe pedestrian crossing of the carriage way.

The hard standing platform facility for document checking will be on the left-hand side about 200m from the Ladycroft roundabout. It will have capacity for 10 HGVs before impacting on the traffic at the Ladycroft roundabout. Each lorry's documentation will be checked which is anticipated to take 3 mins per lorry, they will then pass through and be able to drive up two lanes of west bound contraflow where there will be space for them to park up. There will be comfort break facilities at the existing cross over points which will include toilet facilities, skips for rubbish. The cross over points will only be lit at night. Generators for the facilities will only be active during the day. The drivers are not anticipated to park up for long at this area as they are expected to have taken their comfort breaks before they get to the triage park and will want to make their way to the port. However, it is anticipated that some lorry drivers may arrive 12 hours before their sailings, so it is expected that some lorries could be parked up from anything between 1 and 12 hours.

³ Spelling Correction as recognised at FCM 07/01/20: Cllr Riley requested that the word Oars be corrected to Oarrs



The maximum number of lorries a day travelling to Portsmouth could be up to 500, but some lorries travelling from the east will drive along the A3 to the smaller holding area just north of Portsmouth. The majority are expected to arrive at the A31 holding area, with an anticipated number of between 250 and 350 per day.

Cllr Appleby added that lorries using the M3 will be signed posted away from the Winnall roundabout to Ropley and then back to the triage point, so it is likely that there could be some heavy traffic which could impact on the B3047.

Action: Put FAQ's on website when received.

Action: Cllr Appleby to ask Hampshire Highways for monitoring equipment

Action: Cllr Porter to speak to police about implementing a helpline or making 101 aware

Action: IVPC to investigate purchasing Speed Monitoring Equipment

Action: Cllr Appleby to write up in IVN

Cllr Power said that there will be police at the site 24/7 as well as a recovery truck.

Cllr Riley said that as haulers are aware of what's happening and have been briefed about getting their paperwork in order, there aren't expected to be many problems with paperwork. Increased activity is expected to start around the 2nd week of January 2021.

20.99 Footpaths & Cycleways Update

Covered in Footpaths under Portfolio Holders.

Action: Clerk to add to F&GP 17th December agenda for further discussion

20.100 Covid-19 Update

Meetings to continue online into January.

Cllr Riley requested that Basic Bank Poster be placed on Facebook.

Action: Clerk to add poster to Council Facebook Page

20.101 Update on Associate Parish & Lengthsman Dispute

Cllr Appleby felt that too much time had been spent trying to sort out the problems between Headbourne Worthy and the Lengthsman without resolution.

Council agreed that they should be let go when the contract ends at the end of March 2021.

Clerk said that administration instructions must be followed by parishes and lengthsman in future to avoid further disputes of this nature.

Action: Cllr Appleby to check some facts regarding free time already awarded to Headbourne Worthy with Clerk and RP Gardening.



Action: Cllr Appleby to draft letter to Associate Parishes

20.102 Note [Correspondence](#) Received for November 2020.

Councillors noted the correspondence received; there were no questions. Cllr Appleby said that he had received a call from Southern Water responding to the email he has sent them regarding the leak in Northington Road “a few days ago”. Cllr Appleby corrected them saying that the email was sent over 2 months ago and that the leak had already been fixed.

20.103 Items for Consideration at next meeting

There were no items for consideration for the next meeting.

20.104 Date and Time of following meeting:

Date: Thursday 7th January 2021 7.00 pm.

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

The meeting was closed at 9.30pm



Itchen Valley Parish Council

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

List of Payments for Council Approval 031220

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
100		£115.20	1080	03/12/20	Vitaplay - Playground Inspections - October 20	
101		£115.20	1080	03/12/20	Vitaplay - Playground Inspections - November 20	
103		£193.69	1010	03/12/20	HMRC - PAYE/NI - November 2020 TBC	
104		£629.99	1320	03/12/20	Michelle Leadbitter-Alien - Reimburse Cost of New Computer bought with personal CC	
Sub Total		£1,054.08				
Total		£1,054.08				

Signature _____ Signature _____

Date _____

27/11/20 02:04 PM V: 8.50.00

Page 1 of 1



Bank Account Reconciled Statement

Current Account	20299862	60-83-01
Statement Number	21	Bank Statement No. 21
Statement Opening Balance	£18,933.34	Opening Date 01/11/20
Statement Closing Balance	£16,671.63	Closing Date 30/11/20
True/ Cashbook Closing Balance	£16,671.63	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
04/11/20	DD201104NEST	Nest Pensions	55.02	0.00	18,878.32
16/11/20	BACS201116HBPS	Hampshire Bird and Pest Solutions	360.00	0.00	18,518.32
16/11/20	BACS201116HMRC	HMRC	193.69	0.00	18,324.63
23/11/20	DD201123LLDS	Lloyds Bank	55.66	0.00	18,268.97
24/11/20	BACS201124EKS	EKS Accounting	24.00	0.00	18,244.97
24/11/20	BACS201124GRN	Greensmie	398.03	0.00	17,846.94
24/11/20	BACS201124MLA	Michelle Leadbitter-Allen	15.17	0.00	17,831.77
30/11/20	BACS201130MLA	Michelle Leadbitter-Allen	1,160.14	0.00	16,671.63

Uncleared and unrepresented effects

Total

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

Bank Account Reconciled Statement

Deposit Account	20374444	60-83-01
Statement Number	22	Bank Statement No. 22
Statement Opening Balance	£44,883.04	Opening Date 01/11/20
Statement Closing Balance	£44,883.04	Closing Date 30/11/20
True/ Cashbook Closing Balance	£44,883.04	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
31/10/20		No activity	0.00	0.00	44,883.04

Uncleared and unrepresented effects

Total

Reconciled by Michelle Leadbitter-Allen

Signed _____

Clerk / Responsible Financial Officer

Chair