



Full Council

Minutes of the Full Council Meeting held electronically on

Thursday 1st April 2021 at 7.00pm.

Members Attending:

Cllr Appleby, (Chairman), Cllr Langford, Cllr Riley, Cllr Rosewell, Cllr Moffatt, Cllr Andrews, Cllr Legat, Cllr Stirrup (entered meeting at 7.30pm)

In Attendance:

Michelle Leadbitter-Allen -Clerk, Cllr Russell Gordon-Smith-WCC, Cllr Jackie Porter-HCC (left meeting at 8.50pm)

20.001 **Apologies Received:**

Cllr Jeffes, Cllr Percy.

20.002 **Public Participation and Declaration of Interest:**

Kim Adams, the non-councillor member of the Rights of Way Committee was present, there were no declarations of were interest made.

20.003 **Approve the minutes from 4th February 2021.**

The [Minutes of the 4 March 2021](#) were approved by all as a correct record of events. The minutes will be signed in retrospect.

Matters Arising:

Cow Down:

The councillors discussed the proposed installation of a notice at Cow Down which would explain why the area is fenced off with instructions. (See FCM Minutes of 4th Feb and 4th March.

After much discussion, the councillors decided that as the area has changed it would be best to defer the decisions to later in the year, when there would be a better indication of visitor traffic and behaviour at Cow Down.

The decision to postpone discussion to later in the year was proposed by Cllr Andrews and seconded by Cllr Langford.

Action: Cllr Appleby will inform landowners of Council's decision to defer.

The councillors agreed that if the landowners decided to put up their own sign in the interim there



would be no objection to them using the wording that Cllr Appleby had previously put forward for agreement, but any such private notice is not to use the Parish Council logo nor its name.

20.004 City and County Councillor Reports

County Councillor Report Cllr Jackie Porter (HCC)

Cllr Porter touched briefly on the main points from her report which had been circulated to councillors prior to the meeting.

The information from the Census will be compiled by the ONS. The collated information is publicly available.

The consultation on the Local Plan will continue until the 12 April.

The County Council has allotted an additional £0.5m for footpath repairs post pandemic and has agreed an enforcement policy to ensure paths remain open and fit for purpose.

The County Council is up for election in its entirety on the 6 May and can only make non-political decisions due to Purdah.

City Councillor Report Cllr Russell Gordon-Smith (WCC)

The budget has been a major problem for the council as they do not know what their income will be for the year due to Covid-19 restrictions. WCC priority Concentrate on issue of global warming. Concentrating on recycling by the introduction of the brown garden waste bins and collecting of batteries.

Cllr Riley asked if there a firm date on the opening of the leisure centre, but there is not one yet.

20.005 Financial Matters: Lead Councillor – Cllr Riley

- i. Council noted the draft [Minutes of the Finance and General Purposes Meeting of the 18 March 2021](#).
- ii. Members to agree Section 137 Application from Itchen Valley Churches:

Members discussed the legalities of continuing to use Section 137 for maintaining churchyards in the parish. It was noted by all that Section 137 was deemed appropriate as long as it was used to maintain the churchyard and no part of any buildings. Clerk reported that this had been confirmed previously by the Internal Auditor. The Environment Committee had considered the grant application and would support the application if Itchen Valley Churches offered a commitment to rewilding in parts of the cemeteries to aid biodiversity.

The council members agreed to the that the Section 137 grant application on the proviso that



Itchen Valley Churches agreed to the condition of rewilding in parts of the churchyard.

Action: Clerk to inform Itchen Valley Churches of decision.

iii. The [Bills to Pay](#) & [Bills Paid](#) had been circulated to the councillors. The bills paid were a list of accounts that the clerk needed to pay before year end. These were agreed as per financial regulations by Cllr Appleby, Cllr Riley, and the Clerk. Council noted the expenditure in retrospect. The Bills to Pay were agreed by Cllr's Andrews and Legat.

a) End of Year Preparations:

Clerk reported that she had completed the bank reconciliations, but as it was only the first of the month the 'year-end accounts' report was not ready. An extension had been requested, but the Clerk would attempt to get the AGAR prepared for agreement at the AGM.

Further presentation and discussion was deferred to F&GP.

b) Present Draft Accounts if available

Deferred to F&GP

c) External Audit Requirements & Notice of Public Rights

Deferred to F&GP

d) Internal Audit Requirements

Clerk to arrange Internal Audit before AGM.

20.006 Planning Matters: Lead Councillor – Cllr Langford

i. Members noted the [Minutes of the Planning Committee Meeting of the 18 March 2021](#).

ii. Planning Applications for discussion received by 26th March 2021: None Received

Discuss and agree comments from Environment Committee on principles list below:

- Low Carbon Infrastructure – Council agreed for comments from Environment committee be submitted on behalf of the council
- Living Well– Council agreed for comments from Environment committee be submitted on behalf of the council

Agree any updated comments on Environment Committee on principles listed below:

- Carbon Neutrality – comments were agreed by Full Council on 4 March 2021.



Council decided that the comments did not need any adjustment and should be submitted.

- Biodiversity– comments were agreed by Full Council on 4 March 2021. Council decided that the comments did not need any adjustment and should be submitted.

Receive and agree updated comments from Planning Committee on:

- Homes for All – This was discussed and agreed by Full Council on 4 March 2021

Discuss and agree submission for the following sections from the Local Plan Consultation:

- Vision for the Local Plan
- Sustainable Development Objectives
- Ensuring Success & Delivery of the Plan

Action: Cllr Langford agreed look at the outstanding sections and collate all answers ready for submission as requested by the Council.

Action: Cllr Langford to circulate submission to councillors.

Action: Clerk to submit final answers to WCC.

20.007 Environment Matters – Cllr Percy (In Cllr Percy’s absence Cllr Appleby reported on his behalf)

- a) Council noted the [Draft Minutes of the Environment Committee Meeting of 25 March 2021](#). Council noted the committee’s discussion regarding churchyard rewilding. No other matters for discussion.

20.008 Rights of Way Matters – Cllr Rosewell

- a) Council noted the [Draft Minutes of the Rights of Way Committee Meeting of the 11 March 2021](#).
- b) Cllr Rosewell presented the Rights of Way report focusing on the following:

Footpath 30

Committee had received a quote for surfacing work of £4182. Waiting on new Countryside Grant Scheme launch in order to submit an application for grant funding to either part or fully fund the work.

Footpath 31

Committee had become aware that Countryside Access Team were pursuing funds for surfacing of the footpath from the Covid Rescue Fund. They did not yet know the outcome of the application or what it would mean if it was successful. Other paths in the parish that were part of the bid



were footpath 52 between Easton and Mill Lane and Footpath 49 which is on the way to Winnall Moors.

The Landowner has indicated he would not object to bark chippings being laid on the worst sections of F31.

Cllr Rosewell explained that Kim Adams had managed to acquire a trailer load of wood chippings. They have been temporarily stored on one of the local farms and the RoW Committee would be considering where to use them in the near future.

Lone Farm Lane

RoW Committee has spoken to one of the landowners who is willing to work with the local contractor.

Hampshire Highways are going to assess the route, but as it is nesting season, nothing can be done at the moment and would need to wait until later in the year.

Footpath 39/Permissive path

Owner has agreed to put up permissive pathway signs near F39.

Permissive pathway waymarkers have been erected at either end of permissive path near F39 and at junction with Rectory Lane, and on Vineyard path as well.

Hampage Wood

Committee is liaising with the landowner regarding the fallen trees & the gatepost that is restricting access.

Committee would like the waymarkers/fingerposts and Lengthsman schedule to be a regular RoW agenda item.

- a) Discuss & agree proposed footpath detail amendments for IVPC website.

The RoW had discussed updating the information on footpaths on the welcome page of the website after noticing some of the information was out of date and that some of the links were broken. Kim Adams had drafted some changes to the footpath information on the welcome page of the website.

Councillors agreed that the information should be redrafted and updated.

Action: Cllr Legat, Cllr Rosewell and Kim Adams to work together to complete the updates.



20.009 Portfolio Holders Reports

- a) Footpath Matters – Discussed under Rights of Way
- b) Highways – Cllr Appleby

Speeding in Avington & Easton:

Cllr Porter advised that Cllr Appleby should contact Andy Smith at HCC regarding the Speeding in Avington & Easton.

Multipurpose Bins:

Cllr Appley has been pursuing the procurement of the multipurpose bins and has requested one which will be sited at the southern end of footpath 48 and one to be sited by the green BT boxes opposite end of Shelley Close in Itchen Abbas. After discussion with others, it has also been proposed to site one in the layby just south of the north bridge over the Itchen on the Easton Lane. WCC had been contacted, a quick response had been received from them and they are progressing this request.

Road Signs:

The road narrows signs in Easton will be erected in a more conspicuous place.

- c) Village Halls – Cllrs Moffat, Langford, Percy
 - i.) **Martyr Worthy** – Nothing to Report
 - ii.) **Itchen Abbas & Avington** – Nothing to Report
 - iii.) **Easton** – Nothing to Report

- d) Website – Cllr Legat reported that he has been making some minor updates.

- e) Open Spaces – Cllr Riley

Couch Green:

Rugby Tots had requested to use the field at Couch Green as they had done at the end of last year. They have performed a risk assessment based on the current condition of the field and have agreed to make sure that the field is safe for use before each session.

Cllr Riley advised that she was meeting a personal trainer would like to use the concrete surface and container at Couch Green to provide some outside workouts. This would be another usage of the field that would benefit the community.



Neighbour Dispute:

Cllr Riley asked if the neighbour dispute at Couch Green had been settled for the time being. Cllr Appleby informed that he had delivered the letter to the resident who has been looking after the copse and copies had been emailed to other relevant parties by the Clerk.

Couch Green Barrier

Clerk explained that the insurers had requested a further breakdown of costs on one of the quotes received and submitted for the replacement of the barrier at Couch Green car park. Clerk had submitted the requested information and was awaiting a response.

Action: Clerk to chase the insurer for a response.

Couch Green Equipment:

The requirement for a Reserve Policy has been raised by the JPAG this year which will be discussed at F&GP, but as there is some money for playground equipment in the reserve it will allow for us to look at procuring a final piece of play equipment for Couch Green.

Old School Field:

Council had received 3 quotes for a trampoline install at Old School Field. Vitaplay were the cheapest on a like for like comparison with the other suppliers.

Action: Clerk to place order with Vitaplay.

McPhearson Trust

Not heard anything back from the Trust.

Action: Cllr Riley to pursue a meeting.

20.010 Adopt Financial Management Risk Record as agreed at F&GP 18 March 2021.

Document had been circulated to councillors for review.

Adoption of Document was proposed by Cllr Appleby and seconded by Cllr Riley.

All Councillors agreed.

20.011 Discuss & resolve meeting roadmap for council & committee meetings between 7th May & 21st June.

After the above date present legislation will not allow Full Council Meetings or Formal Committee Meetings to take place remotely by electronic means. There is a pending court case challenging this. At present meetings cannot take place in our Village Halls. National guideline have recommended delegation of essential decisions until the present situation is resolved.



At F&GP councillors should begin to map out the standing orders and financial regulations to Clerk, Cllr Appleby and Cllr Riley to make decisions on behalf of the council. Then depending on the result of the court challenge IVPC would implement the agreed temporary delegation structure or move forward with meetings on Zoom until the 22 June 2021.

Council noted that the appointed locum clerk/RFO would need to be included in the delegation structure when the clerk was away from office for health reasons.

It was thought to be inadvisable for one person to be left with the responsibility for making decisions and the responsibility should be shared as democratically as possible.

Committees would continue as working groups in whichever form is legal, but any decisions must be ratified by the delegated group.

Action: Cllr Appleby, Cllr Riley, and Clerk to get proposal ready for review at F&GP meeting.

20.012 **Discuss & Agree comment for [Consultation Local Authority Meetings](#) –‘call for evidence’ comment by 17 June.**

Consultation requesting evidence from parish councils about the use of Zoom going forward.

Councillors expressed views. Cllr Appleby preferred to meet in person but agreed that electronic meetings would be useful if needed.

Cllr Langford would like the Full Council to meet in person but committee meetings to be held electronically.

Cllr Riley suggested that we have had better attendance when meeting on Zoom It was also noted that there were potential financial savings when meeting remotely.

Cllr Rosewell said that the screensharing has been useful on Zoom.

Action: Clerk to add to F&GP Agenda to agree parish council submission.

20.013 **Easton Phone Box Update – Cllr Riley**

Cllr Riley reported that she had met with the resident and that they were making progress.

20.014 **Note [Correspondence received for March 2021](#).**

Councillors noted the correspondence received for March. There were no questions.

20.015 **Date and Time of following meeting:**

Date: Wednesday 5 May 2021 7.00 pm.

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

The meeting was closed at 9.10pm



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Appended Documents:

- *Bills to Pay.010421*
- *Bills Paid 310321*
- *Paid Direct Debit Expenditure 310321*
- *Current Acc Bank Reconciliation – 310321*
- *Deposit Acct Bank Reconciliation – 310321*
- *County Councillor Report*



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Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details	Cheque Total
	£500.00	1160	01/04/21	Itchen Valley Parish Churches - Grant Application for grass-cutting in churchyard	
Sub Total	£500.00				
Total	£500.00				

Signature _____ Signature _____
 Date _____

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
158		£387.72	1010	31/03/21	HMRC - PAYE/NI -March	
159		£200.00	1200/2	31/03/21	RP Gardening - Lenghman: Barton Stacey	
160		£115.20	1080	31/03/21	Vitaplay - Playground Inspections - February 2021	
Sub Total		£702.92				
Total		£702.92				

Signature _____ Signature _____
 Date _____

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Paid Direct Debit Transactions

Start of year 01/04/20

paid between 01/03/21 and 29/03/21, for the Full Council

Cheque	Paid date	Tn no	Gross	Vat	Net	Details	Heading
DD210303NEST	03/03/21	144	£55.02	£0.00	£55.02	Nest Pensions	Clerk Pension: March 1005
DD210323LLDS	23/03/21	154/1	£3.00	£0.00	£3.00		Bank Charges 1040/2
		154/3	£14.39	£2.40	£11.99	Lloyds Bank	Zoom 170221-16/03/21 1300
		154	£17.39	£2.40	£14.99		Bank & Credit Card Purchases 1040/2



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Bank Account Reconciled Statement

Deposit Account	20374444	60-83-01
Statement Number	26	Bank Statement No. 26
Statement Opening Balance	£44,883.04	Opening Date 01/03/21
Statement Closing Balance	£40,000.00	Closing Date 31/03/21
True/ Cashbook Closing Balance	£40,000.00	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
28/02/21		No activity	0.00	0.00	44,883.04
31/03/21	Transfer		4,883.04	0.00	40,000.00

Uncleared and unrepresented effects

Total

Reconciled by Michelle Leadbitter-Allen

Signed _____
Clerk / Responsible Financial Officer

Chair



County Councillor Report to Parishes April 2021

The information from the Census (the 21st March) will be compiled by the ONS. The collated information is publicly available for use. But of course they carry out statistical checks all the time. For example, measuring the Covid-19 rates via random testing. You can ask for updates via a sign up on their website.

<https://blog.ons.gov.uk/>



The consultation on the Local Plan continues until the 12th April. Go to

www.localplan.winchester.gov.uk for more details- you can complete just a few sections if you prefer- but don't forget to include your email link.

As local housing affordability seems to have improved recently (though who knows where?) the 'formula' to calculate the number of homes needed has dropped to 666 homes a year. After a lot of unnecessary angst, the numbers are back to where we started last Summer.

A number of residents are moving to Kings Barton now : the Barton Farm School can take year R and year 1 children from September. Contact the school for details: 01962 798844. The cycle/walk routes to school from the north side of the site should be resolved by September, and the cycle path from Worthy Down should be complete soon after that.

Flooding work continues in the Worthys (see hants.gov.uk, search outer Winchester flood) and Flood Alleviation work for Sutton Scotney is being led by Tom Callaway at HCC . I direct other flood matters where the homes are flooded direct to Simon Cramp, especially where the outstanding highways work affects one or two households.

Andover Mind are opening up their face to face support for **carers of adults living with dementia** again in early April. This is an HCC funded service, and available from early onset. Details of this can be obtained: the County Council's Covid-19 helpline 0333 370 4000

The County Council has allotted an additional £0.5m for footpath repairs post pandemic and agreed an enforcement policy to ensure paths remain open and fit for purpose.. They have also agreed a pay structure for residents who wish to have a county council owned tree pruned if it overhangs their home. This feels rather exclusive to me and the Parish my wish to comment on this. I fear it is another opportunity for the County diffuse their role to keep footways and roads clear too.



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The County Council is up for election in its entirety on the 6th May. I will be re-standing and hope to be with you post 6th May.

Meanwhile, if you have any queries about specific issues, please continue to contact me. I am your County Councillor until election day at the very least!

Cllr Jackie Porter,

www.jackieporter.co.uk 07973 696 085, Jackie.porter@hants.gov.uk 01962 791054



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