

**TWYFORD PARISH COUNCIL**

Minutes of a meeting of the Full Parish Council  
held on Thursday 19<sup>th</sup> July 2018 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

<b>Councillors present</b>	<b>Councillors absent/apologies</b>	<b>In attendance</b>
Councillor Lawton (Chair)	Councillor Humby	Jo Nicholson (Clerk)
Councillor Mitchell	Councillor West (Maternity Leave)	1 member of public (until item 92/18)
Councillor Wheeler	Councillor Pain (nee Cornwall)	1 member of public representing Parish Hall
Councillor Sellars		Councillor Izard – attended from 8.30pm until item 92/18
Councillor Pullen		
Councillor Corcoran		
Councillor Forder-Stent		
Councillor Cook – attended from 8.30pm until end.		

<b>Item</b>	<b>Business Transacted</b>
<b>73/18</b>	<b>To receive and accept apologies for absence</b>
	Apologies were received from Cllr Humby, Cllr Pain (nee Cornwall), Cllr Cook, Cllr Izard, and Cllr West is on maternity leave.
<b>74/18</b>	<b>To receive declarations of interest relevant to agenda items</b>
	The registered declarations were applied. Cllr Sellars and Cllr Wheeler declared interest in item 84/18, as trustees of the Parish Hall.
<b>75/18</b>	<b>To approve and sign-off, as a true record, the minutes for the Full Parish Council meeting held on 21<sup>st</sup> June 2018</b>
	The minutes from 21 <sup>st</sup> June 2018 were approved as a true record of events proposed by Cllr Forder-Stent and seconded by Cllr Mitchell.
<b>76/18</b>	<b>To adjourn for public participation</b>
76.1/18	To receive questions from the members of the public.
	None received
76.2/18	To receive the County Councillor's report.

	Apologies received
77.3/18	To receive the District Councillors' reports.
	Delayed until 8.30, as Cllr Izard and Cllr Cook at PACT meeting.
<b>77/18</b>	<b>To receive an update on matters arising from the minutes of the Full Council meeting held on 21<sup>st</sup> June 2018 that are not included elsewhere on the agenda and to consider the status of progress to date</b>
	60/18: Clerk received quotes from Alex Reidy for the tree work at Hunter Park, which was within the approval limits of the Clerk, and the work will be conducted.
<b>77.1/18</b>	<b>Resolve to approve the Terms of Reference for sub-committee Neighbourhood Plan</b>
	Carried over – CC gave apologies
<b>78/18</b>	<b>Review progress to date on previous FPC meeting outstanding actions</b>
	Carried over
<b>79/18</b>	<b>To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item</b>
<b>Cllr Mitchell</b>	No further update since the circulation of the Planning Committee Minutes from 5 <sup>th</sup> July 2018 which the Minutes were circulated to all of the FPC. The status of Highcroft and Hillcroft Appeals were queried. <b>Action: Cllr Mitchell to look up status of Highcroft and Hillcroft applications</b>
<b>80/18</b>	<b>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</b>
	No further actions in addition to agenda items below.
<b>81/18</b>	<b>Resolve to approve payments to be made in July 2018</b>
	The payments to be made in July were reviewed and approved. Proposed by Cllr Mitchell and seconded by Cllr Corcoran.  Cllr Mitchell raised the point that the Legionella assessment would not be required to be redone, unless significant changes were done to the water system at the pavilion. The Clerk acknowledged and confirmed.

June Payments after approval at FPC 21.06.2018				
26.06.2018	v	home bargains	cleaning supplies for pavilion	7.56
28.06.2018	tr	transfer from savings t		12,000.00
29.06.2018	v	post office counters	12 stamps for clerks use for admin	6.96
July Payments for approval at FPC 19.07.2018				
10.07.2018	ib	T Bronk	reimbursement of Clerk mobile phone	24.54
02.07.2018	dd	EDF	pavilion electricity first payment	50.00
		Hydrotech services ltd	legionella risk assessment at pavilion	360.00
		Aquascience ltd	grip strips fitted to Compton lock steps	580.27
		KIS Landscape ecolog	applications for consent and report on feasibility and restoration	1,559.20
		S Lauder	cleaner salary for July	80.00
		J S Nicholson	Clerk salary for July (no June overtime)	666.52
		J S Nicholson	June expenses, inc tax free wfh allowance	28.95
		HMRC	Tax and NI on Clerk salary	231.50
		HCC pension	Clerk pension for July	200.28
		Panda Fencing	stakes fitted at Northfields on boundary	220.00
		Business Stream	HP field water supply for march until 4th june	25.09
13.07.2018	dd	Business Stream	pavilion water supply 26th march to 4th june	59.54
		We Can Specialist	Cricket Square groundsman July	670.80
		Mayer Brown	preparing survey, liasing with sub contractors and utility inquiries	798.00
		Hilary Frearson	Neighbourhood Admin for June 11.5hrs	172.50
11.07.2018	dd	British Gas	electricity for pavilion, 24th May to 5th June	91.37
		Green Smile Ltd	grounds maintenance for HP and Northfields for July	1,663.65
		Citizens Advice Winch	S137 application approved 2017/2018	300.00
		N W Adams	Play inspection 2018	293.40
<b>82/18</b>	<b>Resolve to approve the Q1 financials, and reconcile the bank statement to payments made in the quarter.</b>			
	Cllr Sellars and the Clerk talked through the Q1 financials (see Appendix 1). Following the detailed review at the Finance Committee on 12 <sup>th</sup> July, the FPC resolved to approve the financials, and Cllr Sellars reconciled to the bank statements. Proposed by Cllr Mitchell and seconded by Cllr Corcoran.			
<b>83/18</b>	<b>Resolve to support the production of a 5 year financial plan, initially to support the strategic spend on open spaces and new play assets</b>			
	Financials to date have been relatively straight forward, and will become more complex over the next 5 years as growing savings for new play equipment, and saving for projects identified from the Neighbourhood Plan needs to be set out. The production of a 5 year plan is supported, and the first step was agreed to be a completion of the top 10 priorities over the coming 5 year period. <b>Action: Clerk to email Cllrs requesting their priorities, and compile a list.</b>			
<b>84/18</b>	<b>Resolve to approve (or not approve) the S137 application from the Parish Hall Trustees for repair and renovation to the forecourt entrance</b>			
	The treasurer of the Parish Hall Trustees talked through the application for a grant towards the resurfacing of the forecourt to the Parish Hall. It is need of repair, and the Parish Councillors reviewed the proposal.  The forecourt will have a new membrane put down, retaining edge and new shingle. The trustees are also liaising with the surgery to get the side fence replaced. Cllrs requested that it is made clear in the booking conditions that parking at the front of the Hall is restricted to access only and special access. The forecourt is only intended for occasional use, and therefore does not require tarmac.			

<p><b>Clerk</b></p>	<p>There is £5,000 budget in the grant / S137 budget for 2018 / 2019. The application for £3,333 would result the majority of the budget being allocated to this application. This application was viewed as important to the whole village, and it was resolved to approve the application. Proposed by Cllr Lawton and seconded by Cllr Forder-Stent.</p> <p>The Parish Hall trustees were asked by the PC to consider putting tarmac down the side of the building.</p> <p>The Parish Hall has had wi-fi installed, but are still investigating contracts with providers. The Parish Council will be a major user, so the Trustees will discuss whether the contract is best taken out by the PC.</p> <p><b>Action: Clerk to add to next FPC agenda for an update from the Parish Hall Trustees</b></p>
<p><b>85/18</b></p>	<p><b>Consider steps required to prepare for insurance renewal due 30<sup>th</sup> September 2018</b></p>
<p><b>Cllr Mitchell &amp; Clerk Cllr Lawton</b></p>	<p>The Clerk and Cllr Wheeler met with the insurance broker Came and Company to discuss the requirements for the renewal due 30<sup>th</sup> September. It was specified that cover would be required for the new steps at the lock. The broker then queried whether public liability at the lock would actually be covered. The broker confirmed after the meeting, that public liability at Compton lock would not be covered by the policy as the site is advertised as a natural swimming location on various websites (not by TPC). The insurance broker specified that TPC have to display a sign to state swimming is not allowed at the lock.</p> <p>The Clerk had sought legal advice, who question why the insurance company would not provide public liability cover, as the land is covered on the policy like everywhere else in the parish. However, this is not definite.</p> <p>The Clerk and Chairman have set out to establish how other organisations insure, when there is water going through a public way. For example, Basingstoke and Winchester City Council do not appear to have signs up next to waterways.</p> <p>Ian Soulsby had emailed to comment that the water way does not actually belong to TPC, therefore if an accident occurred in the water, it would not be TPC responsibility.</p> <p>The matter is ongoing, and the following actions were decided:</p> <ol style="list-style-type: none"> <li><b>1. Immediate action</b> Cllr Mitchell to put up a sign at the lock, with new wording to say TPC accept no liability. Cllr Mitchell to send a photo of the sign, and send to the Clerk. Clerk to send photo to insurers for their records.</li> <li><b>2. Intermediate action (to be done up until end of current insurance policy 30<sup>th</sup> September)</b> Cllr Lawton to set up a meeting with HCC Countryside, Cllr Rob Humby, and establish who owns what part of the lock.</li> <li><b>3. Longer term (at insurance renewal, 30<sup>th</sup> September)</b> Specify cover is required on the new policy, and await requirement from the new insurer.</li> </ol> <p>It was agreed that no communication would go out to the village, as the facts were still being established. A public meeting will be arranged for the spring, to discuss with villagers the ownership of the lock, liability and rubbish collection.</p> <p><b>Action: Clerk to add as an agenda item to the February 2019 FPC meeting.</b></p>

	Clerk also reported that the council must record risk assessments when a risk / danger has been identified (by member of public or cllr)
<b>86/18</b>	<b>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</b>
	Cllr Wheeler has received the results of the Legionella risk assessment. He is reviewing the recommendations, to agree actions at the Recreation Committee meeting 2 <sup>nd</sup> August. Cllr Lawton is trying to make contact with John Paine, to discuss whether Twyford Cricket Club would be interested in taking on the cricket groundsman contract.
<b>87/18</b>	<b>Resolve to approve Health and Safety policy, and risk assessments procedure. Review the risk assessments required to be completed and assign owners and timetable for delivery</b>
<b>Clerk &amp; Cllr Pullen</b>	Cllr Pullen has compiled a draft H&S policy. <b>Action: Clerk and Cllr Pullen to meet to review the risk assessments required.</b> <b>Clerk to circulate H&amp;S policy, and add sign off to the next FPC agenda Sept 2018</b>
<b>88/18</b>	<b>Review the results of the annual play inspection</b>
	Cllr Wheeler has received the results of the play equipment assessment. He is reviewing the recommendations, to agree actions at the Recreation Committee meeting 2 <sup>nd</sup> August.
<b>89/18</b>	<b>Resolve to agree expenditure on a new locking system on the entrance to the pavilion at Hunter Park</b>
<b>Clerk Clerk</b>	Quotes have been obtained to install a card access system to the pavilion, as it is reported that access is being made to the pavilion between bookings. Quotes suggest £1,500 will be required to install an adequate system. The Cllrs were not convinced that the level of expenditure is necessary, instead the following actions were agreed <b>Actions:</b> <b>Clerk to obtain quotes for automatic lights / timer light switches to prevent lights being left on</b> <b>Clerk to change the lock access code at end of the cricket season, and inform relevant people</b>
<b>90/18</b>	<b>Councillor Corcoran to provide an update on Berry Meads &amp; Compton Lock Committee and review action list recommended by Kathy Stearne. Review the budget and expenditure to date and resolve to approve the budget for phase 2.</b>
	Cllr Corcoran updated on progress and further requirements at the Lock and Meads. A survey is required of the land at the Meadow, as the levels have sunk. A survey of the structures on the meadow is also required. If the land has sunk, then digging will be required to bring them back up, but the land is SSSI, which therefore presents a problem. Cllr Corcoran talked through the expenditure to date on the project, and the projected spend to the end of the project has increased due to additional work identified. The Council questioned how important is it to spend additional

<p><b>Clerk Cllr Corcoran</b></p>	<p>funds on this project. Cllr Corcoran specified that no additional funds are required from TPC, and all other funds will come from additional grants.</p> <p><b>The following actions were agreed:</b></p> <p><b>Clerk to complete forms required to obtain the agreed funds from SDNPA</b></p> <p><b>Cllr Corcoran to present to the TPC specific figures for each stream of work, with priorities</b></p> <p>It was agreed that phase 2 could proceed, only if funding is found from other sources, and no additional cost falls to TPC.</p>
<p><b>91/18</b></p>	<p><b>Review recent events at the lock and recommend subsequent actions</b></p>
	<p>Discussion covered by item 85/18</p>
<p>77.3/18</p>	<p>To receive the District Councillors' reports.</p>
	<p>Cllr Izard and Cllr Cook arrived after PACT meeting.</p> <p><u>Update from Cllr Izard:</u></p> <p>Funding from Sandyfields development yet to be received. Some units will be completed in October, so money may be received then.</p> <p>Speedwatch equipment has been vandalized, so speedwatch has stopped. Colden Common have bought new units.</p> <p>Colden Common are compiling their response to Eastleigh Local Plan, which they will forward to Twyford when complete. There are still gaps in Eastleigh Local Plan, which they have been unable to answer, for example, there is still confusion over who is approving the proposed new road through Allbrook.</p> <p>The Local Plan has to reach the inspector by October, so Eastleigh is under a tight timescale.</p> <p><u>Update from Cllr Cook:</u></p> <p>Cllr Cook had just arrived from a PACT meeting where the Lock and Hunter Park were discussed. The police are trying to maintain a police presence at both sites. They are unable to do anything regarding litter.</p> <p>There were complaints regarding The Rising SunFest, on 7<sup>th</sup> July, where loud music was reported. This will be looked at for next year and the license to be agreed.</p> <p>An event is being held at Highbridge Farm this weekend, and Cllr Cook will give Cllr Lawton the contact number for complaints should there be any whilst clerk is on holiday.</p> <p>PACT praised Graze festival, how well it has been run in previous years.</p> <p>The forever festival is still being investigated.</p> <p>The request was made that if there are any events with fireworks, organisers need to inform people with horses.</p>

<b>92/18</b>	<b>Resolve to make item 93/18 a confidential item</b>
	It was resolved to make the next item confidential. Proposed by Cllr Wheeler and seconded by Cllr Forder-Stent. Cllr Izard and members of the public left the meeting.
<b>93/18</b>	<b>Confidential item: Councillor Corcoran to provide an update on progress of the Neighbourhood Plan and review the draft results of the SEA.</b>
	The interim results of the SEA were discussed, to remain confidential as changes may yet be made. No actions agreed.
<b>94/18</b>	<b>Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler</b>
	Cllr Wheeler reminded that HCC have issued a Consultation on buses being subsidised next year. The Consultation is open until the 5 <sup>th</sup> August 2018. The Consultation also includes Street Lighting. Further information can be found at <a href="http://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/publictransportandstreetlighting">www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/publictransportandstreetlighting</a> .
<b>95/18</b>	<b>Consider status of footpaths, byways and pavements, and report any required maintenance required. Identify priorities for Lengthsman visit 15<sup>th</sup> August.</b>
	Cllr Lawton will contact Twyford School to address the ditch and hedge alongside Hazeley Road. Cllr Cook will obtain more notices to deter dog mess on the footpath along Upper and Lower Church Path. It was identified that Upper Church Path may be a good candidate to receive funding from 106 money, as the tarmac surface needs redoing.
<b>96a/18</b>	<b>Resolve to approve the response to the Eastleigh Local Plan consultation</b>
<b>Clerk</b>	A separate meeting is to be set up for Cllr Cook, Cllr Lawton, Clerk and Cllr Corcoran to devise the response. Delegation was given for the response to be given on behalf of the Council. <b>Action: Clerk to set up meeting</b>
<b>96b/18</b>	<b>Update on GDPR implementation plan</b>
	Clerk has been working with Edge IT contractors to set up shared drive and mailboxes, next meeting with Edge is 1 <sup>st</sup> August.
<b>97/18</b>	<b>Update on Pumfrett’s Bank from Cllr Lawton</b>
	The owner of Pumfrett’s Bank has appointed a Solicitor, who has written to Waine stating the bank has nothing to do with the PC. Cllr Lawton has sent the letter on to HCC solicitors and we await a reply from them. If we pursue any further with a local lawyer, who has been advising for free to date, it will cost. It was agreed not to take further action until we hear back from HCC.
<b>98/18</b>	<b>To note, for information only, significant communications on matters that are not included elsewhere on the agenda</b>

	None raised
<b>99/18</b>	<b>To raise any items for the agenda for the Full Parish Council meeting 20<sup>th</sup> September 2018 and consider contingency for urgent matters during Clerk holidays, and August when there are no meetings.</b>
	Chris Mitchell to be the Out of Office contact on Clerk email during Clerk's holiday in July.

Jo Nicholson - Clerk to the Parish Council – 15<sup>th</sup> August 2018. Contact: [clerk@twyfordhants.org.uk](mailto:clerk@twyfordhants.org.uk)

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## Appendix 1 – Q1 financials

Twyford Parish Council						
Receipts and payments						
First quarter finances - 2018 / 2019						
Prior Year	2018/2019	Q1 Actual-v-			Figures shown exclusive of VAT	
Actual	Budget	Budget	RECEIPTS		£	£
	£	%				£
			<b>Finance</b>			
86,238.00	90,509.00	51%	Precept	46,195.00		
45.55	15.00	152%	Bank Interest	22.74		
11,845.07	7,881.00	6%	Grants & Donations	500.00		
98,128.62	98,405.00			Sub total	46,717.74	
			<b>Recreation</b>			
5,425.97	3,000.00	26%	Hunter Park Pitches	768.00		
			deposits to be refunded in time	200.00		
2,375.00	800.00	9%	Hunter Park Pavilion	71.00		
663.27	650.00	104%	Allotments	675.19		
8,464.24	4,450.00	0%		Sub total	1,714.19	
			<b>Other</b>			
5,525.80	5,100.00	0%	Neighbourhood Plan	-		
1,151.33	0		Water Meadows	-		
6,677.13	5,100.00		Open Space Funding	-		
				Sub total	-	
113,269.99	107,955.00			<b>TOTAL RECEIPTS exc VAT</b>		<b>48,431.93</b>
3,825.50	0.00		VAT reclaims rec'd	3,006.00		
621.36	0.00		VAT charged	191.00	3197.00	
117,716.85	107,955.00			<b>TOTAL RECEIPTS inc VAT</b>		<b>51,628.93</b>
			<b>PAYMENTS</b>			
			<b>Finance</b>			
12447.51	14,615.95	27%	Clerk's employment costs inc. allowances and additional hours	3,960.49		
463.96	540.00	27%	Clerk's Expenses	144.18		
679.16	1,570.00	60%	Administration	943.84		
0	500.00	0%	External Advice	-		
415	750.00	15%	Training	115.00		
2500.25	2,750.00	0%	Insurance Premium	-		
1036.48			Grants & Donations:	-		
2232.3	5,000.00	11%	Section 137	546.03		
701	1,200.00	0%	Hall Hire	-		
0	250.00	0%	Legal Fees	-		
875	875.00	54%	Audit Fees	475.00		
483.9	617.00	76%	Subscriptions & Publications	469.00		
2557.09	3,000.00	44%	Street Lighting	1,334.48		
400	480.00	50%	SLR	240.00		
1814.25	1,751.25	50%	PWLB (Gilbert Room)	883.50		
26,605.90	33,899.20			Sub total	9,111.52	
			<b>Recreation</b>			
24060.86	9,909.00	24%	Hunter Park Grounds	2,347.87		
	16,636.56	25%	Groundsman hunter park and northfields	4,159.14		
1967	2,130.00	31%	Hunter Park Pavilion	668.12		
			deposit returns	-		
3445.39	2,200.00	19%	Repairs & Maintenance	413.59		
10614.68	12,000.00	0%	Now assets	-		
3245.15	2,000.00	16%	Other Open Spaces	325.00		
68.84	200.00	0%	Allotments	-		
43,401.92	45,075.56			Sub total	7,913.72	
			<b>Other</b>			
2963.9	13,250.00	3%	Neighbourhood Plan administration and plan production	438.00		
	16,000.00	0%	Neighbourhood Projects	-		
	3,509.92	50%	Water Meadows loan	1,761.75		
6625.99	2,000.00	0%	Water Meadows maintenance	-		
100	12,000.00	88%	Water meadows lock project	10,540.20		
9,689.89	100.00	0%	Miscellaneous	-		
	46,859.92			Sub total	12,739.95	
				<b>TOTAL PAYMENTS before VAT</b>		<b>29,765.19</b>
6255.36	-		VAT on payments	3,595.78	3,595.78	
79,697.71	125,834.68					
			deposit returned	-		
				<b>TOTAL PAYMENTS inc VAT</b>		<b>33,360.97</b>
			<b>Surplus / - Deficit (exc VAT)(excluding budgeted reserves)</b>			<b>18,666.74</b>
			<b>Surplus / - deficit (including budgeted reserves)</b>			
			BALANCE BROUGHT FORWARD on 01/04/18			104,019.27
			ADD Total Receipts (as above)			51,628.93
			LESS Total payments (as above)			33,360.97
			<b>Balance Carried forward 30/06/17</b>			<b>122,287.23</b>
These cumulative funds are represented by:						
			Current Account Balance - sheet	11,542.48		
			Less: Cheques drawn but not debited as at 30.06.17 nos.			
			Deposit Account Balance - sheet	110,744.75		
			Other Account	-		
						<b>122,287.23</b>