

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 21st June 2018 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

| Councillors present | Councillors absent/apologies | In attendance |
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| Councillor Lawton (Chair) | Councillor Humby | Jo Nicholson (Clerk) |
| Councillor Mitchell | Councillor West (Maternity Leave) | 1 member of public |
| Councillor Wheeler | Councillor Izard | |
| Councillor Sellars | Councillor Corcoran | |
| Councillor Pullen | Councillor Forder-Stent | |
| | Councillor Cornwall | |
| | Councillor Cook | |
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| Item | Business Transacted |
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| 54/18 | To receive and accept apologies for absence |
| | Apologies were received from Cllr Humby, Cllr Cornwall, Cllr Cook, Cllr Izard, and Cllr West is on maternity leave. |
| 55/18 | To receive declarations of interest relevant to agenda items |
| | The registered declarations were applied. |
| 31/18 | To approve and sign-off, as a true record, the minutes for the Annual meeting held on 24th May 2018 |
| | The minutes from 24 th May 2018 were approved as a true record of events proposed by Cllr Wheeler and seconded by Cllr Mitchell. |
| 57/18 | To adjourn for public participation |
| 57.1/18 | To receive questions from the members of the public. |
| | None received |
| 57.2/18 | To receive the County Councillor's report. |
| | Apologies received |
| 57.3/18 | To receive the District Councillors' reports. |
| | Cllr Izard gave apologies, and Cllr Cook provided a written update: |

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| <p>WL</p> | <p>The Old Police Station we have new residents moved in. The second phase of the two new build 2 bedroom properties are also due to go to final phase of Planning and I'm really pushing for the work to start sooner than later. Keep you all posted on this exciting new Build.</p> <p>I have been in contact with the traffic warden section of the Council and they are making more regular visits outside the Post Office to assist Simon as to making sure that his customers can park!</p> <p>Please be vigilant as we still have minor thefts going on.</p> <p>Forever Festival: Twyford late night music is being fully investigated at a Full Licensing Meeting. My phone lit up after 12.00 and continued to ring and be answered as to the allowance of the times and music levels!</p> <p>Cllr Lawton concerned that despite numerous calls to police on the night of the event, nobody provided a response. Cllr Lawton has asked Stuart Gilmour for a response on why there was no police response.</p> <p>I have requested that a visit is made by Licensing panel to the Boomtown Festival whilst in operation especially as there was a death at the Mutiny Festival and the Organisers did not continue the Event the next day. Especially the drug testing area and in particular the entrance and exactly what searches are carried out!</p> <p>The care home that has unfortunately been rather delayed will be seeing its first residents moving in so I believe in the next 2/3 weeks. 18 months delayed.</p> <p>Bar End Planning Application will be going before the Full Council Planning Committee at the end of July.</p> <p>In addition, the PACT meeting is 19th July, which is the next date as the next FPC.</p> <p>Action: Cllr Lawton to ask Stuart Gilmour to attend a FPC meeting to provide an update for Twyford.</p> |
| <p>58/18</p> | <p>To receive an update on matters arising from the minutes of the Full Council meeting held on 24th May 2018 that are not included elsewhere on the agenda and to consider the status of progress to date</p> |
| | <p>All items to be reviewed under item 69/18</p> |
| <p>58.1/18</p> | <p>Resolve to approve the Terms of Reference for sub-committee Neighbourhood Plan</p> |
| | <p>Carried over – CC gave apologies</p> |
| <p>59/18</p> | <p>To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item</p> |
| | <p>No further update since the circulation of the Planning Committee Minutes from 7th June, which the Minutes were circulated to all of the FPC.</p> |
| <p>60/18</p> | <p>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</p> |

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| Clerk | <p>The Recreation Committee received a presentation from a parent who proposes to fund raise and install inclusive play equipment at Hunter Park. This has prompted a strategic look at the FPC approach to open spaces.</p> <p>Cllr Cook and Cllr Wheeler met with Panda Fencing regarding the installation of the springer at Northfields. The paperwork will be completed in due course by Panda.</p> <p>The Clerk continues to investigate ways to improve the key access to the Pavilion, and explore cost benefits, to propose back to the committee.</p> <p>Cllr Lawton met with John Paine, from Twyford Cricket Club, to explore the options of management of the cricket square following the resignation of Matt Riley. The Cricket Club are thinking about taking on the preparation, management and bookings of the square themselves, following a request by the Recreation Committee. The current arrangement is in place until 30th September, when all the work for the following season will have been completed, so there is no urgency to sort this out, as there will be time to sort this out before the next cricket season commences in April 2019.</p> <p>A booking request has been received for a wedding at Hunter Park. The Clerk and Cllr Wheeler, continue to explore the possibilities and limitations, and make a decision on feasibility.</p> <p>The Clerk has received feedback from Green Smile Ltd that a number of trees at Hunter Park are in need of attention (the canopy at the back of the football pitch needs raising, and two dead branches by the cricket nets).</p> <p>Action: Clerk to obtain a quote from Alex Reidy</p> |
| 61/18 | <p>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</p> |
| | <p>No items in addition to the 62/18 and 63/18</p> |
| 62/18 | <p>Resolve to approve payments to be made in June 2018</p> |

| The following items were presented for approval | | | | |
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| 09.06.2018 | ib | T Bronk | May to June mobile phone bill reimbursement | 24.54 |
| | | ADD | ADD S137 donation | 500.00 |
| | | HPTA | HPTA S137 donation | 1,700.00 |
| | | Preschool | preschool S137 donation | 1,645.00 |
| | | We Can Specialists | June Cricket Wicket preparation | 670.80 |
| | | Clint Foard | 5.5 hours caretaking at pavilion | 77.00 |
| | | HCC Pensions | Clerk June pension contribution | 204.60 |
| | | MJT Decorating | movement of speed cameras 27.04.2018 | 96.00 |
| | | MJT decorating | movement of speed cameras 05.01.2018 | 96.00 |
| | | Green Smile Ltd | Groundsman at HP and Northfields for June | 1,663.65 |
| | | Hilary Frearson | TNP admin for May 2018 | 165.00 |
| | | J Nicholson | Net pay for June, including 2 hours overtime in May | 679.02 |
| | | J Nicholson | May expenses | 33.83 |
| | | HMRC | Clerk NI and PAYE | 240.47 |
| | | County Supplies | diary | 2.20 |
| | | County Supplies | copier paper | 20.98 |
| 04.06.2018 | v | Screwfix | Henry Hoover, Hoover bags, and lock for HP gate | 167.96 |
| 05.06.2018 | v | Screwfix | exchanged lock for one to fit | 4.00 |
| 19.06.2018 | dd | Business Stream | Water supply to pavilion March 2018 | 84.77 |
| | dd | Business Stream | Water supply to field March 2018 | 45.78 |
| | dd | SSE Southern Electric | Electricity supply to Hunter Park field Feb to May 2018 | 18.57 |
| 20.06.2018 | so | S Lauder | Cleaner salary for June | 80.00 |
| 20.06.2018 | dd | 1&1 internet | web hosting | 44.28 |
| 18.06.2018 | v | Amazon.co.uk | laser printer ink cartridges | 188.89 |
| 15.06.2018 | dd | British Gas | Electricity to Pavilion - final bill | 227.06 |
| 01.06.2018 | dd | Public works loan | repayment of loan | 2645.25 |
| | | | transfer from savings to c/a | 12,000.00 |
| Clerk | <p>The payments were approved apart from the £1,700, S137 payment to HPTA (see item 64/18). Proposed by Cllr Wheeler and seconded by Cllr Lawton.</p> <p>Action: Clerk and Cllr Wheeler to investigate the water charges to Hunter Park, and whether a meter reading is due.</p> | | | |
| 63/18 | Resolve to reconcile the bank statement to approved payments made in May 2018 | | | |
| RS | <p>Carried over.</p> <p>Action: Cllr Sellars to meet with Clerk to reconcile the bank statements to payments made.</p> | | | |
| 64/18 | Resolve to undertake the contract with First Surface to resurface the Hunter Park Tennis Courts. | | | |
| | <p>For the HPTA to benefit from the tennis courts being on PC land, the contract for the re-surfacing of the tennis courts needs to be with the Parish Council. This will mean that the contract will need to be reviewed by the PC, and signed by a PC Councillor.</p> <p>The Clerk has reviewed the contract and the following issues need to be sorted prior to completion. These include;</p> <ul style="list-style-type: none"> • The contractor requires access to water – this can be provided from the field • The contractor requires access to toilets – free access to the pavilion cannot be provided, as we cannot be sure other bookings have not been made and ensure safe guarding. • If damage occurs it needs to be clear who is responsible for making good • Who is responsible for replacing dragon teeth? • Who will repair any damage to the outfield, or outlying areas of the park where the trucks have crossed? • Who will replace the grass under the asphalt if it is burnt | | | |

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| | <ul style="list-style-type: none"> • If the HPTA are not happy with the finished result, who will resolve this? • The contractor will require to hire toilet facilities • Who pays for Heras fencing should it be required for safety • A risk assessment and method statement is required. Insurance documents have already been provided <p>It was resolved that if these can be resolved, the PC will sign the contract (Cllr Mitchell). The £1,700 S137 amount HPTA were donated, will kept until the work is completed and a review is undertaken to see if any of those funds will be required to make good and improve the area surrounding the tennis courts. HPTA will have the benefit of £3,000 VAT savings.</p> <p>Action: Clerk to resolve the outstanding issues with HPTA.</p> |
| 65/18 | Councillor Corcoran to provide an update on Berry Meads & Compton Lock Committee |
| Clerk | <p>Cllr Corcoran has been advised that the new wooden steps are slippery. Whilst the steps are designed to aid dogs to get out of the water, the concern is if someone steps down to aid their dog out of the lock they could fall in the water.</p> <p>Action: Clerk to ask Cllr Corcoran to obtain a cost, for approval at the next FPC meeting, 19th July.</p> |
| Clerk | <p>Cllr Corcoran has obtained a quote for new wooden gates at Berry Meadows, in region of £600. Three quotes will be required, and approval to be obtained at the next FPC.</p> <p>Action: Clerk to inform Cllr Corcoran to present the quotes for approval at the next FPC, 19th July</p> <p>The Clerk has raised concerns whether additional safety measures can be taken at the Lock. The Parish Council discussed again the various options. The Parish Council remain with the decision to not provide any signs or aids at the lock, on the basis that the Council do not encourage swimming at the lock. The advice from HCC in the past has always been to do nothing, and the Parish Council will continue to take that stance.</p> |
| 66/18 | Councillor Corcoran to provide an update on progress of the Neighbourhood Plan |
| Clerk | <p>An update was provided by Cllr Corcoran. The SEA report has been received by the TNP technical team. They are currently reviewing the results and the technical team will make some adjustments to the Neighbourhood Plan. The team have also amended a number of policies following the publication of the SDNP Local Plan. The developer of S26 is also amending the plans for the Site. An updated version of the Neighbourhood Plan, and proposed plans for S26 will be presented to the TPC at the next FPC, 19th July.</p> <p>Action: Clerk to add TNP new version, and amended developer plans to be presented, on the next FPC agenda, 19th July</p> |
| 67/18 | Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler |
| | <p>Cllr Wheeler updated that HCC have issued a Consultation on buses being subsidised next year. Route 63, and E1 will be sustained through subsidies. There are a number of options on the subsidy, including 50p a journey on concessionary passes, or £1 a day. The Consultation is open until the 5th August 2018. The Consultation also includes Street Lighting. Further information can be found at www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/publictransportandstreetlighting.</p> |

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| Clerk | Action: Clerk to inform the village of the Consultation via TIS |
| 68/18 | Update on Eastleigh Local Plan |
| Clerk | The letters to residents from Cllr Lawton providing support to ADD have all been delivered. Action: Clerk to circulate to residents via TIS |
| 69/18 | Update on GDPR implementation plan and general policies and procedures. Resolve to approve an updated “Appoint a Contractor” procedure. |
| | Clerk has been working with Edge IT contractors to set up shared drive and mailboxes, in progress. Cllr Pullen is working through the names on the TPC website, to obtain permission for them to remain on the site, in progress. The “Appoint a Contractor” procedure has been updated, and it was resolved to adopt the procedure. Proposed by Cllr Lawton and seconded by Cllr Pullen. Action: Clerk to send to Cllr Pullen for procedure to be added to the website. |
| 70/18 | Review outstanding actions from FPC meeting Minutes. |
| | Outstanding actions from previous meetings were discussed, see Appendix 1. |
| 71/18 | To note, for information only, significant communications on matters that are not included elsewhere on the agenda |
| | Communication has been received regarding flying a flag for the troops in September. As the Council have no flagpole, this will not be progressed. Greensmile have raised that someone has been cutting down over hanging branches and tendrils around the boundary of the park. The cuttings are being left where they fall. This is hazardous for the brambles, and unsightly after the Groundsman has worked hard to ensure the park looks so tidy. The Clerk and Cllr Wheeler did see someone with secateurs in the park, and will talk to them kindly about it when they see them. We appreciate the resident means well, but request that if they do want to cut, then put the cuttings in the undergrowth. Cllr Lawton updated on Pumfrett Bank. The Forconi’s have appointed a Barrista who has requested a map of the area when the agreement was drawn up. A response is due. A resident has cut some of the bank, and the owners of the bank complained at the resident. Ongoing. |
| 72/18 | To raise any items for the agenda for the Full Parish Council meeting 19th July 2018. |
| | A S137 application has been received from the Parish Hall, to be reviewed for approval. State of footpaths to be added to future agenda as a standing item. |

Appendix 1

| Item | Action | Progress | Owner |
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| | Annual Meeting 24th May 2018 | | |
| 140/17 | Update on dog bins and whether more cost effective to move over to dual purpose bins | 21.06. Clerk emailed David Ingram 20.06.18 to chase progress. Ongoing | Clerk |
| 164/18 | Cllr Cook to update on costs of moving the telephone box and resolve to sign the adoption contract. Cllr Cook to present a written quotation to the Clerk (197/18). | 21.06. Cllr Cook is trying to progress. ongoing | SC |
| 215/18 | Clerk to update on progress with Countryside, to repair the tarmac on footpath from Searle's Hill to St Mary's Church | 21.06. Clerk to email Helen Barber | Clerk |
| 35/18 | Cllr Corcoran to review and amend the draft terms of reference for the Neighbourhood Plan technical team and send to clerk, to be approved at FPC. | 21.06. Carried over | CC |
| 36/18 | Clerk to draft Subject Access Request procedure under GDPR legislation, and present to FPC for approval | 21.06. Carried over | Clerk |
| 36/18 | Clerk to draft a procedure for dealing with press / media, and present to FPC for approval | 21.06. Carried over | Clerk |
| 37/18 | Cllr Pullen will make the privacy policy under GDPR available on www.twyfordhants.org.uk | 21.06. Clerk to send to Cllr Pullen (done 27.06.2018). Ongoing. | SP |
| 39.2/18 | Clerk to set up a meeting with Cllr Mitchell to redraft procedure for appointing a contractor, and present back to the FPC for approval | 21.06. Closed. Approved 21.06.2018 | Clerk |
| 39.3/18 | With regards to appointing Panda Fencing to install the Spinner. Cllr Cook to have sight of all paperwork, and provide confirmation to the Clerk. Once provided the work can commence. | 21.06. In progress. | SC |
| 46/18 | To note the timetable for external audit: Clerk to investigate and publish in accordance with the specified timeline, and send to the external auditor. | 21.06. All currently published online and on Notice Board. Closed. | Clerk |
| 47/18 | Cllr Lawton to write to Aqua Science to thank them for the work they have done at Compton Lock. | 21.06. To do. Clerk to send address to Cllr Lawton (done 27.06.2018). | WL |
| 47/18 | Cllr Corcoran to add signage to the project plan for the Berry Meadows, Phase 2. | 21.06. Update required from CC. outstanding. | CC |
| 48/18 | Clerk to specify what is required for Mayer Brown to provide to the Council, prior to the commencement of work of the Flood Mitigation Survey. | 21.06. Clerk has emailed our requirements to Mayer | Clerk |

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| | | Brown. Awaiting them to respond with all requirements. | |
| 49/18 | Jonathan Humphrey's team has painted the bus stop at Northfields; Chairman to write to Jonathan Humphrey expressing the gratitude of TPC. | 21.06. To do. | WL |
| 50/18 | Cllr Lawton is sending a letter to all residents, offering them to support ADD with a donation; Cllr Lawton to amend the donation form to make it clear a single donation is a possible option | 21.06. Done. Closed. | WL |
| 51.3/18 | Clerk and Cllr Wheeler to meet with the contractor for resurfacing the tennis courts, to outline the requirements of the Council | 21.06. Done. | Clerk |
| 51.3/18 | HPTA to write to local residents informing them of the scope of the tennis court re-surfacing work, duration of the project, and times the work will be carried out. | 21.06. Ongoing. Clerk to follow up with HPTA | Clerk |
| 51.3/18 | HPTA to write an email to go out on TIS and TwaT informing residents of the planned resurfacing work, and the procedure for non members to book a court. | 21.06. Ongoing. Clerk to follow up with HPTA | Clerk |
| 51.3/18 | Clerk to investigate the options of claiming back the VAT on any proportion of the work being commissioned by HPTA | 21.06. ongoing. | Clerk |
| 19th April 2018 | | | |
| 4.3/18 | With regards to the Section 106 money from Sandyfields development; Cllr Izard and Cllr Lawton to meet to agree how to move this forward, and submit request to improve roads in Twyford. | 21.06. WL waiting to hear from Cllr Izard. Clerk to email RI. | WL |
| 9/18 | Ensure S137 grant form is online Investigate further publishing wages, to ensure no conflict with the financial regulations, and to clarify how the Minute of the wages being paid did not comply with the recommendation. | 21.06. S137 done. Closed Wages – carried over. | SP Clerk |
| 11/18 | There was a query as to why SLR (movement of the speed monitoring equipment) was cheaper this year. Action: Clerk to investigate Clerk to add to finance committee agenda, and recreation committee agenda to add more detail regarding the reserves. More detail on Neighbourhood Plan spend pre April 2015 is also required, to be added to the year end accounts. | 21.06. SLR closed – missing invoice from MJT in March 2018. TNP spend carried over. | Clerk Clerk Clerk |
| 13/18 | Clerk to update Code of Conduct version with correct dates and publish | 21.06. Done. Closed. | Clerk |
| 16/18 | Berry Meadows phase 2: Clerk to add Kathy Stearne recommended measures to FPC agenda 24 th May 2018 | To do FPC 19 th July 2018. | Clerk |

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| 16/18 | Clerk is able draw some of the £6,000 grant for the lock project from SDNPA. | 21.06. carried over | Clerk |
| 16/18 | Cllr Mitchell to set up facebook page on Compton lock, and remind people to act responsibly and take rubbish home with them. | 21.06. Done. Closed. | CM |
| 17.1/18 | A letter was received from a resident in Finches Lane, concerned about flooding and the development of S26. Cllr Lawton will offer to meet with the resident to talk through their concerns. | 21.06. Done. Closed. | WL |
| 17.1/18 | A local resident had cleared the ditch Finches Lane / Churchfields, but a grate in front of the ditch needs clearing. Clerk to contact HCC about clearing the grate in the ditch Finches Lane / Churchfields | 21.06. Clerk resent email to WCC on 21.06.18. Ongoing. | Clerk |
| 15th March 2018 | | | |
| 196.3/18 | Cllr Lawton to write to Stuart Gilmour expressing TPC support of a reduction in the speed limit between Colden Common and Twyford. Cllr Cook to confirm the date of the next PACT meeting | 21.06. Done. Closed. 19 th July 2018 | WL SC |
| 197/18 | Cllr Cook to email Cllr Humby to request Highways clear pavements near Colleton House and Searle's Hill. | 21.06. ongoing | SC |
| 197/18 | Cllr Cook the turf on corner of Finches Lane and Queen Street will be re-turfed by the builders. Cllr Cook to ask Neville Crisp if bollards can be put on the verge to stop vehicles from parking. | 21.06. ongoing | SC |
| 199.3/18 | It was agreed that the hire fees would be published on the website. Cllr Wheeler to provide some words to Cllr Pullen to be published on the website. | 21.06. Clerk to send the fees to Cllr Pullen (done 27.06.18) | IW / SP |
| 203/18 | If Councillor does not wish to receive the PC remuneration, they are to write to the Clerk. Clerk to publicise the remuneration availability | 21.06. Clerk to follow up with CC (emailed him 27.06.187), then publish policy. | CC / Clerk |
| 205/18 | Clerk to investigate backing up files on the cloud | 21.06. Ongoing with GDPR IT solution. | Clerk |
| 206/18 | Cllr Wheeler to obtain a rebuild cost of the pavilion, when complete Clerk to update the register and liaise with Came and Company to see if insurance costs are reduced. Subsequently present for re-approval and update value on the website. | 21.06. Closed. No cost was obtained, as no builder would quote. Keep assumptions the same. | IW |
| 15th February 2018 | | | |
| 180/18 | 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. Clerk to write procedure | 21.06. carried over. | Clerk |

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| 180/18 | Cllr Mitchell will test power washing the surface of the basketball court | 21.06. Greensmile to kill weeds, Caretaker to jet wash. Clerk to manage process. | Clerk |
| 183/18 | 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. | 21.06. Carried over. Clerk emailed CC 27.06.18 for update. | CC |
| 190/18 | Cllr Forder-Stent reported that she had updated the flood action report, and the Clerk is to circulate. Cllr Forder-Stent to send Clerk report, and Clerk to circulate to PC. | 21.06. Clerk resent to Cllrs 21.06.18 Save document as Flood emergency contact document. Check document name on website. | Clerk |
| 25th January 2018 | | | |
| 156.2/18 | 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 to write to home owner of Riverside Cottage where ivy is overgrown and effecting the site lines to Norris Bridge | 21.06. ongoing. 21.06. Done. Closed. | SC Clerk |
| 160/18 | Cllr Mitchell to query over grazing with the Meads working party (meeting 28 th January) and request they investigate it further | 21.06. Done. Closed. | CM |
| 163/18 | 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. Cllr Lawton to ask Simon how many cars are parking for more than 2 hours, and if there are any known culprits 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. Cllr Mitchell is contacting Neville Crisp to propose the sign to be removed | 21.06. Done. Closed. 21.06. CM to contact Neville Crisp. | WL CM |
| 172/18 | Cllr Wheeler updated that a van had been damaged by an overgrown hedge on the side of Finches Lane. Clerk to request Highways to take the hedge back to the wall | 21.06. Emails currently being exchanged on matter. Ongoing. | Clerk |
| 14th December 2018 | | | |
| 149/17 | Clerk to send follow up letter to Segars Lane Riparian ditch owner | 21.06. This was done, but still no action has been taken. Clerk to follow up. Ongoing. | Clerk |

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| | 16th November 2018 | | |
| 118.1/17 | Cllr Lawton to speak to Lucy Hutchins regarding avoiding banners advertising Fireworks in 2018 on Armistice Day | 21.06. Done. Closed. | WL |
| 120.2/17 | <p>Cllr Lawton has written to SDNP outlining the Council's concerns regarding how this planning application has been handled, and why an Environmental Assessment was not conducted. Julie Pinnock from WCC on behalf of SDSNP, had replied to Cllr Lawton explaining the WCC Planning departments decision making in dealing with the application. Cllr Lawton has written back, to thank Julie Pinnock for her full reply and although the Council took a different view on the matter, it was now closed. Consequently, the Council will not progress with a FOI request. (correspondence attached). Cllr Lawton subsequently wrote to Tim Slaney (SDNPA) seeking information on the pre-application contained in Julie Pinnock's letter, but was informed that the application was confidential because of its sensitivity.</p> <p>Cllr Cook raised concerns regarding the amount of light that will be produced from the existing units on the estate and the loss of trees. Cllr Cook will meet with Jonathan Humphreys so he can outline his plan for the trees, which Cllr Cook will record.</p> <p>Cllr Cook to arrange to meet with Jonathan Humphreys to discuss the trees effected by the development plans</p> | 21.06. Done. Closed. | SC |
| | 21st September 2017 | | |
| 90/17 | Cllr West updated that she has been unable to progress the pollution testing, as has not been able to make contact with Jemma Barter. Clerk to find related emails, and Cllr Cook to make contact if required. | 21.06. Tubes cannot be located. Clerk contacted Jemma Barter for cost to purchase tubes. Ongoing. | Clerk |
| 93.2/17 | Action: Clerk to formulate a procedure for a quick response to an alert from WCC of travellers in the area. | 21.06. To do. | Clerk |
| | 20th July 2017 | | |
| 72/17 | 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. Cllr Corcoran to email Harry Goodchild and express our support for the designation of the footpath | 21.06. Done. Closed. | CC |
| | 25th May 2017 | | |
| 41/17 | It was noted that there had been many communications with the Hampshire County Council Highways Department. A new quarterly meeting involving the Clerk and a Councillor and officers from HCC is to occur on Tuesday 30 th May and will involve a 'tour' of the Parish to discuss all identified concerns. The following list of items was then referred to and | <p>21.06. Done. Closed.</p> <p>Clerk to find out who the contact at Highways is for Twyford – Clerk to request via Sue Cook or Rob Humby.</p> | Clerk. |

Councillors were invited to inform the Clerk of any further items to be raised.

1. Bell Bollards on the corner of the High Street and Hazeley Road - now in place. [Issue closed.]
2. B3335, B3354 & Finches Lane resurfaced. White lines painted on B3335 and B3354, but cats eyes not yet replaced; some kerbside white lines not replaced on B3335 between Park Lane and Manor Farm Green. Finches Lane lines still to be painted.
3. B3335 & B3354 Verges/sight lines cut. However, concerns exist that one cut per year may be insufficient, the height of the cut was not short enough and the cut did not extend to encroaching hedges and trees.
4. Hockley Traffic Lights – poor visibility of traffic signs and visibility of the junction itself.
5. B3335 & B3354 pavement - The pavement from Hare Lane to Woodland Drove has been encroached by vegetation making the path too narrow to accommodate a push chair, there are also defects: potholes at Woodland Drove and Hares Lane, tyre ruts near Highbridge Road and from Northfields to Hockley traffic lights is also uneven.
6. A defective wall near Berry Meadow has been reported to the landowner and repair requested.
7. Cutting back of vegetation to improve visibility of the 30mph sign when entering into Twyford from the north has been requested.
8. Queen Street road defects have been reported. HCC do not consider them a danger to safety but Queen Street has been put into the 2018 programme for road resurfacing. [Status to be monitored].
9. Safety concerns about vehicles mounting the pavement near Manor Road and Highbridge Road junctions and the speed of vehicles in both the 50 mph and 30 mph sections.
10. Park Lane – various road surface and gully defects. Ditch needs to be cleared near the Allotments.
11. B3354 Ditch needs to be cleared to prevent flooding of road and pavement.

Footpaths

1. Nurses path (Footpath 13) – a tall fence is leaning across the footpath & various fences and hedges are encroaching on the width of the footpath (which is now considerably narrower than the 6 feet described in the Definitive Statement). Owners of relevant houses are to be informed that Hampshire County Council is being notified of the concerns.
2. Footpath 8 - Tollgate Cottage to Manor Road – surface to be levelled with the assistance of the neighbouring farmer.

Hampshire County Council has issued its list of parish footpaths it will cut during 2017/18:

FP 2 & 4 – (the length of the Itchen Navigation in Twyford Parish) is being cut during 2 weeks into June

FP 8, 24, & BW 27 – will be tended to by our contractors during the month of July

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| | <p>BW 20 – will be cut by our rangers as part of the Pilgrims way during the first week of July</p> <p>BW 22, having been inspected, was classed as a farm track which would not require surface vegetation clearance.</p> <p>RB 16 received a hard cut back during the Winter to widen the route to a 3m width. As such, it has been removed from the priority cutting list for now.</p> <p>The Clerk reported that the fallen tree across footpath 24 (Hunter Park towards Owslebury) was removed by the Lengthsman during their visit on 24th May, when vegetation affecting the pavement along the High Street was cleared as well as vegetation on Norris’s bridge and Pumfrett Bank was cut. Due to the amount of vegetation to be cleared and taken to a disposal site there was insufficient time to cut the hedge from the Avenue to Church path.</p> | | | |
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Inherited from previous Clerk

ACTIONS LIST FROM FULL COUNCIL MEETINGS – Updated as at 12th April 2017

| Ref | Owner | Action Taken | Target Date <i>revised</i> | Action Taken <i>Update</i> | Status <i>At 12th April</i> |
|--------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------|
| <i>Pre 2016/17</i> | Cllr Corcoran | Take measurements at Pumfrett Bank | <i>30 Sept 17</i> | <i>Outstanding</i> | |
| <i>06.1/16</i> | Clerk | Contact SDNP to ask for clarification and justification of the decision not to seek any funding for the Parish when approval was given to the Manor Barns development. | <i>30 Sept</i> | <i>Emails sent to and responses received from WCC & SDNPA</i> <i>21.06. Done. Closed</i> | <i>New action at 185/16</i> |

Matters Arising 19 January 2016

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| 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. | <i>Cllr Corcoran has contacted other agencies to ascertain an appropriate date.</i> <i>21.06.18. Done. Closed</i> | Agenda Item |
| 136/16 | Clerk | Apply for a byelaw to prohibit dogs from the Northfields play area. | 30 June | <i>21.06.18. Closed.</i> | <i>Carry forward</i> |

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| 146/16 | Cllr Holland | Working Party of Cllrs. Holland, West and Sellars to list Community Assets. | 23 March | <i>Draft list circulated between working party but not yet agreed</i> 21.06.18. Done. Closed. | |
| 147/16 | Cllr Corcoran | Liaise with the SDNPA to obtain the list of infrastructure projects currently identified for Twyford Parish. | 23 Feb. | 21.06.18. Done. Closed. | |
| Matters Arising 23rd February 2016 | | | | | |
| 162/16 | Clerk | Investigate deposit interest opportunities | 31 March | 21.06.18. Done. Closed | C/F |
| 162/16 | Cllr Lawton | Write a letter of congratulations to the HloWWT re purchase of Hockley Meadows Farm. | 28 Feb. | 21.06.18. Done. Closed. | |
| 163.4/16 | To be determined | 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 | 21.06.18. subsequent action above. This action closed. | |

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| Matters Arising 23rd March 2016 | | | | | |
| 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 | 21.06.18. More information required. Clerk to investigate further. Ongoing. | |
| 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 | Clerk has written to Openreach. Reminder issued 12 April. 21.06.18. Done. Closed. | Agenda Item |
| 185/16 | Clerk | Liaise with Cllr Corcoran and issue further emails to Winchester City Council and the South Downs National Park Authority about TPC's entitlement to CIL | 20 April | Cllr Corcoran contacted 21.06.18. Done. Closed. | |
| 188.1/16 | Cllr Wheeler | Investigate the possibility of making an existing green bin in Newton Road a dual use bin. | 18 May | 21.06.18. Done. Closed. | |

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| 188.1/16 | Clerk | Ask the Groundsman to remove the pictured rubbish bags in a complaint email and decking planks from the Park. | 30 March | 21.06.18. Done. Closed. | |
| 188.2/16 | Cllr Cook | Contact the Winchester City Council's Principal Tree Officer about tree roots in Hunter Park. | 20 April | A site visit has been arranged for w/c 17 April 21.06.18. Done. Closed. | Agenda Item |
| 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 | 21.06.18. Closed – subsequent item. | |
| 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 | Quote requested 21.06.18. Done. Closed. | |
| 192/16 | Cllr Lawton | Respond to South Downs National Park Authority email about the Strategic Environmental Assessment and testing of reasonable alternatives. | 31 March | 21.06.18. Done. Closed. | |