

**TWYFORD PARISH COUNCIL**

Minutes of a meeting of the Full Council

held on Thursday 23rd February 2017 at 7.30 p.m. in the Gilbert Room, Parish Hall, Twyford

<b>Members Present</b>	<b>Members Absent</b>	<b>Attendees</b>
Cllr Lawton (Chair)	Cllr Cook	T Bronk - Clerk
Cllr Corcoran	Cllr Cornwall	
Cllr Forder-Stent		
Cllr Holland	Apologies were also received from	
Cllr Mitchell	Cllr Izard (WCC)	
Cllr Sellars	Cllr Humby (WCC & HCC)	
Cllr Watson		
Cllr West		
Cllr Wheeler		

<b>Item</b>	<b>Agenda of business to be transacted</b>
158/16	To note absences and consider apologies for absence
	The apology of Councillor Cook who was at a Winchester City Council meeting (with Councillors Izard and Humby) and that of Cllr Cornwall was accepted.
159/16	To receive declarations of interest in accordance with the Council's Code of Conduct
	Personal Interests were disclosed as follows: Cllr Watson: Parish Council appointee as a Trustee of the Parish Hall (item 163.1) and forthcoming appointment as Twyford School Governor (Items 169 & 170) Cllr Wheeler: Parish Council appointee as a Trustee of the Parish Hall (item 163.1) Cllr Sellars: Parish Council appointee as a Trustee of the Parish Hall (item 163.1) Prejudicial Interests were declared at or before the meeting and are summarised as follows: Cllr Cook, Cllr Cornwall, Cllr Holland and Cllr West declared prejudicial interests (because a member of the public might regard the close proximity of those councillors' residences to development sites referred to in the draft Twyford Neighbourhood Plan as likely to prejudice their judgement of the public interest) (Items 169 & 170). It was noted that applications for dispensation to participate fully and vote on both items were made (Annex 2) and would be considered under item 168.
160/16	Approval and sign-off, as a true record, of the minutes of the meeting held on 19 <sup>th</sup> January 2017 and an extra-ordinary meeting on 9 <sup>th</sup> February 2017

	<p>The previously circulated minutes of the Full Council Meeting dated 19<sup>th</sup> January 2017 were considered.</p> <p>Resolved:</p> <p>“The Minutes of the meeting held on 19<sup>th</sup> January 2017 are approved as an accurate record of the meeting”.</p> <p>Proposed by Cllr Wheeler, seconded by Cllr Holland and carried unanimously.</p> <p>The previously circulated minutes of the extra-ordinary Full Council Meeting dated 9<sup>th</sup> February 2017 were considered.</p> <p>Resolved:</p> <p>“The Minutes of the meeting held on 9<sup>th</sup> February 2017 are approved as an accurate record of the meeting”.</p> <p>Proposed by Cllr Forder Stent, seconded by Cllr West and carried unanimously.</p>
161/16	To adjourn to receive questions from the members of the public
	<p>No members of the public attended the meeting.</p> <p>It was noted that in addition to normal notices the meeting had been drawn to the attention of recipients of Twyford Information Emails.</p>
162/16	To receive an oral report from the Chair of the Finance Committee to inform the Council of significant developments since the last update
	<p>Cllr Watson referred to a claim received for an unpaid invoice dated May 2015 for play area inspections. Searches had confirmed it remained unpaid. Cllr Watson referred to the practise of the Council to include the inspection of Ballard Close play equipment with that of equipment in Northfields and Hunter Park and that the Council had made a grant to cover the Ballard Close proportion of the invoice. A resolution to that effect will be submitted to the Full Council’s meeting in March.</p> <p><u>Action</u> – Clerk to ensure a grant resolution in favour of Ballard Close is included in the March Full Council agenda.</p> <p>Cllr Watson reported that an instruction to close the Council’s account at the Co-op bank had been signed and the funds will be transferred to the Council’s interest bearing account at HSBC before the year end. The Clerk will review balances and available interest rates to recommend the most effective deposit arrangements. Unfortunately, the Financial Ombudsman Service was not prepared to increase the figure of £50 compensation in settlement of the Council’s complaint.</p> <p><u>Action</u> – Clerk to investigate deposit arrangements.</p>

	<p>Cllr Watson received notification that a creditor claim (submitted in 2009 in respect of compensation of £5,000 due to the Council because of encroachment by doorsteps onto the pavement when Park Lane Mews were built) will not receive any funds through the insolvency administrators.</p> <p>Cllr Watson referred to the successful fund raising efforts of the Hampshire and Isle of Wight Wildlife Trust (HloWWT), enabling the purchase of Hockley Meadows Farm. After some discussion it was concluded that the purchase was a very positive outcome for the Parish. From a conservation perspective it provides continuity from the motorway to Berry Meadow and will assist in the movement of grazing livestock. Councillor Mitchell encouraged the Twyford Meads and Berry Meadow Advisory Committee to contact the HloWWT with an objective of establishing a Land Management Scheme for both the HloWWT land and that owned by the Council. The need for a positive relationship was expressed following the decision of the HloWT not to assist the Hampshire Search and Rescue Team gain vehicular access to Compton Lock.</p> <p><u>Action</u> – Councillor Lawton to write a letter of congratulations to the HloWWT.</p> <p>Councillor referred to continuing uncertainty over the Methodist Church grant and whether or not the works will be undertaken in the current financial year.</p> <p><u>Action</u> – Councillor Wheeler to make enquiries and determine whether or not the grant for £500 will be called upon</p>
163.1/16	To review and approve payments made or to be made in February and early March 2017
	<p>The Payment List at Annex 1 was referred to by Councillor Watson.</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 Wheeler and carried unanimously.</p> <p>Action – Clerk to make all authorised payments.</p>
163.2/16	To approve a grant to the Twyford Parish Hall Management Committee for the balance of costs incurred for external refurbishment, because all VAT incurred was not recoverable.
	<p>Councillor Lawton referred to a letter of thanks, received from the Parish Hall Management Committee, for the support of the Parish Council during 2016; the Parish Council having entered the contract for the external refurbishments. Councillor Wheeler reported that the successful conclusion of the refurbishment works has resulted in an upsurge of use of the Parish Hall.</p> <p>Councillor Watson referred to the donation by the Parish Hall Management Committee and that a proportion of the VAT paid by the Parish Council could not be recovered, as originally thought. The cost to the Council had therefore been greater than initially envisaged.</p> <p>After discussion, it was concluded that it had been the intention of the Council to support the Parish Hall trustees to secure completion of the external refurbishment; therefore, the Council should incur the cost impact of the reduced claim for VAT refund.</p>

	<p><b>Resolved:</b> The Parish Council having not received a rebate of VAT for all of the Parish Hall refurbishment works shall incur that cost, rather than seek recovery of that sum from the Parish Hall Management Committee. The amount involved shall be accounted for as a further grant of up to £5,000 for the Parish Hall refurbishment (including settlement in September 2017 of the retention sum).</p> <p>Proposed by Councillor Lawton, proposed by Councillor Holland and carried [Councillors Watson, Sellars and Wheeler did not vote because of their declared conflict of interests]</p>
163.3/16	<p>To approve the funding by the Parish Council of VAT payable on sporting hire fees where such VAT was not recovered due to changes in circumstances removing eligibility from exemptions</p>
	<p>Councillor Watson asked the Clerk to explain the VAT technicalities involved. The Clerk reminded Councillors that VAT must be charged on letting of Hunter Park's sporting facilities; although if the Council wishes to do so, it may apply an exemption from VAT to certain types of hirer that book and agree to pay for at least 10 sessions of no more than 14 days apart.</p> <p>A decision of the Recreation Committee in September 2016 resulted in the Twyford Cricket Club Colts evening sessions being excluded from the payable bookings, the remainder of sessions did not meet the conditions for exemption and accordingly £107 of VAT was payable. However, it had not been shown on the invoice raised prior to the decision of the Recreation Committee. Also, Twyford Bulls had been treated as exempt due to their number and frequency of sessions but circumstances had resulted in VAT conditions not being fulfilled, and so again sessions used were paid for, but without VAT.</p> <p>It was confirmed that since July 2016 all hirers have been made aware of the requirement for VAT to be charged and of the conditions that must be fulfilled for the exemption to apply. The financial risk to the Council of having to pay VAT itself was therefore now mitigated.</p> <p><b>Resolved:</b> The Parish Council shall not seek to recover VAT from Twyford Cricket Club in respect of its 2016/17 season or Twyford Bulls for the periods invoiced to 31<sup>st</sup> December 2016, such VAT shall be deducted from VAT reclaims made by the Parish Council.</p> <p>Proposed by Councillor Lawton, seconded by Councillor Wheeler and carried unanimously.</p>
163.4/16	<p>To approve the Council's commitment to expenditure of up to £400 over the next 12 months for pollution monitoring</p>
	<p>In the absence of Councillor Cook, Councillor Watson reminded members of the outcome of pollution monitoring tests in the summer of 2016. Winchester City Council require at least one year of test results before it will accept that pollution levels are too high. The costs of further monthly tests over a twelve-month period had therefore been ascertained.</p> <p><b>Resolved:</b> Twyford Parish Council shall commence pollution monitoring along the B3335 within the settlement boundary of the village for a period of 12 months.</p> <p>Proposed by Councillor Watson, seconded by Councillor Sellars and carried unanimously.</p> <p><u>Action</u> – A working party under the oversight of one or more Councillors is to be established to identify appropriate sites for monitoring, and the monthly placement and recovery of the measuring equipment.</p>

164.1/16	To receive the draft minutes of the Planning Committee of 2 <sup>nd</sup> February and an oral update from the chair of the Planning Committee on any significant matters since
	<p>The draft minutes were noted.</p> <p>Councillor Corcoran was thanked for attending, on behalf of the Parish Council, the Winchester City Council Planning Committee meeting to consider the planning application 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.] The Parish Council had responded to earlier consultation, stating its objection because it regards the application to be contrary to existing policy and that which has been proposed and widely consulted upon in the emerging Twyford Neighbourhood Plan. Councillor Corcoran reported that the Committee resolved not to approve the application [although the South Downs National Park Authority planning applications website as at 22<sup>nd</sup> February recorded the outcome as ‘decision pending’.]</p>
164.2/16	To discuss and agree a communication strategy and comments concerning the Winchester Regeneration Project
	<p>Councillor Mitchell referred to his previously circulated draft letter providing comments for the attention of the Regeneration Project team. Key messages are: the Brooks retail area should be included within scope, short term parking facilities should be improved, the brick warehouse used by Marks and Spencer should be retained, new houses built should be of a design that is consistent with local Georgian facades, small independent retail outlets should be targeted and the existing subterranean river should be developed so as to provide a scenic river walk through the regeneration area.</p> <p>Councillors were encouraged to attend the public consultation events on 24<sup>th</sup> and 25<sup>th</sup> March; and efforts will continue to encourage direct consultation with local parish councils.</p>
165/16	To receive an oral report from the Chair of the Recreation Committee to inform the Council of significant developments since the last update
	<p>In the absence of Councillor Cornwall Councillor Wheeler reported.</p> <p>Allotment tenancy agreements have been issued, about a third have been signed and returned so far.</p> <p>Councillor Wheeler has received several expressions of support for the Council’s decision to make the Northfields play area dog free, following repeated efforts to curb dog fouling. The red dog poo bin just within the area will in due course be moved to outside the area. The erection of more warning signs at Hunter Park, to encourage dog walkers to pick up, or for those who do not to be reported was noted.</p>
166/16	To resolve to amend the Code of Conduct to replace application to Winchester City Council’s Standards Committee and to require Pecuniary and Prejudicial Interest dispensations to be granted instead by the Full Parish Council

	<p>The issue by Winchester City Council of a new Code template for Parishes was noted. The new template replaces application to Winchester City Council's Standards Committee and instead now requires Pecuniary and Prejudicial Interest dispensations to be granted instead by the Full Parish Council.</p> <p><b>Resolved:</b> Twyford Parish Council shall adopt changes made by the new Winchester City Council Code for Parish Councils to enable applications for dispensations to instead be determined by the Parish Council.</p> <p>Proposed by Councillor Mitchell, seconded by Councillor Wheeler and carried.</p>
167/16	<p>To resolve that the Parish Council nominates Councillor Lawton to act as a Parish Council adviser to Winchester City Council's Standards Committee</p>
	<p><b>Resolved:</b> Twyford Parish Council nominates Councillor Lawton for one of the roles of Parish Council adviser to Winchester City Council's Standards Committee.</p> <p>Proposed by Councillor Watson, seconded by Councillor Corcoran and carried.</p>
168/16	<p>To consider applications for dispensation from restrictions on participation, by Councillors with a potential prejudicial or pecuniary interest, in any Parish Council meetings at which the draft Twyford Neighbourhood Plan is an agenda item</p>
	<p>Councillor Lawton referred to the importance of an unfettered ability to participate, whilst remembering the fundamental responsibility to act in the public interest. Discussion then followed about the perception of the public as to whether a conflict exists and the importance of transparency and demonstrating that public interest is put first. Councillor Lawton reminded members of the Standing Order restriction over the making of a contrary resolution.</p> <p><b>Resolved:</b> Where a Prejudicial Interest involving the Twyford Neighbourhood Plan arises; based on each Councillor's documented descriptions of that conflict and reasons for wanting to participate and to vote; dispensation to participate and vote on resolutions relating to the Neighbourhood Plan, it being a specific item on the agenda and on resolutions where an item of the NP is contained within other items on the agenda, is granted to Councillor Cook, Councillor Cornwall, Councillor Holland and Councillor West for the period to 28<sup>th</sup> February 2018.</p> <p>Proposed by Councillor Lawton, seconded by Councillor Mitchell and carried [Councillor Holland and Councillor West did not vote]</p>
169/16	<p>To review and approve changes made to the draft Twyford Neighbourhood Plan that was approved at the meeting of the Full Council on 9<sup>th</sup> February</p>
	<p>Councillor Lawton reported that the amended draft plan was not yet available. The substantive changes requested at the meeting on 9th February had been made but formatting and typographical corrections continued. The draft would not be ready until Friday 24th February. Councillor Lawton confirmed that all Councillors would see it before it was submitted, however, the view was expressed that Councillors must approve the changes because they had only approved the text for which changes were not required. In order to keep to the revised submission timetable it was agreed that the 2nd March Planning Committee date would be used for a further extra-ordinary meeting to approve the changes.</p>

	<p>Councillor Lawton reported that he was not aware of whether the full draft could be circulated as a single electronic file or whether hard copies would need to be made and circulated (the draft being maintained by the Advisory Group on behalf of the Parish Council).</p> <p><u>Action</u> Councillor Lawton to establish how the revised draft Twyford Neighbourhood Plan can be circulated to all Councillors for the extra-ordinary meeting on 2<sup>nd</sup> March.</p> <p>Councillor Lawton referred to the need for the Council to become more closely involved going forwards and the need for additional Councillors to participate in the Advisory Group.</p>
170/16	<p>To review and approve the Council's draft communication to the South Downs National Park Authority, seeking a Strategic Environmental Assessment on the Council's draft Twyford Neighbourhood Plan and seeking the testing of the Councils reasonable alternatives to the selected site for development</p>
	<p>A copy of the complete submission was not available, but a table providing a description of each policy and the identified 'reasonable alternatives' had been circulated before the meeting.</p> <p>Councillor Corcoran described the process used by the Advisory Group to formulate the policies in the draft plan and how they had been tested including by various consultation exercises. In order to document the 'reasonable alternatives' that had been discarded along the way the Advisory Group had reviewed the history of the project.</p> <p>Concerns were expressed that if several development sites are put forward as 'reasonable alternatives' that this would commit the Council to sites other than its preferred alternative site. It was agreed that all sites that might be considered 'reasonable' for development must be included in the submission; but those not supported would be identified as such. This would either result in support for the council's conclusions or its preferred alternative or the Council may receive new information to consider in support of another alternative site.</p> <p>The draft statement "No alternative considered" was queried and after discussion it was concluded that the statement "Do nothing" must be substituted.</p> <p><b>Resolved:</b> Twyford Parish Council approves the Statement of Reasonable Alternatives, as amended.</p> <p>Proposed by Councillor Watson, seconded by Councillor Wheeler and carried unanimously.</p>
171/16	<p>To agree a Communication Strategy for the Twyford Neighbourhood Plan and approve the members of a subcommittee to review and approve the publication of reports and other public communications made on behalf of the Council about the draft Twyford Neighbourhood Plan</p>

	<p>Councillor Lawton described the proposed Communication Strategy, the draft having not been circulated due to an error by the Clerk.</p> <p>It was agreed that the revised draft (when approved for submission for the Strategic Environmental Assessment) should be put onto the Twyford Neighbourhood Plan website, which would also provide the consultation response summary and explanations for action.</p> <p>It was reported that costs had been expected to be incurred in the current financial year, due to slippage certain costs would fall in the next. It was suggested that a Reserve should be established because the budget for the next financial year does not include provision for those costs. This will be considered by the Recreation Committee in March and reserving and other expenditure recommendations will be submitted to the Full Council's March meeting.</p>
172/16	<p>To note, for information only, significant communications on matters that are not included elsewhere on the Agenda</p>
	<p>Councillor Lawton reported on monitoring between 19 and 26 January by Hampshire police of adherence to the 40mph limit on the B3335 at the bottom of Cox's Hill near the Church Lane junction. Data obtained shows a daily average of 13,000 vehicles passed the observation point. Traffic was very slow during the morning rush hour, 40mph was normal at other times of day, but an exception of 60mph near 1am was identified. The data indicates that the speed limit is not being exceeded sufficiently to warrant any special measures.</p> <p>It was reported that two complaints had been received about potholes/faulty drains on the B3335 in the Southern part of the village. These had been escalated to Councillor Humby and repairs had been made. Councillors were informed that other repairs had also been made to other sections of the B3335 in preparation for the road resurfacing due to take place in the near future.</p> <p>It was reported that two complaints had been received about the slow roll out of superfast broadband. It was commented, however, that a number of locations in the village had recently gained access and the Clerk was asked to issue a Twyford information Email to remind parishioners of how to find out, via the Openreach or Hampshire County Council websites, the access status of their residence. It was reported that the Hampshire site has some inaccuracy and differs from Openreach records which had been reviewed to identify Parish postcodes and numbers of residences with or without access. These showed that 52% of residences have access but that 36% are expected to gain access within the next 5 months.</p>
173/16	<p>To raise any items for the Agenda of the next meeting and confirm the date of that next Full Council meeting as Thursday 23<sup>rd</sup> March 2017.</p>
	<p>Concerns were expressed about car parking believed to be attributable to users of Shawford Station. Discussion included the use and extent of white lines and also yellow on Shawford Road and the need for visibility on bends as well as gaps to allow the passage of vehicles.</p> <p>The next meeting was confirmed as an Extra-Ordinary meeting on 2<sup>nd</sup> March for the purpose of agreeing the changes made to the draft Twyford Neighbourhood Plan draft version submitted to the Council meeting on 9<sup>th</sup> February and any other text forming the submission for the Strategic Environmental Assessment that has not already been approved.</p> <p>The meeting closed at 10.00pm</p>

## ANNEX 1

Date	Type	Recipient	Purpose	Gross £
		We Can Specialists	Feb payment (Hunter Park maintenance)	1479.87
		Green Smile	Feb payment (Northfields maintenance)	253.40
		T Bronk	Feb pay (64 hrs contracted)	606.34
		S Lauder	Feb pay (10 hrs)	80.00
		HMRC	Feb PAYE & NIC deductions (payable March)	195.52
		HCC Pensions	Feb Contribs. (payable March)	161.18
		T Bronk (see Screwfix invoice)	Reimbursement re Hunter Park barrier fencing	56.98
14/02/2017	IB	Mint signs	TNP reports for extra-ord FPC 9 Feb	178.57
14/02/2017	IB	Spindrifft	Site plans for Site 26	2,119.44
		Crawley PC	Lengthsman green waste	25.00
		HloWT	Grazing costs (Meads, Berry Meadow, Churchfield Meadows)	1,137.00
		HALC	Transparency Code training seminar	18.00
		HRM	TNP Admin support (49.5 hrs)	891.00
27/02/2017	DD	SSE	Hunter Park Field (Primarily standing charge)	22.17
		T Bronk (see Homebase invoice)	Reimbursement for costs of erecting signs (posts, Boards, glue)	33.99
		T Bronk - (See Staples invoice)	Reimbursement for printer ink and paper	41.94
		Craig Morris	Hunter Park moles	120.00
		Parish Mall Mgt Committee	Hire of Gilbert room 7 July to 20 Jan 2017	390.00
		T Bronk (Curry's Invoice)	Projector dongle and infra-red pointer	24.99
		N.W.Adams	2015 Play Inspection fees (note VAT and donation adjusts)	243.60
		T Bronk	Pavilion cleaning products	18.55
		Groundworks	Return of unspent grant	56.59
		T Bronk (Re O2)	Phone reimbursement Oct. Nov. Dec. Jan	92.16

Applications for Dispensation from Code of Conduct restrictions arising from potential Conflicts of Interest

Councillor West – extracts from application

**Description of the interest (e.g. disclosable pecuniary interest or prejudicial interest) and its nature**

This is with regards to the discussion of the Twyford Neighbourhood plan; my home which I own with my husband is partially opposite Twyford doctor's surgery and car park as well as partially opposite Site 26 which is one option for development being discussed. (see attached plan of my property)

Our address is

Westcott  
Hazeley Road  
Twyford  
SO21 1PX

**An explanation as to why the dispensation is sought.**

I'm seeking dispensation in the interest of transparency due to the possibility that other parishioners may have the perception that development of site 26 would have a negative impact on my property value.

In reality the border of my property opposite site 26 has a large hedge obscuring the site as well as my own house; the only view of the site is from the very top attic window and the view from the rest of the house and garden is predominantly of the GP surgery and car park. Arguably, redevelopment of the site could improve the landscaping of the parking and field opposite an, along with reducing car parking on the Hazeley Road, could equally have a positive value on my property.

I also feel as a member of the parish council I have a lot to contribute to the Twyford neighbourhood plan overall and wouldn't want one aspect of the plan to limit this. I am also in a similar position to other members of the parish council in that, by the nature of us being parish councillors, we all live in the village and therefore are all in some way affected by this plan and that councillors who live near other sites that were/are being considered could also be perceived in similar light. By allowing us all to contribute equally ensures a balanced approach.

## **Councillor Holland – extracts from application**

### **Description of the interest (e.g. disclosable pecuniary interest or prejudicial interest) and its nature:**

This relates to the Parish Council discussion of the Twyford Neighbourhood plan; And the fact that my home, which I own with my wife, is partially opposite S26, one of the proposed sites for the development of 20 homes, which might mean parishioners could potentially perceive I have a prejudicial interest.

### **Our address is:**

Ravenhurst

Hazeley Road

Twyford

SO21 1PX

### **An explanation as to why the dispensation is sought.**

In the interest of being totally transparent due to a possible perception (that doesn't exist) of a prejudicial interest that other parishioners may have in relation to the proximity of my house to the development of site 26.

Note I believe that in declaring a potential prejudicial interest I am being 100% transparent but that all members of the Parish Council (and the Technical Group advising the council) also potentially have this prejudicial interest.

## **Councillor Cook and Councillor Cornwall - Extracts from applications**

Nature of potential conflict of interest: Prejudicial. [Potential prejudicial conflicts of interest exist because of the Councillor's close proximity to site S1.]

Councillor Cornwall's address is 7 Hewlett Close and Councillor Cook's address is 12 Hewlett Close Twyford.

Reasons for seeking dispensation: I believe that in declaring the above I am being 100% transparent but that is enabling all members of the Parish Council to make a decision as to my participation to discuss and in addition to vote.

I have been a resident in Twyford for several years and I believe that I therefore have knowledge and experience to contribute positively to the discussion of the Draft Twyford Neighbourhood Plan including its policy on site selection. I request dispensation to vote because I have discussed the Draft Twyford Neighbourhood Plan widely with other residents throughout the parish and I seek to represent their views.

