



Itchen Valley Parish Council

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

Full Council

Minutes of the Annual General Meeting held electronically on

Wednesday 5th May 2021 at 7.00pm.

Members Attending:

Cllr Appleby, (Chairman), Cllr Langford, Cllr Riley, Cllr Moffatt (joined at 7:10pm), Cllr Andrews, Cllr Legat, Cllr Percy, Cllr Jeffes

In Attendance:

Michelle Leadbitter-Allen -Clerk, Cllr Russell Gordon-Smith-WCC, Cllr Jackie Porter-HCC (left meeting at 8.30pm)

Absent:

Cllr Stirrup

21.15 **Apologies Received:**

Cllr Rosewell.

21.16 **To Elect a Chairman for the year 2021/2022 and receive acceptance of Office.**

Name of Chairman: Cllr Patrick Appleby

Proposed by Cllr Christopher Langford

Seconded by Cllr Yvette Riley

All councillors were in favour of Cllr Appleby remaining in post. Cllr Appleby accepted the Office of Chairman.

Action: Acceptance of Office to be signed in retrospect when Council return to face-to-face meetings.

21.17 **To Elect a Vice-Chairman for the year 2021/2022 and receive acceptance of Office.**

Name of Vice-Chair: Cllr Paul Moffatt

Proposed by Cllr Christopher Langford

Seconded by Cllr Steve Andrews

All councillors were in favour of Cllr Moffatt remaining in post. Cllr Moffatt accepted the Office of Vice-Chairman.

Action: Acceptance of Office to be signed in retrospect when Council return to face-to-face meetings.



21.18 To Accept Disclosure of Pecuniary Interests, Gifts and Hospitality from all Councillors for the year beginning April 2021.

Clerk had circulated the Disclosure of Pecuniary Interest Forms to all councillors, which had been checked and returned to the clerk by email. Cllr Appleby agreed to collate the original signed copies and deliver to the clerk for presentation to Winchester City Council.

Cllr Legat resigned as parish councillor due to other commitments.

21.19 Elect Category A Committees, Category B portfolios and Category C Representatives to outside bodies.

21.019.1 Category A: Parish Council Committees

a) Finance & General Purposes Committee

- Cllr Yvette Riley
- Cllr Christopher Langford
- Cllr Steven Andrews
- Cllr Patrick Appleby
- Cllr Paul Moffatt
- Cllr Steve Percy

b) Planning Committee

- Cllr Christopher Langford
- Cllr Steve Percy
- Cllr Patrick Appleby
- Cllr Paul Moffatt
- Cllr Loulou Stirrup
- Cllr Denise Rosewell

c) Environment Committee

The Councillors agreed that the members of the Environment Committee remain the same.

d) Rights of Way Committee

The Councillors agreed that the members of the Rights of Way Committee remain the same.

21.019.2 Category B: Parish Council Portfolio Holders

a) Footpaths

Councillors agreed that the RoW Committee Chair should automatically be the Footpaths Portfolio Officer

b) Open Spaces – includes Couch Green & Easton Playing Fields

Cllr Riley agreed to remain as Open Spaces Portfolio Holder until a suitable replacement was found.

c) Transport – includes Buses & Shelters.

Cllr Langford agreed to remain as Transport Portfolio Holder

d) Website



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Cllr Legat resigned from the Council, so a new Website portfolio holder was required. Council agreed that Chairman should approach Cllr Rosewell for this position.

e) Highways

Cllr Appleby agreed to remain as Highways Portfolio Holder

f) Law & Order

Cllr Appleby agreed to act as Law & Order Portfolio Holder

21.019.3 **Category C: Parish Council Representative on Outside Bodies**

a) Winchester District Association of Parish Councils

Cllr Appleby agreed to remain as the representative.

b) McPhearson Easton Schools Trust

Cllr Riley agreed to remain as the representative.

c) Easton Village Hall

Cllr Percy agreed to remain as the representative.

d) Itchen Abbas & Avington Village Hall

Cllr Langford agreed to remain as the representative.

e) Martyr Worthy Village Hall.

Cllr Moffatt agreed to remain as the representative.

f) Boomtown

Cllr Moffatt agreed to remain as the representative with continued support from Cllr Appley.

21.20 **Public participation and Declaration of Interest:**

There were no members of the public present and no declarations of interest were made.

21.21 **Approve the minutes from 1st April 2021.**

The Minutes of the [Full Council Meeting held on the 1st April 2021](#) were approved by all as a correct record of events. The minutes will be signed in retrospect. There were no matters arising.

21.22 **City and County Councillor Reports**

County Councillor Report Cllr Jackie Porter (HCC)

Cllr Porter had sent in a report for the Annual Parish Meeting on the 29th April. Council had no further questions or comments.

City Councillor Report Cllr Russell Gordon-Smith (WCC)

City Councillors in the Alresford Ward are attempting to set up a collective group of parish councillors within the ward, who have an interest in curbing vehicles speeding. It has been something mentioned a lot by residents as a point of concern.

Cllr Langford said that although the council have wanted to do something about it, finding the



funds has always been an issue.

Cllr Appleby said he would follow up on restricting speed limits in Avington and Easton.

21.23 **Adopt [Standing Orders](#)**

Proposed by Cllr Appleby

Seconded by Cllr Langford

All councillor members present agreed to adopt the Standing Orders including the permanent addition of 3(A) Remote Meetings & the addition of Standing Order 27: Emergency Delegation of Authority.

21.24 **Adopt [Financial Regulations](#)**

Proposed by Cllr Appleby

Seconded by Cllr Riley

All councillor members present agreed to adopt the Financial Regulations.

21.25 **Adopt [Grievance Policy](#)**

Proposed by Cllr Riley

Seconded by Cllr Andrews

All councillor members present agreed to adopt the Grievance Policy.

21.26 **Adopt [Disciplinary Policy](#)**

Proposed by Cllr Percy

Seconded by Cllr Andrews

All councillor members present agreed to adopt the Disciplinary Policy.

21.27 **Adopt [FOI Policy](#) and [Publication Scheme](#)**

Proposed by Cllr Appleby

Seconded by Cllr Andrews

All councillor members present agreed to adopt the FOI Policy & the FOI Publication Scheme.

21.28 **Present and agree [Calendar of Meetings 2022](#)**

Councillors requested that the F&GP and Planning Meeting on the 14th July should be moved to the 21st July 2022. The meeting of the council on the 5th May 2022 should be moved to the 4th May 2022 to avoid the local council elections.

All council members agreed the date changes.

21.29 **Financial Matters: Lead Councillor – Cllr Riley**

21.029.1 Council noted the [Draft Minutes of the Finance and General Purposes Meeting of](#)



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[the 22 April 2021.](#)

21.029.2 The [Bills to Pay](#) had been circulated to the councillors and were approved by Cllr Andrews and Cllr Andrews. Council noted the [Income Received](#) and [Other Expenditure](#).

21.029.3 To Receive [Report from Internal Auditor FY 20-21](#) and note [Comments](#)

Cllrs Riley and Appleby thanked the clerk for continued good work and congratulated her on a good internal audit. Councillors noted the comments.

21.029.4 To approve and sign of [Annual Governance Statement](#) (Section 1) of Annual Governance and Accountability Return -AGAR

Proposer: Cllr Andrews

Seconder: Cllr Appleby

The Annual Governance Statement was unanimously agreed by Council as a true reflection of the Parish Council's internal controls for year 2020/21. It was unanimously agreed that the Chairman sign the statement.

21.029.5 To approve [Accounting Statement](#) (Section 2) of Annual Governance and Accountability Return -AGAR

Members were asked to approve the Annual Accounting Statements as supplied and signed by the Parish Clerk and internal auditors, in accordance with legislation and in preparation for the external audit.

Proposer: Cllr Andrews

Seconder: Cllr Appleby

The Annual Accounting Statements was unanimously agreed as a correct record of accounts for the year 2020/21. It was unanimously agreed that the Chairman sign the statement.

21.029.6 To agree the period for [The Exercise of Public Rights](#)

Proposer: Cllr Andrews

Seconder: Cllr Appleby

It was unanimously agreed the dates of Notice of Public Rights and Publication of



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Unaudited Annual Governance & Accountability Return as 14th June to the 23rd July 2021.

Action: Cllr Appleby to place the notice on the parish notice boards.

Action: Clerk to add notice to website.

21.30 Planning Matters: Lead Councillor – Cllr Langford

21.030.1 Members noted the [Minutes of the Planning Committee Meeting of the 22 April 2021](#).

Matters arising: Clerk to follow up on email send to SNDP Planning Authority regarding planting of trees and hedges in Listed Park.

Action: Cllr Gordon-Smith agreed to ask the Hampshire Gardens Trust for advice.

21.030.2 Planning Applications for discussion received by 28th April 2021: None Received

21.31 Environment Matters – Cllr Percy

21.031.1 Council noted the [Draft Minutes of the Environment Committee Meeting of 25 March 2021](#).

21.031.2 Cllr Percy had no updates for the council.

21.32 Rights of Way Matters – Cllr Rosewell

21.032.1 Council noted the [Draft Minutes of the Rights of Way Committee Meeting of the 8 April 2021](#).

21.032.2 Rights of Way Committee Report had been circulated to the Councillors prior to the meeting. There were no comments or questions from the Councillors.

21.032.3 Agree Comment for 'Extinguishment Order Part of Itchen Valley Footpath 22' consultation.

Councillors were sympathetic to the owner of the property but were concerned about that the closure of the footpath would block access to the river.

All Councillors objected to the loss of the footpath.



21.33 Portfolio Holders Reports

21.033.1 Footpaths:

Nothing to report as Cllr Roswell not at the meeting. (Row Report had been circulated prior to the meeting)

21.033.1 Highways:

Cllr Appleby had nothing further to report, other than following up on the speeding situation in Avington and Easton.

21.033.1 Village Halls – Cllrs Moffat, Langford, Percy

- i.) **Martyr Worthy** – Nothing to Report
- ii.) **Itchen Abbas & Avington** – Nothing to Report
- iii.) **Easton** – Nothing to Report

21.033.1 Website – Cllr Legat

Cllr Legat reported that the website was in good working order. The Clerk had done a lot of work on website accessibility and Cllr Legat expected the website to be close to compliancy. Cllr Legat reported that the busiest page, other than the Welcome page which is the default landing page is the agenda page, with most traffic just before the meetings, implying that it was being used most by councillors.

Cllr Appleby thanked Cllr Legat for his significant contribution to the establishing and maintaining the website.

21.033.1 Open Spaces – Cllr Riley

Cllr Riley told the council that she and Cllr Appleby had a site visit with Vitaplay at Old School Field the following week to discuss the placement of trampoline.

All agenda items under Open Spaces were deferred the ‘delegated authority’ or the next meeting.

21.34 To resolve the final meeting arrangements for full council and committee meetings between 7th May and 21st June

Council members agreed that Environment and Rights of Way Committee should continue to meet as working groups reporting to the ‘delegated authority’ for decisions.

Action: Clerk to set up F&GP/Planning Meeting between 21st- 23rd June 2021.

Councillors had already approved the Standing Order 27 of Emergency Delegation Authority.
(Minute number 21.23)



21.35 Finalise administration cover arrangements for clerk absence from 14th May 2021.

Under advisement from the Internal Auditor the clerk would complete as much necessary work as possible before going on sick leave. Councillors agreed to review the cover arrangements for clerk absence as necessary after Clerk has had the post operation appointment with consultant. A Locum Clerk would only be appointed by the Delegated Authority as agreed by Full Council previously, if completely necessary.

21.36 Note Correspondence received for April 2021.

Councillors noted the correspondence received for [April 2021](#).

Cllr Appleby referred to email sent by Access Team regarding the Countryside Code and proposed that it be put in the June edition Itchen Valley News. The Council thought that this would be a good idea.

21.37 Items for Consideration at the next meeting:

Cllr Appleby thought it was worthwhile writing to the local MP regarding the outcome of the High Court case regarding virtual meetings. The Council thought that it was a good idea for Cllr Appleby to send a letter on behalf of the council.

21.38 Date and Time of following meeting:

Date: 1st July 2021 7.00 pm.

Location: Martyr Worthy Village Hall, Church Lane, Martyr Worthy

The meeting was closed at 8.56pm



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Appended Documents:

- *Bills to Pay 050521*
- *Income Received*
- *Paid Direct Debit Expenditure 310421*
- *Internal Audit 2021*
- *Annual Governance Statement 2021*
- *Accounting Statement 2021*
- *Notice of Exercise of Public Rights 2021*
- *Internal Auditor Report 2021*
- *Current Acc Bank Reconciliation – 300421*
- *Deposit Acct Bank Reconciliation – 300421*
- *Rights of Way Committee Report*



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Expenditure transactions - payments approval list Start of year 01/04/21

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
11		£301.32	1010	29/04/21	HMRC - PAYE Clerk April 2021	
7		£800.00		05/05/21	RP Gardening - Lengthsman	
1		£200.00	1200/1		Lengthsman MPC	
2		£600.00	1200/2		Lengthsman: Itchen Stoke & Ovington, Wonston, Micheldean	
8		£1,000.00	1200/2	05/05/21	RP Gardening - Lengthsman: Kingsworthy, Bighton, Ropley, NATC, OAPC	
9		£320.00	1090	05/05/21	Do The Numbers - Internal Audit: 2020-2021	
10		£459.93	1060/1	05/05/21	Hampshire Association of Local Councils LTD - HALC Affiliation Fee & NALC Levy 2021-22	
13		£259.08	1135	05/05/21	Hampshire County Council - Streetlights Energy Cost	
14		£338.03		05/05/21	Greensmile - Grounds Maintenance - May 2021	
1		£238.43	1140/2		Grounds Maint KGV	
2		£99.60	1150/1		Grounds Maint OSF	
Sub Total		£3,478.36				
Total		£3,478.36				

Signature _____ Signature _____
Date _____

05/05/21 02:38 PM V:\: 8.56.05 Page 1



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Received Income Transactions

Start of year 01/04/21

received between 01/04/21 and 29/04/21, for the Full Council

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
BACS210409 WCC	09/04/21	1		£17,022.00	£0.00	£17,022.00	100	Winchester City Council - Drawings Account	Precept Part One
BACS290421H MRC	29/04/21	2		£986.99	£0.00	£986.99	120	HMRC	VAT refund 01/10/20 - 31/03/21
Total				£18,008.99	£0.00	£18,008.99			



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Paid Expenditure Transactions

Start of year 01/04/21

paid between 01/04/21 and 29/04/21, for the Full Council

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
DD210407NES T	07/04/21	6		£84.56	£0.00	£84.56	Nest Pensions	Clerk Pension: April 1005
		12/1		£79.99	£13.33	£66.66	Lloyds Bank	Microsoft 365 Annual Subscription 1130
		12/2		£14.39	£2.40	£11.99	Lloyds Bank	Zoom April 2021 1300
		12/3		£3.00	£0.00	£3.00	Lloyds Bank	Bank Charges 1040/2
DD210423LLD S	23/04/21	12		£97.38	£15.73	£81.65	Lloyds Bank	Credit Card 1130
Total				£181.94	£15.73	£166.21		



Itchen Valley Parish Council

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Annual Internal Audit Report 2020/21

ITCHEN VALLEY PARISH COUNCIL

www.itchenvalleyparishcouncil.org.uk

During the financial year ended 31 March 2021, the authority's internal audit for acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions as to whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes		Not covered
	Yes	No	
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments of income and expenditure) agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR this 'not covered').			N/A
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			N/A
M. The authority, during the previous year (2019/20) correctly provided for the period for the exercise of rights as required by the Accounts and Audit Regulations (validated by the notes published on the website and/or authority approved minutes covering the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR. (See AGAR Page 7 Governance Notes)	✓		
O. (For local authorities only) Trust funds (including charitable) - The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by the authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

21/1-21

GEORGE S. GOSNOLD

Signature of person who carried out the internal audit

Date 26/11/21

If the responsible officer please state the implications of any weaknesses identified (add separate sheets if needed).

If not all the responses to (a)-(j) covered, please state when the most recent internal audit was conducted in the area and when it is next planned or, if coverage is not required, the annual internal audit report must explain why (add separate sheets if needed).



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Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ITCHEN VALLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Answers			Yes / Needs further actions
	Yes	No	NA	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control (including measures designed to prevent and detect fraud and corruption and otherwise to safeguard assets).	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and was compliant with Proper Practices by doing so.
4. We provided proper opportunities during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faced and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial control and procedures, to give an objective view on whether internal controls meet the needs of this executive authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activities during the year involving events arising after the year end if relevant.
9. (For local councils only) That funds (including charitable) in our capacity as the sole managing trustee we discharge our accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	the matter of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

05/03/21

and recorded as minute reference:

Z1.029.14

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman:

Clerk:

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Itchen Valley Parish Council

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

Do the Numbers Limited

1711, B, 100, 110, 120, 130, 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260, 270, 280, 290, 300, 310, 320, 330, 340, 350, 360, 370, 380, 390, 400, 410, 420, 430, 440, 450, 460, 470, 480, 490, 500, 510, 520, 530, 540, 550, 560, 570, 580, 590, 600, 610, 620, 630, 640, 650, 660, 670, 680, 690, 700, 710, 720, 730, 740, 750, 760, 770, 780, 790, 800, 810, 820, 830, 840, 850, 860, 870, 880, 890, 900, 910, 920, 930, 940, 950, 960, 970, 980, 990, 1000

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Annual Internal Audit Report 2020/21



During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appreciable evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not recorded
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objective and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The principal rates (requirements) resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Schemes to a program and who were to members were able in accordance with this authority's approval, and PAYE and IR requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (accrual) and payables of income and expenditure, agreed to the cash book supporting by an example in different from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority could be exempt from a limited assurance review in 2018/19, if the exemption criteria are correctly declared, report exempt (if the authority had a limited assurance review in 2019/20 AGM/2020 not covered)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage or to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. The authority, during the previous year (2019/20) correctly provided for the period for the avoidance of public funds as required by the Accounts and Audit Regulations (published on the website) and approved minutes containing the areas set.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2019/20 AGM (see AGM Page 7 2019/20 minutes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas or separate sheets if needed).

Date of internal audit undertaken: [Signature] Name of person who carried out the internal audit

[Signature] Date

Signature of person who carried out the internal audit: [Signature] Date: [Date]

If there are no findings raised or the findings are being taken to date as well as internal audit, then a separate report is needed.

Note: If the authority is not covered, please state when the next internal audit will be done in the next paragraph of the report and when the next internal audit will be done in the next paragraph of the report.



Itchen Valley Parish Council

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Bank Account Reconciled Statement

Current Account	20299862	60-83-01
Statement Number	26	Bank Statement No. 26
Statement Opening Balance	£5,464.46	Opening Date 01/04/21
Statement Closing Balance	£21,588.83	Closing Date 30/04/21
True/ Cashbook Closing Balance	£21,588.83	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
07/04/21	DD210407NEST	Nest Pensions	84.56	0.00	5,379.90
09/04/21	BACS210409WCC	Winchester City Council - Drawings Account	0.00	17,022.00	22,401.90
23/04/21	BACS210423EKS	EKS Accounting	48.00	0.00	22,353.90
23/04/21	BACS210423GRNS	Greensmile	338.03	0.00	22,015.87
23/04/21	DD210423LLDS	Lloyds Bank	97.38	0.00	21,918.49
29/04/21	BACS290421HMRC	HMRC	0.00	986.99	22,905.48
30/04/21	BACS210430MLA	Michelle Leadbitter-Allen	1,316.65	0.00	21,588.83

Uncleared and unrepresented effects

Total

Reconciled by Michelle Leadbitter-Allen

Signed _____

Clerk / Responsible Financial Officer

Signed _____

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	27	Bank Statement No. 27
Statement Opening Balance	£40,000.00	Opening Date 01/04/21
Statement Closing Balance	£40,000.00	Closing Date 30/04/21
True/ Cashbook Closing Balance	£40,000.00	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	40,000.00
Uncleared and unpresented effects					
30/04/21		No activity		0.00	40,000.00
		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 Rights of Way Committee Report - May 2021

Funding and ROW resurfacing work

We are waiting to hear the outcome of the Countryside Service's bid for Covid Rescue Funding to find out whether they will be carrying out works to paths in the Parish. We are also still waiting for details of the new grant scheme to be released in order to progress our project for resurfacing of a section of Footpath 30.

Lone Farm Lane

Hampshire Highways were due to assess the path but have said that no works would be carried out at least until next year. In the meantime, they are happy for the Parish Council to carry out work if we are able.

Some clearance work has been done by the Lengthsman (and Cllr Rosewell). This path is still only just about passable and will ideally need further attention during the summer if it is to remain in use. It is still the aim to have it cut back properly later in the year.

Permitted Paths and Waymarkers

Permitted paths have been waymarked and landowners have erected their own signs. Unfortunately, it seems some of the posts were dislodged and waymarkers removed. Posts have now been secured and replacement waymarkers will be arranged. Additional waymarkers to be arranged in other locations particularly Itchen Wood and F17.

Footpath 12/50

The Countryside Service is still trying to arrange a meeting with Natural England to gain approval for necessary works which could be scalplings or a boardwalk. We are liaising with Itchen Stoke Parish Council to try to organise some shared Lengthsman time to remove some low branches.

Website

Some amends to the footpath details which appear on Itchen Valley Parish website have been completed. Kim Adams will continue to work with Cllr Legat to incorporate photos and links to walks around the Parish.

Lengthsman schedule

The next Lengthsman date is 14th June 2021. Please let Cllr Moffatt know of any work needed.

Forthcoming meetings May & June 2021

As we are unable to meet as a Committee due to Covid restrictions, we will meet remotely as a working group, as necessary.