

**TWYFORD PARISH COUNCIL**

Minutes of the Meeting of the Full Parish Council

held on Thursday 20th July 2017 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

<b>In attendance</b>	<b>Apologies / Absent</b>	<b>Members of Public in Attendance</b>
Waine Lawton (Chair)	Angela Forder-Stent	Rob Humby
Ian Wheeler	Sonia Watson	Charles Gillow (Twyford School)
Stephanie West	Andrew Holland	Fiona Dunger (Twyford School)
Chris Corcoran	Sue Cook	Jo Nicholson (Clerk)
Chris Mitchell	Jade Cornwall	
	Richard Izard	

**Business Transacted**

<b>64/17</b>	<b>To receive and accept apologies for absence</b>	
	Apologies received from Angela Forder-Stent, Sonia Watson, Andrew Holland, Sue Cook, Jade Cornwall, Richard Izard	
<b>65/17</b>	<b>To receive declarations of interest relevant to agenda items</b>	
	Cllr West declared her interest regarding the Neighbourhood Plan. Cllr Wheeler declared his interest in the Parish Hall, and Patient Participation Group	
<b>66/17</b>	<b>To approve and sign-off, as a true record, the minutes for the meeting on 22<sup>nd</sup> June 2017</b>	
	The Minutes were considered a true record. Proposed by Cllr Wheeler, seconded by Cllr Corcoran	
<b>67/17</b>	<b>To adjourn for public participation</b>	
67.1/17	To receive questions and information from the members of the public.	
	St John's Charity Alms Houses: Representatives did not attend the Meeting	
	Twyford School Development Plan: Charles Gillow and Fiona Dunger were welcomed, and they talked through the development plans for Twyford School. The aim of the school is to seek the views of the village prior to a pre-app being sent to SDNPA. The main aspect of the development discussed was a proposed widening of Bourne Lane, to allow two way traffic. An entry point, as well as an exit point to the school would be situated on Bourne Lane. The school has sought the views of Bourne Lane residents. The Council raised questions regarding Conservation, and consideration would need to be given to prevent Bourne Road becoming a cut through for other traffic users. The Parish Council thanked the school for including them in their planning process from an early stage.	

	<p>Cllr Humby asked the school to commence a dialogue with HCC, which would be helpful from an early stage in the planning process. Charles and Fiona then left the meeting.</p>	
67.2/17	To receive the County Councillor's report.	
	<p>Cllr Humby apologised for a lack of attendance at recent meetings. He has received the flooding mitigation report from HCC, and will request that it is sent on to us on 21<sup>st</sup> July. Cllr Humby also updated that the County had prosecuted BT for not complying with traffic management plans. He also said that additional funding had been allocated to managing the major road network, which should in time help free up local roads. Scanska will take over the contract for road repairs from 1<sup>st</sup> August. Cllr Humby then left the meeting.</p>	
67.3/17	To receive the District Councillors' reports.	
	No District Councillor in attendance.	
68/17	<b>To receive an update on matters arising from the minutes of the Full Council meeting held on 22<sup>nd</sup> June 2017 not included elsewhere on the agenda and to consider the status of progress to date</b>	
	<p>The PO Box is now effective (PO Box 741, SO23 3QA) The Clerk updated that they were working their way through the list of addresses which needed updating to the new PO Box. Cllr Wheeler updated that repair work would commence on Bourne Lane Bus Shelter next week. Cllr Wheeler proposed that the bus shelter at Hockley Cottages is in need of repair. The quote for the work is £660. This was agreed by the Council Proposed by Cllr Lawton, seconded by Cllr Mitchell</p> <p><b>Action: The Clerk to review tender limits, seek advice from HALC, and add to agenda of next financial committee meeting.</b></p> <p>Cllr Lawton and Cllr Corcoran met with Dr Forconi, the owner of Pumphrett Bank. Dr Forconi denies legality of the land and access to the bank. The Parish Council need to obtain legal opinion on this from HCC. Cllr Corcoran is looking into this.</p>	<p>JN</p> <p>CC</p>
69/17	<b>To review and approve payments to made in June 2017 and receive the quarterly review</b>	
	<p>Payments presented were approved for payment, and the quarterly summary signed off. Proposed Cllr Lawton, seconded by Cllr West</p>	
70/17	<b>To receive draft minutes of the Planning Committee meeting of 29<sup>th</sup> June and an update on matters arising from those minutes; and to note or discuss action taken since unless already covered by another agenda item</b>	

	Cllr Corcoran will attend the Planning Committee meeting where High Croft is being decided, and voice the objections of the Parish Council	
<b>71/17</b>	<b>To receive an update from the Recreation Committee since their last meeting on 15<sup>th</sup> June and to note or discuss action taken since unless already covered by another agenda item</b> Cllr Wheeler presented the quotes to address the trees over hanging the play area at Hunter Park. The Council resolved to appoint Stuart Hiney at £450. Proposed by Cllr Lawton, seconded by Cllr Wheeler  Cllr Wheeler also updated that a disposable bbq had been put in the bin at Hunter Park, which had started a bin fire and fire brigade were called. There was no further damage.	
71.1/17	To feedback and confirm the appointments made for the Grounds Maintenance contract to start on 1 <sup>st</sup> October Green Smile have been appointed as the new Groundsman. Matt Riley will continue to manage the cricket square.	
<b>72/17</b>	<b>To receive an update on the condition of the footpaths</b>	
	The footpaths were cut two weeks ago. Cllr Lawton did not distribute the letter requesting neighbouring property to cut their boundary hedges. Most owners have cut the hedges as required. The owner of the Yews bordering Church Lane informed us they will be cut back in September, when the weather has cooled. A number of other footpaths were discussed, with an agreement that Cllr Lawton, along with Cllr Cook would visit the hedge on the Strange property.  Cllr Corcoran updated that HCC were reviewing an application to make a public footpath. The footpath runs between Hockley up to St Catherines Hill. The Council have no objection to this application. <b>Action: Cllr Corcoran to email Harry Goodchild and express our support for the designation of the footpath</b>	CC
<b>73/17</b>	<b>Public Transport – To receive an oral report from Councillor Wheeler</b>	
	Cllr Wheeler updated that the Bus Station in Winchester has been closed and buses have been rerouted down Broadway	
<b>74/17</b>	<b>To discuss Berry Meadow, The Meads and Compton Lock</b>	
74.1/17	To approve the budget for Berry Meadow Cllr Corcoran has compiled a budget for applying for a grant for the repair of Compton Locks. It was resolved that this budget should be used for the grant application. Proposed by Cllr Mitchell, seconded by Cllr West	
74.3/17	To approve expenditure on maintenance It was resolved to approve the expenditure which has occurred on maintenance of Berry Meadow	

74.2/17	<p>Proposed by Cllr West, seconded by Cllr Wheeler</p> <p>To agree to work with, and offer recommendations to, the neighbouring owners what action should be taken to eliminate the current inappropriate occurring on these fields</p> <p>A meeting has been arranged for 21<sup>st</sup> July 2017, involving Parish Cllrs, neighbours to Compton Lock, landowners, HCC, PC Gilmour and Anti-Social behaviour officer. The meeting is to discuss how the lock can be managed and address the behaviour and litter which is currently an issue for users of the lock.</p>	
75/17 75.1/17 75.2/17	<p><b>To receive an update on the Neighbourhood Plan including the HCC Flood Report</b></p> <p>To agree to send the HCC Flood Report to SDNP in order to start the Neighbourhood Plan SEA</p> <p>It was resolved that as soon as the Council receive the Flood mitigation report, we will send it on to SDNPA to enable the SEA to commence</p> <p>To confirm the appointment and conditions of a new Administrator for the Neighbourhood Plan</p> <p>Hilary Frearson has been appointed as the new administrator to the Neighbourhood Plan. It was resolved that she will be taken on the same terms as the previous administrator.</p> <p>Proposed by Cllr Lawton, seconded by Cllr Wheeler</p>	
76/17	<p><b>To discuss and provide comments on WCC draft Travellers Development Plan</b></p>	
	<p>As this is a plan for Winchester, and does not cover Twyford in the SDNP, we do not need to provide comments, and will take note of Colden Common report.</p>	
77/17	<p><b>To note, for information only, significant communications on matters that are not included on the agenda</b></p>	
	<p>Cllr Lawton and The Clerk held a PC Surgery on 10<sup>th</sup> July 2017 at Bean Below. The following were raised:</p> <ul style="list-style-type: none"> <li>- A concern regarding a breach of confidentiality by a member of the PC. Cllr Lawton has investigated and reassured the member of public that there was no breach</li> <li>- The leaves at the bottom of Park Lane are obscuring the yellow lines. Cllr Cook to be notified, to request road clearing</li> <li>- Feedback on some allotment plots. An allotment inspection has been organised for 7<sup>th</sup> August.</li> </ul>	
78/17	<p><b>To raise any items for the agenda of the 3<sup>rd</sup> August 2017 Full Council meeting</b></p>	

### List of Actions

<b>68/17</b>	Tender review limits	Action: The Clerk to review tender limits, seek advice from HALC, and add to agenda of next financial committee meeting.	The Clerk
<b>68/17</b>	Pumphrett Bank	Cllr Corcoran to obtain legal opinion on maintaining the land	Cllr CC
<b>72/17</b>	Designated footpath, foot of St Catherines Hill	<b>Action: Cllr Corcoran to email Harry Goodchild and express our support for the designation of the footpath</b>	Cllr CC

## Appendix 1

TWYFORD PARISH COUNCIL						
SUMMARY RECEIPTS & PAYMENTS ACCOUNT						
1st QUARTER ENDED 30 JUNE 2017						
Prior Year	2017/18	Q1 Actual-v-			Figures shown exclusive of VAT	
Actual	Budget	Budget	RECEIPTS		£	£
	£	%				£
			Finance			
71,101.69	86,238.00	50%	Precept		43,119.00	
74.53	5.00	82%	Bank Interest		4.10	
33,003.94	3,762.00	51%	Grants & Donations		1,901.50	
104,180.16	90,005.00			Sub total		45,024.60
			Recreation			
4,304.33	4,000.00	19%	Hunter Park Pitches		772.00	
2,420.00	450.00	92%	Hunter Park Pavilion		415.00	
464.00	550.00	121%	Allotments		663.27	
7,188.33	5,000.00			Sub total		1,850.27
			Other			
4,240.00	-		Neighbourhood Plan		-	
4,964.99	5,100.00		Water Meadows		-	
9,244.57	0	#DIV/0!	Open Space Funding		-	
18,449.56	5,100.00			Sub total		-
129,818.05	100,105.00			<b>TOTAL RECEIPTS exc VAT</b>		<b>46,874.87</b>
9,652.83	0.00		VAT reclaims rec'd		1,197.53	
398.67	0.00		VAT charged		24.00	1221.53
139,869.55	100,105.00			<b>TOTAL RECEIPTS inc VAT</b>		<b>48,096.40</b>
Prior Year	2017/18	Q1 Actual-	PAYMENTS			
Actual	Budget	Budget				
			Finance			
13,136.51	13,000.00	22%	Clerk's employment costs inc. allowances (	2,849.76		
53.69	100.00	0%	Clerk's Expenses Net VAT (Apr-Jun 16 )	-		
1,585.50	1,000.00	41%	Administration	410.31		
120.00	250.00		External Advice	-		
342.85	750.00	28%	Training	210.00		
2,407.45	2,750.00	0%	Insurance Premium	-		
5,163.36	4,000.00	0%	Grants & Donations:	-		
2,035.90	3,000.00	2%	Section 137	57.80		
871.00	750.00	0%	Hall Hire	-		
-	250.00	0%	Legal Fees	-		
650.96	750.00	63%	Audit Fees	475.00		
439.00	500.00	91%	Subscriptions & Publications	453.00		
2,524.94	2,800.00	47%	Street Lighting	1,313.96		
580.00	500.00	0%	SLR	-		
1,877.25	1,800.00	51%	PWLB (GR)	915.00		
31,788.41	32,200.00			Sub total		6,684.83
			Recreation			
18,769.39	21,150.00	24%	Hunter Park Grounds	5,164.85		
2,178.45	1,500.00	33%	Hunter Park Pavilion	492.00		
2,923.60	3,750.00	1%	Repairs & Maintenance	29.16		
9,547.07	15,000.00	0%	New assets	-		
4,343.04	6,900.00	11%	Other Open Spaces	776.64		
466.14	300.00	0%	Allotments	-		
38,227.69	48,600.00			Sub total		6,462.65
			Other			
11,237.53	8,000.00	21%	Neighbourhood Plan	1,662.65		
5,204.34	5,700.00	31%	Water Meadows	1,788.92		
41,835.70	-		Miscellaneous (Note 1)	204.50		
58,277.57	13,700.00			Sub total		3,656.07
				<b>TOTAL PAYMENTS before VAT</b>		<b>16,803.55</b>
14,587.34	-		VAT on payments	996.70	996.70	
128,293.67	94,500.00			<b>TOTAL PAYMENTS inc VAT</b>		<b>17,800.25</b>
				<b>Surplus / - Deficit (exc VAT)</b>		<b>30,071.32</b>
			BALANCE BROUGHT FORWARD on 01/04/17			72,255.49
			ADD Total Receipts (as above)			48,096.40
			LESS Total payments (as above)			17,800.25
			<b>Balance Carried forward 30/06/17</b>			<b>102,551.64</b>

These cumulative funds are represented by:								
Current Account Balance - sheet					62,143.15			
Less: Cheques drawn but not debited as at 30.06.17 nos.					- 272.07			
Deposit Account Balance - sheet					40,680.56			
Other Account					-			
								<b>102,551.64</b>

Payments presented at FPC 20.07.2017				
28/06/2017	IB	Ian Wheeler	Hunter Park Pavilion mirr	57.90
28/06/2017	IB	Green Smile Ltd	June invoice	253.40
28/06/2017	IB	Matt Riley	June invoice	1,479.87
31/07/2017	IB	Green Smile Ltd	July invoice	253.40
31/07/2017	IB	HMRC	july tax and NI	214.80
19/07/2017	IB	Jo Nicholson	expenses June	46.24
31/07/2017	IB	HCC pensions	July pension contribution	171.12
20/07/2017	SO	Sandra Lauder salary	salary July	80.00
31/07/2017	IB	Jo Nicholson	salary July & 14.5 hours june	636.86
31/07/2017	IB	We Can / Matt Riley	July invoice	1,479.87

## Appendix 2

Dear Sir or Madam,

In 2007 a member of the public made an application to have the route shown on the attached map recorded as a public footpath. Due to a backlog of claims this application was not dealt with at the time but I have now taken it up for investigation.

The application is based on user evidence which the applicant believes demonstrates that the public have acquired a right of way over the claimed route. If, on a balance of probability, the evidence supports this view, and providing that any rights have not subsequently been extinguished by legal order, then the County Council is obliged to amend the definitive map accordingly.

On completion of my research it is my intention to prepare a report recommending how the application should be determined. If you have any evidence relating to the history and use of this route, or comments on the application in general, could I receive them please by 1 August 2017. If I do not hear from you I will assume that you have no comment to make.

Kind regards

Harry Goodchild  
Map Review Officer

### **Appendix 3**

Twyford Meads and Berry Meadow.

Supplementary budget 2017/08

	Project cost ( Inc vat)	TPC *
<b><u>The Meads</u></b>		
The lock: stabilizing and upgrading of bank	£10,000 Est	£5000
<b><u>Oak fencing etc :</u></b>		
5 posts - 6 foot 3.75x3.75 inches - approx. £85		
3 rails - 6 foot 3.75x1.25 inches - approx. £21		
5 rails - 5 foot 3.75x1.25 inches - approx. £35	£141	£141
2 gates @£100	£200	£200
Repair of watermeadow bunds :	£500 Est	£500
Archaeology:	£1000 Est	
<b><u>Berry meadow</u></b>		
Creeping Thistle spraying:		
Grazone90 : 3 bottles @ £46:50+vat	£139.50(£167.40)	£167.40
Sundries: Water containers nozzle	£23:13 (£27; 76)	£27.76
Topping	£200	£200
<b><u>Both Fields</u></b>		
Fencing Posts (50 Chestnut)	£200	£200
<b>Total</b>	<b>£12,505</b>	<b>£6506.16</b>

\* difference between project cost and TPC input to be made up by grants

#### **Payment already incurred for Thistle spraying:**

<b>Andy Coates</b>	<b>£124:96</b>
<b>Jonathan Hawkins</b>	<b>£14:40</b>
<b>Chris Corcoran</b>	<b>£55: 80</b>
<b>Total</b>	<b>£195:16</b>