

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 25th January 2018 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Councillors present	Councillors absent/apologies	In attendance
Councillor Lawton (Chair)	Councillor Humby	Councillor Izard
Councillor Mitchell	Councillor Cornwall	Jo Nicholson (Clerk)
Councillor Wheeler	Councillor Pullen	
Councillor West		
Councillor Sellars		
Councillor Forder-Stent		
Councillor Corcoran		
Councillor Cook (arrived 8.30pm due to Council business)		

Item	Business Transacted
151/18	To receive and accept apologies for absence
	Apologies were received from Cllr Pullen, Cllr Cornwall and Cllr Humby.
152/18	To receive declarations of interest relevant to agenda items
	The registered declarations apply, as do additional interests from Cllr Corcoran in terms of TIW Ltd, and Cllr Wheeler and Cllr Sellars in the play group, and Cllr Wheeler in the Church. Cllr Mitchell also declared he had become a member of Twyford Social Club, as did Cllr Sellars, and so will not be involved in the decision of item 165/18
153/18	To approve and sign-off, as a true record, the minutes for the meeting on 14th December 2017
	The minutes from 14 th December 2017 were considered a true record of the meeting. Proposed by Cllr Wheeler and seconded by Cllr Sellars.
154/18	To adjourn for public participation
154.1/18	To receive questions from the members of the public.
	No members of the public were present.
154.2/18	To receive the County Councillor's report.
	The County Councillor gave his apologies.
154.3/18	To receive the District Councillors' reports.
	Councillor remuneration Cllr Izard provided an update on South East Employers Remuneration Panel for Winchester city Parish Town and Councils. An allowance has been recommended for local parish councillors and district councillors.

	<p>Late Night bus from Kings School</p> <p>The late bus from Kings School had been stopped, which effects pupils who do after school clubs from Colden Common, Twyford, Otterbourne and Shawford. After a number of meetings, a different bus company has agreed to run a bus. Details of exact stops are being worked out.</p> <p>Winchester Regeneration Project</p> <p>The Plan is currently out to Consultation, until 5th February 2018. After the Consultation period has ended and the Plan becomes adopted, developers will need to comply with the Plan.</p> <p>Cllr Cook updated on County Council matters:</p> <ul style="list-style-type: none"> • 2017 – 2018 £76m has been invested to improve County infrastructure • £100m has been invested in house hold waste • £5,000 grants have been awarded to business projects which target how to be more environmental in the home • 156 electric vehicles have been added to the pool car fleet at HCC. <p>Cllr Cook updated on District Council matters:</p> <ul style="list-style-type: none"> • The old police house on Dolphin Hill is being re-developed, to involve a new build and a renovation. A public consultation will take place end of February 2018. The project requires Cabinet funding approval, and building will not commence until the Summer. The new houses are to rent at 70% of market rent. Local qualification for the houses will be applied. • The pavement between Highbridge Road junction and Toll Gate Cottage with heaped mud on side of ditch, has been worked on this week, but insufficient work has been done to resolve the issue. Cllr Cook will continue to chase it to a satisfactory resolution. • Cllr Cook updated that there was a Hearing concerning Boomtown on 26th January, with WCC. There were concerns regarding the volume of attendees. SDNPA are not objecting.
154.4/18	Cllr Izard to update on 106 funding from Sandyfields for Highways improvements in Twyford
Clerk	<p>CCPC met with HCC to discuss the travel plan from Sandyfields to the Primary School. As a result, £200,000 has been ear marked for footways to improve the paths to the School. There is a total £500,000 budget, which leaves £300,000 for road improvements. HCC will not be looking at this further until April, when there will be an indication of what will be available to Twyford.</p> <p>Action: Clerk to add Sandyfields 106 update to April FPC agenda</p>
155/18	To receive an update on matters arising from the minutes of the Full Council meeting held on 14th December 2017 that are not included on the agenda and to consider the status of progress to date
	<p>148/17 The Clerk wrote to Cllr Horrill expressing support from Twyford Parish Council</p> <p>148/17 The letter to SDNPA has been delayed until Cllr Corcoran and Cllr Lawton meet with SDNPA in person</p>

155.1/18	140/17 update on dog bins and whether more cost effective to move over to dual purpose bins
Clerk	The Clerk is waiting on a response from WCC. It was clarified that the aim of the PC is to swap as many of the bins over to dual bins as possible (to save money). Action: Clerk to continue to research and present recommendation at FPC 15th February
Clerk	It was brought to attention that the lid to the dual bin at Berry Meadows, on Shawford Road has a broken lid Action: Clerk to action repair / replacement of bin
156/18	To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item
	Louise Cutts is attending the Planning Committee meeting on 1 st February, to discuss Highcroft.
156.1/18	Resolve to agree TPC response to Winchester Consultation on regeneration
Clerk	It was agreed to add to the Planning Committee agenda for 1 st February 2018 Action: Clerk to add to Planning Agenda 1st February
156.2/18	Cllr Cook to propose signage solution to facilitate pedestrian safety at Norris Bridge
Cllr Cook	Cllr Cook met with Neville Crisp from WCC, who confirmed there is money available to provide signage to improve pedestrian access on Norris Bridge. There was discussion regarding the positioning of white lines on the bridge, providing allocated space for pedestrians. The bridge will be painted, reflectors will be added, and lines will be painted on the road telling drivers to slow down. Actions Cllr Cook to request WCC take Norris Bridge down to one lane, with right of priority access heading out of Twyford, and pedestrians be allocated walkway down one side of the bridge.
Clerk	Clerk to write to home owner of Riverside Cottage where ivy is overgrown and effecting the site lines to Norris Bridge
157/18	To receive an update on matters arising from the Recreation Committee minutes from 18th January 2018; to note or discuss action taken since unless already covered by another agenda item
	Update from the Recreation Committee meeting 18 th January include: <ul style="list-style-type: none"> • Cllr Wheeler has arranged to meet Ivan Gurdler at Northfields Recreation Ground to assess the trees which need attending to. • Cllr Wheeler updated that St Marys PTA are organising a charity run on 28th April. Hunter Park will be used for the start and finish point, and the pitches will be used for laps for a youth run. • The allotment holders meeting is being organised • The broken memorial bench at Hunter Park is having the arms sawn off to make safe. The bench will remain until the summer when the replacement bench will be installed.

	<ul style="list-style-type: none"> The new play equipment at Hunter Park has been inspected by VitaPlay, in response to some parental concerns raised by Cllr Cook. VitaPlay have confirmed that it meets safety standards
157.1/18	To resolve expenditure on replacement play equipment at Northfields recreation area
	<p>Panda Fencing have a second hand springer (play equipment), which has never been used. They have quoted £1,300 to install the springer at Northfields. An additional £1,800 has been quoted to install a second springer at Hunter Park. If both were installed, it would be a discounted cost of £3,000. The installation will come with quality assurance.</p> <p>It was resolved to have the springer installed at Northfields for £1,300, subject to receiving a full costed invoice addressed to the Clerk. Funding to come from the proceeds of the sale of Hunter Park machinery. Proposed by Cllr Mitchell, seconded by Cllr Lawton.</p>
158/18	To receive an update from the Finance Committee on matters arising since 11th January 2018; and to note or discuss action taken since unless already covered by another agenda item
	<p>Cllr West ran through the minutes from the Finance Committee 11th January.</p> <p>It was agreed that during Cllr West maternity leave, Cllr Sellars will act as Treasurer</p> <p>Cllr Lawton has begun looking at the Financial Regulations. Cllr West, Cllr Lawton and the Clerk are meeting to review the regulations, the risk assessment and standing orders, and will bring the documents to the FPC for approval.</p>
159/18	To review and approve payments to be made in January 2018
Clerk	<p>The payment for the Outdoor classroom has yet to be made, as the outgoing school financial officer was investigating how to make sure a payment to HCC would be allocated to them.</p> <p>Action: Clerk to follow up and make payment</p>
Cllr Lawton	<p>Councillors asked about the Bourne Lane bus shelter repairs, and the extent of the expenditure so close to the last payment in September. Cllr Wheeler explained that the winds were extreme over Christmas, which caused the last panel to blow away.</p> <p>Action: Cllr Lawton to inspect the repair when completed</p>

January payments for approval				
Date	Chq No.	Payee	Details	Amount Paid
		HCC - St Marys School	Outdoor Classroom grant	1,500.00
02.01.2018	DD	Business Stream	pavilion water sept to dec	29.80
02.01.2018	DD	Business Stream	hunter park field water supply setp to dec	45.83
31.01.2018		HCC Pensions	pension contributions for J Nicholson	174.98
31.01.2018		J Nicholson	Clerk salary for January 2018	655.46
31.01.2018		HMRC	PAYE and NI for Clerk for January 2018	210.83
20.01.2018	DD	A. Lauder	cleaning salary for january at hunter park	80.00
		Making it Personal	Garrett Maltby repair to Bourne Lane bus shelter	358.84
		J Nicholson	January wfh and travel in December	26.87
09.01.2018	VIS	Wilkinsons	purchase of level arch folder for payments	1.50
		Winchester City Council	emptying dog poo bins (Oct, Nov, Dec)	325.00
05.01.2018	IB	ADD	donation for campaign	500.00
09.01.2018	IB	Tony Bronk	refund of mobile phone (dec to jan)	23.59
		Green Smile	Groundsman to Hunter Park and Northfields for January	1663.65
08.01.2017	IB	Matt Riley	cricket keeping for December 2017	670.80
		Matt Riley	cricket keeping for January 2018	670.80
		Hilary Frearson	TNP admin for December 2017	67.50
05.01.2018	IB	Anna Burnett	return of deposit for pavilion booking in nov 2017	10.00
		HALC	Training for Steph West for Finance	48.00
		Vita Play	install new play equipment at Hunter Park	12737.61

It was resolved to make the payments, proposed by Cllr Corcoran and seconded by Cllr Sellars.

160/18 Councillor Corcoran to provide an update on Berry Meads & Compton Lock Committee

The application for the Environmental license for works has gone to the EA, submitted by Acquiscience, on behalf of the PC. The EA will determine when work can commence.

The landscape study by Kathy Stearne is making progress. Hadrian Cook who manages Harnham Water Meadows in Salisbury has offered to do a demonstration to the PC. To understand fully how the Twyford Water Meadows work, Kathy Stearne will flood them on 1st or 2nd Feb. Kathy will be presenting her findings to the PC on 20th April.

There is still a funding gap in the project, and Andy Coates is completing additional grant forms.

Cllr Mitchell enquired whether Berry Meadows was being over grazed, and whether there is any detrimental impact to the ecology of the area.

Action: Cllr Mitchell to query over grazing with the Meads working party (meeting 28th January) and request they investigate it further

161/18 Councillor Corcoran to provide an update on progress of the Neighbourhood Plan

The Neighbourhood Plan is still dealing with the flood mitigation schemes. The tenders for the flood mitigation proposals were due back 15th January, but due to the Christmas break, two companies requested an extension. It was agreed a new submission date of 22nd January. It has since been extended until the 5th February due to continued delays in two companies not being able to gather the information in time.

Action: Clerk to contact the tender companies for confirmation that they will be submitting a tender on or before 5th February.

Cllr Corcoran is applying for further grants, which does require the tender document quotes to complete the application process.

<p>Cllrs Corcoran and Izard</p>	<p>Cllr Corcoran was informed by WCC that this project does not fulfil the criteria for the Community Small Projects grants. Cllr Izard recommended bidding for CIL money.</p> <p>Action: Cllr Izard to contact the person responsible for receiving the CIL bids, and Cllr Corcoran to follow up</p> <p>Cllr Corcoran has met with the agent of the trustees of the Wickham land and Vortal to enquire if they are amenable to a flood scheme on their land. They are supportive, if development goes ahead on Site 26.</p>
<p>161.1/18</p>	<p>PC to decide whether to provide support for the following;</p> <p><i>Crookham Village Parish Council proposes that HALC should agree to seek, through NALC, government consideration of changes to planning law to make the adequacy of residual on-site parking a Material Planning Consideration when determining applications for on-site changes and also in the rules for Permitted Development.”</i></p> <p>A response is required by 29th January.</p>
<p>Clerk</p>	<p>It was agreed that off site parking is fundamental to Twyford Neighbourhood Plan, and it was confirmed that Twyford Parish Council wholly endorse the proposal.</p> <p>Action: Clerk to email the response providing TPC support</p>
<p>162/18</p>	<p>Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler</p>
	<p>Cllr Cook updated that Highways were supposed to be tarmacking the bus shelter at Twyford Moors on 15th January, but this has been delayed due to adverse weather conditions.</p>
<p>163/18</p>	<p>Councillor Cook to update on parking restrictions and policing on Hazeley Road</p>
	<p>Cllr Cook has asked for better policing along Hazeley Road near the junction. A resident has asked Cllr Cook about the impact on local residents.</p> <p>Action: Cllr Lawton to ask Simon how many cars are parking for more than 2 hours, and if there are any known culprits</p> <p>Cllr Mitchell enquired as to the benefit of the 7.5 ton weight limit sign outside the shop, which can only be seen from Finches Lane</p> <p>Action: Cllr Mitchell is contacting Neville Crisp to propose the sign to be removed</p>
<p>164/18</p>	<p>Phone box adoption and proposal for a book exchange or alternative ideas</p>
<p>Cllr Cook</p>	<p>There are two phone boxes in Twyford, one by the shop and one at Northfields. The proposal is for the Northfields phone box to move to the Waterworks. The one by the shop will be relocated to where the pavement is wider, to allow better access for wheel chair users. The Clerk has received a proposal to turn the box by the shop into a book swap location. It was acknowledged that this was a good idea, but a fully costed proposal is required.</p> <p>Actions</p> <p>Cllr Cook to ask Cllr Humby if other phone boxes have been moved, and what were the associated costs</p>

165/18	Decide resolution on the Section 137 application received from Twyford Social Club for £800 for car parking renovations.
Clerk	<p>The application was considered but the Council felt they needed more information to understand if the work proposed would have any impact on the village. It was agreed for a few Councillors to do a site visit. If the Councillors are satisfied, it was resolved that £500 would be awarded to the Social Club under Section 137. This item will be reviewed at the next FPC, 15th February.</p> <p>Action Clerk to organise site visit to Social club, and add to agenda for FPC 15th February</p>
166/18	PC to agree a response to Steve Brine's request for priority issues related to the village.
All	<p>Cllr Lawton requested for Councillors to email their top 3 issues facing the village.</p> <p>Action: Councillors to email Cllr Lawton</p>
167/18	Update on Pumfrett's Bank
	This is still ongoing, Cllr Lawton is awaiting a response from HCC legal department.
168/18	Agree dates of meetings 2018 / 2019
Clerk	<p>The Clerk previously circulated a list of all Parish Council meetings for 2018/2019. Councillors are happy with the dates proposed, with a reminder to avoid school holidays.</p> <p>Action: Clerk to publish the meeting dates</p>
169/18	Update on strategic website review.
Clerk	<p>Cllr Pullen and the Clerk have been reviewing the website, mindful that there are many areas which are out of date. Cllr Pullen volunteered to conduct the work required, and has proposed a number of changes to the customer experience. Councillors were happy for Cllr Pullen to proceed. Cllr Corcoran requested that the Parish Council website continues to link to the Neighbourhood Plan website.</p> <p>Cllr Cook fed into the discussion that Jane Bronk has volunteered to maintain a village social calendar. Discussion as to how best use existing resources for public events proceeded.</p> <p>Action: Clerk to liaise with Cllr Pullen how the social calendar fits with the new website and whether linking with Whats On Twyford is feasible.</p>
170/18	Resolve to agree the rights of way vegetation priority cutting list
Clerk	<p>The 5 footways to be cleared by HCC were agreed to be; 2, 4, 8, 20 and 24. This is the same as last year, with the exception of 27 which was deemed a lower priority.</p> <p>Action: Clerk to submit the list to HCC before 1st February.</p>
171/18	Update on Eastleigh Local Plan
	Cllr Cook attended a meeting with Caroline Horrill and George Holingbury, the next meeting is 9 th March. It was agreed that Highways Hampshire needed to be present at the meeting. Cllr Cook has requested a number of highway scenarios to be modelled by Hampshire, in terms of the effect of the additional housing in Eastleigh Local Plan.

172/18	<p>To note, for information only, significant communications on matters that are not included elsewhere on the agenda</p>
	<p>The Clerk informed the Parish Council that there is a new external auditor, which will be PKF Littlejohn. The Clerk will find out more information in due course.</p> <p>Funding for Councillors review finalised by South East Employers Remuneration Panel for Winchester city Parish Town and Councils. An allowance of £279 can be claimed by elected Parish Councillors. Whilst a number of the Parish Councillors will not make a claim, the Council will adopt the Standards, which provides an option for future Parish Councillors.</p> <p>Action: Clerk to add a resolution to adopt the SEE remuneration recommendations at next FPC meeting 15th February</p> <p>Smart motorway proposal M3 to M27 and M3, Junction 9 improvements are open for public comment.</p> <p>General Data Protection Regulation comes in force May 2018. There are implications for the Parish Council, which includes the requirement to appoint an independent Data Officer (current recommendation is that this is not the Clerk). HALC are due to issue guidelines in February or April.</p> <p>Action: Clerk to stay up to date on notifications from HALC and make a recommendation to the FPC when required</p> <p>Citizens advice have written to the clerk with a request for funding support, it was agreed to send a S137 application form to Winchester Citizens Advice to complete, and for the PC to subsequently review.</p> <p>Action: Clerk to send Citizens advice a S137 application form</p> <p>Cllr Wheeler updated that a van had been damaged by an overgrown hedge on the side of Finches Lane.</p> <p>Action: Clerk to request Highways to take the hedge back to the wall</p> <p>Cllr Cook asked about the Old Dairy bus stop, in response to a concern raised by Geoff Potter, and the safety of people standing close to the road.</p> <p>Action: Cllr Cook to obtain more information from Geoff Potter and pass the details on to Cllr Wheeler for it to be addressed</p> <p>Cllr Forder-Stent highlighted that cats eyes were missing from the road from Northfields down to Rectory Road. It was explained that these were removed during re-surfacing.</p>
173/18	<p>To raise any items for the agenda of the 15th February 2018 Full Parish Council meeting</p>
	<p>None raised.</p>

Jo Nicholson - Clerk to the Parish Council – 30th January 2018
Contact: twyfordclerk@gmail.com