

**TWYFORD PARISH COUNCIL**

**Full Parish Council Minutes  
Thursday 18<sup>th</sup> June 2015 7.30 pm**

<b>Attending</b>	<b>In attendance</b>	<b>Apologies</b>
Cllr Lawton	Clerk – Elizabeth Billingham	Cllr Mason
Cllr Forder Stent		Cllr Humby
Cllr Wheeler		Cllr IZARD
Cllr Watson		Cllr Cook
Cllr Mitchell		
		Cllr Cornwall
		Cllr Corcoran

<b>Item</b>	
<b>25/15</b>	<b>Apologies for absence and declarations of interest.</b>
	Apologies received from Cllr Corcoran Cllr Cornwall City Councillors – Cllr IZARD, Cllr Cook and Cllr Mason and County Councillor Cllr Humby had sent apologies. Declaration –Cllr Watson regarding the planning meeting at WCC.
<b>26/15</b>	<b>To adjourn for public participation</b>
	None
<b>26.1/15</b>	<b>To receive questions from the members of the public.</b>
	None
<b>26.2/15</b>	<b>To receive the County Councillor’s report.</b>
	Item 1.2/15 Possible new Street light at Manor Farm Green ACTION The Clerk had spoken to HCC Street lighting and they had noted that the cost would not be appropriate. It was felt that the council would monitor the situation. Clerk to put a sign on the bus stop. It was felt that as the bus stopped in the early evening it did not warrant a light. Item 1.2/15 Drainage – Hazeley Road –Improvement list with details sent to the council. Cllr Forder Stent and Clerk had given the list to Lisa Davis and Cllr Humby.
	Cllr Humby - not present at the meeting.
<b>26.3/15</b>	<b>To receive the District Councillor’s report.</b>
	Chair read the report sent by Cllr Cook.
<b>27/15</b>	<b>Councillors questions</b>
	Flooding actions – Forder Stent had heard back from Lisa Davis who will look at the drainage and ditch outside the car park. Lisa Davis did not think pipework had collapsed.
<b>28/15</b>	<b>To approve the Minutes of the meeting held on 14<sup>th</sup> May 2015</b>
	RESOLVED to approve.
<b>29/15</b>	<b>Matters arising from these minutes (not on the agenda)</b>
	Cllr Forder Stent would be the Waterworks liaison. Footpaths – Ralph Scaiff would report any issues if possible. Charles McLeod was happy to be a consultant to the council regarding the Grounds Man when needed AGREED – Cllr Cornwall to be responsible for contract – consult with Charles MacLeod.
<b>30/15</b>	<b>To receive minutes from the Planning committee on 4<sup>th</sup> June 2015</b>
	Cllr Lawton noted the main points of the meeting The Clerk had had an email regarding the planning application for the use of the field on Hazeley Road by Twyford School – It was felt that the council did not need to attend.
<b>31/15</b>	<b>To receive the minutes from the Recreation committee.</b>

	<p>The Committee had not met.</p> <p>The Clerk noted that the allotment holders had asked for permission to remove the tree near the car park  <b>ACTION:</b> Clerk to see whether within the conservation area.</p> <p>Clerk to write a letter stating that Allotment holders are requesting to remove the tree and ask for any comments. To be distributed to nearby residents.</p> <p>It was suggested that there be a smaller replacement tree.</p> <p>Deep cleaning – Clerk noted that the deep cleaning had no taken place. The Clerk had given the Cleaner a check list – this would be sent to the Chair of the Recreation committee.</p> <p>Clerk to monitor</p> <p>5<sup>th</sup> July – Messy church Barbeque would take place.</p> <p>Tennis – It was noted that there had been a tennis tournament. The Clerk had not been notified to put it in the diary.</p> <p>Sight screens – Clerk trying to contact Mr Knapp regarding recommended cleaning.</p> <p>Pony grazing – It was noted that it had been approved for a resident to bring their ponies to the Recreation Ground to graze under the trees.</p> <p>Cricket bails and posts – <b>ACTION:</b> Clerk would order so that there was a set available for users.</p>																																																															
<b>32/15</b>	<b>Finance and Council matters</b>																																																															
32.1/15	To receive minutes from the Finance committee on 11 <sup>th</sup> June 2015																																																															
	<p>Cllr Watson guided the Councillors through the accounts.</p> <p>Twyford Neighbourhood Plan budget plan – Will be updated and progressed. <b>APPROVED</b> working budget  <b>ACTION</b> Clerk to purchase hard drive for Neighbourhood Plan.</p>																																																															
32.2/15	To agree payments for June 2015																																																															
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<b>33.3/15</b>	<b>To agree the accounts as approved by the Internal auditor and to agree to Sections 1 and 2 of the Annual Return for the External Audit.</b>																																																															
	<p><b>APPROVED</b> Section 1 and 2 <b>APPROVED</b></p> <p>Do a fresh look at financial risks at Budget times.</p> <p>All agreed.</p> <p>Read auditors report.</p> <p>It was agreed that the recommendations be accepted.</p>																																																															
<b>33.4/15</b>	<b>To agree the action on updating and reviewing the Asset Register prior to publishing on line.</b>																																																															
	The asset register would be reviewed at the finance meeting																																																															
<b>33.5/15</b>	<b>To agree the footpaths maintenance quotation.</b>																																																															

	<p>RESOLVED to approve the quote:  Green Smiles - Coles close  4 visits at £40 plus vat per visit  Footpath 10  4 visits at £100 plus vat per visit  Footpath 12  3 visits at £60 plus vat per visit  1 visit at £80 plus vat for leaf collection and final clear up  Footpath 13  4 visits at £60 plus vat per visit  All the above include weed killing once a year removal of green waste and scraping back paths where needed</p> <p>Visits to look after hedges £20 minimum then £21 per hour</p> <p>Approved for one year.</p>
<b>33.6/15</b>	<b>To agree the new Contractor for Northfields.</b>
	<p>RESOLVED to approve that Green Smiles undertake the work for one year and then it would go to tender.  To cut and strim grass every 2 weeks x 17  To cut hedges twice a year inside park. and inside and outside by ramp entry.  To empty/check bin 52 weeks a year at the same time have a visual check of play equipment and report any damage.  The price does not include clearing leaves in the winter which would be extra.  2015/16 £1500 plus vat due to late start.  2016/17 £1755 plus vat.</p>
<b>33.7/15</b>	<b>Parish Council vacancies – To discuss vacancies and agree way forward.</b>
	<p>ACTION: TIS - Cllr Lawton to arrange for note to go on TIS.  Parish Magazine – Cllr Forder Stent to send contact to Clerk.  Facebook –Cllr Lawton to arrange.  “Looking for new councillors and come along 16<sup>th</sup> July. “  Clerk and Cllr Lawton to formulate an advertisement and email around.  AGREED to co-opt Sue Cook on to the Councillor  Email the papers and give to Waine.</p>
<b>34/15</b>	<b>Twyford Open Spaces</b>
<b>34.1/15</b>	<b>Matters arising – Item 22/15 Cllr Corcoran to measure Pumphrets Bank.</b>
	Cllr Corcoran not present.
<b>34.2/15</b>	<b>To approve Churchfields Maintenance plan 2015 and approve spend</b>
	Posts and rails - APPROVED up to £250
<b>35/15</b>	<b>Highways and Footpaths</b>
	<b>Matters arising: Item 22/15 – Cost of works if Parish Council undertake them and charge to landowner.</b>
	RESOLVED to agree - £20 initial visit and £21 per hour
<b>36/15</b>	<b>Neighbourhood Plan update</b>
<b>36.1/15</b>	<b>Update on the working party - Cllr Lawton</b>
	Plan was progressing– An administrator had been hired on a self-employed contract.
<b>36.2/15</b>	<b>To approve the Neighbourhood Plan draft budget in principle and agree that it can be used to form a basis for grant applications.</b>
	Approved in principle.
<b>37/14</b>	<b>Correspondence</b>
	Boundaries would be decided by early July.
<b>38/14</b>	<b>Date of next meeting</b>
	Elm tree – Avenue – Outside boundary of the bungalow. ACTION: Contact – Cllr Wheeler to let Clerk know. It was noted that apparently Emergency services use the Locks for practice. Gate lock Berry Meadows and gate not shutting well. ACTION: Clerk to let Cllr Corcoran and Andy Coates know.

