

TWYFORD PARISH COUNCIL

Minutes of the Meeting of the Full Parish Council

held on Thursday 3rd August 2017 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

In attendance	Apologies / Absent	In Attendance
Waine Lawton (Chair)	Sonia Watson	Jo Nicholson (Clerk)
Ian Wheeler	Jade Cornwall	Richard Izard
Stephanie West	Chris Mitchell	Chris Paterson (SDNPA)
Chris Corcoran		
Richard Sellers		
Angela Forder-Stent		
Andrew Holland		
Sue Cook (from 8pm)		

Business Transacted

79/17	To receive and accept apologies for absence	
	Apologies received from Cllr Watson, Cllr Cornwall and Cllr Mitchell	
80/17	To receive declarations of interest relevant to agenda items	
	Councillors Sellers and Wheeler declared a personal interest as Trustees of the Parish Hall, and Councillor Sellers declared a further personal interest in respect of his role as treasurer of the Twyford Playgroup. The prejudicial interest of Councillors West and Holland ongoing dispensation allowing full participation in all Council meetings in respect of site selection for the Twyford Neighbourhood Plan was noted.	
81/17	To approve and sign-off, as a true record, the minutes for the meeting on 20th July 2017	
	The Minutes were amended to clarify 67/17 that three quotes would be obtained by Cllr Wheeler for the renovation of the bus shelters. The Clerk to amend the spelling of Charles Gillow	
82/17	To adjourn for public participation	
	Richard Izard and Chris Paterson were in attendance to specifically discuss item 84/17.	
83/17	To receive an update on matters arising from the minutes of the Full Council meeting held on 20th July 2017 not included elsewhere on the agenda and to consider the status of progress to date	
	Cllr Corcoran presented an invoice for payment for the fence posts under item 74/17. This was proposed by Cllr Lawton and seconded by Cllr Wheeler.	

	Under 74/17, Cllr Corcoran also updated that £170 additional expenditure was required to apply for the grant for repairs to Berry Meadow. This was proposed by Cllr Lawton and seconded by Cllr Holland.	
84/17	To adjourn for a confidential meeting to consider the HCC Flood Report and decide what alterations, if any, are required to the Neighbourhood Plan and to inform the SDNPA so that the SEA can be commenced.	
	CONFIDENTIAL discussion of the HCC flood report and next steps. It was resolved for the flood report to be sent to SDNPA for the SEA to commence. The draft Neighbourhood Plan being tested for the SEA would be amended to include flooding mitigation, and Site 26 is the designated site for development.	
85/17	To raise any items for the agenda of the 21st September Full Council meeting	
	Cllrs to review the results of the SEA	

List of Actions

84/17	HCC Flood Report CONFIDENTIAL ITEM		
81/17	Bus Shelter renovations	Cllr Wheeler to obtain 3 quotes	Cllr IW
68/17	Tender review limits	The Clerk to review tender limits, seek advice from HALC, and add to agenda of next financial committee meeting.	The Clerk
68/17	Pumfrett Bank	Cllr Corcoran to obtain legal opinion on maintaining the land	Cllr CC
72/17	Designated footpath, foot of St Catherine's Hill	Cllr Corcoran to email Harry Goodchild and express our support for the designation of the footpath	Cllr CC

ACTIONS LIST FROM FULL COUNCIL MEETINGS

Ref	Owner	Action to be taken	Target Date revised	Action Taken Update	Status At 18th May
<i>Pre 2016/17</i>	Cllr Corcoran	Take measurements at Pumfrett Bank	<i>30 Sept 17</i>	<i>No action yet</i>	<i>Carry forward</i>
Matters Arising 19 January 2017					
132.1/16	Cllr Corcoran	Determine suitable dates within the next few months for the proposed working parties for Compton Lock & Berry Meadow to be publicised.	23 Feb. 15 May	<i>Cllr Corcoran has contacted other agencies to ascertain an appropriate date. A temporary cover is over the hole. Works are now to be by a Contractor</i>	Closed
136/16	Clerk	Apply for a byelaw to prohibit dogs from the Northfields play area.	30 June 31 Dec	<i>No Action yet taken Note - Registered Assistance Dogs are to be permitted</i>	<i>Carry forward</i>
146/16	Cllr Holland	Working Party of Cllrs. Holland, West and Sellars to list Community Assets.	23 March 25 May 22 June	<i>Draft list circulated between working party but not yet agreed</i>	<i>Carry forward</i>
147/16	Cllr Corcoran <i>Cllr Forder-Stent</i>	Liaise with the SDNPA to obtain the list of infrastructure projects currently identified for Twyford Parish.	23 Feb. 25 May 22 June	<i>20 April – Cllr Forder-Stent to oversee a Working Group (Cllrs Corcoran, Cornwall, Lawton & West) to obtain and update the list.</i>	<i>Carry forward</i>

Matters Arising 23rd February 2017					
162/16	Clerk	Investigate deposit interest opportunities	31 March 25 May 30 Sept	No action yet taken Awaiting new address for Council, new signatories and RFO	Carry forward
163.4/16	To be determined Cllr West	A working party under the oversight of one or more Councillors is to be established to identify appropriate sites for road pollution monitoring, and the monthly placement and recovery of the measuring equipment.	23 March 25 May 30 Sept	20 April – Clerk to issue a Twyford Email seeking interested volunteers. Councillors West, Lawton & Sellars will liaise with WCC and others to obtain test tubes and determine test sites etc.	Carry forward
Matters Arising 23rd March 2017					
184.2/16	Cllr Lawton	<u>Action</u> - Councillor Lawton to write to HCC Councillor Peter Edgar (Leesland and Town) expressing concern about the potential impact on St Mary's School.	20 April 25 May ?????		Carry forward ?????
184.2/16	Clerk	Seek to ascertain why one significant cabinet in Twyford has not yet been upgraded for Superfast Broadband and whether there is a formal timetable for this.	20 April 25 May 30 Sept	Minutes of 20 April have update. Timetable for installation of new cabinet still to be obtained Date for works still not set	Carry forward
188.1/16	Cllr Wheeler	Investigate the possibility of making an existing green bin in Newton Road a dual use bin.	18 May	A dual use bin is being progressed. New dual use bin now in place	Closed
188.1/16	Clerk	Ask the Groundsman to remove the pictured rubbish bags in a	30 March 30 April	20 April - Clerk to notify Groundsman	Carry Forward

		complaint email and decking planks from the Park.	<i>30 Sept</i>	Decking planks not yet removed	
188.2/16 and 4.1/17	Cllr Cook	Contact the Winchester City Council's Principal Tree Officer about tree roots in Hunter Park.	20 April <i>30 April</i>	A site visit has been arranged for w/c 17 April <i>20 April - Visit rescheduled Councillors emailed on 15th May with conclusions and recommendation</i>	Closed
190.2/16	Cllr Cook	Liaise with Winchester City Council to ensure the telephone kiosks can be acquired and moved subsequently (possibly one to Twyford Waterworks)	20 July	<i>Ongoing</i>	<i>Carry forward</i>
192/16	Clerk	Obtain quotes as required by Financial Regulations and arrange the repair of the Northfields Church Lane Bus Shelter as soon as practicable.	20 April <i>25 May 22 June</i>	Quote requested <i>Quotes for further works sought</i>	Agenda Item
Matters Arising from 20th April 2017					
4.1/17	Councillor Cook /the Clerk	Photograph and report road and pavement defects in Queen Street and Park Lane	25 May <i>22nd June</i>	Highways has now confirmed Queen Street is on a works programme for Spring/Summer 2018. <i>Park Lane road defects to be drawn to the attention of Highways</i>	
4.1/17	Councillors	The Clerk is to be provided with suggested wording and designs for new signs at Twyford Meads. Laminated paper signs are then to be renewed.	25 May	Clerk put up signs without Councillors providing suggested text	Closed

4.1/17	Clerk	Issue a Twyford Email about litter, unaccompanied minors and irresponsible behaviour at Twyford Meads adding that the police have been asked to make more regular visits.	25 May	Email issued	Closed
4.3/17	Clerk	Clerk to place a laminated sign on the locked gate to Hunter Park	21 April	Authorisation given to unlock gate, the risk of occupation by travellers having decreased	Closed
8.2/17	Clerk	Inform John Paine (of Twyford Cricket Club) that the tender has the same specifications as the existing one, (but now prescribes when certain activities must occur) and no longer provides equipment for use by the contractor.	30 April	John Paine informed.	Closed
12/17	Cllr Corcoran & Cllr Sellars	Liaise with relevant persons to ascertain whether a working party of volunteers can perform a temporary infill task at Twyford Meads.	15 May	Cover placed over hole instead	Closed
13/17	Clerk	Obtain AADD's bank details for internet banking transfer. Note Finance Committee on 11 May requested that AADD complete a grant application form	22 June	Bank details requested	<i>Carry forward</i>
18/17	Councillor Corcoran	Inform the Clerk as soon as possible, if the scheduled extra-ordinary	30 April	Meeting cancelled	Closed

		meeting on 18th May can be cancelled.			
18/17	Clerk	Notify Councillors Izard and Humby of the revised date for the AGM and amend the website.	30 April	Notifications sent and website updated	Closed