

TWYFORD PARISH COUNCIL

Minutes of the Full Parish Council meeting on 8th September 2016, at the Gilbert Room of the Parish Hall, Twyford

Present

Cllr Lawton (Chair)
Cllr Cook
Cllr Corcoran
Cllr Cornwall
Cllr Holland
Cllr Mitchell
Cllr Watson
Cllr West
Cllr Wheeler

In attendance

WCC Cllr Izard
HCC Cllr Humby
Clerk – Tony Bronk

Apologies/Absences

Cllr Forder-Stent
Cllr Sellars

Item	Business transacted
78/16	To accept apologies for absence and receive declarations of interest
	The apology of Councillors Forder-Stent and Sellars and reasons for their absence was accepted;. There were no declarations of interest made.
79/16	To approve and sign-off, as a true record, the minutes of the meeting held on 17th July and of the extraordinary meeting held on 4th August 2016
	The previously circulated minutes of the Full Council Meeting dated 17th July 2016 were considered. Resolved: “The Minutes of the meeting held on 17 th July 2016 are approved as an accurate record of the meeting”. Proposed by Cllr Holland, seconded by Cllr Corcoran and carried unanimously. The previously circulated minutes of the Extraordinary Full Council Meeting dated 4 th August 2016 and a proposed amendment requested by Cllr Holland were considered. Resolved: “The Minutes of the meeting held on 4 th August 2016 and proposed amendment are approved as an accurate record of the meeting”. Proposed by Cllr Holland, seconded by Cllr Wheeler and carried unanimously.
80/16	To receive an update on matters arising from the minutes of the meetings held on 17th July and 4th August 2016 that are not included elsewhere on the agenda and to consider the status of progress to date
80.1/16	For actions brought forward please refer to the table at Annex 1.

	<p>The table at Annex 1 was reviewed, action taken noted and discussed.</p> <p>Cllr Corcoran explained that the Council hold a Licence to the Pumfret Bank as an Open Space and have undertaken to maintain it. Following erection of a fence at the top of the Bank it cannot be safely maintained under the current maintenance contract. The distance of the fence from the footpath must be measured to confirm that the fence is not encroaching on the part of the Bank under Licence. As the Bank is not horizontal the relevant distance from the footpath cannot be measured along the surface of the Bank. Due to commitment to the Neighbourhood Plan the measurement and other outstanding action has been delayed.</p>
81/16	To adjourn for public participation
81.1/16	To receive questions from the members of the public.
	There were no members of the public in attendance.
81.2/16	To receive the County Councillor's report.
	<p><u>Household Waste Recycling</u> - Cllr Humby reported that following receipt of nearly 12,000 responses to consultation it was decided to retain all 24 sites under review, but to save costs, opening hours have been reduced to 11.am to 6pm (and 11 to 4 during winter) and sites will be closed on Thursdays. Soil and rubble, which is usually created from construction, alteration or repair of homes and gardens, will from 1 October be charged at £2.50 per part or whole 30 litre bag, or per item. Hampshire County Council will also be implementing a charge for plasterboard and cement-bonded asbestos.</p> <p>Plasterboard, which is accepted at all sites, will be charged at £10 per sheet, or £6 per 30 litre bag. Cement-bonded asbestos, which will continue to only be accepted at Andover, Basingstoke, Efford, Netley and Portsmouth HWRCs will be charged at £12 per sheet. No other type of asbestos is permitted. Cash and card payment options will be available at each centre. Soil and rubble includes construction and demolition materials such as stone, rubble, clay, concrete, bricks, blocks, sand, tiles, paving slabs, and ceramic bathroom suites. There will be no charge for crockery or clay/terracotta flower pots. The limit of six bags of soil and rubble per household per month will be lifted.</p> <p>Household Waste Recycling Centres will now be able to receive 'commercial waste', which forms the bulk of fly tipping waste, and so it is hoped this will help reduce fly tipping. A Workshop has also been held to help implement a more coordinated and standardised approach to reporting of and responding to occurrences of fly tipping; training is being provided to improve legal enforcement and resources will be shared.</p> <p>Cllr Humby is to meet the Minister Marcus Jones to lobby for support to the Council's strategy for seeking to implement charges for household waste and more effective legal arrangements to deter fly tipping.</p> <p><u>Devolution</u> – Cllr Humby referred to the workshops currently being held throughout the County and that they are giving rise to airing of a range of views. Some Parishes are comfortable with the prospect of increased powers and responsibilities, whilst others are not.</p> <p><u>Traffic Calming</u> – The bollards outside the General Stores are to be moved and more effective arrangements to keep traffic off the footpath are being considered, a possibility is a higher kerb.</p>

	<p><u>Revenue Support Grant</u> – This important source of funding will cease in 2018 and planning to address its loss is well underway. Joint ventures and partnerships between public and private sector entities are a likely source of new revenues.</p> <p><u>Superfast Broadband</u> – In response to a question Cllr Humby undertook to make enquiries into the rollout of superfast broadband. It had been reported that: “ Superfast broadband in Twyford parish is delivered from either the Twyford or Owslebury BT exchanges. Approximately 90% of premises in the parish are already able to access ‘superfast’ broadband services. The county council programme will be coming back to upgrade more infrastructure in the area as part of Wave 2 and [HCC] should be able to provide approximate dates for this upgrade in October this year.” This report seemed to be at odds with the experience of Councillors and residents contacting them; and therefore some clarification as to where access was currently available was sought.</p>
81.3/16	To receive the District Councillor’s reports.
	<p>Cllr Izard reported that the Winchester Regeneration Group are to meet next week. A change to the Chair is to be announced. Cllr Izard was informed of views that regeneration is essential and long overdue.</p> <p>Cllr Izard referred to the appointment of a new Police Community Support Officer (PCSO) [details had already been circulated via the Twyford Information Service and placed on the parish Notice Boards] and to problems of burglary and anti-social behaviour in Colden Common. Cllr Izard was informed that several Twyford residents had expressed concerns about anti-social behaviour at Twyford Meads.</p> <p>A routine post Boomtown series of meetings was about to commence, which will result in a briefing of WCC Members in late October (a preceding ‘closed’ meeting will be held on 24th October but minutes will be published in due course). Concerns were expressed to Cllr Izard about Boomtown related anti-social behaviour and traffic.</p> <p>Finally, Cllr Izard referred to recent reports of Travellers in the area and allegations of criminal conduct attributed to them. Those Travellers are now understood to have left the area. [During recent days vehicular access to Hunter Park had been restricted by locking the gate at night].</p> <p>Cllr Cook (who is also a WCC Councillor) also reported:</p> <p>WCC has issued a new Parking Strategy which is encouraging use of the various Park and Ride sites.</p> <p>The Chesil Street development of 82 homes for the elderly is progressing well and an initiative is underway to improve the screening around the site to make it more visually attractive.</p> <p>A new “giving scheme” has been adopted in Winchester to encourage donations via boxes at shop counters rather than giving directly to persons in the street.</p> <p>The Winchester Local Plan draft report has now been published. Although some changes have been made policy towards travellers and the scale of development in Twyford and Colden Common remained unchanged.</p> <p>Mini Football Goalposts have now been erected at Northfields.</p>

	<p>The fallen bollards near the General Stores and also the Hairdressers have been reported to Hampshire County Council (HCC), as have problems with drains (recently identified due to heavy rain) and the collapsed cover on the footpath in Finches Lane. Cllr Cook will follow-up on HCC comment that reported problems with drains had been investigated but that they did not present a highways danger.</p>
82/16	<p>To receive a report by the 'Technical Group' and to note its publication of an initial draft of the Twyford Development Plan; and to discuss and agree a framework for preparation and publication for formal consultation of the final draft Twyford Development Plan</p>
	<p>Cllr Corcoran reported that the Technical Advisory Group had published a first draft of the Twyford Neighbourhood Plan on its website for consultation; which will result in due course in a formal Draft Twyford Neighbourhood Plan being prepared for consideration by the Full Council and then issue for formal consultation.</p>
	<p>A series of recommendations had been made at an extraordinary meeting of the Full Council and Cllr Corcoran referred to a document that detailed how each recommendation had been taken into account before the Technical Group had proceeded with publication. The Technical Advisory Group was continuing to perform work to address comment received, a specific task being to review the capacity of site 26; the outcome of which could impact on the necessity for additional sites to enable the Plan to provide for 20 new dwellings as required by the South Downs National Park Authority.</p> <p>Consultation on the published interim draft document will commence on 14th September. Twyford Social Club has been booked and details of the interim draft will be available together with feedback forms. Feedback can also be provided via the Twyford Neighbourhood Plan website for three weeks from 14th September.</p> <p>The Technical Advisory Group had distributed a large number of leaflets to Twyford households to publicise the launch, posters are on all Parish Notice Boards and certain potentially interested parties (including businesses and local parishes) had been invited to the launch.</p> <p>Following receipt and analysis of feedback the Technical Advisory Group aim to prepare a formal draft for consideration by Councillors in November.</p>
83/16	<p>To note the response of Winchester City Council to the findings of the traffic pollution tests in Main Road and the High Street and to agree any steps to be taken</p>
	<p>Winchester City Council (WCC) referred to the need for a more scientific study before any suspected high levels of pollution would be acknowledged and acted upon. They have one monitoring site in Twyford, its results over the last few years, (which are available via its website) show the levels of roadside air pollution are not such that any action must be taken. If the Council have concerns, WCC will assist by advising how additional measurements should be collected from other sites over a sustained period.</p> <p><u>Action</u> – Cllr Cook will liaise with WCC and the Clerk. The annual costs on carrying out monitoring 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).</p>
84/16	<p>To receive an update by the Website Working Group and to agree further steps to be taken</p>

	<p>Cllr Mitchell reported that the ongoing costs of appointing an external website provider to operate a template site populated by designated persons on behalf of the Parish Council was higher than first envisaged. A cost effective solution was therefore still being sought. In the meantime some quick fixes had been made to the existing site including the adoption of a Calendar of Village Events (under the Events tab). This had been announced via the Twyford Information Service email and Facebook and various events had been added; and other sections had been updated although this needs an ongoing regular commitment (as would any other provided site). Cllr Cook suggested the addition of more photographs and texts about recent and forthcoming events, the request for photographs of Councillors was also noted.</p>
85/16	To receive an update on the external audit of accounts for the year 2015/16
	<p>It was reported that the need for some small amendments had been identified during the external audit, revised Financial Statements had been submitted but they had not yet been signed off. The closure of the period for audit is 30th September.</p>
86/16	To resolve to replace the Parish Acer laptop computer
	<p>Problems with the existing Parish laptop were noted along with its age. It was agreed that the Clerk should identify potential replacements and their costs for a decision to be made by the forthcoming Finance Committee. The Clerk was also asked to consider whether other equipment such as the printer and mobile phone are appropriate or also need renewal.</p> <p><u>Action</u> – Clerk to report to the Finance Committee on IT equipment replacements</p>
87/16	To review and approve payments made in August and proposed payments scheduled for payment before the next Full Parish Council meeting scheduled for 13th October
	<p>Cllr Watson referred to each of the payments listed in Annex 2 and provided an explanation for them.</p> <p>Resolved: The payments already made under prior resolutions and those listed for settlement in September and remaining unpaid are approved.</p> <p>Proposed by Cllr Watson, seconded by Cllr West.</p>
88/16	To note that a review of the Council's VAT submissions is being undertaken by the Clerk as Responsible Financial Officer
	<p>The Clerk referred to external advice taken and the commencement of a review of back years. The Council is able to reclaim VAT paid but must offset against it VAT chargeable on certain services it provides. The Parish bank account had recently been credited by HMRC for several unprocessed claims but the Clerk now needed to identify the extent to which VAT chargeable on sporting activities (Hunter Park lettings) that ought to have been offset against prior year claims had not been levied but remained payable to HMRC. In effect previous VAT reclaims should have been for a lower amount and so the amount over-claimed needed to be repaid. As income from sports lettings and so the VAT payable to HMRC is not substantial an adjustment can be made to the reclaim for the next quarter, when VAT recoverable on the Council's proportion of the payments for the Parish Hall refurbishment is claimed. Due to the receipt of back year reclaims, despite the adjustment to the next claim the Parish accounts this year will show a positive outcome.</p>

89/16	<p>To receive minutes of the August and draft minutes of the September Planning Committee meetings and an update on matters arising from those minutes; and to note or discuss action taken since unless already covered by another agenda item</p>
	<p>Cllr Mitchell summarised that applications had resulted in many approvals and some objections; a particular concern currently is to better understand the views of the Winchester Conservation Officer and a meeting is being arranged for that purpose.</p>
90/16	<p>To receive draft minutes of the August 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>
	<p>Cllr Cornwall referred to the review of arrangements and fees for the use of Hunter Park sports facilities: cricket, football and the Pavilion community room. Occasional users must now pay in advance, as is the requirement for hire of the Parish Hall. Regular users (5 or more sessions) will pay a reduced fee per session and may normally pay in arrears, although a deposit will be payable. Kindling Forest School no longer have use of one of the Referee changing rooms for their storage purposes but an alternative cupboard has been made available. The Hunter Park Tennis Association is to be contacted by the Clerk to ensure that a peppercorn rent is paid for use of the tennis court.</p> <p>Cllr Lawton referred to praise received from users of the cricket pitch and the high quality of the wicket; and that he would contact the Groundsman to praise him for his efforts this season. Cllr Watson added that Twyford Cricket Club had a very successful season and had been promoted in their league.</p>
91/16	<p>Twyford Open Spaces : to discuss Berry Meadow and Twyford Meads and to agree any action to be taken concerning signage and enforcement of restrictions as to their use</p>
	<p>Concerns about litter, behaviour and overnight camping had been raised during the summer and strenuous efforts had been made to encourage considerate use of the open space. Volunteers had collected litter but they were reticent about challenging campers and rowdy groups; and so reliance was placed on community policing. This was less evident this summer following the resignation in the Spring of the PCSO who was only recently replaced.</p> <p>The pros and cons of formal signs and the need to budget for them or for litter bins if they were to be required for next summer were noted.</p>
92/16	<p>Highways and Footpaths: to discuss the status of footpaths within the Parish and to agree any specific action to be taken</p>
	<p>Concerns were raised that a notice stating No Right of Way had been placed by the land owner by the farm track leading to the east from Hockley Cottages (which is later joined by a footpath from the bottom of the hill). Cllrs Corcoran and Wheeler recalled the council submitting a request to record a right of way up the farm track and requested that the restriction to current access be challenged.</p> <p><u>Action</u> – The Clerk is to write to Hampshire County Council to lodge an objection to the 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.</p>

93/16	<p>To note, for information only, significant communications on matters that are not included elsewhere on the agenda</p>
	<p>Cllr Watson referred to the invitation circulated to Councillors about the Devolution workshops and enquired about attendees from the parish. It was agreed that she and Cllr Lawton should attend if any places at the Chandlers Ford session were available.</p> <p>Cllr Watson informed the meeting that she had decided to cease her involvement as a Councillor and so would cease to chair the Finance Committee with effect from the next AGM in May. Councillors were encouraged to consider taking on the role so as to liaise more closely over the coming months in order to ensure a smooth handover. Any Councillor not on the Finance Committee but with an interest in becoming involved was encouraged to attend the meeting scheduled for 15th September.</p>
94/16	<p>To raise any items for the next agenda and confirm the date of next Full Council meeting as Thursday 13th October 2016</p>
	<p>No requests for agenda items were made and the date of the next Full Council meeting was confirmed as Thursday 13th October in the Gilbert Room.</p> <p>The meeting closed at 9.30pm</p>

Ref	Owner	Action to be taken	Target Date revised	Action Taken Update	Status At 8th September
<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>	<i>Outstanding</i>	<i>Carry forward</i>
Further new actions arising from the meeting of 19th May 2016					
<i>24.3/16</i>	Clerk	Put up a temporary sign by the Outdoor Gym.	<i>31 August</i>	Permanent sign now in place	Closed
Further new actions arising from the meeting of 12 June 2016					
<i>33/16</i>	Cllr Cook, Cllr Holland and Cllr West	To complete and return Declaration of Interest forms to the Clerk as soon as practicable.	<i>31 August</i>	Declaration of Interest forms all received and delivered to Winchester City Council	Closed
<i>34/16</i>	Clerk	Liaise with HALC to identify the cost of a bespoke course and potential dates in September and early October.	<i>14 July</i>	<i>Course booked provisionally for 26 September – date became unavailable and no other dates in 2016 are available</i>	Closed
<i>45/16</i>	Cllr Mitchell	On behalf of the Website Working Party, make recommendations to the Full Council meeting in September.	<i>8 Sept</i>	<i>Continuing</i> <i>[NOTE – a Village Diary is now in place under EVENTS]</i>	Carry forward

Further new actions arising from the meeting of 14 July 2016

57/16	Cllr Corcoran	Prepare documented proposals for the content of key policies to enable Councillors to be circulated with options and recommendations before an extraordinary meeting of the Council to be held on 4th August.	31 July	Draft Neighbourhood Plan was circulated and discussed on 4 th August.	Closed
58/16	Clerk	Liaise with Winchester City Council regarding air quality measurement.	8 Sept	WCC have one monitoring station in Twyford whose reading is within acceptable limits	On Agenda
59/16	Clerk	Confirm the booking for HALC Training of Councillors and contact the Colden Common Clerk to invite its Councillors to the seminar.	21 July	<i>Booking could not be confirmed and no other dates were available from HALC during 2016. Shared sessions offered by other Parishes have not been of use</i>	Closed
67/16	Clerk	Arrange for a specialist to cut the allotment hedge top and to specify tasks for the next Lengthsman visit.	28 July	<i>Hedge has been cut. Lengthsman tasks scheduled and completed</i>	Closed
Further new actions arising from the meeting of 4th August 2016					
75/16	Clerk	Review the maintenance contract for Northfields to establish whether cutting back of hedgerow growth within the playing area is included.	10 August	<i>Hedge cutting twice a year is included. The contractor was contacted and it was found that the hedge had recently been cut</i>	Closed

List of Payments for September for approval (and noting of other payments under prior approval)

17/08/2016	IB	IDU Trading Ltd	Northfields goal posts (ASSET)	1,630.00
17/08/2016	IB	R M Triggs	Parish Hall ext. refurbishment (part payment)	8,000.00
18/08/2016	IB	R M Triggs	Parish Hall ext. refurbishment (part payment)	10,000.00
19/08/2016	IB	R M Triggs	Parish Hall ext. refurbishment (part payment)	1,584.00
20/09/2016	SO	S Lauder	Pavilion Cleaner Wages - Sept	80.00
		T Bronk	Clerk Net Salary - Sept	606.34
		HMRC	Tax - for Sept salary ded'ns	195.52
		We Can Specialists (Matt Riley)	Hunter Park etc. Grounds Maint. Contract Sept	1,479.87
		Green Smile Limited	Northfields etc. maintenance contract - Sept	253.40
		HRM Ltd	TNP for July & Aug invoices	1,170.00
		Regeneration Services Ltd	Cutting Allotment & HP entrance hedges	360.00
		Mint signs	Publicity for TNP initial draft plan	289.20
26/08/2016	CP	123 Reg	Twyfordhants.org.uk domain registration (2yrs)	16.78
		MJT Building & Decorating Ltd	April, June & Aug SLR invoices	288.00
		RM Triggs	2nd Valuation	8,000.00
		RM Triggs	2nd Valuation (balance) Internet banking restriction	4,336.00
		Twyford Social Club	9 May room hire (previously approved as £20)	24.00
25/08/2016	DD	Southern Electric	Hunter Park Field	19.13
		Reimbursement	Hunter Park pavilion and concrete for sign	69.14
		HCC - Pensions	Clerk's Pension (ee & er) - Sept dedn's	161.18

Notes

IDU Trading Ltd – Approved by Recreation Committee August meeting. Net amount will be reclaimed from WCC Open Spaces budget

RM Triggs – Approved by FPC when contract approval was given. Internet banking limits necessitate fragmentation of payments. Rund partnership provide contract oversight and approval of RM Triggs invoices.