

**TWYFORD PARISH COUNCIL**

**Minutes of the Full Parish Council meeting on 14<sup>th</sup> July 2016, at the Gilbert Room of the Parish Hall, Twyford**

Present

Cllr Lawton (Chair)  
Cllr Cook  
Cllr Corcoran  
Cllr Holland  
Cllr Mitchell  
Cllr Sellars  
Cllr Watson

In attendance

WCC Cllr Izard  
Clerk – Tony Bronk

Apologies/Absences

Cllr Cornwall  
Cllr Forder-Stent  
Cllr West  
Cllr Wheeler  
HCC Cllr Humby

Item	Business Transacted
<b>53/16</b>	<b>To accept apologies for absence and receive declarations of interest</b>
	The apology of Councillors Cornwall, Forder-Stent, West and Wheeler and reasons for their absence was accepted; and the apology of HCC Councillor Humby was accepted.  There were no declarations of interest made.
<b>54/16</b>	<b>To approve and sign-off, as a true record, the minutes of the meeting held on 16<sup>th</sup> June 2016</b>
	The previously circulated minutes of the Full Council Meeting dated 16 <sup>th</sup> June 2016 were considered. <b>Resolved:</b> “The Minutes of the meeting held on 16th June 2016 are approved as an accurate record of the meeting”.  Proposed by Cllr Corcoran, seconded by Cllr Mitchell and carried unanimously.
<b>55/16</b>	<b>To receive an update on matters arising from the minutes of the meeting held on 16<sup>th</sup> June 2016 that are not included elsewhere on the agenda and to consider the status of progress to date</b>
55.1/16	For actions brought forward and status updates please refer to the table at Annex 1.
<b>56/16</b>	<b>To adjourn for public participation</b>
56.1/16	To receive questions from the members of the public.
	There were no members of the public in attendance.
56.2/16	To receive the County Councillor’s report.
	A report was not received.
56.3/16	To receive the District Councillor’s report.

	<p>Cllr Izard referred to the publication by Eastleigh Borough Council of its draft Local Plan and that 'Route B' which is likely to affect Colden Common and Twyford is still 'on the agenda'. Forthcoming topics for decisions by Winchester City Council ("WCC") include the Station Approach and the possible move to Bar End of the leisure centre (the plans for which include a 50 metre swimming pool). WCC's Chief Executive will leave in September and steps are underway to appoint a successor.</p> <p>Cllr Izard has been appointed to a Scrutiny Group of proposals for the Winchester City Centre (including Silver Hill area).</p> <p>Cllr Izard and Cllr Cook attended a training session on Licencing, which has been very useful.</p> <p>Liaison is continuing with the Twyford Social Club in order to give it support whilst seeking to mitigate its impact on local residents.</p> <p>Cllr Cook referred to concerns that had been raised with her about the Pumphret Bank. Inquiries established that the land is shown in the deeds of the laundry and so owned by the householder who erected the fence and gate at the top of the bank.</p> <p>The Clerk reported that the Council previously had in place arrangements to cut the bank, however, due to the location of the new fence the contractor no longer considered it safe to do so; and therefore cutting was now left to the owner. It was noted that a meeting in 2015 had actioned Cllr Corcoran to take measurements of the fence and that this action had not yet been completed.</p> <p><b>Action:</b> Cllr Corcoran to take measurements at Pumphret Bank.</p>
57/16	<p><b>To review the progress of the preparation of the Twyford Development Plan</b></p>
	<p>Cllr Corcoran reported that the Twyford Neighbourhood Plan will include a policy for development within the Twyford village boundary of 20 dwellings in order to fulfil a requirement specified by the South Downs National Park Authority. The Twyford Neighbourhood Plan is scheduled to be available for public consultation commencing on 14th September and all required policies are currently being prepared. An extraordinary meeting of the Full Council will therefore be held in August to enable discussion about significant policies and agreement on the nature of proposals to be consulted upon.</p> <p>Cllr Corcoran outlined the various stages of the project to date, including entering into a Memorandum of Understanding with the South Downs National Park, undertaking a housing needs and a business survey, site selections and consultations, landscape studies and determination of the settlement boundary within which potential development sites are to be specified.</p> <p>Currently policies are being drafted and a Strategic Environmental Appraisal will be undertaken. The aim is to reflect what the public want (based on the surveys, consultations and analysis undertaken), when addressing the proposed use of land within Twyford; so as to protect, as a key component of the South Downs National park, the qualities and beauty of the built settlement and countryside of Twyford Parish. The overarching objective is to document the means by which the South Downs National Park Authority can ensure the social and economic wellbeing of Twyford, so as to meet its statutory obligations.</p>
	<p>An important factor in the process has been to address the demand for affordable housing, which itself has consequences for the size and density of dwellings. Other significant elements for Twyford have been to consider the impact of car usage and parking requirements, the location of open spaces and the need for more business whose outputs are focussed on Twyford.</p>

	<p><b>Action:</b> Cllr Corcoran to 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.</p>
<b>58/16</b>	<p><b>To discuss the results of recent traffic pollution tests and to agree any steps to be taken</b></p>
	<p>The level of nitrogen dioxide, as an air pollutant, identified at three of the four test sites was noted. As it was above the permitted legal limit (40 µg/m<sup>3</sup>) the following steps were agreed.</p> <p>Resolution: “Winchester City Council shall be asked to carry out a more extensive analysis to confirm the results and establish the extent of the problem. If the results are confirmed, they will be asked to declare an AQMA (Air Quality Management Area) and take active measures to reduce pollution.”</p> <p>Proposed by Cllr Lawton, seconded by Cllr Mitchell and carried unanimously.</p> <p><b>Action</b> – The Clerk is to liaise with Winchester City Council regarding air quality measurement.</p>
<b>59/16</b>	<p><b>To consider and agree the training proposed for Councillors</b></p>
	<p>It was noted that of the September and October dates offered to the Hampshire Association of Local Councils for a bespoke evening training course in Twyford, only 26<sup>th</sup> September was available and had been provisionally booked.</p> <p><b>Action</b> : the Clerk is to confirm the booking and contact the Colden Common Clerk to invite its Councillors to the seminar.</p>
<b>60/16</b>	<p><b>To receive a report summarising Receipts and Payments of for the quarter to 30 June and comparisons against the budget and previous financial year</b></p>
	<p>Cllr Watson referred to the Council’s adoption for 2016/17 of a Receipts and Payments basis for accounting and that the prior year used an Income and Expenditure basis (which uses accruals to reflect likely costs and benefits in the appropriate financial year). Several receipts showing in the 2016/17 accounts were attributable to invoices raised during 2015/16 and therefore had also been reflected in its numbers. Cllr Watson therefore took a line by line approach to explain the nature of each receipt and payment and how it compared to activity in the previous year. For example receipts included settlement of invoices for use of cricket and football pitches during 2016, whilst some costs attributable to the quarter to 30 June, (such as for street lights, other electricity and water) had not yet been invoiced whereas others (such as subscriptions) had been paid for the full financial year.</p> <p>Cllr Watson reported that due to the change of reporting format and underlying record keeping arrangements, it had not been possible to provide a formal comparative analysis between 2015/15 and 2016/17 and forecast against the 2016/17 budget, but that this work had been commenced. The performance of the Council during the first quarter was noted.</p>
	<p>The Clerk reported that a review of debtors from 2015/16 had been undertaken. Whilst some invoices had been chased and settlement obtained, a limited number for ad hoc use of facilities at Hunter Park, remained unpaid. It was reported that proposals for payment in advance were pending consideration by the Recreation Committee and as some invoices were unlikely to be paid they needed to be written off.</p> <p>The report is at Annex 2.</p>

61/16	<b>To review and approve proposed payments scheduled for July</b>
	<p>Cllr Watson referred to the list of payments (Annex 3) scheduled to be made in July. It was noted that two grants previously approved by the Full Council in June were not yet scheduled to be paid, because they were dependent upon receipt of evidence of the works for which they were granted. Approval in principle was sought to enable timely settlement.</p> <p><b>Resolved:</b> The payments listed for settlement in July are approved. Authorisation of the payment of grants approved in June is also given upon receipt of evidence of completion of works.</p> <p>Proposed by Cllr Watson, seconded by Cllr Sellars.</p>
62/16	<b>To receive an update on matters remaining outstanding from the last meeting of the Finance Committee; and to note or discuss action taken since 16 June, unless already covered by another agenda item</b>
	<p>It was noted that the annual financial statements for 2015/16 and underlying records remain available for public inspection and that the final sign-off by BDO is not yet scheduled to occur. The change to receipts and payments accounting has been made but steps to enhance the asset listing are not yet scheduled to commence.</p>
63/16	<b>To receive draft minutes of the July Planning Committee and an update on matters arising from those minutes; and to note or discuss action taken unless already covered by another agenda item</b>
	<p>Cllr Mitchell referred to recent applications and concerns raised with him that the recently appointed Winchester City Council (acting for the South Downs National Park Authority) Conservation Officer was taking a very firm stance, resulting in various applications approved by the Parish Council Planning Committee being rejected. Steps are being taken to liaise with local planning officers and the Conservation Officer to better understand the nature of their concerns and to present the views of the Parish Council and its approach to applications involving the conservation area and other locations within the Parish.</p>
64/16	<b>To note the postponements of the June Recreation Committee, receive an update on matters remaining outstanding from its last meeting and to note or discuss action taken since 16 June</b>
	<p>Postponements due to the unforeseen unavailability of Committee members and an insufficient number to provide a quorum were noted.</p>
65/16	<b>To agree the policy for charging for facilities at Hunter Park, in particular, whether to require a non refundable deposit for ad hoc bookings</b>
	<p>The possibility of seeking payment in advance for ad hoc bookings of pitches and the Pavilion was discussed but decisions were left for the Recreation Committee (scheduled to meet on 21st July).</p>
66/16	<b>Twyford Open Spaces : to receive and consider a report on a potential Twyford Meads water meadow project and to decide whether to participate in that project</b>

	<p>Cllr Corcoran reported on a site meeting during which maps giving details of the water meadow channels and the nature of works to restore the meadows to a former operational status were discussed. It was confirmed that the project is still at a feasibility stage where potential sites are being identified and all affected landowners are being confirmed in order to secure consents to any works. Berry Meadow is regarded by the project organisers as a strong site for inclusion. Due to the long lead time before any works would commence and current uncertainty about sources of funding it was confirmed that participation at this stage would not result in the Council being committed to any expenditure. Based on the resolution in June to agree to participation 'In Principle' the meeting concluded with agreement to continue participation at this stage of the project.</p>
<b>67/16</b>	<p><b>Highways and Footpaths: to discuss the status of footpaths and growth of vegetation affecting their use and to agree any specific action to be taken</b></p>
	<p>Concerns were raised about the Lower Church Footpath. This is part of a quarterly maintenance contract but growth of brambles suggests more attention may be required. Cllr Sellars advised that he has attended to some such hazards and would see what might be done before the next contractor visit. Cllr Sellars also reported that he has a meeting scheduled on Friday 15<sup>th</sup> July to hear more about a resident's concerns about footpaths.</p> <p>Growth affecting Norris's Bridge was also reported. Cllr Cook advised that she will raise the concern with the County Highways Dept.</p> <p>It was noted that the Twyford Information Service had been used to ask all householders to maintain their hedges; this message had been repeated on the Facebook page and received several 'Likes'.</p> <p>The hedges bordering the allotments were also discussed. The Council is responsible for the hedge along Park Lane. The Hunter Park groundsman has cut the sides but due to the difficult access to the top, this work needs to be undertaken with specialist equipment.</p> <p>The next visit of the Lengthsman is 15 August. It was agreed that the schedule of works should prioritise grass and hedge cutting.</p> <p><b>Action</b> – The Clerk is to arrange for a specialist to cut the allotment hedge top and to specify tasks for the next Lengthsman visit.</p>
<b>68/16</b>	<p><b>To note, for information only, significant communications on matters that are not included elsewhere on the agenda</b></p>
	<p>A letter from the Parish Hall Management Committee regarding the external renovation of the hall was circulated and noted.</p> <p>The Chair expressed his thanks to the Committee (via its Secretary Cllr Watson) regarding their action to resolve the ongoing concerns about the safety of the beech tree outside the hall. Cllr Watson reported that the works had progressed smoothly; and cutting had identified some defects in the interior of the tree. A number of residents responded to the invitation to collect timber. The remaining section of the trunk will be capped and carved (including bench seating) unless such cutting identifies structural weaknesses that necessitate removal of the whole of the trunk. The hall trustees will take a decision on the number and type of replacement trees in the coming months.</p>

<b>69/16</b>	<b>To raise any items for the next agenda and confirm the date of next Full Council meeting as 8<sup>th</sup>September 2016 [not 14 July as previously stated].</b>
	It was noted that the next meeting of the Full Parish Council would be an Extraordinary Meeting to discuss and agree the content of the Neighbourhood Plan to be issued for consultation in September; and that the next ordinary meeting was confirmed as 8 <sup>th</sup> September 2016

## Annex 1

<b>Ref</b>	<b>Owner</b>	<b>Action to be taken</b>	<b>Target Date</b>	<b>Action Taken Update</b>	<b>Status</b> <i>At 14<sup>th</sup> July</i>
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>	<i>Carry forward</i>
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>	<i>Carry forward</i>
12.2/16	Clerk	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	Application made to Winchester City Council on 4 <sup>th</sup> July	Closed
<b>Further new actions arising from the meeting of 19th May 2016</b>					
24.3/16	Clerk	Put up a temporary sign by the Outdoor Gym.	1 June	<i>Outstanding</i>	<i>Carry forward</i>
<b>Further new actions arising from the meeting of 12 June 2016</b>					
48.1/16	Clerk	A formal meeting of the Berry Meadow and Twyford Meads Advisory Committee is to be added to the schedule of Council meetings.	14 July	Set for 16 February	Closed
48.1/16	Cllr Corcoran	To report back to the Full Council in July and to make any recommendations for action in the form of a formal motion.	14 July	On the Agenda for 14 <sup>th</sup> July	Closed

33/16	Cllr Cook, Cllr Watson, Cllr Holland and Cllr West	To complete and return Declaration of Interest forms to the Clerk as soon as practicable.	14 July	<i>Forms required from Cllr Cook and Cllr West</i>	<i>Carry forward</i>
34/16	Clerk	Liaise with HALC to identify the cost of a bespoke course and potential dates in September and early October.	14 July	Course booked provisionally for 26 September	Closed
43/16	Chair and Clerk	To sign the Annual Governance Statement 2015/16.	1 July	Signed	Closed
44/16	Chair	To sign the Accounting Statements 2015/16 to confirm their approval by the Council	1 July	Signed	Closed
45/16	Cllr Mitchell	On behalf of the Website Working Party, make recommendations to the Full Council meeting in September.	8 Sept	<i>Continuing [NOTE – a Village Diary is now in place under EVENTS]</i>	Carry forward
47/16	Chair	To liaise with the Parish Hall Trustees to secure the required undertakings and progress with review and signature of the contract for the exterior refurbishment of the hall.	14 July	Done	Closed



ANNEX 2 – see separate excel spreadsheet

**TWYFORD PARISH COUNCIL****ACCOUNTS PRESENTED FOR PAYMENT: 16<sup>th</sup> June 2016**

	<b>Payee's Account for payment</b> (certified by the Clerk as correct for payment)	<b>Purpose of the expense</b>	<b>Net</b> £	<b>VAT</b> £	<b>Gross</b> £
27/05/2016	Southern Electric (Direct Debit)	Field - Hunter Park	18.14	0.90	19.04
01/06/2016	PWLB (Direct Debit)	Loans 486376 & 501401	2762.59	0.00	2762.59
24/06/2016	S Lauder (Standing Order)	June Salary	80.00	0.00	80.00
24/06/2016	Tony Bronk	June Salary (after deductions)	642.80	0.00	642.80
24/06/2016	HMRC	(Tax and NIC employee dedn's & employer NIC - June)	204.52	0.00	204.52
24/06/2016	HMRC	NIC employer contribution (May)	20.77	0.00	20.77
24/06/2016	Green Smile Limited	Northfields grass cutting (June)	211.17	42.23	253.40
24/06/2016	We Can Specialists	Hunter Park maintenance (June)	1479.87	0.00	1479.87
24/06/2016	We Can Specialists	Emergency work to Northfields and Hunter Park play equipment following inspection report	260.00	0.00	260.00
24/06/2016	N.W.Adams	Annual play area inspections	226.75	45.35	272.10
24/06/2016	G.H.A.V. Limited	Emergency PAT testing in the Pavilion	25.00	5.00	30.00
24/06/2016	HRM	Neighbourhood Plan –April activity	638.70	127.74	766.44
24/06/2016	Twyford Social Club	Neighbourhood Plan	20.00	0.00	20.00
24/06/2016	Do the Numbers Ltd	Internal Audit fees	320.00	0.00	320.00
24/06/2016	Rund Partnership	Pre contract advice re parish hall renovation tender	1950.00	390.00	2340.00
24/06/2016	Hursley PC	Contribution to SLR Battery replacement	20.00	0.00	20.00
24/06/2016	Jane Bronk (reimbursement)	Annual Parish Assembly refreshments	44.69	6.25	50.94
24/06/2016	T Bronk (reimbursement)	Purchase of 6 soap dispensers and soap for the Pavilion	81.20	16.24	97.44
24/06/2016	T Bronk (reimbursement)	Cutting of 2 cupboard keys for Pavilion	9.00	0.00	9.00
<b>TOTALS</b>			9015.20	633.71	9648.91

<u>Bank Balance as at 16th June 2016</u>	
HSBC Current	£54,215.40
HSBC Savings Account	<u>£19,541.15</u>
Total accessible funds	£73,756.55
<b>Add</b> paid but still in bank balance	£0.00
<b>Less</b> payments still to make from the above	<u>£6,867.28</u>
Balance after all the above payments have been made	£66,889.27
<b>Plus</b>	
Fixed Term Deposit with Co-op	<u>£20,000.00</u>
<b>Total</b>	<u>£86,889.27</u>