

**TWYFORD PARISH COUNCIL**

**Minutes of the Full Council meeting of 19<sup>th</sup> January 2017 held in the Gilbert Room of the Parish Hall at 7.30pm**

**In attendance**

ClIr Lawton  
ClIr Cook  
ClIr Corcoran  
ClIr Cornwall (until 9.00pm)  
ClIr Forder-Stent  
ClIr Holland  
ClIr Mitchell  
ClIr Sellars  
ClIr Watson  
ClIr West  
ClIr Wheeler

**Apologies/Absences**

WCC & HCC ClIr Humby

**Present**

ClIr Izard  
T. Bronk - Clerk

<b>Item</b>	<b>Business transacted</b>
<b>128/16</b>	<b>To note absences and consider apologies for absence</b>
	All Parish Councillors were present. The apology of Councillor Humby who was at another meeting was accepted.
<b>129/16</b>	<b>To receive declarations of interest</b>
	ClIrs Watson, Cornwall, Sellars and Wheeler declared an interest because of their roles as Trustees of the Parish Hall. With regards applications for grants ClIr Cook declared an interest in respect of the Twyford Waterworks Trust, ClIr Cornwall in respect of Twyford St Mary's Primary School and ClIr Wheeler in respect of St Mary the Virgin Church.
<b>130/16</b>	<b>To approve and sign-off, as a true record, the minutes of the meeting held on 8<sup>th</sup> December 2016</b>
	The previously circulated minutes of the Full Council Meeting dated 8 <sup>th</sup> December 2016 were considered. <b>Resolved:</b> "The Minutes of the meeting held on 8th December 2016 are approved as an accurate record of the meeting". Proposed by ClIr Wheeler, seconded by ClIr Forder-Stent and carried unanimously.
<b>131/16</b>	<b>To adjourn for public participation</b>
<b>131.1/16</b>	To receive questions from the members of the public.

	Mr. Jonathan McGill attended the meeting at the invitation of the Council in order, as Co-Chair of the Berry Meadow and Twyford Meads Advisory Committee, to make an oral report to the meeting. No other members of the public attended the meeting.
131.2/16	To receive the County Councillor's report.
	In the absence of Councillor Humby (who was attending another meeting) no report was made.
131.3/16	To receive the District Councillor's reports.
	<p>Cllr Cook informed the meeting that Winchester City Council's new Cabinet has been announced by the Leader, Cllr Caroline Horrill.</p> <p>The new Cabinet is:</p> <p><u>Cllr Caroline Horrill</u>  Leader with Portfolio for Housing Services  With responsibility for Housing Services, New Homes Delivery and Corporate Communications.</p> <p><u>Cllr Victoria Weston</u>  Deputy Leader with Portfolio for Built Environment  With responsibility for Development Management; Strategic Planning; Historic Environment; Building Control</p> <p><u>Cllr Guy Ashton</u>  Portfolio for Professional Services  With responsibility for Organisational Development; Business Management; Legal &amp; Democratic Services; and IMT.</p> <p><u>Cllr Stephen Godfrey</u>  Portfolio for Finance  With responsibility for Financial Services; and Revenues &amp; Benefits.</p> <p><u>Cllr Rob Humby</u>  Portfolio for Business Partnership  With responsibility for Business Partnerships; Economy &amp; Arts and Tourism</p> <p><u>Cllr Stephen Miller</u>  Portfolio for Estates  With responsibility for Estates and Community Grants</p> <p><u>Cllr Jan Warwick</u>  Portfolio for Environment  With responsibility for Environmental Health &amp; Licensing; Environmental Contract; Street Care; Landscape &amp; Open Spaces; Traffic, Transport &amp; Engineering; Parking</p>

	<p><u>Cllr Lisa Griffiths</u>  Portfolio for Health &amp; Wellbeing  With responsibility for Health &amp; Wellbeing; Community Safety &amp; Neighbourhood Services; and Sports &amp; Physical Activity.</p>
	<p>Winchester City Council has launched a public consultation on the proposed Air Quality Action Plan for the city centre. It includes a series of measures designed to reduce the nitrogen dioxide emissions which are particularly associated with traffic hotspots in St George’s Street, Romsey Road and Chesil Street.</p>
	<p>Increased park-and-ride, dedicated spaces for ultra-low-emission vehicles, use of new technology and differential pricing will be part of Winchester’s future approach to parking following Cabinet’s approval of an updated strategy. The Council has already started to implement the measures. The Traffic and Parking Committee agreed (4 January) to revise parking charges in the city to increase the difference in price between city centre car parks and those further out, while freezing prices of park-and-ride tickets to encourage drivers to use the car parks most suited to their visit. The aim is for people making longer visits to park outside the centre. Cllr Cook referred to efforts to increase the hours of operation of the Park and Ride and to encourage Sunday opening (but with a lesser frequency of buses). Councillors briefly discussed this initiative and expressed concerns that excessive fees would deter business. They preferred high costs only for full day parking and that the half hour free parking concession should remain to enable short but essential visits to the Winchester High Street (such as to bank a cheque).</p> <p>A pothole on the High Street and sunken drain have received temporary repairs pending major road works that will result in temporary closures of the B3335 and B3354 (road from Hockley traffic lights to Colden Common). Communications from HCC have referred to road work in February/March and March/April and more information has been requested to enable an announcement via the Twyford Information Email and Facebook. White signs placed along the road by HCC currently refer to the possibility of road closure before November.</p> <p>An Action Against Destructive Development open letter about proposed development in Mortimers Lane was referred to a public meeting on 25<sup>th</sup> January. Cllr Cook encouraged Twyford residents to attend and make their views known. Councillors requested that the Clerk distribute the open letter via the Twyford Information Email.</p> <p><u>[Action – Clerk]</u></p> <p>Cllr Cook also updated the meeting on an item brought forward from a previous meeting. Air pollution monitoring in Twyford had been discussed with Winchester City Council. Testing should take place for at least 9 months to a year and in 7 locations along the High Street and Main Road. The cost of the tubes (including their analysis) would for that period be less than £400.</p>

	<p>Cllr Izard's report was received after agenda Item 132/16. He referred to complaints about the difficulty residents have when parking in Dolphin Hill and that additional signage will be sought.</p> <p>The Winchester Local Plan Part 2 is expected to be received back from the Inspector in April. The outcome of the Bar Gate planning appeal is also expected in April. The Eastleigh Local Plan continues to be a concern because of its potential impact on Twyford and Colden Common.</p> <p>Cllr Izard's report was received after agenda Item 132/16. He referred to complaints about the difficulty residents have when parking in Dolphin Hill and that additional signage will be sought.</p>
	<p>The Winchester Local Plan Part 2 is expected to be received back from the Inspector in April. The outcome of the Bar Gate planning appeal is also expected in April. The Eastleigh Local Plan continues to be a concern because of its potential impact on Twyford and Colden Common.</p> <p>Winchester City Council's Regeneration Group (see October 2016 minute 98.3) are consulting local parishes and are aware of Twyford's working group. Members of the public are also encouraged to provide feedback; a website is being established which will provide information and receive comment.</p> <p>The Bus Station in Winchester is for sale and might be bought for public development.</p> <p>Winchester City Council is commencing a Home Ownership pilot. Ten shared ownership houses will be available and participation will be dependent on a point score, where points are allocated to those in residence and employment locally.</p>
	<p>At the end of Cllr Izard's report the Chair referred to Cllr Izard's assistance and distributed a briefing note prepared by D. Blackmore Democratic Services Manager Winchester City Council about Conflicts of Interest and when to declare them. The guidance is at Annex 3.</p> <p><u>Action</u> – Clerk to reissue the Code of Conduct to each Councillor.</p>
132/16	<b>Berry Meadow and Twyford Meads</b>
132.1/16	To receive a report from Mr J. McGill, Chair of the Berry Meadow and Twyford Meads Advisory Committee and to discuss and agree any action to be taken.
	<p>Mr McGill referred to working parties during the past year to clear brambles repair fences and clear litter. A willow was felled by an external contractor. Works required over the next year are repairs to the steps in Compton Lock and restoration of the eroded bank behind them. Advice received was that the works are relatively straightforward and achievable by a village working party. Some of the materials for infill have been offered at no cost, so costs may be restricted to the wood required. Two gates require replacement and a large Ash tree needs to be reduced, for which quotes will be sought.</p>

	<p>Cllr Corcoran the co-Chair of the Berry Meadow and Twyford Meads Advisory Committee reported that Berry Meadow fence posts need to be replaced. A sufficient stock is already held by the Council and therefore a village working party may be called upon to carry out the work to save costs. Other works necessary in the coming year are to 'top' the meadow and to spray the increasing number of thistles, for which external assistance is needed and quotes will be sought.</p> <p><u>Action</u> – The Advisory Committee [Cllr. Corcoran] is to determine suitable dates within the next few months for the proposed working parties to be publicised.</p>
132.2/16	To note erosion of the bank at Compton Lock and to agree the action to be taken to reconstruct the bank and steps to/from the water.
	This item was covered in the previous report and subsequent discussions.
<b>133/16</b>	<b>To consider the following applications for Grants to be made by the Council under s137 or other powers; and to approve any grants and any conditions applicable to them</b>
133.1/16	Twyford Bowls and Lawn Tennis Club - Request £1,700 for various grounds works
133.2/16	Twyford Waterworks Trust- Request £440.00 for two picnic benches
133.3/16	Twyford Social Club – Request £602.59 for kitchen wall, floor & ceiling works
133.4/16	St Mary the Virgin Church – Request £500 for pollarding of trees
133.5/16	Ballard Close Committee – Request £11,649.92 for replacement of play area safety surface
133.6/16	Twyford St Mary's Primary School – Request up to £1,500 for creating an outdoor classroom space
133.7/16	Hampshire & loW Wildlife Trust – Request £650 for replacement of stile with kissing gate (Hockley Meadow)
	<p>Cllr Watson referred to the total sum sought and the statutory and budgetary limitation on s137 expenditure; therefore, all applications could not be fulfilled. Cllr Watson then gave a summary and assessment of merits of each application. Councillors then discussed the relative merits of each application including the nature and extent of benefit to residents of Twyford Parish, the reason for the grant, its overall size and the proportion of the grant to the cost of the project. Other matters discussed were the availability of other sources of funds and whether the applicant had recently benefitted from grants from the Parish Council. After noting the annual limit and discussing whether any funds from the next financial year could be pledged it was agreed that it would not be appropriate, although applicants could be encouraged to apply in the financial year 2017/18.</p>

	<p>Cllr Wheeler reported upon discussions with the Methodist Church to which a s137 grant was offered earlier in the year. The intended works though still considered urgent were unlikely to be completed in the current financial year, the grant would therefore not be called upon and could be reallocated, although the Council was asked to look favourably upon a new application.</p> <p><b>RESOLVED:</b> The Council in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the following expenditure in 2016/17 which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure:</p> <p><u>Twyford Bowls and Lawn Tennis Club</u> - Requested £1,700 for various grounds works Granted £960.00</p> <p><u>Twyford Waterworks Trust</u>- Request £440.00 for two picnic benches Granted £440.00</p> <p><u>Twyford Social Club</u> – Request £602.59 for kitchen wall, floor &amp; ceiling works Granted: £602.59</p> <p><u>St Mary the Virgin Church</u> – Request £500 for pollarding of trees Granted £500.00</p> <p><u>Ballard Close Committee</u> – Request £11,649.92 for replacement of play area safety surface No Grant will be made in 2016/17</p> <p><u>Twyford St Mary’s Primary School</u> – Request up to £1,500 for creating an outdoor classroom space Granted 1,500.00</p> <p><u>Hampshire &amp; IoW Wildlife Trust</u> – Request £650 for replacement of stile with kissing gate (Hockley Meadow) No Grant will be made in 2016/17.</p> <p>Proposed by Cllr Corcoran, seconded by Cllr Wheeler and carried unanimously.</p> <p><u>Action</u> – Clerk to notify all applicants of the Councils decision and terms</p>
<p><b>134/16</b></p>	<p><b>To receive an update on matters arising from the minutes of the meeting held on 8<sup>th</sup> December 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</b></p>
	<p>The status of outstanding actions prior to the meeting was discussed and the table shown in Annex 1 was updated accordingly.</p>

135/16	<p><b>To receive minutes of the December 8<sup>th</sup> extraordinary Planning Committee meeting, draft minutes of the 5<sup>th</sup> January Planning Committee meeting and an oral update on matters arising from those minutes; to note or discuss action taken by the Committee and any developments since and to agree any new action concerning such matters</b></p>
	<p>The Chair reported that he had received a telephone call from Mr. J. Humphreys who was disappointed at the objection raised by the Planning Committee to his application for a variation to his existing planning consent. The Chair explained that the objection was to the length of time being sought before the existing commitment to remove the Feed Mill took effect. The existing deadline is 2021, the variation seeks to extend the deadline to 2026, the Planning Committee consider an extension to 2023 to be sufficient and reasonable in the circumstances explained by Mr. Humphreys.</p> <p>The objection to a proposed Holiday Home, contrary to existing policy was also referred to. A concern was raised that insufficient comment had been made to explain the reasons for objecting.</p> <p>After discussing both objections and that the Planning Committee had expressly agreed that it would not request that the objection to the variation be determined by a meeting of the WCC Planning Committee, it was agreed that if either of the applications resulted in the involvement of the WCC Planning Committee, the Parish Council shall seek to send a representative to put forward reasons for its objection.</p>
	<p><b>Resolved:</b> Cllr Corcoran shall attend any Planning Committee meeting convened by Winchester City Council to receive views on planning applications 08/02924/OUT (Humphrey Farms Hazeley Road Twyford Hampshire - (VARIATION TO ORIGINAL S106 TO REMOVE THE NEED FOR THE MILL DEMOLITION BY 2021 AND EXTENDED TO 2026) and SDNP/16/04301/FUL (Long Barn, Morestead Hill, Morestead, Winchester Hampshire SO21 1LZ - Erection of a single unit be used for holiday accommodation with associated parking and landscaping).</p> <p>Proposed by Cllr Lawton, seconded by Cllr Forder-Stent and carried unanimously.</p>
136/16	<p><b>To receive draft minutes of the January meeting of the Recreation Committee and an oral update on matters arising from those minutes; to note or discuss action taken by the Committee and any developments since and to agree any new action concerning such matters</b></p>
	<p>Cllr Wheeler (Cllr Cornwall having left the meeting) referred to items and resolutions in the draft minutes. In response to why the overall income from Allotment Gardens was being increased it was confirmed that although receipts in 2016/17 so far exceeded payments, periodic costs such as skip hire had not been incurred. It had therefore been considered necessary to raise fees so as to be able to cover such costs in any one year. It was also reported that the new fee of 20.7pence per annum for one square meter was less than the cost of an allotment garden in Eastleigh.</p>
136/16	<p>To discuss the resolution of the Recreation Committee to prohibit dogs from the Northfields play and sports area and to agree whether to seek a byelaw to implement and enforce it.</p>

	<p>Cllr Wheeler explained that his resolution had been submitted to the Recreation Committee because dog fouling in the Northfields play area had continued to be a problem despite additional signs and email encouraging the reporting of any witnessed dog fouling. The Council was informed that the process for obtaining a byelaw was likely to be time consuming rather than involve high external costs. Templates and text already approved could probably be adopted for a Twyford parish byelaw.</p> <p>It was agreed that those dog walkers who did not act responsibly were unlikely to adhere to requests not to walk their dog in the Northfields play area and therefore a byelaw should be progressed when the Clerk had sufficient opportunity to do so, in the meantime the Clerk shall put new signs up at Northfields stating “Dogs are Not allowed”.</p> <p><b>Resolved:</b> “Twyford Parish Council shall commence steps to obtain a byelaw to enforce its prohibition of dogs from the Northfields play and sport area.”</p> <p>Proposed by Cllr Wheeler, seconded by Cllr Watson and carried unanimously.</p> <p><u>Action</u> – Clerk to apply for a byelaw to prohibit dogs from Northfields play area.</p>
137/16	<p><b>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</b></p>
	<p>Cllr Watson reported that the matters outstanding were both covered by subsequent agenda items.</p>
138/16	<p><b>To receive the draft Financial Risk Assessment as at 31 December 2016; and to discuss and agree the risks, the assessment of their likelihood and impact and whether the action to mitigate them is sufficient so as to resolve to approve a Financial Risk Assessment for publication.</b></p>
	<p>The draft risk assessment previously circulated was noted. No additional risks were referred to and the existing assessment of the likelihood and the impact of each risk was agreed, together with the recommended further action to mitigate certain risks.</p> <p><b>Resolved:</b> “Twyford Parish Council approves the Financial Risk Assessment and requires that it is published on the Parish Council website.”</p> <p>Proposed by Cllr Corcoran, seconded by Cllr Wheeler and carried unanimously.</p>
139/16	<p><b>To receive the Asset Register as at 31 December 2016; and to discuss and agree the content and any action to be taken so as to resolve to approve publication of the Asset Register. In particular, to consider what action shall be taken if historic dates of purchase of listed assets cannot be identified for inclusion in the Register as recommended by Internal Audit Reports relating to financial years 2014/15 and 2015/16.</b></p>



	<p>Cllr Watson referred to the list of assets and their values, as stated in the Annual Audited Financial Statements for 2014/15 and 2015/16. Analysis suggested that an error had occurred some years previously and been carried forward. The figures included some items purchased but not owned by the Parish Council, because they had been donated to another village organisation, other values appeared to be overstated because the current insured replacement value had been adopted instead of the original cost. Work was still being undertaken to produce a statement of assets that can be published on the Parish website. The Clerk referred to a meeting that had been arranged with the Internal Auditor in May in order to review and correct the audited accounts.</p>
<b>140/16</b>	<b>To note the Receipts and Payments for the Third Quarter and the Year to Date; and the forecast for the year end</b>
	<p>The previously circulated Receipts and Payments Summary for the third quarter and year to date figures were noted. Cllr Watson reminded Councillors that the third quarter receipts included the second instalment of the precept and therefore the fourth quarter receipts total would be lower. Attention was drawn to the notes in the summary which explained some of the movements expected to affect Q4. Some uncertainty also remains over Stewardship and Hunter Park receipts in Q4.</p>
<b>141/16</b>	<b>To consider, and if agreed to approve, the purchase of a projector</b>
	<p>It was noted that two recent Planning Committee meetings were rescheduled because hard copies of documents available on the South Downs National Park Authority website had not been received in time for the Committee. A pilot test using a borrowed projector had shown that downloaded plans were capable of being viewed by the Committee. A good WiFi connection would also enable direct access to plans for projection during a Planning Committee meeting.</p>
	<p>The possibility of projecting other documents during other Council meetings was also referred to. The likelihood of the Parish Hall Management Committee purchasing projection equipment was discussed, but if that was for the main hall it would not be available for Parish Council activity in the Gilbert Room (although access to WiFi would be very useful).</p>
	<p>The Clerk reported that an office standard portable ‘Long Throw’ projector with HD standard definition could be purchased for £299.00 (other higher quotes having also been obtained).</p> <p><b>Resolved:</b> “Twyford Parish Council approves the purchase of an office standard projector and such leads/cables as are necessary to enable it to use the projector at meetings in the Gilbert Room, Pavilion and other locations”.</p> <p>Proposed by Cllr Mitchell, seconded by Cllr Cook and carried unanimously.</p> <p><u>Action</u> – Clerk to purchase a projector.</p>
<b>142/16</b>	<b>To review and approve the payments list</b>

	<p>Cllr Watson described each of the payments listed in the report shown at Annex 2 and the reasons for each; it was therefore made apparent that “R.W.S. Garden Services / Northfields re wooden goal posts &amp; spinner and Hunter Park Red bin / £250.00” was a payment to Cllr Sellars, both issues having been discussed at previous Full Council and Recreation Committee meetings as urgent items for which another contractor normally used by the Council had been unwilling to act within the timespan required.</p> <p><b>Resolved:</b> Twyford Parish Council approves settlement of the payments shown on the payments list submitted to this meeting”</p> <p>Proposed by Cllr Watson, seconded by Cllr Lawton and carried [Cllr Sellars abstained]</p>
<b>143/16</b>	<p><b>To consider closure of the bank account at the Co-op Bank and transfer to the existing deposit account at HSBC pending identification of a potential longer term savings account for reserved funds.</b></p>
	<p>Cllr Watson reminded Councillors of the problem with the Co-op Bank when an existing deposit at high interest rates had been converted to a current account; and that the Clerk was pursuing a complaint aiming to obtain compensation for loss of interest. It was agreed that since a higher rate of interest was currently being earned by the Council’s HSBC account that the funds at the Co-op should be transferred. Concerns were raised that this may affect the banks handling of the complaint and so it was agreed that the transfer need not be commenced until late February.</p> <p><b>Resolved:</b> “Twyford Parish Council shall transfer all funds from its account at the Co-op Bank to its existing Deposit Account at HSBC. “</p> <p>Proposed by Cllr Watson, seconded by Cllr Holland and carried unanimously.</p> <p><u>Action</u> – Clerk to close the Co-op Bank account.</p>
<b>144/16</b>	<p><b>Highways and Footpaths</b></p>
144.1/16	<p>To discuss the condition of highways and pavements within the Parish and to agree any specific action to be taken, noting outstanding concerns about: Park Lane, Queen Street, Main Road.</p>
	<p>The information in Cllr Cook’s above report was noted.</p> <p>A previously circulated email from HCC about the potential to locate the speed reporting device on existing street furniture was referred to. An existing site was available for traffic in the 40 mph zone travelling toward Hockley cottages but a new post would need to be erected near the bus shelter before the device could be used to alert traffic heading south as it entered the 40 mph zone. It was agreed to site the device in the available location at the next opportunity [Twyford shares the device and has 7 sessions per year]. In response to the question about which site would lose the device it was agreed that it would not be located on the High Street hill near the Church path. The Clerk was also asked to obtain a quote for a new post, the email from HCC having given an approximate cost only.</p>

	<p><b>Resolved</b> : Twyford Parish Council shall use a speed limit reporter on the 40 mph repeater sign to alert motorists exceeding 40 mph as they approach the bend before the junction with Church Lane and the Hockley cottages and not use a site on the High Street near the Church footpath.</p> <p>Proposed by Cllr Mitchell seconded by Cllr Cook and carried unanimously.</p> <p><u>Action</u> – Clerk to notify the SLR contractor of the new site and cessation of the old.</p>
144.2/16	<p>To approve a response to Hampshire County Council’s request for a list of which 6 footpaths would benefit from cutting in 2017 and to agree comments supporting why one path should be cut rather than another.</p>
	<p>The previously circulated list of six footpaths in Twyford Parish nominated for cutting by Hampshire County Council, the priority accorded to each and the reasons was agreed.</p> <p><b>Resolved:</b> “Twyford Parish Council approves the footpath cutting list for submission to Hampshire County Council.”</p> <p>Proposed by Cllr Sellars, seconded by Cllr Holland and carried unanimously.</p> <p><u>Action</u> Clerk to submit the list to HCC before 1<sup>st</sup> February.</p>
145/16	<p><b>To agree the date of the 2017 Annual Parish Assembly and dates of Full Council and its Committee meetings for the financial year 2017/18</b></p>
	<p>Councillors referred to the previously circulated table of potential meeting dates for the financial year 2017/18. It was noted that the Parish Hall was not available on the date suggested but two alternative dates, a Monday and Wednesday were available. The dates do not clash with the Colden Common APA. It was agreed that the APA should be held on Wednesday 10<sup>th</sup> May. It was also agreed that the Full Council meeting in December should be 14<sup>th</sup>, because Planning was on 7<sup>th</sup>.</p>
	<p><b>Resolved:</b> Twyford Parish Council meetings throughout the financial Year 2017/18 shall be on the dates set out in the report submitted to the meeting save as amended to 10 May and 14 December from 17 May and 21 December” [Annex 3].</p> <p>Proposed by Cllr Lawton seconded by Cllr Mitchell and carried unanimously.</p> <p><u>Action</u> – Clerk to amend the table and issue to all Parish Councillors, Cllr Izard and Cllr Humby.</p>
146/16	<p><b>To discuss and agree a list of ‘Village Assets’</b></p>
	<p>Cllr Lawton explained that he was seeking to confirm a list of Community Assets. The list would identify assets that the community may wish to acquire if they should come on to the market and that the list should record why. It was agreed that the Clerk should seek to locate any list within the existing IT records and that a working party of Cllrs Holland, West and Sellars would be formed to review and revise that list or to create one.</p>

	<u>Action</u> - Working Party of Cllrs. Holland, West and Sellars to list Community Assets.
<b>147/16</b>	<b>To discuss and agree a list of works that will be funded by CIL (Community Infrastructure Levy) money from the South Downs National Park Authority</b>
	<p>Cllr Corcoran explained that 20 houses if built in Twyford Parish (as anticipated under the draft Twyford Neighbourhood Plan) would result in an allocation of funds for community infrastructure works. The actual proportion of the total levy available to Twyford Parish Council will depend on whether it has its own Neighbourhood Plan in place. It was reported that the South Downs National Park Authority has already created a list of infrastructure projects, however, Twyford is inaccurately described.</p> <p><u>Action</u> – Cllr Corcoran is to liaise with the SDNPA to obtain the list of infrastructure projects currently identified for Twyford Parish.</p>
<b>148/16</b>	<b>To note, for information only, significant communications on matters that are not included elsewhere on the Agenda</b>
	<p>Cllr Forder-Stent referred to the Emergency Plan and requested that each Councillor’s mobile number be added to it. This was agreed by all Councillors still present.</p> <p>Cllr Cook referred to emails about accidents at Hockley traffic lights; and concerns that many small accidents without severe injury requiring emergency services are not being recorded in accident statistics. The accident blackspot is therefore not necessarily on the list of problem sites needing attention. Cllr Cook has called for vegetation obscuring signs and the traffic lights to be cut back.</p> <p>Correspondence with HCC referring to access to superfast broadband was referred to. For two years the relocation of a cabinet was delaying access. This problem was being attributed to the need for planning consent. HCC had advised that they are not funding fibre optic cable access to a new cabinet for those households affected and therefore the installation was a commercial matter in the hands of Openreach.</p>
<b>149/16</b>	<b>To raise any items for the next Agenda and confirm the date of next (extraordinary) Full Council meeting as Thursday 26<sup>th</sup> January 2016</b>
	<p>The need for a resolution to the next Full Council meeting to approve expenditure on pollution monitoring was noted.</p> <p>The next meeting date was confirmed as 26<sup>th</sup> January. Councillors noted that the revised draft Twyford Neighbourhood Plan for discussion and approval on 26<sup>th</sup> January would be printed and circulated as soon as possible. Amendments to the draft were still being made by the Advisory Committee. Some disappointment was expressed that the document was not scheduled to be ready until the Tuesday before the Thursday meeting, not giving Councillors able to attend sufficient time to prepare.</p> <p><b>The meeting closed at 10.30pm</b></p>

**ANNEX 1**

<b>Ref</b>	<b>Owner</b>	<b>Action to be taken</b>	<b>Target Date <i>revised</i></b>	<b>Action Taken <i>Update</i></b>	<b>Status <i>At 16<sup>th</sup> January</i></b>
<i>Pre 2016/17</i>	Cllr Corcoran	Take measurements at Pumfret 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>	The bench is no longer being proposed.	Closed
<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>A resolution to incur expenditure (of approximately £400) to enable pollution monitoring to be carried out for up to one year is to be submitted to the next Full Council meeting.</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. HCC have been notified. A form must now be completed and witness statements from parishioners need to be compiled and submitted.</i>	<i>Carry forward</i>
<i>120/16</i>	Clerk	Check the solar switch setting on the Pavilion lights to stop them being activated during daylight hours.	<i>31 Dec.</i>	Lights were not being activated during daylight hours when the site was visited therefore no action required	Closed

123/16	Clerk	Publicise the Council's request for applications for grants to be awarded by the Council in Jan. and Feb. 2017.	16 Dec.	Posters put on all notice boards, TIE issued. Website updated with details.	Closed
123/16	Cllr Wheeler	Advise the Methodist Church that the Council's offer of a grant of £500 for restoration of a window must lapse if their expenditure is not incurred and reimbursement is not sought before 31st March 2017.	31 Dec.	The Applicant on behalf of the Church has been contacted. It has since been confirmed that the works are unlikely to be completed before 31 March.	Closed
125.1/16	Clerk	Ascertain whether the SLR can report speeds that exceed 40 rather than 30mph.	31 Dec.	The SLR can report whether speeds exceed 20, 30 or 40 mph.	Closed
125.2/16	Clerk	Try again to set up a meeting with the local landowner to discuss possible works to the footpath from Tollgate Cottage.	19 Jan.	A meeting has been arranged for 24 <sup>th</sup> January.	Closed
125.3/16	Clerk	Distribute HCC information concerning footpath cutting and convene a working party meeting.	13 Jan.	The footpath cutting priority list and reasons was agreed for submission to HCC.	Closed
<b>Matter Arising from the last meeting (19 January 2016)</b>					
131.3/16	Clerk	Distribute ADD open letter via Twyford Information Email	22 Jan.	Email issued 21 Jan.	Closed
131.3/16	Clerk	Circulate the Code of Conduct to each Councillor	26 Jan.	Circulated 23 Jan.	Closed
132.1/16	Cllr Corcoran	Determine suitable dates within the next few months for the proposed working parties for Compton Lock & Berry Meadow to be publicised.	23 Feb.		
133.7/16	Clerk	Notify each applicant for a grant of the Council decision and the terms of its offer.	9 Feb.		
136/16	Clerk	Apply for a byelaw to prohibit dogs from the Northfields play area.	30 June		

141/16	Clerk	Purchase a projector.	2 Feb.	Purchased 20 Jan.	Closed
143/16	Clerk	Finalise complaint submission and close the Co-op Bank Account.	23 March		
144.2/16	Clerk	Submit footpath cutting priority list to HCC	26 Jan	Submitted 24 Jan.	Closed
145/16	Clerk	Amend the table of dates of Council Meetings and issue to all Parish Councillors, Cllr Izard and Cllr Humby.	26 Jan	Amended and circulated 21 Jan.	Closed
146/16	Cllr Holland	Working Party of Cllrs. Holland, West and Sellars to list Community Assets.	23 March		
147/16	Cllr Corcoran	Liaise with the SDNPA to obtain the list of infrastructure projects currently identified for Twyford Parish.	23 Feb.		

Payee	Purpose	Amount £
We Can Specialists	Jan payment re Hunter Park grounds	1,479.87
Green Smile	Jan payment re Northfields & hedges	253.40
T Bronk	Jan pay	606.34
S Lauder	Jan pay	80.00
HMRC	Jan deductions (payable Feb)	195.52
HCC Pensions	Jan Contribs. (payable Feb)	161.18
T Bronk	Reimbursement (Twyford Meads)	56.98
R.W.S. Garden Services	Northfields re wooden goal posts & spinner and Hunter Park Red bin	250.00
HRM	TNP Nov invoice	716.94
HRM	TNP Dec. invoice	352.44
Keep Britain Tidy	Signs for Hunter Park re dog fouling	330.00
Southern Water [D.D.]	Old changing rooms Hunter Park	26.24
Southern Water [D.D.]	Pavilion kitchen & showers	28.19
British Gas [D.D.]	Pavilion electricity	47.55
Mid Hants Fire Protection	Pavilion Fire Extinguisher inspection	47.94
<b>TOTAL</b>		<b>4,632.59</b>

Payments for Approval/Acknowledgement January 2017



## DECLARING AN INTEREST

**Declaring an interest is the responsibility of a Councillor. Failure to do so when applicable is a reportable matter to the Winchester City Council Standards Committee.**

### Pecuniary Interest

If a matter affects the value of a councillor's land (the land having been included in the Register of Interests), the councillor will have a disclosable pecuniary interest (DPI) in the matter, and therefore under the Code of Conduct, they cannot participate in the discussion or vote on the matter (unless a dispensation has been granted by the Parish Council), must declare the interest and leave the room.

**So if the Cllrs have expressly said that the proposals will affect the value of their homes – this is a DPI (i.e. a pecuniary interest) and they cannot vote or even be in the meeting. Enforcement of DPIs is a police matter.**

### Non Pecuniary Interest

If the interest is not a DPI, the next issue to consider is whether there is a personal [and prejudicial] interest. A matter which will affect a councillor's 'well-being' [or financial position – to the extent only that it is not already a DPI] will be a personal interest which should be declared. If the interest is a personal **and prejudicial** interest, the councillor can attend the meeting to make representations/answer questions/give evidence, but only to the extent that the public have these rights, but under the Code they must then leave the room.

**So, in this case the Cllr(s) cannot vote and will have also left the meeting**

A personal interest can only be prejudicial if it affects a councillor's financial position, or determining an approval/consent, etc. A site allocation would only be a personal and prejudicial interest **if it affected a councillor's financial position** (in which case it would usually be a DPI anyway, which trumps the Code of Conduct provisions). **The test for whether a personal interest is also a prejudicial interest is "whether the interest is one which a member of the public, knowing all the relevant facts, would reasonably regard it as so significant that it is likely to prejudice the councillor's judgment of the public interest."**

Therefore, the last sentence above is key to whether the Cllrs can vote on the matters you refer to. This is a matter for them to consider. For example, would a member of the public who saw that the Cllr had (for example) voted against the site may consider that they may have done so because (for example) they live opposite the site and wanted (for example) to protect their existing outlook? The Cllrs would be expected to have made their decision with an open mind and considering all the relevant facts. It may have been the case that the relevant facts may have shown that the sites weren't the best (eg for highway reasons?) and that this was regardless of where they lived.