

## TWYFORD PARISH COUNCIL

### Full Parish Council Minutes of the meeting on 21<sup>st</sup> April 2016 at the Gilbert Room of the Parish Hall

<u>Attending</u> <b>Cllr Lawton (Chairman)</b> <b>Cllr Cook</b> <b>Cllr Corcoran</b> <b>Cllr Cornwall</b> (arrived at 7.50pm) <b>Cllr Forder Stent</b> <b>Cllr Mitchell</b> <b>Cllr Sellars</b> <b>Cllr Watson</b> <b>Cllr Wheeler</b>	<u>In attendance</u> <b>Clerk – Elizabeth Billingham</b> <b>Clerk – Tony Bronk</b> <b>Cllr Izard</b> (between 8.00pm & 9.00pm)	<u>Apologies/Absences</u> <b>Cllr Humby</b> <b>Cllr Mason</b> <b>Cllr Woodward</b>
--	--	---

Item	
<b>01/16</b>	<b>Apologies for absence and declarations of interest</b>
	<p>Apologies were received on behalf of City Councillors Humby and Mason. Apologies for the late arrivals of Cllr Cornwall and Cllr Izard were also received and accepted. Absent – Cllr Bob Woodward.</p> <p><u>Declarations of interest</u>            Cllr Watson declared a Prejudicial Interest, as defined in Part 6 of the applicable Code of Conduct (“the Code”), concerning grant applications made by Twyford Parish Hall and Item 06.3/16, because of her nomination by the Council as a Trustee of the Parish Hall and her role as Secretary to and member of the Twyford Parish Hall Committee. Cllr Cornwall, Cllr Sellars and Cllr Wheeler also declared a Prejudicial Interest because of their role as Trustees of the Parish Hall and consequent membership of the Parish Hall Committee.            Cllr Sellars declared a Personal Interest under Part 6 of the Code because of his role as Treasurer of the Play Group whose Manager was an attendee for Item 2.1/16.            Cllr Corcoran declared a Prejudicial Interest in connection with Item 10/16.            Dispensation to enable participation of those with a prejudicial interest was not sought from Winchester City Council; and accordingly the Chairman determined that the requirements of Part 9 of the Code would apply to participation of the relevant councillors during those items specified above.</p>
<b>02/16</b>	<b>To adjourn for public participation</b>
02.1/16	To receive questions from the members of the public
	<p>The meeting was adjourned to enable members of the public, who included some parishioners, to ask questions.</p> <p><u>Beech Tree outside the Parish Hall</u></p> <p>Concerns were expressed that the Beech tree outside the Parish Hall was no longer subject to a Tree Preservation Order (“TPO”) following a decision by Winchester City Council (“WCC”) not to grant a permanent TPO to replace an expiring temporary TPO. Persons present asked what steps the Council intend to take, and in particular, asked that Councillors explain why consideration was being given to felling the tree rather than taking a range of steps to preserve it.</p>

Cllr Lawton stated that the fate of the tree will be determined by the Parish Hall Committee not the Parish Council. However, the tree had been the subject of considerable discussion by the Council and Cllr Watson was asked to provide a summary of recent events. In summary, the tree has been the subject of regular monitoring by expert advisers. During 2015 and 2016 the views of two experts had been received, each of which was not definitive but which expressed differing views about the potential remaining lifespan of the tree, levels of concern for public safety because of the risk of falling branches and alternative remedies to mitigate the risk. Neither expert would state that remedial work would make the tree any safer. Each of the reports was submitted to WCC (and is available for public inspection) and has been considered by the Council and the Parish Hall Committee. A meeting of the Parish Hall Committee is scheduled for Tuesday 26 April and is expected to seek to agree what action to take now that a TPO is not in place.

Cllr Watson was asked whether costs alone would influence the decision and whether public support, financial and through donation of time and resources had been sought to enable the more costly alternative of remedial works to try to prolong the life of the tree had been given adequate consideration. Cllr Watson conceded that money is needed for external refurbishment of the hall and that costly remedial action had to be weighed against what may only be a short term extension of the life of the tree. At the 2015 APA the body of opinion was Parish Hall Trustees should seek permission to remove the tree, as it was nearing the end of its life. This Council meeting was the first since to receive offers from Parishioners to provide resources to undertake remedial action. Cllr Lawton stated that the primary concern of the Council, evidenced by the history of tree monitoring, was to have sufficient assurance that the public was not at risk.

To conclude the discussion after 40 minutes had elapsed Cllr Lawton confirmed that the Council was not aware of any timeframe for action other than the forthcoming Parish Hall Committee meeting on 26 April. Cllr Cook suggested that persons with views about alternatives to felling the tree should urgently write to the Secretary of the Parish Hall Committee, which must take the final decision on what action to take. Cllr Watson stated all representations received had been and would be passed to the Parish Hall Trustees.

Responding to a question reference was made by Cllr Izzard to the decision of Winchester City Council's Planning Committee concerning the Beech tree; and it was confirmed that legal advice taken by the Committee was that even if a Tree Preservation Order was put in place liability for injury to the public would not have been the responsibility of WCC.

Twyford Playgroup

Pamela Lawrence provided the Council with a summary of the activities of the Playgroup that uses the Gilbert Room. The report referred to the 'free flow' arrangements in place, levels of supervision and methods of funding. It was observed that a reduction of opening hours affects the Group's receipt of per capita income fees which are increased by the nature of staff qualifications. Other important sources of funding besides fees is potentially any support provided by the Parish Council and Parish Hall Committee; but it was noted that fundraising and grants cannot be used for the salary or rent payments. The Playgroup are about to launch a publicity campaign to increase awareness of the facility and seek to increase numbers of children attending. Cllr Lawton welcomed the initiative to increase use of the Parish Hall and asked for feedback following the campaign.

**Action:** Cllr Sellars to provide feedback on the Playgroup publicity campaign for the next full Parish Council Meeting.

02.2/16	To receive the County Councillor's report.
	No report was received.

02.3/16	<p>To receive the District Councillor's report.</p> <p>Matters arising: Item 126.2/15 - Queens Street – Poor condition with potholes and surfaces. ACTION Cllr Cook to forward photos.</p>
	<p>Cllr Cook reported that the painted "SLOW" on the Main Road at each end of the village are to be refreshed.</p> <p>The Highway Authority had been contacted about the potholes in Shipley Road and in Queen Street. Twyford Waterworks have set the dates of its 6 forthcoming Open Days.</p> <p><b>Action:</b> Cllr Cook to contact Cllr Humby to remind him that the pothole in Queen Street falls within the Twyford Conservation Area.</p>
03/16	<p><b>Councillors questions</b></p>
	<p>Cllr Izard reported that the parking of some vehicles in Penton Road had been brought to the attention of the police due to restrictive sightlines. This had resulted in vehicle owners being approached.</p> <p>Plans to develop Sandyfields in Colden Common (165 dwellings) have been approved. This will have some effect on Twyford.</p> <p>The Winchester Local Plan has been approved.</p> <p>A "Bluebell Walk" has been organised through which persons concerned at development proposals in the Eastleigh Local Plan can demonstrate their opposition (the very large number of properties is anticipated to have a major adverse impact on neighbouring districts and their parishes). The Eastleigh Local Plan consultation period will close in July. Colden Common and Upham Parish Councils are understood to be considering formal responses to register their concerns.</p> <p>Plans to relocate Winchester's River Park Leisure Park to Bar End, which would improve access to Twyford residents are at an early stage and will go to public consultation in due course.</p>
04/16	<p><b>To approve the Minutes of the meeting held on 24<sup>th</sup> March 2016</b></p>
	<p>The previously circulated minutes of the full council meeting dated 24<sup>th</sup> March 2016 were considered.</p> <p><b>Resolved</b> "The Minutes of the meeting held on 24th March 2016 are approved as an accurate record of the meeting".</p> <p>Proposed by Cllr Wheeler, seconded by Cllr Fordham Stent and carried unanimously.</p>
05/16	<p><b>Matters arising from these minutes (not on the agenda)</b></p>
	<p>It was agreed that all matters would be covered elsewhere under the Agenda.</p>
06/16	<p><b>Finance Committee and Finance Matters</b></p>
06.1/16	<p>Matters Arising: Item 130.2/15 – Enquiry about the Open Spaces funding coming from Manor Barns and other new development. ACTION Clerk had made enquiries but hoping for details from Open Spaces.</p>
	<p>Cllr Corcoran reported that the developer had apparently satisfied the South Downs National Park (SDNP) authority that there was no profit from the revised (larger) development from which any money might have been payable to the Council.</p> <p><b>Action:</b> The new Clerk to 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 development.</p>

06.2/16	To agree payments for April 2016
	The listing below of 22 proposed payments previously reviewed by the Chair of the Finance Committee Cllr Watson was circulated for consideration.
	<b>Resolved</b>
	“Each of the 22 proposed payments be approved and be settled as soon as practicable.”
	Cllr Watson proposed, Cllr Mitchell seconded and the resolution was approved unanimously.

TWYFORD PARISH COUNCIL					
ACCOUNTS PRESENTED FOR PAYMENT: 21st April 2016					
31/03/2016	Hampshire and I of W Trust	Grazing Lease	£1,137.00	£0.00	£1,137.00
31/03/2016	Sutcliffe Play	Swing seats	£277.20	£55.43	£332.63
31/03/2016	Crawley PC	Lengthsman debris removal	£80.00	£0.00	£80.00
19/04/2016	Lukasz Budny	Painting Pavilion	£2,100.00	£0.00	£2,100.00
19/04/2016	Waverley Blinds	Balance for Parish Hall curtains	£1,929.13	£385.83	£2,314.96
19/04/2016	Mint Signs	N Plan signage	£75.00	£15.00	£90.00
19/04/2016	HRM	Jo Nicholson Nplan	£540.00	£108.00	£648.00
19/04/2016	Southern Water	Allotment water	£17.47	£3.49	£20.96
19/04/2016	MJT	SLR sign	£80.00	£18.00	£98.00
19/04/2016	WCC	Dog Bins Jan - March	£325.00	£0.00	£325.00
19/04/2016	HCC	Street lights	£1,301.93	£280.38	£1,582.31
19/04/2016	Green Smiles	April Northfields	£211.17	£42.23	£253.40
20/04/2016	S. Lauder	April	£80.00		£80.00
22/04/2016	E. Billingham	April	£790.50		£790.50
22/04/2016	HMRC	April	£28.78		£28.78
22/04/2016	Hampshire Pension	April	£188.57		£188.57
22/04/2016	HALC	Affiliation fees	£320.00		£320.00
22/04/2016	HALC	NALC fees	£79.00		£79.00
22/04/2016	HPFA	Fees	£40.00		£40.00
22/04/2016	We Can Specialists	April	£1,479.87		£1,479.87
22/04/2016	Southern Tree Surgeons	Meads	£425.00		£425.00
22/04/2016	HCC	Web hosting 2015 - now ended	£112.00	£22.40	£134.40
			<b>£11,575.62</b>	<b>£908.76</b>	<b>£12,484.38</b>
22/04/2016	Tony Bronk	April NB Tax NI to be arranged - approve in principle	£826.54		£826.54
		Bank Balance as at 19th April 2016			
		H&SBC Current	£73,049.03		
		H&SBC Savings Account	£19,537.70		
		Total accessible funds	£92,586.73		
		Paid and in balance	£1,609.63		
		To pay from above	£10,874.75		
		Balance after the above payments have been made	£81,711.98		
		Plus			
		Fixed Term Deposit with Co-op	£20,000.00		
		Total	£101,711.98		
		Twyford Neighbourhood Plan expenses to date: (through PC accounts)			
		Mary Anne - = £1820.37			
		Jo Nicholson - £308.00 + £540			
		Pablo = £607.75			
		Mint Signs = £75			
		Delivery of NP - £100 (CC claimed)			
		Website £870			
		Maps ex VAT £108.07 (£120 inc VAT)			
		Plus Terra Firma £3150 (£3780 inc VAT) and £1619.20 ( £1943.04 inc VAT) and £150 (£180 inc VAT)			
		Total Terra Firma less VAT - £4919.20			
		Total to date	£9388.05 ( ex VAT)		
		Grants to date	£10,250.00		

Cllr Watson referred to the following matters either impacting on future payments or to provide an update on previous extraordinary expenditure.

Parish Hall Curtains

The Parish Hall curtains have been replaced. Most of the funding was provided by grants received by the Council as set out below.

The total cost of £4956.76 (inclusive of VAT which is reclaimed by the Council) was offset (by £2,500 originating from the Graze Festival and other fundraising received by the Parish Council acting as facilitator for grants and funds from various sources).

<u>Waverley invoiced cost</u>	Net £	VAT £	Gross £
Invoice 108236	4,403.00	880.60	5,283.60
Less Credit Note	-272.37	-54.47	-326.84
<b>TOTAL COST OF CURTAIN PROJECT</b>	<b>4,130.63</b>	<b>826.13</b>	<b>4,956.76</b>
Deposit paid by TPC – March 2016	2,201.50	440.30	2,641.80
<b>BALANCE DUE 22/4/16 FROM TPC</b>	<b>1,929.13</b>	<b>385.83</b>	<b>2,314.96</b>
<u>Funding of Curtain Project</u>			
Graze grant received by TPC Mar 16	2,500.00		
Grant from TPC	300.00		
Funds raised by pantomime etc.	1,330.63		
	<u>4,130.63</u>		
VAT recovered by TPC	826.13		
<b>TOTAL AMOUNT DUE TO WAVERLEY</b>	<b><u>4,956.76</u></b>		

**Resolved**

“The nature of the fund flows for the Parish Hall Curtains is confirmed to be consistent with previously taken external advice concerning the proper treatment of VAT for the purposes of the Council’s financial records.”

Cllr Lawton proposed, Cllr Forder Stent seconded and the resolution was carried unanimously by those councillors not Trustees of the Parish Hall.

Cllr Watson referred to an approved resolution made in the previous financial year to provide a grant to the Parish Hall in relation to potential works concerning the Beech tree referred to above; and sought confirmation that the funds remained committed. Cllr Lawson confirmed that funding up to £2,500.00 was available, subject to submission to the Council of an appropriate grant application form and the outcome of the Parish Hall Committee meeting of 26 April. Cllr Watson acknowledged; and advised that the application by the Parish Hall Trustees would be reduced by £300, in recognition of the £300 provided by the Council when paying the balance of the cost of the Parish Hall curtains, as shown above.

Bench in Hunter Park

Cllr Watson referred to a bench (dedicated to Peter Weston) at Hunter Park that had been repaired on various occasions but which now needed to be removed for health and safety reasons. The Bench funding had been raised by Twyford Guides and so the Clerk had confirmed with Helen Scaiff that replacement of the bench and transfer of the memorial plaque was acceptable.

	<p><b>Resolved</b>  “The Recreation Committee is empowered to select a replacement bench for Hunter Park subject to a cost limit of £400.00”.  Cllr Watson proposed, Cllr Lawson seconded and the resolution was approved unanimously.</p> <p><b>Action:</b> The Clerk shall obtain quotes for a replacement bench, for consideration by the Recreation Committee on 28 April 2016.</p>
	<p><u>Hunter Park Health and Safety</u>  Cllr Watson referred to concerns recently raised about health and safety by a parishioner relating to the trip hazard of certain tree roots at Hunter Park. Following a discussion it was decided that the matter should be considered by the Recreation Committee on 28 April, by which time a sight visit, photographs and remedial costings would be available for detailed consideration.</p> <p><b>Action:</b> The Clerk is to provide a report to the Recreation Committee on 28 April.</p> <p><u>HSBC Mandate</u>  Cllr Watson informed the meeting that the HSBC bank mandate had been reviewed and steps commenced to revise it.</p> <p><b>Action:</b> Cllr Watson to propose new signatories and signing authorities to the next meeting.</p>
06.3/16	<p>Update on the Parish Hall tree and discuss and agree upon a grant application in relation to the potential works.</p>
	<p>At this point, in accordance with the Code of Conduct, Cllr Watson Cllr Cornwall, Cllr Sellars, and Cllr Wheeler because of their Prejudicial Interest did not participate other than to respond to specific questions directed to them.  There was a period of discussion about the views expressed during the adjournment and the forthcoming Parish Hall Committee meeting.</p> <p><b>Resolved:</b> “the Parish Council supports the Parish Hall Committee to implement whatever decision they make”.  Cllr Mitchell proposed, Cllr Corcoran seconded and the resolution was approved unanimously by the councillors able to participate.</p>
06.4/16	<p>To discuss the website management</p>
	<p>It was agreed that the current Twyford Parish website needs to be improved; and that a new source of technical expertise should be identified to remove the burden placed on the volunteer whose efforts are currently utilised. Cllr Mitchell offered to lead a working party to look at the options available and Cllr Cook and Cllr Sellars undertook to participate.</p> <p><b>Action:</b> The Website Working Party will commence a review of options and Cllr Mitchell will provide an update or recommendations to the June Full Council meeting.</p>
06.5/16	<p>To approve that a Councillor reviews the Standing Orders and Financial Regulations for recommendation at the AGM.</p>
	<p>After a short discussion it was agreed that Cllr Watson should be responsible for the review.</p> <p><b>Action:</b> Cllr Watson to report to the AGM.</p>

<b>07/16</b>	<b>To receive the minutes from the Recreation Committee</b>
07.1/16	<p>Update on the dog fouling at Hunter Park and other open spaces</p> <p>The dog warden has visited several open spaces within the village and taken details of a dog walker in Hunter Park who was suspected of not picking up. The dog warden's remit does not extend to Berry Meadow but more signage will be obtained and put in place there and other problem areas.</p> <p><b>Action:</b> Clerk to obtain and place signs where dog fouling problems persist.</p>
07.2/16	<p>Update on the spring Allotment meeting</p> <p>Each plot was measured and put into one of four categories, by area, for a new fee structure. Overall, annual fees were increased; but due to the fee banding by plot size some fees decreased whilst others increased, resulting recently in two complaints which are being looked into.</p> <p>A skip is not being provided for the Spring Tidy-Up.</p> <p>Allotment holders are considering action to pollard a Sycamore tree within the allotment.</p>
07.3/16	<p>Update on the Pavilion painting</p> <p>The painting contract was awarded and the job completed. Several councillors have seen the outcome and expressed their satisfaction with the new colour scheme.</p>
<b>08/16</b>	<b>To receive minutes from the Planning committee</b>
	Minutes were distributed prior to the meeting and there was nothing considered necessary for further discussion.
<b>09/16</b>	<b>Council Matters</b>
09.1/16	<p>Matters Arising: Item 133.3/15 - Memorial bench – ACTION: Cllr Corcoran to talk to land owner and go back to the resident</p> <p>The matter remains outstanding.</p> <p><b>Action:</b> Cllr Corcoran to talk to land owner and go back to the resident.</p>
09.2/16	<p>Update on the Parish Council and Parish Clerk Surgery</p> <p>The initiative has been successful, resulting in several attendances or communications from parishioners unable to attend in person. Based on the trial, both Saturday and Monday surgeries were attended and therefore these will be retained, but with only one surgery normally each month. Further Saturday meetings attended by at least two councillors will be held on 21 May and in September on a date to be determined. A Monday meeting is to occur towards the end of June.</p> <p><b>Action:</b> The Clerk is to book the Gilbert Room for the Saturday meetings and set a date for June.</p>
09.3/16	<p>To discuss arrangements for the APA.</p> <p>There were no further arrangements to report.</p>

<b>10/16</b>	<b>Twyford Open Spaces</b>
	<p>Cllr Corcoran's Predudicial Interest was noted. The grazing lease for Berry Meadow has been reviewed and approved for signing..</p> <p><b>Action:</b> Clerk to forward the documents to Mr. A. Coates for final signature.</p>
<b>11/16</b>	<b>Highways and Footpaths</b>
11.1/16	Matters arising: Item 135/15 - Cllr Cook to update on the Shipley Road parking and potholes.
	This was covered in 02.3/16 and 0.3/16 above.
	<p>Parking at the corner of Roman Road and Park Lane remains a problem and photographs have been passed to the Highways Agency.</p> <p>Parking near Shawford Park beyond the existing white lines and the impact on other nearby properties was discussed in connection with an approach to a councillor.</p> <p><b>Action:</b> Cllr Cook to liaise with the concerned individual.</p> <p>The footpath from the Avenue to the High Street is being obstructed by new growth, necessitating some cutting back.</p> <p><b>Action:</b> Cllr Cook and Cllr Sellars to liaise and if necessary consult the Clerk regarding the works scheduled to be carried out by the Lengthsman.</p>
<b>12/16</b>	<b>Neighbourhood Plan update</b>
12.1/16	Matters arising
	There were no matters brought forward.
12.2/16	Update on the working party - Cllr Corcoran
	<p>The Consultation phase will close on 1st May. Reaction received to date is that 20 new builds is considered reasonable, preferences were for them to be distributed across the village and for small rather than large houses. A new website will be ready within 10 days, in the meantime a feedback form has to be printed from <a href="http://twyfordhants.org.uk/neighbourhood-plan/">http://twyfordhants.org.uk/neighbourhood-plan/</a> and cannot be completed online.</p> <p>A 'Strategic Environmental Assessment' is a formal requirement and necessitates testing of an alternative plan. An alternative plan must therefore also be developed sufficiently to enable adequate testing.</p> <p>Cllr Corcoran referred to the existence of some mature but unprotected trees within the area of the draft local plan that is being considered for potential development.</p> <p><b>Resolved</b></p> <p>"That steps be commenced to obtain Tree Preservation Orders ("TPOs") on appropriate trees within the area of the draft local plan that is being considered for potential development."</p> <p>Proposed by Cllr Corcoran, seconded by Cllr Lawton and approved unanimously.</p> <p><b>Action:</b> Cllr Corcoran to commence steps to seek TPOs.</p>
12.3/16	Finance update for Neighbourhood Plan
	Cllr Watson drew attention to the current expenditure and identified commitments and noted that as a consequence grants received to date have nearly been utilised. Cllr Corcoran reported that a further grant may be available for which a claim must be made within the next 18 months.

<b>13/16</b>	<b>Correspondence</b>
	There was no other significant correspondence not already referred to above.
<b>14/16</b>	<b>Date of next meeting – 19<sup>th</sup> May 2016 AGM</b>
	The date of the next meeting was confirmed as Thursday 19 May 2016, the AGM to be held in the Gilbert Room.
	The meeting was closed at 10.30pm.

Approved as an accurate record

Signed..... Date.....  
Chairman of the Full Parish Council Meeting