

Twyford Parish Council Meeting Minutes

Full Parish Council

Minutes Thursday 17th October 2013 7.30 pm

Present	In Attendance	Apologies
Cllr Waine Lawton	Elizabeth Billingham – Clerk	Cllr Robert Woodward
Cllr Ralph Sciaff	Cllr Richard Izzard.	Cllr Sonia Watson
Cllr Charles MacLeod		Cllr Jade Cornwall
Cllr Chris Mitchell		Cllr Forder- Stent
Cllr Wendy Lane		
Cllr Chris Corcoran		
Cllr Daryl Henry		

64/13	Apologies for absence and declarations of interest.
	Apologies were received from Cllr Cornwall, Cllr Watson and Cllr Woodward.
65/13	To adjourn for public participation
	There were no members of the public present.
65.1/13	To receive questions from the members of the public.
	N/A
65.2/13	To receive the County Councillor's report.
	Cllr Humby had sent his apologies.
65.3/13	To receive the District Councillor's report.
	<p>Cllr Izzard reported on the Riverside Leisure Centre refurbishment and its possible re-location. The Full Winchester City Council will meet in November to discuss this and other matters.</p> <p>Colden Common were the first Parish in the Winchester District to agree sites for the local Plan Part 2. Sites had been submitted to WCC. Local Plan Part 2 completion had been put back to December 2015. Colden Common had accounted for the allocation of 225 homes.</p> <p>Cllr Izzard had attended a briefing on the details of the Govt. building standards/codes being removed. This would mean that there would only then be the standard building regulations.</p> <p>Permitted development will be changing from April 2014. The changes were currently out for public consultation.</p> <p>Cllr Henry noted that she had attended a briefing on the plans for the Silver Hills development.</p> <p>It was also noted that the affordable housing contributions from developers were likely to change and that a viability assessment might take its place.</p>
66/13	To approve the Minutes of the meeting held on 12th September 2013
	The minutes for the meeting on the 12 th September were agreed and signed as a true copy. Proposed by Cllr Evans seconded by Cllr Mitchell and all agreed.
67/13	Matters arising from these minutes (not on the agenda)
	Item 55/13 - Educational access reports – The Clerk had sent them to Natural England but they had been returned and would be requested when needed.
	<p>Item 58/13 - To consider planting poppies for 2014 to mark the 100th anniversary of World War I - Areas suggested were the church yard or at Hunters Park/allotments.</p> <p>The Memorial bench was suggested but there was concern that they might be walked on.</p> <p>ACTION: Cllr Lawton to discuss with Church and David Leas – allotments.</p>
68/13	To receive minutes from the Planning committee.
	The planning committee had not met.
69/13	To receive minutes from the Finance committee.
	Minutes were distributed and key issues were on the agenda.
69.1/13	To approve orders for payment

ACCOUNTS PRESENTED FOR PAYMENT: 17th October 2013

	Accounts certified by the Clerk as correct for payment		
	Payee	Description	Total
25-Oct	S Lauder	Pavilion Cleaning - Sept	£72.00
25-Oct	Elizabeth Billingham	Net Salary Oct (and hours for Sept)	£960.79
25-Oct	HMRC	Ni & Paye	£65.77
18-Oct	Matt Riley	Grounds Maintenance Hunters Park - Sept	£1,598.00
18-Oct	E Billingham	Annual office payment in one lump sum pro rata to Oct 1	£234.00
25-Oct	Malcolm Wilson	Aug and Sept	£96.00
18-Oct	Twyford Parish Hall	25th July - 12 Sept Hall hire	£54.00
18-Oct	MJT Decorating	SLR July	£192.00
18-Oct	Southern Water	Pottinger Pavilion	£87.28
18-Oct	Southern Water	Allotments	£172.50
18-Oct	Southern Water	Hunter Park Changing room water	£38.96
18-Oct	Mid Hants Fire protection	Annual Service Fire ext. Pavilion	£47.94
18-Oct	BDO	Annual Audit	£756.00
			£4,375.24
		Bank Balance as at 17th October 2013	£43,625.69
		HSBC Savings Account	£19,507.59
		Total accessible funds	£63,133.28
		Balance after the above payments have been made	£58,758.04

69.2/13	Budget update
	<p>The Clerk had distributed the budget v actual YTD report prior to the meeting. The Finance committee had looked in detail at the figures to date and forecast for year end and despite originally forecasting a deficit against income the actual forecast was now a credit of approximately £9347. The Chair wanted clarity on whether the council would be contributing to the footpath costs. ACTION: Clerk to enquire. There was a question about the Berry Meadows and Meads maintenance and the repair costs of the water meadow system that had been damaged. ACTION: Clerk to enquire. Neighbourhood Plan – It was noted that there was a budget of £1000 that was agreed after budget setting.</p>
69.3/13	To accept the Audit report from BDO and note Qualifying status.
	<p>The BDO had scrutinised the accounts and asked for more information. The RFO had presented the accounts in more detail. These elements were passed however as the Risk Assessment was not minuted as being brought before the FPC the BDO awarded a Qualifying status. The Finance committee have made sure that the Risk Assessment has been fully updated and present it at this FPC. It will then be reviewed annually at the AGM along with the Financial Regulations.</p>
69.4/13	To resolve to accept the Financial Risk Assessment and agree that it would be attached to the Financial Regulations and reviewed annually at the AGM.
	<p>The Financial risk assessment was sent out prior to the meeting. RESOLVED to approve the Risk Assessment. All agreed. Chair signed the assessment.</p>
69.5/13	To discuss the Christmas lights and approve grant.

	<p>Cllr Henry explained the background of the Christmas lights. There had been excess revenue from the Millennium party which had been used for the installation of an outside plug and lights. This fund was now empty. Cllr Henry asked that in principle the Council agree to fund the reimbursement for bulbs when needed. It was noted that the electricity costs were covered by the resident.</p> <p>RESOLVED to approve that the Clerk can give up to £50 and report at the next meeting if relevant. All agreed.</p>
69.6/13	To discuss whether to use the Disclosure and Barring Service (DBS)
	<p>The Chairman of the Parish Council consulted with the NALC who said it was not deemed a requirement. The finance committee had therefore agreed to not use the DBS.</p> <p>RESOLVED to agree that the Clerk not be DBS checked. All agreed.</p>
70/13	Twyford Open Spaces
70.1/13	<p>Matters Arising:</p> <p>Item 55/13 - FA Football development plan – The FA had emailed on the 16th October and stated they would be sending the council the forms for an internal audit within the next few days.</p> <p>Item 55/13 - Funding agreement for the Pavilion – The Clerk would continue to look for them.</p> <p>Item 55/13 - Tree work at Hunters Park – ACTION that the Clerk obtains three quotes. Some discussion over the sycamore trees behind the basketball court and the Clerk would ask for a quote for this area.</p> <p>Item 55/13 - Open Space funding – ACTION: Clerk to send the balance to councillors. There was some discussion over work on the netball court and also at Ballard's Close.</p> <p>Item 55/13 –Netball Court at Hunters Park – There was some work needed on a post and the surface. It was suggested that there could be a possible kick wall on one end. ACTION: Recreation Committee agenda.</p> <p>Item 60/13 – Meads area – chicken wire on sleepers. Cllr Corcoran noted that the wire had been put in place by HCC Footpath. It might need replacing. ACTION Clerk to discuss.</p>
	<p>Other items noted: Item 60/13 - Mowing at Hunter Park – It was noted that the raised steep bank needed cutting and Cllr Macleod had visited the park.</p> <p>ACTION: Clerk and Cllr Macleod to raise the frequency of mowing the banks with Matt Riley at the progress meeting.</p>
71/13	Highways and Footpaths
	<p>Matters Arising:</p> <p>Item 54/13 - Overgrowth of canopy on Searle's Hill/Footpath 12 – Clerk had spoken to Cllr Humby/HCC and was awaiting feedback. ACTION: Remind Cllr Humby</p> <p>Item 60/13 – Hazeley Roads traffic lights – Visibility of the lights not visible when turning into Finches Lane. ACTION: Clerk HCC</p>
	Northfields area hedges - Cllr Macleod noted that the hedge at Northfields near the bus stop was overgrown. ACTION Lengthsman list.
72/13	To discuss improvements possible cycle way improvements
72.1/13	Item 60/13 – Cycleway meeting at Shawford – report from Cllr Mitchell
	Cllr Mitchell did not attend the meeting.
72.2/13	To discuss ideas for cycle improvement and funding from SDNP

	<p>Cllr Mitchel felt it was important to explore a cycle path from Twyford, Church Lane to Hockley. It was noted that it was on the Winchester plan to have a path from Finches Lane to Church Lane and then towards Hockley and to the motorway. Currently the cycle path came from Winchester and as far as the golf club. The area on the B3335 from golf club to Church Lane would need re-surfacing and then designate the area to Finches Lane.</p> <p>Cllr Scaiff noted that the footpath at Churchfields could be used as a cycle path. The road from the church to Finches Lane – B3335 could also be used as a cycle path. It was noted that there needed to be a 0.5m area of verge and 1.5 m of road.</p> <p>It was felt that the speed limit should be changed leading out of Twyford.</p> <p>There was some suggestion of using the river path but this had been discussed previously and it had been ruled as too destructive to wildlife.</p> <p>ACTION: Cllr Scaiff and Cllr Mitchell to meet and discuss the issues and potential. They would also talk with Colden Common group.</p> <p>Cllr Izzard to provide Cllr Scaiff with the contact details of the Colden Common group and take the comments to Colden Common Council to see if there was an interest in pursuing further</p>
73/13	Correspondence
	<p>AGENDA – Councillor questions.</p> <p>Meeting with SDNP for Neighbourhood Plan – Cllr Corcoran, Cllr Evans and the Clerk had met the lead officer on Neighbourhood plans. They had walked around the village for two hours and then had a meeting. The main agenda item had been to ascertain what SDNP could provide to Twyford. It was felt that the information provided was disappointing as there were no clear guidelines on help. There would be a grant up to £7000. There might be a further grant from SDNP towards expert landscape assistance.</p> <p>The next step would be to register formally as a Neighbourhood plan and then to continue to see what stages and data were needed.</p> <p>ACTION: The Neighbourhood plan committee would look at objectives and funding. Once a plan was in place then the group could apply for grants.</p> <p>AGENDA – To have a Neighbourhood Plan update on the agenda.</p> <p>Parish Hall – The Council wished to note that there thanks to the Parish Hall committee on the recent redecoration of the hall.</p> <p>Recreation Committee – It was noted that the Chair of the Recreation committee was now Cllr Jade Cornwall.</p>
74/13	Date of next meeting
	28 th November at 7.30pm