

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 8th December 2016 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Present

Cllr Lawton (Chair)
Cllr Cook
Cllr Corcoran
Cllr Forder-Stent
Cllr Holland
Cllr Mitchell
Cllr Sellars
Cllr Watson
Cllr Wheeler

In attendance

Cllr Humby (WCC & HCC)
T. Bronk (Clerk)

Apologies/Absences

Cllr Cornwall
Cllr West
WCC Cllr Izard

Item	Business transacted
113/16	To note absences and consider apologies for absence
	The apology of Councillors Cornwall and West and reasons for their absence was accepted; and the apology of WCC Councillor Izard was accepted.
114/16	To receive declarations of interest
	Councillors Sellars, Watson and Wheeler disclosed a personal interest concerning the Parish Hall because of their roles as Trustees.
115/16	To approve and sign-off, as a true record, the minutes of the meeting held on 13th October 2016
	The previously circulated minutes of the Full Council Meeting dated 13 th October 2016 were considered. Resolved: “The Minutes of the meeting held on 8th September 2016 are approved as an accurate record of the meeting”. Proposed by Cllr Sellars, seconded by Cllr Watson and carried unanimously.
116/16	To adjourn for public participation
116.1/16	To receive questions from the members of the public.
	Mr J. Humphreys sought to inform the Parish Council about a s106 variation that he is seeking on behalf of Humphreys Holdings; and to answer questions about the reasons for seeking the variation and its consequences. Over the course of 30 minutes the following was covered.

	<p>An existing planning consent exists that enables some business and residential development and in particular a care-home, a condition of the consent is that the existing feed mill on the site be demolished before April 2021. A variation of the commitment to demolish the feed mill is being sought to extend the date by 7 years.</p> <p>Mr. Humphreys explained that relocation of the existing feed mill business to another mill was being delayed due to the presence of a tenant in the acquired mill. Additionally, costs will then be incurred to bring the other mill up to the standard required. It had been intended that those costs would be met by the developer of the Twyford. However, the period of time for funding conversion of the acquired feed mill to enable transfer of the business and construction of the care home was too great and no developer had been identified. Extending the period of operation of the Twyford feed mill was therefore considered necessary and the only means of funding the migration.</p> <p>In response to questions Mr Humphreys confirmed an intention exists to move from the feed mill as soon as was practicable and that marketing of the care-home development opportunity would recommence when market conditions made any long term commitment feasible. It was confirmed that some form of C2 land use continued to be envisaged.</p> <p>Mr Humphreys reminded the Council that the existing arrangements involve an April 2017 date for the formal commencement of the project; and this commencement would necessitate commitment to the April 2021 end date. Without the 7 year extension agreed before April 2017; commencement would not occur and so the existing planning consent for the entire site and removal of the feed mill would lapse.</p> <p>In response to questions Mr Humphreys advised that the application was under discussion with Winchester City Council (acting as agent for the South Downs National Park Authority) and an extension of 5 years rather than 7 had been mooted.</p>
116.2/16	To receive the County Councillor's report.
	<p>Cllr Humby referred to a list of current highways and other concerns received from the Clerk. These had been raised with relevant officers and were being looked into, some responses such as details of the nature of internet services available to individual postcodes had already been provided. Particular attention was currently being given to concerns about flooding affecting Twyford, data was being collated and a meeting is scheduled for January to take the matter forward.</p> <p>Public meetings and concerns raised about the impact of development proposals included in the draft Eastleigh Development Plan were referred to. Cllr Humby acknowledged that both Colden Common and Twyford residents anxious about additional traffic congestion from proposed development north of Fair Oak despite the proposed new relief road to Albrook. Attention was drawn to a public meeting in Hedge End on 15th December and the opportunity to communicate directly with members of Eastleigh Borough Council before its final decision.</p>
116.3/16	To receive the District Councillor's reports.
	Cllr Cook referred to continuing uncertainty over devolution proposals affecting Hampshire following changes within the government.

	<p>The Eastleigh Development Plan was currently receiving a lot of attention, not least because Cllr Cook is in receipt of up to 200 emails daily expressing concerns. Cllr Cook drew attention to a leaflet encouraging concerned members of the public to also email Eastleigh council members. It was agreed that Councillors would assist with distribution of the leaflet to households in Twyford and that the Clerk should put details on the Parish website and alert subscribers to the Twyford Information Email. Typical</p>
	<p>concerns being raised were the envisaged traffic congestion and related pollution; and the impact of the proposed development on local countryside.</p> <p>Cllr Cook reported that discussions were taking place about retention of the red telephone box as a village feature, following notification from BT that it would no longer be maintained for the purposes of making telephone calls.</p>
117/16	To receive an update on matters arising from the minutes of the meeting held on 13th October 2016 that are not included elsewhere on the agenda, to consider the status of progress to date and agree any new action to be taken
117.1/16	For actions brought forward please refer to the table at Annex 1.
	<p>The status of brought forward actions and several closures was noted.</p> <p>The Chair reported that a meeting had taken place to discuss the obstruction placed at the end of Berry Lane by local residents. The rationale for their action was understood, because they were seeking to prevent car parking where insufficient space exists for parked cars and passage to their properties. They had undertaken to cut back hedges affecting Church lane to enable parking there, so as to alleviate the reduction of spaces in Berry Lane. Cllr Corcoran advised that the land affected was a highway over which ownership rights cannot arise. The conclusion had therefore been reached that the situation would be monitored but that no action need be taken by the Council to require removal of the obstruction.</p>
118/16	The Boundary Commission for England - Initial Proposals for new Parliamentary Constituency Boundaries
118.1	To endorse the Chairman's response to proposals to move Twyford from the Winchester to the Test Valley parliamentary constituency.
	The Chair was thanked for preparing the draft response that had been circulated and issued following slight amendment in response to comments received.
119/16	To receive minutes of the November and draft minutes of the December Planning Committee meetings and an update on matters arising from those minutes; to note or discuss action taken since and to agree any new action concerning such matters

	<p>It was noted that steps were underway to gain more understanding of the rationale for recent planning decisions taken by Winchester City Council as agent for the South Downs National Park Authority (SDNPA).</p> <p>Use of a projector to review planning application documents available via the SDNPA website in addition to, or instead of, hard copies was also noted; and it was agreed that this capability should be adopted for future meetings of the Committee.</p>
120/16	To receive an update on matters arising from the draft minutes of the September meeting of the Recreation Committee; to note or discuss action taken since and to agree any new action
	<p>The use of Hunter Park for a successful firework display was noted. Cllr Wheeler had devoted time to review risk assessments from the organiser (St Mary's School PTA) and the firework display firm and was pleased that repairs organised by the Council to the pavilion external lighting were completed in time.</p> <p>It was noted that the 'nest swing' framework had been erected and a soft resin mulch laid at Hunter Park, the swing would be available for use on Friday 9th December. Efforts to repair the 'spinner' at Northfields had been delayed by the need to repair one or possibly two bearings. The January recreation Committee would therefore be asked whether it wished to repair or replace the item.</p> <p><u>Action</u> - The Clerk is to check the solar switch setting on the Pavilion lights to stop them being activated during daylight hours.</p>
121/16	To receive an update on matters arising from the draft minutes of the October meeting of the Finance Committee; to note or discuss action taken since and to agree any new action concerning such matters
	<p>It was noted that updating the asset list with dates of acquisition and the financial risk assessment were being progressed and scheduled to be items for full council attention early in the new year.</p>
122/16	To review and note previously approved payments made since the last payments list was submitted and to consider for approval items on the proposed payments schedule
	<p>Cllr Watson referred to the circulated list of payments to be made in December (Annex 2) and explained each in turn.</p> <p>Resolved: The Clerk is authorised to make the payments listed.</p> <p>Proposed by Cllr Watson seconded by Cllr Holland and carried unanimously.</p>
123/16	To note the Receipts and Payments for the year to date; and to consider the forecast for the year end and whether to approve any expenditure not already budgeted for and reflected in the forecast.
	<p>The year to date financial position and forecast were noted. Expenditure of up to £2,000 on a Consultancy Report by Spindrifit for the Twyford Neighbourhood Plan was agreed.</p> <p>Resolved: Spindrifit shall be appointed to provide a report for the Twyford Neighbourhood Plan.</p> <p>Proposed by Cllr Corcoran seconded by Cllr Watson and carried unanimously.</p>

124/16	<p>To review the draft budget for 2017/18 and to agree the Precept</p>
	<p>Cllr Watson described the process adopted for setting the draft budget. Whilst the budget could be adjusted in the January meeting, the amount of Precept must be set and reported to Winchester City Council before that date. Therefore, adjustments could only be to allocations to categories of expenditure or use of existing bank balances.</p> <p>Year to date receipts and payments had been increased by a forecast of anticipated activity for the remainder of the year. This information as well as the outcome of 2015/16 had been used to determine what was required for normal operational needs and to also try to identify ad hoc periodic needs. The nature of Receipts and Payments accounting means that the Council will not accrue for debtors and creditors at the year-end; therefore the outturn could be affected by vagaries arising from the timing of transactions. Payment for emptying dog poo bins was given as an example, Winchester City Council's invoice had just been received and approved for payment; it was for the period April to June.</p> <p>Late invoices for services received by the Council and late payment of invoices for hire of the Council's football pitches or Pavilion might occur. The forecast deficit may therefore be a very different figure.</p> <p>Cllr Watson explained that the costs of the Clerk for 2 days a week and maintenance of Hunter Park currently utilised 50% of the council's precept. Other operating costs such as insurance, audit, administration (phone, website, printing etc.), street lighting, emptying dog poo bins accounted for a further 25%. Discretionary expenditure, such as whether to support the parish hall, or to buy play equipment was therefore limited to no more than 25% of the precept. The Council was fortunate to have a bank balance likely to be sufficient to enable it to meet any unforeseen emergency needs, but it had not established a specific account for earmarked reserves to be built up for planned periodic substantial expenditure, such as to replace all existing play and sports equipment.</p> <p>The draft budget circulated for discussion reflected the necessary expenditure and had proposed that discretionary expenditure be allocated as follows. The Twyford Neighbourhood Plan (TNP) had so far been largely financed by receipt of a range of grants. Unfortunately these had now been utilised and so much (but not all) future costs must be borne by the Council. The budget of £8,000 for the TNP assumed that it will be finalised in 2017/18 and provided for the costs of publicity and consultation on the final draft; but did not provide for many more technical reports by subject experts. The budget for Open Spaces reflected a proposal to make another purchase of a play/sports asset to be funded by the Council and also recommended that a sum of £10,000 be set aside for future capital expenditure on new play/sports assets. This level of expenditure, funded by the existing precept and some other limited income sources would result in depleting the council's bank balance by £10,000.</p> <p>Councillors were finally reminded that the recent trend had been for funding of many local services to be cut by Winchester City and Hampshire County Councils. Councillors were reminded that road safety improvements such as more signage may be supported but need local (parish) finance; and hedge/verge cutting does not extend to all parish footpaths. Councillors were aware that the precept had been raised substantially for 2016/17 but considered that feedback from residents was positive, that the works on the village hall were necessary and overdue. This situation should if possible be avoided in future and therefore the proposed adoption of an earmarked reserve was agreed.</p>

	<p>Discussion therefore turned to whether the precept should be increased to reduce or eliminate the draft budget deficit; or to provide for any possible increased expenditure not yet provided for, such as a new or improved website. After further discussion the consensus was to increase the precept by £15,000. Cllr Watson then sought to clarify the treatment of the Council Tax Support (CTS) grant which is deducted from the amount of precept sought. That adjustment had caused the external auditor to seek an amendment of the 2015/16 accounts to show that the precept was not the £75,000 sought. Due to that amendment the budget showed precept and CTS separately. It was agreed that the sum of £15,000 was intended to be an addition to the amount of £75,000 sought for the current year, whether recorded as precept or CTS (which was also noted as being halved in 2018/19 and then withdrawn). The finalised budget is at Annex 3.</p> <p>Resolved: The Clerk as Responsible Financial Officer shall complete forms to be sent to Winchester City Council so as to seek an increase of £15,000, to a total of £90,000 to be collected from council tax levies on residents of Twyford Parish.</p> <p>Based on the template form the Council shall therefore seek £90,000 reduced by the recently reported CTS grant of £3,762 for the financial year 2017/18.</p> <p>Proposed by Cllr Lawton, seconded by Cllr Holland and carried unanimously.</p>
125/16	Highways and Footpaths
125.1/16	To agree the sites in 2017 for positioning the speed warning device
	<p>It was noted that Twyford shares its Speed Limit Reporting (SLR) device with two other parishes and has six occasions of use allocated to it. It currently uses the device in 3 locations.</p> <p>The possibility of locating the device in other locations had been agreed with the contractor but not whether it could be readily adjusted for 40mph limits in addition to reporting excesses of 30mph.</p> <p><u>Action</u> Clerk to ascertain whether the SLR can report speeds that exceed 40 rather than 30mph.</p> <p><u>Action</u> Clerk to liaise with Sgt Gilmour and identify other appropriate sites to locate the SLR.</p>
125.2/16	To discuss the condition of highways and footpaths within the Parish and to agree any specific action to be taken, noting concerns raised about the following locations: footpath by Tollgate Cottage, Berry Lane, Finches Lane corner, Park Lane by the Bugle, Main Road sunken drain.
	<p>It was noted that the pavement on Finches Lane had been repaired and Berry Lane resolved (as above), others matters were on the list sent to Cllr Humby with the exception of the footpath by Tollgate Cottage.</p> <p><u>Action</u> – Clerk to try again to set up a meeting with the local landowner to discuss possible works to the path.</p>

125.3/16	To approve a response to Hampshire County Council's request for a list of which 6 paths would benefit from cutting next year and to agree comments supporting why one path should be cut rather than another – for example if a right of way is used as a route to school. Any paths that have not been cut previously and their condition should also be reported.
	<p>It was agreed that a working party should review all footpaths in the parish and to identify the 6 for potential Hampshire County Council (HCC) annual cutting. These and their priority and reasons should then be reported back to the full council to enable submission in January, after which the Council can decide on any other cutting works by the Lengthsman, or a contractor (in addition to the four that it already pays to maintain). The working party shall be Cllrs Cook, Corcoran, Holland and Sellars.</p> <p><u>Action</u> Clerk to distribute HCC information and convene a working party meeting.</p>
126/16	To note, for information only, significant communications on matters that are not included elsewhere on the Agenda
	<p>The Clerk reported an application for a s137 grant had been received.</p> <p>Communications about speed limitation in Queen Street and Cox's Hill were noted; and traffic into the Twyford Industrial Estate using the prohibited route from the B3335 along Hazeley Road.</p>
127/16	To raise any items for the next Agenda and confirm the date of next Full Council meeting as Thursday 19th January 2016
	<p>It was requested that the next meeting consider approval of the purchase of a projector for use in Planning Committee meetings, amongst other things.</p> <p>An update report on the Twyford Neighbourhood Plan is also to be scheduled.</p> <p>The date of the next meeting was confirmed as 19th January 2017.</p> <p>The meeting closed at 10.00pm</p>

ANNEX 1

Ref	Owner	Action to be taken	Target Date <i>revised</i>	Action Taken <i>Update</i>	Status
<i>Pre 2016/17</i>	Cllr Corcoran	Take measurements at Pumfrett Bank	<i>30 Sept</i>	<i>Outstanding</i>	<i>Carry forward</i>
<i>06.1/16</i>	Clerk	Contact SDNP to ask for clarification and justification of the decision not to seek any funding for the Parish when approval was given to the Manor Barns development.	<i>30 Sept</i>	<i>Outstanding</i>	<i>Carry forward</i>
<i>09.1/16</i>	Cllr Corcoran	Item 133.3/15 - Memorial bench – ACTION: Cllr Corcoran to talk to land owner and go back to the resident	<i>30 Sept</i>	<i>Outstanding</i>	<i>Carry forward</i>
Further new actions arising from the meeting of 8th September 2016					
<i>83/13</i>	Cllr Cook	Liaise with WCC and the Clerk. The annual costs on carrying out monitoring of pollution on the B3335 will be investigated and reported to the Full Council to enable a decision to be made on whether ongoing monitoring should commence and if so on how many sites and their location(s).	<i>30 Nov.</i>	<i>Outstanding</i>	<i>Carry forward</i>
<i>92/16</i>	Clerk	Write to Hampshire County Council to lodge an objection to the No Access Notice and seek acknowledgement that the section of farm track from the existing footpath and leading down to Hockley Cottages is an established right of way.	<i>30 Nov.</i>	<i>Outstanding</i>	<i>Carry forward</i>
<i>100/16</i>	Cllr Corcoran	Representatives of the Twyford Neighbourhood Plan Technical Group are to meet Councillors after the	<i>30 Nov.</i>	Meetings held in mid November, notes of meetings distributed.	Closed

		Technical Group has received and analysed the consultation feedback. Cllr Corcoran to liaise with the Chair to enable this action to progress.			
103/16	Clerk	Prepare HSBC documentation for signing by any two existing signatories and submit as soon as practicable to HSBC.	31 October	Documents prepared, signed and submitted	Closed
104/16	Clerk	Submit an appropriate response to the 2017/18 Local Government Finance Settlement Consultation.	31 October	Response submitted and copied to Councillors on 14 October.	Closed
106/16	Clerk/Chair	Liaise with Colden Common Parish Council Clerk to ascertain their views and proposed response so that the Chair, on behalf of Twyford Parish Council, can decide whether and to what extent any response challenging the proposal affecting Twyford should be made to the Consultation.	31 October	Response from Shawford & Compton received and views of Colden Common Parish Council; response drafted by Chair and circulated to all Councillors for comment before it was submitted.	Closed
110/16	Clerk	Send Cllr Humby a list referring to the locations and nature of the problem [re highways potholes, signage etc.].	31 October	Confirmation received that each issue has been logged and will be considered for action in accordance with HCC criteria.	Closed
110/16	Chair	Cllr Lawton and Cllr Corcoran are to meet with some residents of Berry Lane. [Meeting scheduled for 8 November]	30 November		

Payments for December 2016

Payee	Purpose	Amount £
HCC	Street Lighting (April to Sept.)	1,467.61
Twyford Social Club	TNP consultation day	60.00
Playdale	Instalment (paid)	2,283.74
Playdale	Balance due	2,283.74
Southern Electric	Hunter Park Field	20.90
PWLB	Loans	2,733.25
HRM	October invoice	381.06
MJT	Oct SLR	96.00
WCC	Dog Bins emptying (April/May/June)	325.00
South Wonston	Training (Holland & West)	70.00
Hambleton	Training (Holland)	58.65
We Can Specialists	Dec payment	1,479.87
Green Smile	Dec payment	253.40
Rund	Final pyt.	1,260.00
Simon D	Pavilion Electrics	455.00
T Bronk	Dec pay	606.34
S Lauder	Dec pay	80.00
HMRC	Dec deductions (payable Jan)	195.52
HCC Pensions	Dec Contribs. (payable Jan)	161.18
T Bronk	Phone Oct.Nov. & Dec.	69.00
T Bronk	Reimbursement (Pavilion cleaning products)	28.99
Action Hampshire	TNP Consultation assistance	2,025.60
TOTAL		16,394.85

TWYFORD PARISH COUNCIL						
2015-16	2016/17				2016-17	2017/18
Actual	Budget	RECEIPTS			Forecast	Budget ex VAT
	£				£	£
		<u>Finance</u>				
59,080.00	73,250.00	Precept			71,101.69	86,238.00
0.00	250.00	Bank Interest			17.13	5.00
12,750.00	500.00	Grants & Donations			33,003.94	3,762.00
71,830.00	74,000.00				104,122.76	90,005.00
		<u>Recreation</u>				
2,705.00	3,500.00	Hunter Park Pitches			4,767.33	4,000.00
2,735.00	2,700.00	Hunter Park Pavilion			1,950.00	450.00
522.50	522.50	Allotments			464.00	550.00
5,962.50	6,722.50				7,181.33	5,000.00
		<u>Other</u>				
9,273.05	0.00	Twyford Neighbourhood Plan			2,690.00	-
6,602.25	5,100.00	Water Meadows			2,872.25	5,100.00
14,343.00	0.00	Open Space Funding			10,444.57	-
30,218.30	5,100.00				16,006.82	5,100.00
108,010.80	85,822.50	TOTAL RECEIPTS			127,310.91	100,105.00
		<i>VAT reclaimed</i>			15,363.01	
		<i>VAT charged</i>			518.67	
92,135.50	80,722.50				143,192.59	100,105.00

Payments are on the following page

Prior Year	2016/17	PAYMENTS	2016-17	2017/18
Actual	Budget		Forecast	Budget ex VAT
			£	£
		<u>Finance</u>		
12,736.05	12,360.00	Clerk's employment costs inc. all'nce	12,633	13,000.00
656.86	600.00	Clerk's Expenses	54	100.00
397.98	375.00	Administration	1,810	1,000.00
0.00	0.00	External Advice	120	250.00
0.00	800.00	Training	328	750.00
2,296.94	2,500.00	Insurance Premium	2,407	2,750.00
4,493.25	14,000.00	Grants & Donations:	4,177	4,000.00
1,200.00	3,000.00	Section 137	2,545	3,000.00
816.00	420.00	Hall Hire	766	750.00
1,000.00	500.00	Legal Fees	-	250.00
620.00	650.00	Audit Fees	651	750.00
387.00	400.00	Subscriptions & Publications	439	500.00
5,106.83	3,500.00	Street Lighting	2,525	2,800.00
800.00	700.00	SLR	500	500.00
30,510.91	39,805.00		28,953	30,400.00
		<u>Recreation</u>		
20,259.36	23,250.00	Hunter Park Grounds	20,701	21,150.00
2,459.11	3,150.00	Hunter Park Pavilion	1,772	1,500.00
1,314.95	2,500.00	Repairs & Maintenance	2,924	3,750.00
53.25	5,000.00	New assets	9,547	15,000.00
3,721.70	5,484.00	Other Open Spaces	5,423	6,900.00
1,908.75	2,066.00	PWLB (GR)	1,877	1,800.00
137.87	1,000.00	Allotments	232	300.00
29,854.99	42,450.00		42,476	50,400.00
		<u>Other</u>		
8,773.05	8,000.00	Neighbourhood Plan	11,085	8,000.00
5,513.43	5,700.00	Water Meadows (Inc PWLB BM)	4,044	5,700.00
-	0.00	Miscellaneous (mainly P Hall)	47,542	-
14,286.48	13,700.00		62,670	13,700.00
		TOTAL PAYMENTS EXCLUSIVE OF VAT	134,099.92	94,500.00
		Surplus / - Deficit exc VAT	- 6,789.01	5,605.00