

TWYFORD PARISH COUNCIL

Full Parish Council Minutes of the meeting on 19th May 2016 at the Gilbert Room of the Parish Hall

Present

Cllr Lawton (Chair)
Cllr Cook
Cllr Corcoran
Cllr Cornwall
Cllr Forder- Stent
Cllr Mitchell
Cllr Sellars
Cllr Watson
Cllr Wheeler

In attendance

WCC Cllr Izard
WCC & HCC Cllr Humby
Clerk – Tony Bronk

Apologies/Absences

Cllr Woodward

Item	
15/16	Apologies for absence and declarations of interest
	<p>The absence without apology of Cllr Bob Woodward was noted.</p> <p><u>Declarations of interest</u></p> <p>Cllr Watson declared an interest, as defined in Part 6 of the applicable Code of Conduct, concerning Items 23.3 and 23.4; because of her nomination by the Council as a Trustee of the Parish Hall and her role as Secretary to and member of the Twyford Parish Hall Committee. Cllr Cornwall, Cllr Sellars and Cllr Wheeler also declared an interest because of their role as Trustees of the Parish Hall and consequent membership of the Parish Hall Committee.</p> <p>Cllr Sellars declared an interest, concerning Item 24.5; because of his role as Treasurer of the Playgroup.</p> <p>Accordingly the Chair determined that the requirements of Part 9 of the Code would apply appropriately to participation of the relevant councillors during those items specified above.</p>
16/16	Council Officer elections and appointments
16.1/16	<p>To receive nominations and elect the Chairman of the Parish Council.</p> <p>To receive the Chairman’s declaration of office.</p>
	<p>Following a short discussion Cllr Lawton was nominated as Chair by Cllr Forder-Stent, seconded by Cllr Watson and elected unanimously. Cllr Lawton signed his declaration of acceptance of office.</p>
16.2/16	<p>To receive nominations and elect the Vice-Chairman of the Parish Council.</p> <p>To receive the Vice-Chairman’s declaration of office.</p>
	<p>Cllr Mitchell was nominated as Vice-Chair by Cllr Lawton, seconded by Cllr Watson and elected unanimously. Cllr Mitchell signed his declaration of office.</p>
16.3/16	<p>To agree members of the Finance Committee and Chair.</p>
	<p>It was agreed that the following Councillors would be members of the Finance Committee: Cllr Corcoran, Cllr Forder-Stent, Cllr Lawton (ex officio), Cllr Mitchell, Cllr Sellars and Cllr Watson.</p> <p>Cllr Watson was nominated as Chair by Cllr Lawton, seconded by Cllr Sellars and carried.</p>

16.4/16	To agree members of the Recreation Committee and Chair
	It was agreed that the following Councillors would be members of the Recreation Committee: Cllr Cornwall, Cllr Forder-Stent, Cllr Lawton (ex officio) Cllr Sellars, and Cllr Wheeler. Cllr Cornwall was nominated as Chair by Cllr Wheeler, seconded by Cllr Sellars and carried.
16.5/16	To agree members of the Planning Committee and Chair
	It was agreed that the following Councillors would be members of the Planning Committee: Cllr Corcoran, Cllr Cornwall, Cllr Forder-Stent, Cllr Lawton (ex officio), Cllr Mitchell (ex officio), Cllr Sellars, and Cllr Wheeler. Cllr Mitchell was nominated as Chair by Cllr Wheeler, seconded by Cllr Lawton and carried unanimously.
16.6/16	To agree appointment of Members to serve as Parish Council representatives on the following County, District and Local associations and organisations: Twyford Waterworks, Footpaths, Twyford Parish Hall, Patient Participation Group, Nursing, Transport.
	The following Councillors were appointed as representatives of the Council, as follows: <ul style="list-style-type: none"> • Twyford Waterworks – Cllr Cook • Twyford Parish Hall – Cllr Cornwall, Cllr Watson, Cllr Wheeler • Patient Participation Group – Cllr Cornwall, Cllr Forder-Stent, Cllr Wheeler • Nursing Association – Cllr Forder-Stent The following Councillors were appointed as primary contacts and overseers for the Council, as follows: <ul style="list-style-type: none"> • Footpaths – Cllr Sellars • Transport – Cllr Wheeler, Cllr Cornwall, Cllr Mitchell • Neighbourhood Plan – Cllr Corcoran • Berry Meadow & Twyford Meads – Cllr Corcoran, Cllr Mitchell, Cllr Sellars
17/16	To approve and sign as a true record the minutes of the meeting held on 21st April 2016
	The previously circulated minutes of the full council meeting dated 21 st April 2016 were considered. Resolved “The Minutes of the meeting held on 21 st April 2016 are approved as an accurate record of the meeting”. Proposed by Cllr Corcoran, seconded by Cllr Cornwall and carried unanimously.
18/16	Update on matters arising from the minutes of the meeting held on 21st April 2016 and communications not included elsewhere on the agenda - for information only
	The Table of Actions brought forward, Annex 1 to the minutes, was discussed. Items already reported were noted and where appropriate updates were provided as recorded in the table.
19/16	Public Participation
19.1/16	To receive questions from the members of the public.
	No questions were received from members of the public.
19.2/16	To receive the County Councillor’s report.

Cllr Humby is now involved in overseeing Environment and Highways and though no longer directly involved in Rural Affairs intends to continue to watch it closely. He is also a member of the Hampshire County Council (HCC) Cabinet.

Funding for services continues to be cut, making it increasingly difficult to deliver services at existing levels. Waste collection costs £2million per week, Adult Social Care £1million daily. The consultation period for proposals to save £1.5million from the £10million costs of waste recycling closes on 25 May. Options under consideration are to reduce opening hours and possibly to close a number of centres. Cllr Humby referred to the possibility, with Government support to a change in legislation, for an introduction of a notional charge when household waste is taken to a waste recycling centre; and to the possibility of making 20 sites dual use – to enable some commercial waste, for which charging already occurs via licences) to be received. Cllr Humby referred to data that indicates the main source of fly tipping is commercial waste and that a small charge was unlikely to bring about an increase in fly tipping. This view was not universally accepted; and concern was expressed that opening the door to charging would result in notional charges being increased to enable funding of other services by the back door. Cllr Humby added that steps are being increased to counter fly tipping; £30,000 has been spent on acquiring cameras to film at fly tipping blackspots and aid prosecution of offenders.

An HCC Cabinet decision has been taken concerning Traffic Management measures. Initially a moratorium on all measures had been proposed, but this has been relaxed to allow safety related measures to continue. If a Parish Council therefore identifies and can demonstrate the safety benefits of traffic management measures, the measures may be implemented at the Parish's expense. Cllr Humby added that HCC is focussing its expenditure on locations where accident data demonstrates or the engineering team identifies a problem that must be resolved to avert further accidents. HCC will seek to assist Parishes that want to implement measures, by providing guidance and where possible an indicative cost of the initial work and ongoing maintenance related costs, for example those associated with gateways into villages. Cllr Humby confirmed that proposals by one or more parishes to reduce the maximum speed, for example the main Road between Colden Common and Twyford from 50 to 40 would require a safety case to be made and funding of signs by the two parishes.

In response to questions about traffic access to the M3 northbound at junction 11 (and why the hard shoulder cannot be used at peak times for traffic flow) and the flooding of the approach road from Winchester, Cllr Humby advised that Motorways and some of the approach road is the responsibility of the Highways Agency, not HCC.

Devolution continues to receive attention. Initial agreement to consolidate Hampshire's local authorities faltered when they were required to have an elected mayor. This led to two Hampshire groups, Southampton and Portsmouth and six districts (including Eastleigh) which accepted the requirement (Solent Group) and the 'rural' districts that did not (Heart of Hampshire Group). Concerns exist that if both areas become separate unitary authorities, it is possible that boundary changes may then occur, splitting Winchester district between the two areas. A possible consequence could be that additional land acquired by the Solent group would enable it to have green space to devote to new housing development, instead of infill. Cllr Humby advised that an alternative approach, still receiving attention is to make all Hampshire (HCC and all of its districts) into one unitary authority, within which parishes were likely to remain, like the model adopted in Wiltshire. It was suggested that centralisation and retention of an authority the size of Hampshire would maintain its strategic and policy strengths but reduce infrastructure costs.

19.3/16

To receive the District Councillor's report.

	<p>Cllr Izard’s WCC committee memberships are now: Standards Committee, Licensing and Regulation Committee & Sub-Committee, Planning and Joint West of Waterlooville MDA Planning Committee. Cllr Cook’s committee memberships are the Personnel Committee and as a deputy for the Licensing and Regulation Committee and Planning Committee.</p> <p>The development at Sandyfields in Colden Common has been the subject of a challenge submitted to the Secretary of State but planning permission could not yet be issued anyway until legal formalities have been finalised.</p> <p>The location of the Leisure Centre in Winchester has not yet been confirmed but Bar End remains likely. The Doctors’ Surgery has been separated from the other Silver Hill City Centre Regeneration plans and has planning approval pending completion of a legal agreement.</p> <p>Potholes remain a problem, those on the Main Road by the drain and Slow sign have been reported for repair.</p> <p>A High Court decision has affected provision of affordable housing because developments of up to 10 units are not subject to the requirements.</p>
<p>20/16</p>	<p>To approve the following:</p> <p>Standing Orders</p> <p>Financial Regulations and Risk Assessment</p> <p>HSBC banking arrangements - Bank Mandate including Internet Banking and Schedule of Variable Direct Debits</p>
	<p><u>Standing Orders</u></p> <p>It was noted that the existing Standing Orders had been readopted in 2014 and 2015 but that the new Clerk had prepared new Standing Orders based on a model issued by the Hampshire Association of Local Councils (HALC) and used by some neighbouring councils. The draft showed proposed changes from the HALC model and key changes made by the HALC model to the Council’s existing Standing Orders. As the draft had been issued during the notice period for the meeting, Cllr Watson expressed concern that Councillors may not have received sufficient time to have sufficiently considered the existing Standing Orders and the proposed changes.</p> <p><u>Financial Regulations</u></p> <p>Cllr Watson reported that a significant proposed change was to reflect the current practice of using Internet banking to make payments. However, for the reasons referred to above, Cllr Watson suggested that Councillors be given more time to consider the existing and proposed Financial Regulations.</p> <p><u>Banking</u></p> <p>In the light of the above discussion consideration of the existing and any changes to the Council’s banking arrangements was postponed to a future meeting.</p> <p>Resolution: “the existing Standing Orders and Financial Regulations shall be readopted; with the proviso that the June meeting shall consider and if changes are agreed, resolve to adopt amended Standing Orders and Financial Regulations.”</p> <p>Cllr Corcoran proposed, Cllr Mitchell seconded. The motion was carried unanimously.</p>

	<p>Action: 1. All Councillors shall review the existing and draft Standing Orders and Financial Regulations and send any comments or requests for amendment to the Chair of the Finance Committee before Tuesday 24 May.</p> <p>Action 2. The Finance Chair shall liaise with the Clerk and Chair and any proposed changes will be circulated to all Councillors in early June. If changes are proposed approval of Standing Orders and/or Financial Regulations shall be added to the agenda of the meeting scheduled for 16 June.</p>
21/16	To receive minutes from the Planning Committee and note action
	<p>Cllr Mitchell reported that because the Committee had not received some documents from Winchester City Council (WCC) consideration of some applications and a consultation response had not been possible. WCC had since been contacted by the Clerk and WCC agreed to provide the documentation for all future applications for which a Twyford Parish response was sought. WCC also extended the consultation period for the affected applications to enable consideration of those applications at the next Planning Committee on 2nd June. Some applicants had expressed dissatisfaction at the delay and queried why the Committee could not discuss applications without documents (using soft copies instead), an option not thought feasible.</p> <p>[Note – the delay was within the statutory limits to consultation]</p>
22/16	To receive minutes from the Recreation Committee and note action
	<p>Cllr Cornwall reported that Hunter Park was now being used for training by a new junior football team comprising many juniors from the local junior school; and a Pavilion store cupboard had been allocated for their use.</p> <p>The cleanliness of the Pavilion remains a concern, which is being acted upon.</p> <p>Action – The Clerk and Chair of the Recreation Committee shall meet the cleaner to discuss concerns raised.</p> <p>The use of a marketing sign by Macksfitness at the launch of the Outdoor Gym had resulted in some complaints. It was noted that Macksfitness had agreed to provide two fitness training sessions without charge, to demonstrate the effective use of the new equipment and that this opportunity had been well publicised. However, it was agreed that any future use of any signage during Mackfitness’s use of the equipment, whilst access must remain available for other members of the public was not acceptable.</p> <p>Action – The Clerk to notify Macksfitness.</p> <p>It was noted that Lucy Green (Greener Landscapes) had liaised with their supplier Sydenhams, which had made a donation by delivering a ton of sand for the childrens’ sandpit at Hunter Park.</p> <p>Action – The Clerk to formally express the gratitude of the Council to Sydenhams for their donation.</p>
23/16	Finance and Council matters
23.1/16	To agree payments for May 2016

	<p>Cllr Watson referred to the schedule of proposed payments (at Annex 2) and bank reconciliation; and provided an explanation of the nature of each item of expenditure, the bulk of which relates to maintenance of Hunter Park and Northfields as well as the salary of the Pavilion cleaner and Clerk. Cllr Watson confirmed that she had seen and initialled supporting invoices signed by the Clerk; and seen bank statements and a bank listing of more recent transactions to confirm the balances reported.</p> <p>Cllr Watson reported that expenditure for the Outdoor Gym would be recovered by a claim to Winchester City Council, as soon as the invoice was settled.</p> <p>Resolved</p> <p>“Each of the 11 proposed payments be approved and be settled by the Clerk as soon as practicable.”</p> <p>Cllr Watson proposed, Cllr Cornwall seconded and the resolution was approved unanimously.</p> <p>Action – Clerk to send documentation to Winchester City Council to recover expenditure on the Outdoor Gym.</p>
23.2/16	Finance Chair to give update on 2016 year end
	The Internal Audit is scheduled for 27 th May. The draft accounts and any internal audit observations (pending receipt of a formal report) will be circulated to all Councillors before the month end. There will then be a period for public inspection before the accounts are finalised and published.
23.3/16	To consider applications for Grants: by the Twyford Parish Hall Management Committee in respect of the Parish Hall Tree and Exterior Refurbishment of the Parish Hall.
	<p>At this point the previously interests of Cllrs Cornwall, Sellars, Watson, and Wheeler were noted and they did not participate, other than as requested by the Chair. It was noted that the two applications were those dated 18 April and discussed at the previous meeting.</p> <p>Resolved</p> <p>“The applications for two Grants made on 18th April by the Parish Hall Management Committee for the sums of £300 and £2,200 are approved, the sum of £2,500 having been committed to by a resolution in the 2015/16 financial year.”</p> <p>Proposed by Cllr Corcoran, seconded by Cllr Mitchell and carried.</p>
23.4/16	To decide on the tender arrangements for the External Refurbishment of the Parish Hall
	<p>Cllr Watson reported that 3 tenders for the external refurbishment of the Parish Hall had been received and opened by herself and Cllr Wheeler that afternoon. They were all considerably more than the figure estimated by the specialist surveyor who advised on the tender and the adviser is therefore now reviewing the situation to clarify reason for the difference. No decision on the outcome of the tender process has therefore been reached. A decision will be made in early June and an application by the Parish Hall Management Committee for a grant will be submitted to the Council in time for its June meeting.</p> <p>Cllr Watson explained that the tenders were submitted to the Council as the contracting party. This arrangement was consistent with those for other major contracts entered into for the benefit of the Parish Hall. The arrangements were for tax efficiency and had been previously considered by the internal auditor and deemed acceptable.</p> <p>In the absence of the selection of a preferred tenderer no resolution was made to formalise the contracting arrangements.</p> <p>Action: by the Clerk - The proposed contracting arrangements are to be discussed with the Internal Auditor and the Council informed of the statutory powers to support the proposed arrangements.</p>

23.5/16	To finalise arrangements for the Annual Parish Meeting /Assembly
	The draft agenda was discussed. It was agreed that it should be placed on the Parish Notice boards, and also publicised by announcements using the parish Website, the Twyford Information Service email and Facebook (Together We Are Twyford).
23.6/16	To approve Twyford Parish Council's continuation in the HCC Parish Lengthsman scheme
	There was a discussion about the nature of the service and the addition of some new tasks. Resolution: "Twyford Parish Council shall continue in the HCC Parish Lengthsman scheme" Proposed: Cllr Corcoran, seconded Cllr Cook and carried.
24/16	Twyford Open Spaces
24.1/16	To consider and if appropriate agree arrangements for replacement of the goalposts at Northfields.
	The reason for removal of the former wooden posts was discussed. Cllr Cornwall expressed a desire to have them replaced. It was agreed that the Recreation Committee meeting in June should consider and approve any purchase and installation of new goalposts. Action : by Clerk – Liaise with Winchester City Council regarding use of open spaces funding.
24.2/16	To consider and if appropriate agree arrangements for purchase of play equipment for Hunter Park.
	Discussion of the purchase of play equipment for Hunter Park was deferred for consideration instead by the Recreation Committee.
24.3/16	To note installation of the Outdoor Gym and to agree the nature of risk warning signage.
	The Outdoor Gym and its launch event was noted. The reasons for a risk warning sign were discussed and a draft sign incorporating guidance as to the proper use of the equipment was reviewed. It was agreed that a temporary sign was needed urgently and that the Clerk should use the draft. A final decision on the content, location and costs of a permanent sign was deferred to the Recreation Committee in June. Action – by Clerk. Put up a temporary sign by the Outdoor Gym.
24.4/16	To note action taken in respect of Rural Payments and Berry Meadow.
	It was noted that Dr. Coates had assisted the Council with the preparation and submission of the necessary electronic returns. Action: by Clerk. The Council requested that the Clerk formally thank Dr. Coates for his assistance.
24.5/16	To agree the basis on which the Twyford Playgroup may hold a Circus on Hunter Park.
	The potential event in June 2017 was discussed. It was agreed that the Recreation Committee should satisfy itself with the detailed arrangements for the siting of the event and other operational matters. The Council would permit the event provided adequate insurance was in place, that undertakings were in place to address any damage caused to the Park and that any costs incurred by the Council are reimbursed.
25/16	Highways and Footpaths
	Footpath maintenance – Update.

	<p>It was noted that the Lengthsman's next visit is on 25th May. The need for hedge growth affecting footpaths towards St Mary's Church to be cut back was discussed as well as other areas of the parish needing attention.</p> <p>Action – by Clerk. Liaise with the Council's contractor to ascertain when the footpaths will next be cut and other related work undertaken.</p>
26/16	Neighbourhood Plan update
	Update on the working party by Cllr Corcoran
	<p>Cllr Corcoran reported that the consultation period had closed and there had been few formal responses. There was a general preference for fragmented development rather than one site. Planning was now affected by the High Court decision referred to in the City Councillor's report.</p> <p>Cllr Lawton expressed the thanks of the Council to Cllr Corcoran and the team supporting him for all the work done to date.</p>
27/16	To raise any items for the next agenda and confirm date of next Full Council meeting as 16 June 2016
	<p>Cllr Lawton referred to a desire to add to the number of Councillors and that a resolution would be put before the June meeting.</p> <p>There being no other business the next meeting date was confirmed as 16 June and the meeting was closed at 10.27pm</p>

Approved as an accurate record (including Annex 1 page 9 and Annex 2 pages 10 & 11)

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

Ref	Owner	Action to be taken	Target Date	Action Taken Update	Status At 19 May
02.1/16	Cllr Sellars	Provide feedback on the Twyford Playgroup publicity campaign	19 May	<i>The publicity campaign is ongoing.</i>	Closed
02.3/16	Cllr Cook	Contact Cllr Humby to remind him that the pothole in Queen Street falls within the Twyford Conservation Area	19 May	<i>Cllr Humby was made aware Queen Street falls within the Twyford Conservation Area.</i>	Closed
06.1/16	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.	19 May	<i>Outstanding</i>	Carry forward
06.2/16	Clerk	Obtain quotes for a replacement [of the Peter Weston] bench in Hunter Park	28 April	Bench delivered 17 May.	Closed
06.2/16	Clerk	Report on tree roots in Hunter Park to the Recreation Committee	28 April	Discussed by the Recreation Committee, no action to be taken.	Closed
06.2/16	Cllr Watson	Propose changes to the HSBC Bank Mandate	19 May	<i>Agenda Item 20/16</i>	
06.4/16	Cllr Mitchell	Chair a Working Party to investigate and recommend website management arrangements	16 June	<i>Commenced.</i>	Carry forward
06.5/16	Cllr Watson	Review the Standing Orders and Financial Regulations	19 May	<i>Revisions being submitted to FPC 19 May</i>	
07.1/16	Clerk	Obtain and place signs where dog fouling problems persist	19 May	New signs placed in Hunter Park	Closed
09.1/16	Cllr Corcoran	Item 133.3/15 - Memorial bench – ACTION: Cllr Corcoran to talk to land owner and go back to the resident	19 May	<i>Cllr Corcan continues to progress this.</i>	Carry forward
09.2/16	Clerk	Book the Gilbert Room for the Saturday Council Surgery meetings and set a date for June's Monday meeting	19 May	Saturday surgery – 21 st May Monday surgery – 20 th June	Closed
10/16	Clerk	Forward the Grazing Lease to Mr. A. Coates for final signature.	19 May	<i>Cllr Lawton will liaise with Dr. Coates</i>	Carry forward
11.1/16	Cllr Cook	Liaise with the author of the email concerning no parking cones near Shawford Park	19 May	<i>White lines have been remedied and cone issue resolved</i>	Closed
11.1/16	Cllr Cook & Cllr Sellars	Liaise about tree growth affecting the path from the Avenue to the High Street; and if necessary consult the Clerk regarding the works scheduled to be carried out by the Lengthsman	19 May	<i>Some cutting back was done but the location must be added to the task list for the Lengthsman going forwards</i>	Closed
12.2/16	Cllr Corcoran	Seek to obtain Tree Preservation Orders (“TPOs”) on appropriate trees within the area of the draft local plan that is being considered for potential development.	16 June	<i>Clerk to liaise to identify specific trees to enable preparation of applications</i>	Carry forward

		TWYFORD PARISH COUNCIL			
ACCOUNTS PRESENTED FOR PAYMENT: 19th May 2016					
			Net	VAT	Gross
Accounts certified by the Clerk as correct for payment					
10/05/2016	Southern Electric (Direct Debit)	Field - Hunter Park	£18.14	£0.90	£19.04
12/05/2016	E Billingham	Cleaning expenses	£24.46		£24.46
12/05/2016	Tony Bronk	April salary	£826.54		£826.54
20/05/2016	Staples	Stationery expenses	£65.39	£13.08	£78.47
20/05/2016	Green Smile Limited	May - Northfields grass cutting	£211.17	£42.23	£253.40
20/05/2016	We Can Specialists	May - Hunter Park maintenance	£1,479.87		£1,479.87
20/05/2016	Boyd Sport & Play Limited	Outdoor Gym	£4,080.00	£816.00	£4,896.00
20/05/2016	Corido	Hunter Park Bench & Fixings	£302.49	£60.50	£362.99
20/05/2016	Jane Bronk	Pavilion cleaning goods	£27.56	£5.51	£33.07
24/05/2016	S Lauder	May salary	£80.00		£80.00
	Tony Bronk	May salary NOTE Deductions to be resolved	£826.54		£826.54
			£7,942.16	£938.22	£8,880.38

Bank Balances as at 19th May 2016

HSBC Current	£63,303.91
HSBC Savings Account	<u>£19,537.70</u>
Total accessible funds	£82,841.61
Add paid but still in bank balance	£425.00
Less payments still to make from the above	<u>£8,855.92</u>
Balance after all the above payments have been made	£73,985.69
 Plus	
Fixed Term Deposit with Co-op	<u>£20,000.00</u>
Total	<u>£93,985.69</u>

Twyford Neighbourhood Plan

expenses to date: (through PC accounts)

Mary Anne = £1820.37

Jo Nicholson = £306.00 + £540

Pablo = £607.75

Mint Signs = £75

Delivery of NP - £100 (CC claimed)

Website = £870

Maps = net VAT £108.07 (£120 inc VAT)

Plus Terra Firma = £3150 (£3780 inc VAT) and £1619.20 (£1943.04 inc VAT) and £150 (£180 inc VAT)

Total Terra Firma less VAT = £4919.20

Total to date

£9388.05 (ex VAT)

Grants to date

£10,250.00