

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 15th February 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 Cornwall	Jo Nicholson (Clerk)
Councillor Mitchell		Reg Hudson
Councillor Wheeler		Councillor Humby
Councillor West		Councillor Izard
Councillor Sellars		
Councillor Forder-Stent		
Councillor Corcoran		
Councillor Cook		
Councillor Pullen		

Item	Agenda Item
174/18	To receive and accept apologies for absence
	Apologies were received from Cllr Cornwall
175/18	To receive declarations of interest relevant to agenda items
	The registered declarations apply, including Cllr West dispensation to discuss Twyford Neighbourhood Plan. In addition, Cllr Lawton, Cllr Forder-Stent and Cllr Wheeler declared an interest in Good Neighbours (item 189/18). Cllr Mitchell and Cllr Sellars declared an interest in Twyford Social Club (item 188/18).
176/18	To approve and sign-off, as a true record, the minutes for the meeting on 25th January 2018
	The minutes for the meeting on 25 th January 2018 were considered a true record of events, proposed by Cllr Mitchell and seconded by Cllr Sellars
177/18	To adjourn for public participation
177.1/18	To receive questions from the members of the public.
Clerk	Reg Hudson asked about the footpath parallel to Searle's Hill that leads up to the Church. Reg reported that the footpath is of poor condition, and full of pot holes. Cllr Lawton acknowledged that this was a well-used footpath, and it needs addressing for safety reason. Action: Clerk to add to the next FPC agenda to action addressing tarmacking footpath 12. Reg Hudson left the meeting.
177.2/18	To receive the County Councillor's report.
	Cllr Humby provided an update on County matters, which included; <ul style="list-style-type: none"> - HCC will be setting their budget w/c 19th February. A 1% increase in Council Tax raises £5m. Cllr Humby argued for a proportion of the funds, to fill the gap in funding public transport. Cllr Humby has also been looking at the funding for household waste, and options available to fill the funding gap, and retaining services. It is acknowledged that social care is an increasing cost for County, and by far the biggest expenditure. - Repairing a number of local highways has been a topic brought to Cllr Humby's attention, areas which were previously not considered a priority by County. Cllr Humby has requested a re-priority, and work should commence 17th February 2018 (weather permitting). Cllr Humby explained that the work conducted on Highways is done by the same team who grit the roads, and due to a large

<p>Cllr Corcoran</p>	<p>expenditure of time on gritting this winter, there has been insufficient man hours to deliver other Highways projects.</p> <p>The imbalance of funds available since the recession and the increasing cost of social care was acknowledged by the Parish Council. The Parish Council made the point that more funds are required from Central Government to meet the needs of people.</p> <p>Cllr Lawton congratulated Cllr Humby on the launch of the Junction 9 project.</p> <p>Cllr Corcoran asked Cllr Humby if any assistance could be provided to facilitate the grant requests for the funding of the Twyford flood mitigation project. A few stumbling blocks have been hit, and Cllr Corcoran would like some assistance to keep it moving. Cllr Humby is happy to assist.</p> <p>Action: Cllr Corcoran to email Cllr Humby a summary of what is required</p>
<p>177.3/18</p>	<p>To receive the District Councillors' reports.</p>
	<p>Cllr Izard provided an update on local matters, including;</p> <ul style="list-style-type: none"> - Grass Cutting and waste disposal contract renewal. The current contract is jointly held between WCC and East Hants CC, with Biffa and Landscaping Group. East Hants are currently deciding whether to continue in partnership with WCC or join with Havant. This may have implications for WCC, who may have to have a contract on their own. The decision date is 27th June, and the new contract would come into force in April 2019. - Dolphin Hill, the work has fallen slightly behind schedule, and work is due to commence on the existing property. The plans for the new properties goes to Consultation on 9th March 2018. - Reducing speed between Twyford and Colden Common. A resident has requested the district councillors push forward a reduction in speed between Colden Common and Twyford. It was acknowledged that this has always been on the to do list, and this is with Hampshire to decide. - CIL money contribution to flood mitigation: Steve Opacic has informed Cllr Izard that Twyford do not qualify for any CIL money, as they do not have any development part of LPP2, as they are part of the SDNP Local Plan. Cllr Izard obtained a second opinion, which also supported the decision. Cllr Izard will revisit this, on the basis that CIL money is to help future development, therefore flood mitigation is a qualifying project. Cllr Corcoran added that under the JCS, affordable housing is required in local settlements, and WCC are asking Twyford to provide affordable housing. The Parish Council vehemently disagree with the decision that Twyford is excluded from CIL funds. - Eastleigh Local Plan – the next meeting is 9th March 2018, whereby Cllr Cook and Cllr Izard will be meeting George Hollingbury. The main point for discussion is Highways, and therefore Cllr Humby will be attending. It is reported that Eastleigh are working hard to justify options B & C, but they are still considering all options. - WCC are considering the Movement Strategy in the following week, and the feedback received on the Regeneration project will be considered to publish supplementary planning guidelines. - Boomtown has been approved, with an increase in 3 decimals, and the opening day has been extended from the Wednesday. <p>Cllr Cook provided additional information on:</p> <ul style="list-style-type: none"> - Signage for horses on Park Lane has been requested to warn motorists - WCC will write to local residents to inform them of the plans for Dolphin Hill - A request had been made to clear the pavement on Searle's Hill.

Clerk	Action: Clerk to request the Lengthsman to clear pavement alongside Searle's Hill on 21st February 2018.
Clerk	Clerk to inform Cllr Humby if the Lengthsman has not been successful.
178/18	To receive an update on matters arising from the minutes of the Full Council meeting held on 25th January 2018 that are not included elsewhere on the agenda and to consider the status of progress to date
178.1/18	140/17 Update on dog bins and whether it is more cost effective to move over to dual purpose bins
Clerk	The Clerk has a case open with WCC to provide the necessary information for this proposal. Action: Ongoing
178.2/18	164/18 Cllr Cook to update on costs of moving the telephone box and resolve to sign the adoption contract
	Action: Cllr Cook to email Cllr Humby the information required (cost and who is liable)
	Update on signage and road plan on Norris Bridge
	Neville Crisp (WCC) has been working with Cllr Cook to implement what the Parish Council proposed on 25 th January (FPC 156.2/18). Ongoing.
179/18	To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item
	Cllr Mitchell updated on the visit to the Planning Committee by Louise Cutts, who discussed the self-build plans for Highcroft.
180/18	To receive an update on matters arising from the Recreation Committee; to note or discuss action taken since unless already covered by another agenda item
	The trees at Northfields have been surveyed, and a quote for £300 by Alex Reidy has been received to provide the necessary remedial work. It was agreed that this work should go ahead.
Clerk	Cllr Cook has received a written quote from Panda Fencing for the installation of a Springer at Northfields. Action: Clerk to contact Panda Fencing and officially appoint the installation, with a request for a risk assessment and method statement, and a date for installation.
	Hunter Park car park has been attended to by Green Smile, who have cleared a pooling of mud in the bottom corner. This has created additional four spaces. Cllr Wheeler, Cllr Lawton and the Clerk had a contract review with Green Smile, and it was reported the contract has been successful to date.
Clerk	A request was made that if the access code to the key lock at the pavilion is updated, that a cascade procedure is formulated, so everyone concerned is informed. Action: Clerk to write procedure
Clerk	Cllr Cook asked for progress on the basketball resurfacing, which was discussed at the Recreation Committee meeting on 18 th January.
Cllr Mitchell	Action: Clerk to ask Green Smile to clear the edging of the court Cllr Mitchell will test power washing the surface
181/18	To receive an update from the Finance Committee on matters arising; and to note or discuss action taken since unless already covered by another agenda item
182/18	To review and approve payments to be made in February 2018
	The invoices received for payment were presented to the Parish Council

Jan invoices not yet paid			
	HCC - St Marys School	Outdoor Classroom grant	1,500.00
	Making it Personal	Garrett Maltby repair to Bourne Lane bus shelter	358.84
Feb invoices for approval			
	Hampshire & Isle of Wight	grazing of berry meadows april 2017 to april 2018	1083.00
	twyford parish hall	parish hall hire oct, nov, dec	160.00
	We Can - Matt Riley	Cricket square maintenance for Feb	670.80
	Green Smile Ltd	scrape mud of car park at hunter park	300.00
	Green Smile Ltd	Northfields moss clearance, spray and leaf clear	162.00
	DG Cleaning Solutions	Deep clean of hunter park pavilion	270.00
	Steve Comley	gang mower hire april to september 2017	400.00
	Green Smile Ltd	Groundsman to Hunter Park and Northfields for february	1,663.65
	HMRC	J Nicholson paye and NI for Feb Salary	211.03
	J Nicholson	salary for February	655.26
	J Nicholson	expenses for january, and WFA feb	34.15
	A Lauder	salary for February	80.00
	H Pearson	TNP admin for January 2018	135.00
	HCC Pensions	pension contributions for J Nicholson	174.98
	T Bronk	reimbursement of mobile phone for 18th jan to 25th Feb	23.59

The Councillors debated the invoice from Steve Comley, for hire of a gang mower. This had not been pre-authorised by the Parish Council, and was agreed by a contractor Matt Riley. Despite the Clerk and Chairman informing the contractor that costs cannot be incurred without authorisation by the Council, the invoice has still been sent for payment. The Parish Council acknowledge that due process has not been followed, and paying invoices not authorised by the Parish Council is against policy. The Council acknowledge however, that the costs were incurred to maintain Council property, and will be paid, despite the process being unacceptable.

It was resolved to make the payments as presented, proposed by Cllr West and seconded by Cllr Lawton.

182.1/18	Adjustment to forecast for 2018-2019 based on cattle grazing of Berry Meadows and TIW funds held in Parish Council account
	The Clerk informed the Council that since the 2018/2019 budget was approved, an invoice has been received from HIWWT, for grazing on Berry Meadows. This has brought to light a number of costs, income and held funds associated with TIW, which has a net effect of £1,000 deficit on the bottom line, and £1,000 less savings than originally presented in the approved Budget.
Clerk	Cllr Lawton has reviewed new financial regulations, and talked through a number of points to note ahead of a formal resolution at March FPC. In discussion of the regulations, Cllr West asked if 3 rd party sign off for internet payments is feasible. Action: Clerk to investigate feasibility for 3rd party sign off of internet payments with HSBC
183/18	Councillor Corcoran to provide an update on Berry Meads & Compton Lock Committee
Clerk Cllr Corcoran Cllr Corcoran	Cllr Corcoran updated on the flooding of the water meadows which occurred in January. The flood was a success to show how the meadows worked and revealed extent of renovations required. The project is still awaiting a license from EA, and until issued no time frame can be set for delivery. Kathy Stearne is booked to present her overview on 20 th April. Action: Clerk to organise a Berry Meadow and Meads Committee Meeting. Cllr Corcoran to facilitate an annual report being submitted to the Parish Council for the AGM in May. Cllr Sellars asked about the large concrete block under the water in the lock. Action: Cllr Corcoran to investigate block being removed as part of the project works.

	Cllr Mitchell talked about the Watercress company in Alresford, and the recent press regarding pollution of the Itchen. It was acknowledged that the Parish Council will continue to put our trust in the EA.
184/18	Councillor Corcoran to provide an update on progress of the Neighbourhood Plan
184.1/18	Resolve to agree action on the receipt of the flooding mitigation proposals
	<p>The flood mitigation proposals have been delayed, due to the Christmas break, and therefore no resolution is required at this stage.</p> <p>Twyford is the last to complete their Neighbourhood Plan in the South Downs, and SDNP want Twyford to complete the Plan. Whilst the plan had been held up waiting on the flood mitigation, it has now been agreed with SD's to complete the SEA and move forward with the Neighbourhood Plan in parallel with the flood mitigation.</p> <p>SDNP officers need to supply their own information for the SEA, and as such there is no timescale for completion. When complete, the Parish Council will meet to review the results.</p>
185/18	Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler
	Cllr Wheeler reported that the Northfields bus shelter has been repaired
186/18	Resolve to adopt the Councillor recommendations from SEE on the report of the independent remuneration panel
Clerk	<p>It was resolved to incorporate the recommendation of the Parish Independent Remuneration Panel as part of the Standing Orders. The Allowance would be taken by a Councillor purely at their own discretion. Standing orders to include; Members who are elected who wish to apply for an allowance may do so at their own discretion. An allowance of 5% of WCC Basic Allowance (currenty £279 per annum – indexation may apply to this figure). Co-opted members are not eligible. The Chairman's Allowance is up to 10% of the City Council Basic Allowance. This equates to a Parish Council Chairman allowance of up to £558 per annum. Indexation may apply to this figure.</p> <p>A mileage allowance of 45p per mile (for a car) which is in line with the HMRC recommendations, the same as the City Council may also be claimed for. Subsistence rates will also be paid in line with the City Council.</p> <p>The Clerk is required to publicise the allowance to all Parish Councillors and the public. "Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request, and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports.</p> <p>Proposed by Cllr Lawton and seconded by Cllr West.</p> <p>Actions: Clerk to add to the Standing orders, and undertake the necessary publicity when the standing orders are signed off at March FPC.</p>
187/18	Update on Eastleigh Local Plan
	An update was provided as part of the district councillor update
188/18	Resolve to approve £500 S137 grant to Twyford Social Club to improve car parking facilities
	<p>Cllr Forder-Stent and Cllr Lawton visited the Social Club and reviewed the proposals. The Councillors are in full support of the plans. It was confirmed the Social Club receive no income from the recycling bins. It was resolved to provide the £500 S137 grant to Twyford Social Club to improve car parking facilities.</p> <p>Proposed by Cllr Corcoran and seconded by Cllr Wheeler</p>

189/18	Resolve to approve or reject Section 137 application from Good Neighbours to purchase a hot plate
	It was resolved to approved Section 137 application from Good Neighbours for £51.64 to purchase a hot plate to help provide community lunches. Proposed by Cllr Pullen and seconded by Cllr Mitchell.
190/18	To note, for information only, significant communications on matters that are not included elsewhere on the agenda
Clerk	Cllr Cook requested the Clerk email a S137 grant form, for Twyford Tots to put in an application. Action: Clerk to send Cllr Cook S137 form
Clerk	The Clerk reported that the tennis club had requested support for funding for re-surfacing costs, it was noted for the Clerk to send them a S137 grant form to request funding.
Cllr Pullen	Action: Clerk to send tennis club S137 form Action: Cllr Pullen to add S137 page on website, where parishioners can access the grant form and process.
Cllr Forder-Stent	Cllr Forder-Stent reported that she had updated the flood action report, and the Clerk is to circulate. Action: Cllr Forder-Stent to send Clerk report, and Clerk to circulate to PC.
191/18	To raise any items for the agenda of the 15th March 2018 Full Parish Council meeting

Jo Nicholson - Clerk to the Parish Council – 21st February 2018

Contact: twyfordclerk@gmail.com