

TWYFORD PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 16TH MAY 2013 AT 7.30P.M. IN THE
GILBERT ROOM, TWYFORD PARISH HALL

Present Cllr Waine Lawton (Chair) Cllr Jade Cornwall
Cllr Chris Corcoran Cllr David Evans
Cllr Angela Forder-Stent Cllr Chris Mitchell
Cllr Charles Macleod Cllr Daryl Henry
Cllr Chris Mitchell

Apologies Cllr Sonia Watson Cllr Rob Humby
Cllr Wendy Lane
Cllr Bob Woodward

In attendance Debbie Harding (Clerk) 0 members of the public
Cllr Peter Mason (left at 14/13) 8.45pm
Cllr Richard Izard (left at 15/13) 9pm

PC01/13 APOLOGIES FOR ABSENCE

Apologies were received as detailed above.

PC02/13 TO RECEIVE ANY DECLARATIONS OF INTEREST

The Clerk indicated she will leave the room for the confidential item.

PC03/13 ELECTION OF CHAIR AND VICE-CHAIR

Election of Chair

Cllr David Evans proposed Cllr Lawton as Chair of the Parish Council, seconded by Cllr Daryl Henry and carried unanimously.

Cllr Lawton signed his declaration of office

Election of Vice-Chair

In his absence, Cllr Lawton proposed Cllr Scaiff as Vice-Chair of the Parish Council, seconded by Cllr Corcoran and carried unanimously.

Clerk

Cllr Scaiff will declare his acceptance of office at the next meeting.

PC04/13 TO APPROVE THE MINUTES OF THE FULL PARISH COUNCIL HELD ON THE 11TH APRIL 2013

It was resolved that the previously circulated minutes of the meeting of the Full Parish Council held on the 11TH April 2013 were accepted as a true and accurate record of the meeting.

Proposed by Cllr Charles Macleod, seconded by Cllr Angela Forder –Stent and carried unanimously.

PC05/13 TO CONSIDER RE-ADOPTED OF THE STANDING ORDERS, FINANCIAL REGULATIONS AND COMMITTEE TERMS OF REFERENCE

A change was agreed to Section 7 (b) of the standing orders which should read “All Councillors shall review and adopt annually the code of conduct at a Full Parish Council meeting and highlight any training requirements”

Clerk

It was resolved that subject to change in section 7 (b) to adopt the previously circulated standing orders, terms of reference and financial regulations.

Proposed by Cllr Daryl Henry, seconded by Cllr Chris MacLeod and carried.

Cllr Lawton signed and dated all the documents.

PC06/13 APPOINT OF PARISH COUNCIL COMMITTEE MEMBERS

It was resolved to appoint the following Councillors as Committee members

Clerk

Finance (6)

Cllr's Scaiff, Watson, Forder-Stent, Lawton, Evans & Henry

Recreation (5)

Cllr's Forder-Stent, Woodward, Corcoran, Watson, Cornwall, Lawton & Macleod

Planning (7)

Cllr's Corcoran, Scaiff, Lane, Watson, Woodward, Mitchell, Cornwall and Lawton

ADVISORY COMMITTEES

Twyford Meads – Cllr's Corcoran

Berry Meadow – Cllr's Corcoran & Forder-Stent

Access, Roads and Transport – Cllr's Scaiff, Woodward and Witt

PC07/13 APPOINTMENT OF MEMBERS TO SERVE AS PARISH COUNCIL REPRESENTATIVES ON COUNTY, DISTRICT AND LOCAL ASSOCIATIONS, ORGANISATIONS AND WARDENS

Twyford Waterworks – Ralph Scaiff

WAPC – Cllr's Forder-Stent and Corcoran

Patient Participation – Cllr's Forder-Stent & Witt

Twyford Parish Hall – Sonia Watson & Bob Woodward

Nurses Trust – Angela Forder-Stent

Footpaths – Helen Witt & Bob Woodward

Environment – Ralph Scaiff & Charles MacLeod

Small Grants – Helen Witt

Clerk

Alan Meikle is kindly still managing the www.twyfordpc.gov.uk website until the move onto the new wordpress website.

PC08/12 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present.

PC09/12 TO APPROVE TWYFORD PARISH COUNCIL'S CONTINUATION IN THE HCC LENGHTMANS SCHEME

It was resolved to extend the existing contract for the Parish Lengthsman Scheme with Crawley as the Lead Parish. Proposed by Cllr Chris Mitchell, seconded by Cllr C MacLeod and carried.

PC10/12 TO AUTHORISE THE PURCHASE EQUIPMENT TO OPERATE COMMUNITY SPEEDWATCH TO A MAXIMUM VALUE OF £3,000, TO BE FUNDED FROM RESERVES.

It was resolved to authorise the Clerk to purchase equipment to a maximum value of £3,000, funded by reserves, proposed by Cllr David Evans, seconded by Cllr Charles MacLeod and carried.

It was noted that Colden Common would make a contribution to Twyford of half of cost, which will be put back into reserves.

PC11/12 TO RECEIVE AN UPDATE FROM THE PLANNING COMMITTEE ON THE COMMUNITY INFRASTRUCTURE LEVY.

Cllr Chris Mitchell gave an update on the South Downs National Park Community Infrastructure Levy (CIL) workshop which he and Cllr Corcoran recently attended.

The workshop gave a general overview of the Levy which is due to be introduced in 2015. The Community Infrastructure Levy or (CIL) is a development tax on new builds and extensions and replaces S106 agreements. SDNP have not set a proposed cost per square metre yet.

This change will mean that even a 4 metre x 4 metre extension will incur a fee. Parishes will benefit from 15% of the fees. Parishes with a Neighbourhood Plan will benefit from 25% of the fee.

In order to obtain 15% to 25% of the CIL, a plan of infrastructure projects will need to be drawn up. Examples of such projects could be improvements to the Parish Hall. The CIL will replace most of the S106 agreements, but not affordable housing.

Consideration of a neighbourhood plan for Twyford will be on the June Parish Council agenda. Clerk

PC12/13 TO RECEIVE AN UPDATE ON MINUTES, CORRESPONDENCE AND OTHER RELEVANT MATTERS

The previously circulated update is attached to these minutes.

Cllr Lawton gave an update on the closure of Northfields Farm Shop. The Tenant gave notice on the shop as she decided to move away.

The Clerk has received an e-mail from TCP asking the Parish Council to consider long term funding for the Community Project.

The Parish Council feel that time is required to demonstrate the demand. If demand is consistent it is hoped that volunteers/parents will come forward to run the club. Approximately 30 children are required to make a viable project to survive on membership.

It was noted that during the summer, some children in the village are already taking part in activities at Hunter Park with Twyford Colts. This means that they are able to attend the youth club. It was suggested that perhaps the Youth Club could also use Hunter Park during the summer. The Clerk to speak to Helen Scaiff.

Clerk

Twyford Playgroup have decided not to expand Forest School for 2013-2014, and therefore will now not need Hunter Park.

PC13/13 COUNTY AND DISTRICT COUNCILLORS REPORT

Cllr Mason

Post the Hampshire County Council elections; Cllr Mason is attending the meeting in his capacity of District Councillor. Cllr Mason has recently attended a planning tour with WCC.

Cllr Richard Izard

Cllr Izard gave an overview of the new policy which means that no planning consent will be required for applications less than 8 metres. This policy is not extended to properties in the SDNP.

WCC have merged the 2 housing committees into one. Ian Tait is now the portfolio holder. Cllr Ron Humby is still the deputy leader of the Council.

PC14/12 COUNCILLORS QUESTION AND INFORMATION TIME

Cllr Jade Cornwall

Cllr Cornwall raised a safety concern over children playing in Hewlett Close. Currently the road has no safety signage on the road bend. Hyde Housing believes it is an issue for Hazeley Developments to resolve, and Hazeley believe it is a matter for Hyde Housing. Cllr Lawton to call Jonathan Humphries to discuss.

Cllr
Lawton

Cllr Angela Forder-Stent

A meeting with Allotment Holders to put in place rules and eligibility criteria will take place in June, on a date yet to be decided.

Cllr Chris Mitchell

Several members of the public have complained to Cllr Mitchell regarding the closure of Shawford Road. It is due to be closed for another 2 weeks. It was requested that the Clerk ask HCC if it can be re-opened under traffic light control, instead of a full closure.

Clerk

Concern was raised over the effect it may have on the attendance of the Patient participation day.

The cycle signage poles are still in place.

Cllr Waine Lawton

The owners of Down End have spoken to Cllr Lawton regarding their pre-planning application. They were not aware that pre-application advice was not confidential, and if they were aware, they would have spoken to the Parish Council directly. They have in mind 4 houses on the land and it is their wish that building themselves would have more control on the density and overall impact.

PC15/13 TO AGREE THE ACCOUNTS FOR PAYMENT BY TWYFORD PARISH COUNCIL

Accounts certified by the Clerk as correct for payment

Payee	Description	Total	Chq	
20-Apr	S Lauder	Pavilion Cleaning - April	£72.00	SO
25-Apr	Debbie Harding	Net Salary - April	£779.53	BACS
25-Apr	HCC	Pension - April	£200.87	BACS
15-Apr	Matt Riley	Grounds Maintenance Hunters Park -April	£1,458.00	SO
15-Apr	HMRC – NIC	NIC - April	£36.23	BACS
20-May	S Lauder	Pavilion Cleaning - May	£72.00	SO
25-May	Debbie Harding	Net Salary - May	£823.21	BACS
25-May	HCC	Pension - May	£211.20	BACS
25-May	Matt Riley	Grounds Maintenance Hunters Park -May	£1,458.00	SO
07-Jun	HMRC – NIC	NIC - May	£47.31	BACS
07-Jun	HMRC - PAYE	PAYE - May	£25.60	BACS
08-May	Do the numbers limited	Internal Audit	£625.00	BACS
25-May	Malcolm Wilson	April - 16 hours	£102.40	BACS
30-Mar	Malcolm Wilson	March	£128.00	BACS
31-Mar	Matt Riley	Invoice for March	£70.00	BACS
28-Mar	MJT Decorating	SLR Movement 18/1/2013	£96.00	BACS
31-Mar	Grass and Grounds	March Annual Monthly cost of Contract	£249.20	BACS
10-Apr	WCC	Dog Bin Emptying - Jan to March 2013	£325.00	BACS
31-Mar	HALC	Basic Planning Course	£36.00	BACS
12-May	G Maltby	Pavilion	£2,214.72	BACS
25-May	Clerks expenses	Pavilion paint £772.67, Colour ink £39.85, Postage £3.40, Mileage £63.53	£879.45	BACS
			£9,909.72	

Amount listed above incl where charged VAT

Bank Balance as at 16/5/13	£40,180.43
HSBC Savings Account	£19,503.83
Total accessible funds	£59,684.26
Balance after the above payments have been made	£52,902.37
Plus	
Fixed Term Deposit with Co-op - matures 27th Nov 2013	£20,000.00
	£72,902.37

To Authorise the following standing orders for the financial year 1st April to 31st March 2014

S Lauder - Cleaning - Pavilion	£72.00	SO
British Gas - Electric at the Pavilion	various	DD
CPRE membership	£29.00	DD

It was resolved to approve the accounts as listed above for payment by Twyford Parish Council, proposed by Cllr Waine Lawton, seconded by Cllr Charles Macleod and carried that all payments should be made.

It was resolved to approve the following payments by direct debit
CPRE membership
British Gas, Electricity Bill – Hunter Park
S Lauder – Cleaner Hunter Park

Proposed by Cllr Jade Cornwall, seconded by Cllr Angela Forder-Stent and carried.

PC16/13 TO APPROVE THE GRAZING LICENSE WITH THE HAMPSHIRE AND ISLE OF WIGHT TRUST FOR GRAZING TWYFORD MEADS AND BERRY MEADOW

It was resolved to approve the Clerk to sign the license as per previous years.
Proposed by Cllr Daryl Henry seconded by Cllr Jade Cornwall and carried.

PC17/13 FINALISE ADMINISTRATIVE ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY ON WEDNESDAY 22ND MAY AT

The Annual Parish Assembly is due to take place on the 22nd May @7PM.
Posters have been distributed throughout the village, in the Parish Magazine, on the Twyford Information System and together we are Twyford Facebook page.

PC18/13 TO CONSIDER A CONFIDENTIAL MATTER WHICH IS EXEMPT UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS ACT) 1960 – EMPLOYMENT MATTER RELATING THE CLERK

The Clerk left the room for this agenda item.
Minutes for this section of the meeting are kept under a confidential minute.

PC19/13 ITEMS FOR THE NEXT AGENDA

Agenda items for the next meeting were requested which are:-
Agreement on a Twyford Neighbourhood Plan
Street Lighting
The next meeting will be held on the 20th June 2013.

The Meeting closed at 9.15pm.