

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 20th April 2017 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Members Present	Members Absent/Apologies	In attendance
Councillor Lawton (Chair)	Councillor Holland	T. Bronk - Clerk
Councillor Cook	Councillor Humby	WCC Councillor Izard
Councillor Corcoran		
Councillor Cornwall		
Councillor Forder-Stent		
Councillor Mitchell		
Councillor Sellars		
Councillor Watson		
Councillor West		
Councillor Wheeler		

Item	Business transacted
1/17	To receive and accept apologies for absence
	The apology of Parish Councillor Holland was accepted. Hampshire County Council Councillor Humby also sent his apologies due to his attendance at another meeting.
2/17	To receive declarations of interest relevant to agenda items
	Councillors Cornwall, Sellars, Watson and Wheeler declared a personal interest as Trustees of the Parish Hall, and Councillor Sellars declared a further personal interest in respect of his role a treasurer of the Twyford Playgroup. The prejudicial interest of Councillor West and ongoing dispensation allowing full participation in all Council meetings in respect of site selection for the Twyford Neighbourhood Plan was noted. Councillor Watson declared she is a Governor of Twyford School.
3/17	To approve and sign-off, as a true record, the minutes for the meeting on 23rd March 2017
	The previously circulated minutes of the Full Council Meeting dated 23rd March 2017 were considered. Resolved: "The Minutes of the meeting held on 23rd March 2017 are approved as an accurate record of the meeting". Proposed by Councillor Wheeler, seconded by Councillor Sellars and carried unanimously.

4/17	To adjourn for public participation
4.1/17	To receive questions from the members of the public.
	<p>Mr A. Meikle expressed his appreciation for the recent repairs to the B3335. Mr Meikle also referred to his attendance at the previous Planning Committee and his concern about a lack of enforcement action concerning unauthorised land use at the Sanctuary, Manor Farm Green and an appeal seeking retrospective permission. He referred to a draft objection that he had prepared in collaboration with local residents and others (which the Clerk had received and circulated) and sought the Parish Council’s support. The matter is agenda item 7.2/17.</p> <p>Mrs C. Hill referred to 3 concerns. She noted the recent road repairs but asked why the “dreadful” condition of Queen Street had not been addressed and she commented that some of the Park Lane potholes remained whilst others had been completed badly. Secondly, she complained about the amount of litter being left at Compton Lock, the danger of unaccompanied children playing near and in the lock and aggressive cattle that now deterred her from visiting the lock. Finally, she expressed her concern at the danger of tripping on tree roots across the peripheral path of Hunter Park at the south-east corner of the upper football training area. This hazard was one previously remedied by some shuttering and scalplings, for which the WI had suggested a grant be made to enable the WI to donate funds to the Council to replace.</p> <p>In response, Councillor Cook advised that Queen Street is included in the 2017/18 programme of highways works. She also encouraged the use of photographs of particular concerns which can be reported directly to Hampshire County Council; adding that she and the Clerk will also photograph and report concerns brought to their attention.</p> <p><u>Action</u> – Councillor Cook and the Clerk to photograph and report road and pavement defects in Queen Street and Park Lane [Note – other roads and pavements in Twyford Parish are similarly photographed and reported proactively or when brought to the Council’s attention e.g. near Hare Farm].</p> <p>It was acknowledged that litter at the locks is an ongoing problem and worse during good weather, the area is looked after by volunteers from both Twyford and Shawford parishes. The existence of green waste bins at all access points was referred to but it was agreed that new signs should be put in place. Discussion about the signs then took place, they needed to have an impact, not be ‘wordy’ there should not be too many, they should be erected for days of good weather and removed when poor weather occurred. A Twyford Information Email should be issued although it was acknowledged that many users of Berry Meadow and Twyford Meads are not subscribers. The Clerk should also request that the police community liaison officer make more regular visits to deter inappropriate behaviour and identify the parents of unaccompanied minors.</p> <p><u>Action</u> – The Clerk is to be provided with suggested wording and designs for new signs. Laminated paper signs are to be renewed at Twyford Meads. The Clerk is to issue a Twyford</p>

	<p>Email about litter, unaccompanied minors and irresponsible behaviour adding that the police have been asked to make more regular visits.</p> <p>Councillor Cook responded that she was liaising with Winchester City Council about the tree roots; and pending their on-site assessment, its advice to temporarily suspend access had been acted upon. Discussion resulted in a range of views, Councillors could not recall the existence of the previous shuttering referred to and the view was expressed that users of a park must anticipate the existence of tree roots. It was noted that a quote was being obtained for consideration by the Council if it is advised that the roots present sufficient risk to necessitate remedial action; therefore the current closure of that section of the Park is only temporary.</p> <p><u>Action</u> – Councillor Cook and Clerk to meet a representative of Winchester City Council, obtain advice and report with recommendations and any costings to the next Full Council meeting.</p>
4.2/17	To receive the County Councillor’s report.
	<p>Councillor Humby notified the Clerk that he will be at Curdrige first and depending on timings may not get to Twyford. He asked that if he does not attend, it is reported that he received an update that day further to the flooding meeting he attended with Councillor Lawton and others; and he will pass on information shortly.</p>
4.3/17	To receive the District Councillor’s reports.
	<p>Councillor Izard referred to two planning appeals involving Colden Common that had recently been refused. It was noted that a key factor had been whether plans are consistent with policies of the Local Plan and also that Inspectors are mindful of the need for more housing, especially affordable housing. The Central Winchester Regeneration Project was referred to and that 200 persons had attended a feedback session. The City Council has purchased the Bus Station, but due to the length of some leases and expense of curtailing them redevelopment is likely to be piecemeal. The re-routing of busses has been temporarily agreed.</p> <p>Councillor Cook referred also to a forthcoming meeting of some WCC Councillors about the Boomtown festival, which she will attend.</p> <p>The eviction of Travellers from Colden Common Park where they had camped without permission over the Easter holiday period was noted. Colden Common Parish Council had served an eviction order and were about to resort to the use of bailiffs to enforce it. The Travellers were understood to have arrived from a Winchester Park and Ride site and moved to another. The risk of unauthorised camping at Hunter Park therefore remained high.</p> <p>Discussion about the level of risk and impact on potential legitimate users of the park and local residents affected by street parking was then discussed together with the need for more specific information to be issued on the Twyford Information Email and for signs to be placed on the locked gate to explain reasons for the closure and its possible duration.</p> <p><u>Action</u> – Clerk to place a laminated sign on the locked gate.</p> <p>It was accepted that although the risk of unauthorised camping is currently high the Park should be opened soon to vehicles especially during the day.</p>

	<u>Action</u> – Councillor Cook and the Clerk to monitor information about Traveller risk and upon the agreement of the Chair adopt daytime opening and if appropriate a rota of Councillors (including the Groundsman and Clerk) to lock and unlock the gate in the evening and morning.
5/17	To receive an update on matters arising from the minutes of the Full Council meeting held on 23rd March 2017 that are not included elsewhere on the agenda and to consider the status of progress to date
	The status of outstanding actions prior to the meeting was discussed and the table shown in Annex 1 was updated accordingly. Several items were separate agenda items covered below. Key actions taken and revised timeframes are shown in italics. Some items were confirmed closed.
6.1/17	To review and approve payments to made in April 2017
	Councillor Watson referred to each of the entries on the circulated payments list (Annex 2) and the purpose for the expenditure. Resolved: The Parish Council approves all payments listed [at Annex 2], subject to the Clerk's receipt of satisfactory evidence to support the payment to the Hampshire Playing Fields Association. Proposed by Councillor Watson, seconded by Councillor West and carried unanimously
6.2/17	To receive the accounts for the quarter to 31st March 2016-17 (and draft full year accounts)
	Councillor Watson referred to the circulated accounts for the final quarter (Annex 3) and that the bank reconciliation had been reviewed and confirmed. Councillor Watson reminded Councillors that the balance at bank included items for which the Full Council wished to make reserves, subject to the agreement of the Internal Auditor in early May. The full year numbers were also noted, subject to audit. A more detailed discussion of the accounts for y/e 31/3/17 will take place at the Finance Committee and the AGM on 25 May 17, following the internal auditor's visit.
7.1/17	To receive draft minutes of the Planning Committee meeting of 6th April and an update on matters arising from those minutes; and to note or discuss action taken since unless already covered by another agenda item
	The previously circulated minutes of the Planning Committee were noted. Councillor Corcoran noted that the working draft Twyford Neighbourhood Plan had been referred to during a recent planning appeal and was being quoted in various planning applications. Although available via the Twyford Neighbourhood Plan website (which was now a .com and no longer .co.uk domain) he suggested that it be sent directly to the Planning Authority and it was agreed he should do so. The Chair announced that for several reasons Councillor Mitchell, Chair of the Planning Committee was stepping down for a while; and a replacement chair was needed. After

	discussion Councillor Mitchell confirmed he would chair the next meeting on 4 th May and his successor would be appointed at the AGM.
7.2/17	To consider whether the Parish Council will submit a comment (and if so to agree the wording of that comment) on a planning appeal made to the Department for Communities and Local Government Planning Inspectorate in respect of planning application SDNP/16/04648/FUL for the site at The Sanctuary, Manor Farm Green, Twyford
	<p>A previous response of the Parish Council Planning Committee to consultation was noted: “SDNP/16/04648/FUL The Sanctuary Manor Farm Green Twyford Hampshire SO21 1RA Retrospective planning application to regularise; The front enclosure of the Facilities Building. The provision of two Velux type windows in the rear roof. The provision of a flue. The construction of a sunken barbecue and a levelled hard access area. Provision of a log store with ancillary locked secure cupboard and consumer unit</p> <p>Resolved: Twyford Parish Council Objects to the application and wishes to make comment.</p> <p>Comment: The Parish Council has been given to understand that the Facilities Building has been used for residential purposes and that the application includes works that would facilitate residential use. The Parish Council considers it essential for consideration of alleged residential use to be completed and resolved before planning applications to facilitate residential use are granted.”</p> <p>Councillors supported the arguments made by the objectors to the appeal.</p> <p>Resolved: Twyford Parish Council objects to the application for the grounds given to the Parish Council and which are being submitted directly to the Planning Appeal Inspector by local residents. Those reasons for objection are agreed and endorsed by Twyford Parish Council.</p> <p>Proposed by Councillor Mitchell, seconded by Councillor Lawton and passed unanimously.</p>
8.1/17	To receive draft minutes of the 13th April meeting of the Recreation Committee, receive an update on matters arising from those minutes; and to note or discuss action taken since unless already covered by another agenda item
	<p>Councillor Cornwall reported on the progress of resolution of actions carried forward to the April meeting and the desire to conclude several in April. The self-closing gate for the Hunter Park play area is to be fixed by realigning the gate posts. Councillor Sellars added that it may be necessary to provide a substantial concrete base with a soft safety surface if the posts do not remain vertical.</p> <p>Councillor Cook is to identify items that might replace the removed ‘spinner’ and seek the views of residents near the Northfields play area as to which is most popular. After discussion of the costs of installation including replacement of the safety surface a sum of approximately £2,000 (net of VAT) was confirmed to be a guide for the cost of the item itself.</p>
8.2/17	To approve the new Contract for Grounds Maintenance and the arrangements for seeking tenders from potential contractors

	<p>The Clerk referred to circulated documents that unfortunately remained incomplete. The main change to the existing contract is that the Recreation Committee propose to cease the provision of equipment for use by its contractor. The existing tractor and other equipment is old and the storage of some items (outside and not effectively fenced off to prevent children playing on it) were key factors in that decision. It was acknowledged the cost of the new contract would reflect this transfer of responsibility for equipment purchase and maintenance. It was confirmed that several contractors had expressed an interest in tendering, all with their own equipment. It was also confirmed that some of those were aware of the nature of vehicular access to the park via Park Lane. It was further confirmed that the current groundsman was aware that the Parish Council might take such a decision.</p> <p>Another substantive change is that individual tasks will be priced so that in the event of non-delivery of that service the fees payable will be adjusted accordingly.</p> <p>It was noted that retaining the high standard of the cricket square was a matter of concern. It was confirmed that the tender enabled separate contractors to be appointed for separate sites; additionally, attention was being given to the capability of certain tasks being excluded from the main contract so as to enable them to be performed by an appropriate service provider. By way of example, it was suggested that a grass cutting firm may be best for maintenance of the overall park, but preparing the wicket immediately before cricket matches may be better performed by another service provider. Councillor Watson asked that Twyford Cricket Club should be kept up to date with these developments and the tendering process for the contract, since they undertake some of the work on the cricket square and liaise closely with the existing contractor.</p> <p>In the absence of a finalised draft contract Councillors were asked to note the changes and approach being taken and to inform the Clerk of any suggestions for the standards and frequency of the individually priced activities. The seeking of tenders will be publicised at the end of April/early May with tenders required by the month end for a decision in June.</p> <p>The Recreation Committee expressed its particular thanks for the participation as an expert adviser of former parish councillor Charles Macleod at the Recreation Committee meeting.</p> <p><u>Action</u> – Clerk to inform John Paine (of Twyford Cricket Club) that the tender has the same specifications as the existing one, (but now prescribes when certain activities must occur) and no longer provides equipment for use by the contractor.</p>
8.3/17	<p>To consider whether any action shall be taken concerning tree roots across the path from the grassed area by the small football pitch to the play area, to reduce the trip hazard, especially for disabled persons, walking around the edge of the Park</p>
	<p>This matter having been covered by discussion during the public participation adjournment of the meeting was not discussed further.</p>
9/17	<p>To discuss progress towards the appointment of a new Clerk and Responsible Financial Officer and to agree any action necessary to complete the appointment.</p>

	<p>The Chair reported that four applications were received and following the interview of two candidates an oral offer had been made to and accepted by Mrs J. Nicholson; who is already known to Councillors and has a knowledge of the Council because she is currently a contracted Administrator for the Twyford Neighbourhood Plan Advisory Group. Unfortunately, due to family reasons she cannot commence the role until September. As the current Clerk will complete 3 months' notice in May the Council will therefore need to rely on Councillors to perform many administrative tasks during the 3 month interval; although it was hoped that Mr Bronk may assist with some tasks.</p>
10.1/17	<p>To note action commenced by the Clerk to apply for a change to the Hampshire County Council Definitive Map of Public Rights of Way; to approve the service of a Notice on the affected landowners; and to authorise Mr T. Bronk to collate documentation for submission to Hampshire County Council on behalf of the Parish Council.</p>
	<p>It was noted that in response to an email to Hampshire County Council about the public's use of a farm track from Hockley Cottages to Whites Lane (requested by the Council to establish what had become of an earlier claim of a right of way submitted by the Council); HCC had located papers submitted but said the claim had not been progressed after 2005 because the Parish Council had then been contacted and not responded.</p> <p>A Twyford Information Email had been issued to obtain new evidence of use; and approval to serve formal notices of the Parish Council challenge was now sought. Due to the forthcoming cessation of his role as Clerk and prior to another being appointed confirmation was being sought that the Parish Council authorises Mr. Bronk to receive user evidence forms and other communications necessary to progress the claim on behalf of the Parish Council.</p> <p>It was agreed that information known to Councillor Corcoran should be provided to the Clerk to be included with the submission.</p> <p>Resolved: the Clerk shall serve notices on owners and occupiers of land affected by the application for modification of the definitive map and statement; and the Parish Council authorises Mr Bronk as Parish Clerk and an individual thereafter, to take all reasonable steps necessary to apply for a modification on behalf of the Parish Council.</p> <p>Proposed by Councillor Mitchell, seconded by Councillor Corcoran and carried unanimously.</p>
10.2/17	<p>To note the condition of footpath 13 known also as Nurses Path, to approve action necessary to restore the width of the public right of way to that specified in the Definitive Statement and to require action by relevant landowners to ensure the safety of users of the footpath</p>
	<p>Photographs of sections of footpath 13 were noted; and that the current width of the footpath is significantly narrower than the width of "approximately six feet" referred to in the "definitive statement". It was also noted that sections of the footpath were bounded by wooden fences the posts of which were 'wobbly' and at risk of falling on users of the footpath. This risk had been raised by Councillor Cook on behalf of the Parish Council undertaking to promptly deal with the fences had been given. It was agreed that reinstatement of the footpath width was</p>

	<p>needed but although the Clerk would be authorised to report the matter on behalf of the Parish Council to the relevant Hampshire County Council department, it was agreed that a letter should also be delivered to properties referring to the Council's concerns.</p> <p>Resolved – The Clerk shall report upon the current condition of footpath 13 to Hampshire County Council; and liaise with Councillor Cook to enable letters from the Parish Council and referring to its concerns to be delivered to occupiers of properties with a boundary with footpath 13.</p> <p>Proposed by Councillor Lawton, seconded by Councillor Sellars and carried unanimously.</p>
11/17	Public Transport – To receive an oral report from Councillor Wheeler
	<p>Councillor Wheeler reported that due to the unreliability of bus route 69 it had been recast, as announced via the Twyford Information Email. Busses would be timetabled approximately 20 minutes later en route to Winchester and 10 minutes later en route to Fareham.</p> <p>Pupils travelling to Westgate School will with effect from 24th April have separate busses, just as Kings School do, rather than using public transport. The bus company operates from Andover and will be closely monitored for its performance over the coming months.</p>
12/17	To receive an oral report from Councillor Corcoran on the condition of Compton Place Lock; to agree action and the nature of expenditure necessary for bank renewal and stabilisation, and redesign of the steps; and to approve the seeking of tenders from appropriate contractors
	<p>Councillor Corcoran reported that works to restore the eastern wall of Compton Lock and the steps were more substantial than initially estimated. Specialist contractors with heavy equipment would be needed. The costs for the works may therefore be significant and hence grants should be sought. Concerns were expressed over public safety in the meantime. It was reported that the temporary barrier fencing erected by the Clerk had been recently removed by persons wishing to access the steps.</p> <p>It was agreed that as a temporary solution infill behind the steps was necessary because barriers would be removed and simply removing the steps might lead to severe erosion of the bank.</p> <p><u>Action</u> – Councillors Corcoran and Sellars are as soon as possible to liaise with relevant persons to ascertain whether a working party of volunteers can perform a temporary infill task; and agree a date for publication on Twyford Information Email (and the Annual parish Assembly if necessary) to seek the assistance needed.</p>
13/17	To consider whether to make a donation to Action Against Destructive Development – Eastleigh (in support of its opposition to Eastleigh Borough Council's development options B and C) and if so the amount of that donation

	<p>Concerns about the impact of substantial new development in Eastleigh Borough Council's Fair Oak and Bishopstoke areas were expressed, especially because of the extra traffic flows anticipated.</p> <p>Resolved: Twyford Parish Council shall donate £500 to Action Against Destructive Development – Eastleigh.</p> <p>Proposed by Councillor Corcoran, seconded by Councillor Wheeler and carried unanimously.</p> <p><u>Action</u> – Clerk to obtain AADD's bank details for internet banking transfer.</p>
14/17	<p>To note the scheduling of an extra-ordinary meeting of the Full Council on Tuesday 25th April 2017, to consider the Twyford Neighbourhood Plan in the light of the results of the Strategic Environmental Assessment and testing of reasonable alternatives</p>
	<p>Councillor Corcoran referred to a meeting with representatives from Hampshire County Council about the feasibility of a 'flooding scheme' and its likely costs. The outcome of the meeting and availability of flood prevention measures has an impact on the draft Twyford Neighbourhood Plan. Therefore, it had been agreed with the South Downs National Park Authority that completion of the Strategic Environmental Assessment and testing of reasonable alternatives should be delayed until the HCC conclusions were received; and potentially costings become available. Consequently, the meeting scheduled for 25th April is cancelled.</p> <p>An impact of the delay on the Communication Strategy for the formal draft plan and consultation is likely to be an extension of the consultation period from 6 to 8 weeks due to that period falling over summer holidays.</p>
15/17	<p>To note arrangements made for the Annual Parish Assembly on 10th May and agree any further steps to be taken</p>
	<p>Councillors discussed to 2016 meeting and expressed concern that some representatives of local organisations considerably overran their allocated 5 minutes. It was agreed that speakers must be asked to speak for no more than 3 minutes, allowing 2 for questions and answers; and to provide a written report containing any additional information. An alternative would be to ask that all questions are held until after the last speaker. The Clerk is to notify all confirmed speakers of the requirement and the Chair will do so at the start of the meeting.</p> <p>The Clerk was asked to issue the agenda only referring to presentations from local organisations without listing them.</p> <p>It was agreed that a speaker for Action Against Destructive Development – Eastleigh should be invited. It was noted that some criticism was made that the previous speaker referred to development locations but without a map. Councillor Cook will ensure the speaker is made aware and that the Parish Hall screen must be used.</p> <p>It was also agreed that all speakers must use a microphone.</p>

16/17	<p>To note correspondence concerning the status of access in Twyford Parish to superfast broadband and to discuss whether any further action should be taken by the Parish Council</p>
	<p>The Clerk reported that Councillor Izard had provided a contact name at Openreach. The ongoing failure to upgrade Twyford’s Cabinet 1 to fibre was drawn to their attention and reasons were requested for the delay, the need to move the Cabinet having been discussed by the Parish Council in January 2015 when the delay was attributed to a need for planning permission. Openreach responded to say a complaint had been received about the intended new site and was not yet resolved; but a site visit would be carried out to seek to establish ownership rights of the land to be used.</p> <p>The Clerk had subsequently contacted the alleged complainant who said contact occurred two or three years ago when the need to relocate the Cabinet had merely been questioned. Contact had since been made by Openreach with the alleged complainant who informed the Clerk they told Openreach “we have no objection to the placement of the box, as long as the parameters of installation, timings, running noise etc. are contusive to trading of [name deleted].” The owner of the relevant business was not aware that their conversation had resulted in absence of any progress towards provision of superfast broadband to a large section of the village and agreed to liaise with the Clerk to help secure a resolution of the re-siting of Cabinet 1.</p> <p>It was noted that some further properties in Hazeley Road were being connected with Fibre but that until Cabinet 1 is connected a large proportion of Twyford will remain without access. It was observed that some of those properties were recorded by Hampshire County Council as having access and hence its plans for roll-out of superfast broadband may not have contemplated and hence included the need for fibre connection for such locations.</p> <p><u>Action</u> – The Clerk is to continue to monitor the situation; and to seek a timetable for resolution of the re-siting of Cabinet 1, its installation and rollout of connections to Twyford residences.</p>
17/17	<p>To note, for information only, significant communications on matters that are not included elsewhere on the agenda</p>
	<p>Several communications were briefly referred to but none were considered sufficient to warrant reference to their content.</p>
18/17	<p>To raise any items for the agenda of the May 2017 Full Council meeting, its Annual General Meeting and agree the date of 18th May; and to agree to an extraordinary meeting about the Twyford Neighbourhood Plan on 25th May 2017</p>
	<p>It was agreed that the AGM will be held on 25th May and not 18th May (which date will instead be held available for discussion of feedback on the Twyford Neighbourhood Plan if the results of the Strategic Environmental Assessment and testing of reasonable alternatives, if these are available by that date).</p>

	<p><u>Action</u> – Councillor Corcoran is to inform the Clerk as soon as possible, if the scheduled extraordinary meeting on 18th May can be cancelled.</p> <p><u>Action</u> – Clerk is to notify Councillors Izard and Humby of the revised date and amend the website.</p> <p>The meeting closed at 10.40pm</p>
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ACTIONS LIST FROM FULL COUNCIL MEETINGS

Ref	Owner	Action to be taken	Target Date <i>revised</i>	Action Taken <i>Update</i>	Status <i>At 20th April</i>
<i>Pre 2016/17</i>	Cllr Corcoran	Take measurements at Pumfrett Bank	<i>30 Sept 17</i>	<i>No action yet</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>Emails sent to and responses received from WCC & SDNPA</i>	Closed <i>[New action at 185/16]</i>
Matters Arising 19 January 2017					
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. <i>15 May</i>	<i>Cllr Corcoran has contacted other agencies to ascertain an appropriate date.</i>	<i>Carry forward</i>
136/16	Clerk	Apply for a byelaw to prohibit dogs from the Northfields play area.	30 June	<i>No Action yet taken</i>	<i>Carry forward</i>
146/16	Cllr Holland	Working Party of Cllrs. Holland, West and Sellars to list Community Assets.	23 March <i>25 May</i>	<i>Draft list circulated between working party but not yet agreed</i>	<i>Carry forward</i>
147/16	Cllr Corcoran <i>Cllr Forder-Stent</i>	Liaise with the SDNPA to obtain the list of infrastructure projects currently identified for Twyford Parish.	23 Feb. <i>25 May</i>	<i>20 April – Cllr Forder-Stent to oversee a Working Group (Cllrs Corcoran, Cornwall, Lawton & West) to obtain and update the list.</i>	<i>Carry forward</i>

Matters Arising 23rd February 2017					
162/16	Clerk	Investigate deposit interest opportunities	31 March 25 May	<i>No action yet taken</i>	<i>Carry forward</i>
162/16	Cllr Lawton	Write a letter of congratulations to the HloWWT re purchase of Hockley Meadows Farm.	28 Feb.		Closed
162/16	Cllr Wheeler	Make enquiries of the Methodist Church and determine whether or not the grant for £500 will be called upon	23 March	Invoice received before year end	Closed
163.4/16	To be determined <i>Cllr West</i>	A working party under the oversight of one or more Councillors is to be established to identify appropriate sites for road pollution monitoring, and the monthly placement and recovery of the measuring equipment.	23 March 25 May	<i>20 April – Clerk to issue a Twyford Email seeking interested volunteers. Councillors West, Lawton & Sellars will liaise with WCC and others to obtain test tubes and determine test sites etc.</i>	<i>Carry forward</i>
Matters Arising 23rd March 2017					
184.2/16	Cllr Lawton	<u>Action</u> - Councillor Lawton to write to HCC Councillor Peter Edgar (Leesland and Town) expressing concern about the potential impact on St Mary's School.	20 April 25 May		<i>Carry forward</i>
184.2/16	Clerk	Seek to ascertain why one significant cabinet in Twyford has not yet been upgraded for Superfast Broadband and whether there is a formal timetable for this.	20 April 25 May	<i>Minutes of 20 April have update. Timetable for installation of new cabinet still to be obtained</i>	<i>Carry forward</i>
185/16	Clerk	Liaise with Cllr Corcoran and issue further emails to Winchester City Council and the South Downs National Park Authority about TPC's entitlement to CIL	20 April	<i>Cllr Corcoran contacted Clerk's emails were noted (March meeting) Cllr Corcoran explained the CIL process</i>	Closed
188.1/16	Cllr Wheeler	Investigate the possibility of making an existing green bin in Newton Road a dual use bin.	18 May	<i>A dual use bin is being progressed. Cllr Cook to liaise with Cllr Wheeler to</i>	<i>Carry forward</i>

				<i>ascertain whether the Red Berry Lane bin can also become a Green Dual Use bin</i>	
188.1/16	Clerk	Ask the Groundsman to remove the pictured rubbish bags in a complaint email and decking planks from the Park.	30 March 30 April	20 April - Clerk to notify Groundsman	Carry Forward
188.2/16	Cllr Cook	Contact the Winchester City Council's Principal Tree Officer about tree roots in Hunter Park.	20 April 30 April	A site visit has been arranged for w/c 17 April 20 April - Visit rescheduled	Carry forward
190.2/16	Cllr Cook	Liaise with Winchester City Council to ensure the telephone kiosks can be acquired and moved subsequently (possibly one to Twyford Waterworks)	20 July	Ongoing	Carry forward
192/16	Clerk	Obtain quotes as required by Financial Regulations and arrange the repair of the Northfields Church Lane Bus Shelter as soon as practicable.	20 April 25 May	Quote requested Quotes for further works sought	Carry forward
192/16	Cllr Lawton	Respond to South Downs National Park Authority email about the Strategic Environmental Assessment and testing of reasonable alternatives.	31 March		Closed

Payments list for April 2017

We Can Specialists (M Riley)	April Groundsman Services invoice	1479.87
Green Smile Ltd	April Northfields and Paths invoice	253.40
S Lauder	Pavilion Cleaner April wage	80.00
T Bronk	Clerk April Salary	607.30
HMRC	April Tax and NIC deductions	194.01
HCC Pensions	April pension contributions	162.00
HRM	March - 34.67 hrs	624.06
HRM	TNP Website domain reimbursement	145.50
HALC	Annual Affiliation Fee & NALC levy (£83)	413.00
HALC	Local Council Finance	90.00
HCC	Street lighting 1 Oct to 31 March [60 units]	1576.76
T Bronk	Reimbursement - Fencing pins re tree roots	34.99
Hampshire Playing Fields Assoc'n	Annual subscription	40.00

TWYFORD PARISH COUNCIL

SUMMARY RECEIPTS & PAYMENTS ACCOUNT 4th QUARTER ENDED 31st March 2017

Prior Year Actual	2016/17 Budget £	Q4 Actual-v- Budget %	RECEIPTS	Figures shown exclusive of VAT			Yr £	Budget ex VAT 2017/18 £
				£	£	£		
			<u>Finance</u>					
55,658.00	73,250.00	0%	Precept	-		71,101.69	86,238.00	
0.00	250.00	22%	Bank Interest	55.15		74.53	5.00	
5,672.00	500.00	0%	Grants & Donations*	-		33,003.94	3,762.00	
<u>61,330.00</u>	<u>74,000.00</u>		Sub total		55.15	<u>104,180.16</u>	<u>90,005.00</u>	
			<u>Recreation</u>					
2,976.00	3,500.00	11%	Hunter Park Pitches	377.00		4,304.33	4,000.00	
3,005.00	2,700.00	36%	Hunter Park Pavilion	960.00		2,420.00	450.00	
522.50	522.50	0%	Allotments	-		464.00	550.00	
<u>6,503.50</u>	<u>6,722.50</u>		Sub total		1,337.00	<u>7,188.33</u>	<u>5,000.00</u>	
			<u>Other</u>					
10,250.00	0.00		Twyford Neighbourhood Plan	1,550.00		4,240.00	-	
6,602.25	5,100.00		Water Meadows	2,092.74		4,964.99	5,100.00	
0.00	0.00		Open Space Funding	3,806.24		9,244.57	-	
<u>16,852.25</u>	<u>5,100.00</u>		Sub total		7,448.98	<u>18,449.56</u>	<u>5,100.00</u>	
<u>84,685.75</u>	<u>85,822.50</u>		TOTAL RECEIPTS EXCLUSIVE OF VAT		8,841.13	129,818.05	100,105.00	
			VAT reclaimed	2,250.04		9,652.83		
			VAT charged	48.00	2298.04	398.67		
<u>84,685.75</u>	<u>85,822.50</u>		TOTAL RECEIPTS with VAT		11,139.17	139,869.55	100,105.00	

Prior Year Actual	2016/17 Budget	Q4 Actual- Budget	PAYMENTS			
<u>Finance</u>						
12,736.05	12,360.00	27%	Clerk's employment costs inc. allowances	3,393.00	13,136.51	13,000.00
1,439.74	600.00	0%	Clerk's Expenses	-	53.69	100.00
361.08	375.00	129%	Administration	482.76	1,585.50	1,000.00
0.00	0.00	120%	External Advice	-	120.00	250.00
0.00	800.00	2%	Training	15.00	342.85	750.00
2,296.94	2,500.00	0%	Insurance Premium	-	2,407.45	2,750.00
4,493.25	14,000.00	1%	Grants & Donations:	83.50	4,260.13	4,000.00
1,200.00	3,000.00	96%	Section 137	2,894.44	2,939.13	3,000.00
816.00	420.00	120%	Room Hire	505.00	871.00	750.00
1,000.00	500.00	0%	Legal Fees	-	-	250.00
620.00	650.00	0%	Audit Fees	-	650.96	750.00
387.00	400.00	0%	Subscriptions & Publications	-	439.00	500.00
5,106.83	3,500.00	0%	Street Lighting	-	2,524.94	2,800.00
800.00	700.00	23%	SLR	160.00	580.00	500.00
1,908.75	2,066.00	0%	PWLB (Gilbert Room)	-	1,877.25	1,800.00
33,165.64	41,871.00		Sub total	7,533.70	31,788.41	32,200.00
<u>Recreation</u>						
20,259.58	23,250.00	22%	Hunter Park Grounds	5,097.83	19,069.39	21,150.00
2,459.11	3,150.00	28%	Hunter Park Pavilion	881.88	2,178.45	1,500.00
1,426.59	2,500.00	0%	Repairs & Maintenance	-	2,923.60	3,750.00
53.25	5,000.00	0%	New assets	-	9,547.07	15,000.00
3,721.70	5,484.00	28%	Other Open Spaces	1,553.26	4,343.04	6,900.00
137.87	1,000.00	7%	Allotments	67.64	166.14	300.00
28,058.10	40,384.00		Sub total	7,600.61	38,227.69	48,600.00
<u>Other</u>						
8,773.05	8,000.00	51%	Neighbourhood Plan	4,106.55	11,237.53	8,000.00
5,513.43	5,700.00	20%	Water Meadows (Inc PWLB BM)	1,160.75	5,204.34	5,700.00
-	0.00		Miscellaneous (mainly P Hall)	-	41,835.70	-
14,286.48	13,700.00		Sub total	5,267.30	58,277.57	13,700.00
TOTAL PAYMENTS EXCLUSIVE OF VAT				20,401.61	128,293.67	94,500.00
VAT on payments				1,263.53	1,263.53	14,587.34
TOTAL PAYMENTS including VAT				21,665.14	142,881.01	
Surplus / - Deficit exc VAT				- 11,560.48	1,524.38	5,605.00
75,510.22		95,955.00		-		
9,175.53						

BALANCE BROUGHT FORWARD on 01/01/17	82,781.46	75,266.95
ADD Total Receipts (as above)	11,139.17	139,869.55
LESS Total payments (as above)	21,665.14	142,881.01
Balance Carried forward 31/03/17	<u>72,255.49</u>	<u>72,255.49</u>

These cumulative funds are represented by:

Current Account Balance	31,579.03	
Less: Cheques drawn but not debited as at 31.03.17 nos.	-	
Deposit Account Balance	40,676.46	
Other Account (Co-op Bank)	-	
		<u>72,255.49</u>

Signed: Tony Bronk
Responsible Finance Officer to Twyford Parish Council

Date: 3rd April 2017

Notes

2015/16 numbers use an 'Income & Expenditure' accounting basis, 2016/17 uses a 'Receipts & Payments' basis. Actuals are therefore not comparable.

2015/16 numbers include values for services received but not yet paid, whereas 2016/17 numbers show payments made for some 2015/16 services.

2015/16 numbers include values for income still to be received but 2016/17 numbers record receipt of that income.

2016/17 numbers are materially affected by expenditure incurred for the refurbishment contract for the Parish Hall for which a significant contribution was received from the Parish Hall Management Committee.

Expenditure on play and sports equipment was funded by receipts from Winchester City Council (derived from Community Infrastructure Levies).

Expenditure on the Twyford Neighbourhood Plan was mainly funded by grants received in 2015/16 and 2016/17.

Of the receipts recorded for 2016/17 £62 is held for services to be provided in 2017/18.

Of the bank balance shown for carry forward into 2017/18 the Council has also earmarked as Reserves for specific purposes the following amounts:

£1,500 as a grant to be paid to St Mary's School for the purpose of an outdoor classroom

£966.63 is payable in September 2017 for completion of the contract for the external repairs and redecoration of the Parish Hall;

£10,000 for the replacement of play and sports items (including safety surfaces) in Hunter Park and Northfields

The Parish Council have two loans outstanding, for the purchase of Berry Meadow and construction of the Gilbert Room.

The Total Balance outstanding as at 31st March 2017 was £26,999.97