

## **TWYFORD PARISH COUNCIL**

Minutes of a meeting of the Full Parish Council  
held on Thursday 20<sup>th</sup> September 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)	Councillor Izard
Councillor Wheeler	Councillor Pain (nee Cornwall)	1 member of public
Councillor Sellars	Councillor Corcoran	
Councillor Pullen		
Councillor Cook		
Councillor Forder-Stent		

<b>Item</b>	<b>Business Transacted</b>
<b>100/18</b>	<b>To receive and accept apologies for absence</b>
	Apologies were received from Cllr Humby, Cllr Pain (nee Cornwall), Cllr Corcoran, and Cllr West is on maternity leave.
<b>101/18</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 109/18, as trustees of the Parish Hall.
<b>102/18</b>	<b>To approve and sign-off, as a true record, the minutes for the Full Parish Council meeting held on 19<sup>th</sup> July 2018</b>
	The minutes from 19 <sup>th</sup> July 2018 were approved as a true record of events proposed by Cllr Wheeler and seconded by Cllr Forder-Stent.
<b>103/18</b>	<b>To adjourn for public participation</b>
103.1/18	To receive questions from the members of the public.
	Correspondence received to request moving the weight limit sign of 7.5 tonnes from Mare Lane further up Hazeley Road, towards the village before Humphrey Farms.
	The member of public attended and discussed the correspondence they had raised above. It was agreed that the Parish Council would move this forward, and take the proposal to Cllr Humby. <b>Action: PC to progress and raise with Cllr Humby</b>
103.2/18	To receive the County Councillor's report.

	Apologies received
103.3/18	To receive the District Councillors' reports.
Clerk	<p>Cllr Izard proceeded to provide an update on district matters.</p> <p>The Boundary Commission has been formulated, and Twyford and Colden Common will now become under Test Valley, and there is no right of Appeal in the decision. The final step is a vote by MP's. In reality, Twyford would still need to deal with Steve Brine, as part of Winchester.</p> <p>Eastleigh Local Plan will report to Council in October, so submit the plan. WCC have raised concerns regarding the Highway proposal in Allbrook, which Eastleigh have said they will look into, but the report will not be available until after the Plan has been submitted.</p> <p>Winchester Local Plan is up for an update to 2036. 653 houses are to be allocated across Winchester, some will go to South Downs, Denmead and Twyford.</p> <p>Winchester Leisure Centre development is still ongoing, the next set of plans will come out in November.</p> <p>Southampton Airport is set to double in size.</p> <p><b>Action: Clerk to add to the Planning Committee 4<sup>th</sup> October</b></p> <p>Cllr Cook, in addition to supporting the above, added that she had attended and participated in the Heritage open day in Winchester, which was very well done.</p>
104/18	<b>To receive an update on matters arising from the minutes of the Full Council meeting held on 19<sup>th</sup> July 2018 that are not included elsewhere on the agenda and to consider the status of progress to date</b>
	It was commented that the surfacing work at the front of the Parish Hall has been completed, and looks great. The question was asked if the fence next to the surgery is being repaired. Cllr Wheeler reported that the surgery are planning to fix it.
104.1/18	<b>Resolve to approve the Terms of Reference for sub-committee Neighbourhood Plan</b>
	Carried over – CC gave apologies
78/18	<b>Review progress to date on previous FPC meeting outstanding actions</b>
	Carried over
105/18	<b>Councillor Corcoran to provide an update on progress of the Neighbourhood Plan</b>
	South Down's comments on the TNP feedback on the SEA have been received. The TNP are reviewing the feedback, and there is a meeting on 5 <sup>th</sup> October with South Down's to either accept or reject the proposed changes.

<b>Clerk</b>	<p>Mayer Brown have been doing the model of the drains, based on the survey work. The drain survey team discovered huge amounts of mess in the drains, which they cleared out. This has an impact in that there will be additional cost for that work, but also, it means that this work had not been done effectively previously by HCC.</p> <p>Cllr Cook requested communication to go out to the village via TIS. The Clerk has drafted an update, which is waiting for approval from Cllr Corcoran.</p> <p><b>Action: Clerk to send out update on NP following approval from Cllr Corcoran</b></p>
<b>106/18</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>
106.1/18	Resolve to object or not object to planning application SDNP/18/04558/HOUS, Eaton House Bourne Fields Twyford Winchester Hampshire SO21 1NY, conversion of existing garage to bedsit, which has a response date due by 28th September 2018
	It was resolved that the Parish Council do not object to the application, seconded by Cllr Wheeler.
106.2/18	Resolve to delegate Cllr Corcoran to make Twyford Parish Council representation at South Downs National Park Local Plan hearing.
	This was discussed and supported by the Parish Council, proposed by Cllr Lawton and seconded by Cllr Mitchell
106.3/18	FPC to endorse response required to Winchester Local Plan Consultation, due to be submitted by 20 <sup>th</sup> September
	<p>The submission from Cllr Corcoran was reviewed, it was supported for the Clerk to make final edit of the comments and submit to WCC on behalf of the Parish Council. Proposed by Cllr Lawton and seconded by Cllr Forder Stent.</p> <p><b>Action: Clerk to make final edit and submit comments on WLP Consultation.</b></p> <p>The SHLAA consultation was also made available at the same time.</p> <p><b>Action: Clerk to obtain the comments made by Colden Common and send to Cllr Corcoran and Cllr Lawton.</b></p>
<b>107/18</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.
107.1/18	Results on external audit, and next steps
	<p>The external audit has been completed, and there was an exception on the report, which made mention that Section 2 of the AGAR was dated signed prior to the date Section 1 was signed.</p> <p>The AGAR will be displayed on all 3 notice boards, and on the Parish Council website. The charge for any request of printing will be £1 per request.</p>

108/18	Resolve to approve payments to be made in September 2018, and review invoices received since the last FPC meeting, 19 <sup>th</sup> July 2018.																																																																																																																																																																																																																																																																							
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17.09.2018	tr	savings account	transfer from current account to savings account - precept received	46,195.00																																																																																																																																																																																																																																																																				
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		First Surface	Tennis court final payment (1925 received from HPTA 06.09.18)	2,310.00																																																																																																																																																																																																																																																																				
17.09.2018	vis	County Supplies	coloured paper (presented and approved June FPC / late payment)	20.98																																																																																																																																																																																																																																																																				
		Green Smile Ltd	groundsman for hunter park and northfields for september	1,663.65																																																																																																																																																																																																																																																																				
17.09.2018	ib	Barry Topp	return of deposit for pavilion hire on 8th september	50.00																																																																																																																																																																																																																																																																				
		Twyford Pre School	S137 donation for Ballard Close allotment project (£1645 approved 24.05.18)	985.00																																																																																																																																																																																																																																																																				
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		Came and Company	insurance renewal	2,372.63																																																																																																																																																																																																																																																																				

	The insurance renewal is pending discussion in item 110/18. All other payments were discussed, reviewed and resolved to make payments accordingly, proposed by Cllr Lawton and seconded by Cllr Cook.
<b>109/18</b>	<b>Resolve to approve (or not approve) the second S137 application from the Parish Hall Trustees for repair and renovation to the forecourt entrance.</b>
	The Parish Council agreed on 19 <sup>th</sup> July 2018, item 84/18 to donate £3,333 to the Parish Hall to renovate the entrance to the Hall. Through discussion of the needs of all users of the Hall, it was since decided by the Parish Hall trustees, to extend the tarmac to the front door of the Hall, thus making it more accessible by people with all needs. The Parish Hall trustees have funded half of the additional cost, leaving £1,500 plus VAT to pay. For the benefit of all of the Parish, the Parish Council resolved to fund the £1,500 out of the S137 fund (the Parish Hall falls out of S137, and is classified under Grants and donations). Proposed by Cllr Lawton and seconded by Cllr Cook.
<b>110/18</b>	<b>Resolve to approve the Parish Council insurance renewal, due 30<sup>th</sup> September 2018.</b>
<b>Cllr Cook Clerk</b>	<p>The Parish Council insurance is due to complete the 3 year agreement with Hiscox on 30<sup>th</sup> September. Previous discussion with the broker, Came &amp; Company has identified the newly renovated dog steps into the lock as an issue for the insurance providers. The quotes offered at renewal state particular conditions regarding the lock, and the requirements of the Council. Cllr Mitchell has been in discussion with HCC regarding stretches of land they own that borders water, and what advice can they provide. The investigations are still ongoing. Therefore, it was resolved for the Clerk to request a 1 month cover note on the existing policy, to enable the completion of investigations with HCC. It was delegated for the Clerk to pay for the extension of cover on a pro rata basis to the existing cover. Proposed by Cllr Mitchell and seconded by Cllr Lawton.</p> <p><b>Actions</b></p> <p><b>Cllr Cook to email Cllr Warwick to obtain an update, and explain delay in correspondence with Clerk and Cllr Mitchell</b></p> <p><b>Clerk to obtain cover note for one month</b></p>
	Cllr Izard left the meeting at 8.45pm
<b>111/18</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>
	<p>The fencing on boundary of the cricket pitch at Hunter Park is due to be repaired on 10<sup>th</sup> October by Brooks fencing.</p> <p>The cricket groundsman is leaving on 30<sup>th</sup> September, and the process to appoint the new contractor will be agreed at the Recreation Committee 27<sup>th</sup> September.</p>
<b>111.1/18</b>	<b>Resolve to approve expenditure on chafer grub treatment at Hunter Park, £568 plus VAT</b>
	It was resolved to proceed with the chafer grub quote at £568, plus VAT. Proposed by Cllr Wheeler, seconded by Cllr Lawton

<b>112/18</b>	<b>Resolve to approve the Parish risk assessment conducted by Cllr Pullen and Clerk</b>
	The Risk Assessment (appendix 1) was presented by Cllr Pullen and approval resolved, proposed by Cllr Mitchell, seconded by Cllr Lawton.
<b>113/18</b>	<b>Councillor Corcoran to provide an update on Berry Meads &amp; Compton Lock Committee.</b>
<b>Clerk</b>	<p>In Cllr Corcoran's absence, the Clerk and Cllr Mitchell updated from the BM&amp;CL Committee meeting on 16<sup>th</sup> August 2018.</p> <p>There are two gates on the Meadow, only one of which will be repaired, the other will be closed off, and any complaints will be monitored. The Parish Council supported this action by initially using cable ties.</p> <p>The Clerk will send out an update on TIS to communicate with the village the progress on work on the lock and meadows, and the work of volunteers at the lock over the summer.</p> <p><b>Action: Clerk to send out TIS on developments at the lock and water meadows</b></p>
<b>114/18</b>	<b>Update on GDPR implementation plan and the migration to new Parish Council email addresses for Clerk and Cllr's. Resolve to agree a cut off date that all emails on Council matters will no longer be sent to the Cllr's personal email addresses</b>
	<p>Cllr Sellars and Cllr Cook is yet to complete the email migration, and it is unknown about Cllr Pain.</p> <p><b>Action: Clerk to send Cllr Cook Edge IT contact number</b></p> <p>It was agreed that the Clerk would cease to use personal email addresses from 1<sup>st</sup> October 2018.</p>
<b>115/18</b>	<b>Update on Eastleigh Local Plan</b>
	<p>Cllr Lawton updated that SDNP have provided a response on ELP.</p> <p>It was also commented that some of the banners around the village and in Colden Common are looking out of date</p> <p><b>Action: Cllr Lawton to feedback to ADD the banners look out of date</b></p>
<b>116/18</b>	<p><b>Consider status of footpaths, byways and pavements, and report any required maintenance required.</b></p> <ul style="list-style-type: none"> <li>• Cllr Cook to update on progress with WCC in cutting the hedge back along Finches Lane down from the cross roads</li> <li>• Cllr Pullen to propose improvements to the corner of Finches Lane / Queen Street</li> <li>• Riparian ditch clearing, annual reminder to Parish.</li> </ul>
	<p>Cllr Cook updated that Cllr Humby has promised Finches Lane will be addressed.</p> <p><b>Action: Cllr Cook to follow up with Cllr Humby the progress on the hedge at Finches Lane</b></p> <p>The corner of Finches Lane / Queen Street it was agreed, needs to be tidied up</p> <p><b>Action: Cllr Cook to contact Ivan Gurdler to assess the tree for cutting back. Cllr Cook to enquire about moving the dog bin away from the bench, and further up the bank.</b></p>

	The Clerk has sent out a communication to the village on Riparian ownership, and ditch clearing. The ditch on Segars Lane has been cleared of overgrowth by the ditch owner. The ditch however appears to be blocked.
<b>117/18</b>	<b>Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler</b>
	Cllr Wheeler is waiting to hear back from the public transport consultation which closed in August.
<b>118/18</b>	<b>Review progress to date on previous FPC meeting outstanding actions</b>
	See Appendix 2.
<b>119/18</b>	<b>To note, for information only, significant communications on matters that are not included elsewhere on the agenda</b>
	<p>The Clerk updated on a complaint received back in July regarding the over grown hedge along Hazeley Road. This has been cut back by the School.</p> <p>Cllr Lawton updated on Pumphrett bank, which is looking unkempt and overgrown. Cllr Lawton has written to HCC Solicitor to chase a reply. The Council have been advised that the Council has a right to tidy up the bank.</p> <p>Cllr Cook enquired about the wedding request for a marquee at Hunter Park next summer. The Clerk updated that the hire cost proposed had meant the couple no longer wanted to pursue it as an option. The Clerk had offered to discuss the price with the Parish Council, which the hirer declined.</p>
<b>120/18</b>	<b>To raise any items for the agenda for the Full Parish Council meeting 18<sup>th</sup> October 2018.</b>
	Commencing budget process, all sub committees to formulate requirements to bring to the next FPC.

Jo Nicholson - Clerk to the Parish Council – 25<sup>th</sup> September 2018. Contact: [clerk@twyfordhants.org.uk](mailto:clerk@twyfordhants.org.uk)

## Appendix 1 – Risk Assessment

TPC Risk Assessment v1

file:///C:/Users/twyfo/OneDrive%20-%20Twyford%20Parish%20Council/Documents/FPC/5%20-%2020th%20September%202018/TPC%20Risk%20Assessment%20v1.3.pdf

### Twyford Parish Council Risk Assessment

#### Setting the scene

The Twyford Parish Council (TPC) decided to do a risk assessment of their village amenities to control the risks to people who used the amenities and were involved in its maintenance and upkeep.

The Parish Council did not have a legal requirement to record the findings of this risk assessment as less than five people work at the hall. Much of the repair and maintenance work at the hall was done by self-employed workers, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements.

However, the Parish Council decided that there were sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they were brought to the attention of those working or holding an event in the hall.

The Parish Clerk and the TPC Health & Safety Officer performed the risk assessment.

#### How was the risk assessment done?

The secretary followed the guidance in Controlling the risks in the workplace.

- To identify the hazards, the secretary:
  - looked at HSE's web pages for free health and safety advice and guidance for small businesses;
  - walked around the hall, car park and other areas with another member of the management committee, and a regular user of the hall, noting things that might pose a risk; and
  - spoke to other users of the hall, and to people who had done jobs at the hall, to learn from their experience and to get their views on health and safety.
- The TPC Health & Safety Officer then wrote down who could be harmed by the hazards and how.
- The Parish Clerk and TPC Health & Safety Officer wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.
- They put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. They decided to tick off each action when it was completed, and to record the date when it was done.
- The secretary discussed the findings with the Parish Council. The Parish Council decided to put in place all the additional risk controls the secretary had suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the hall, and given to all users of the hall, and that it would be discussed with the representatives of all groups using the hall for the first time. A copy was also put up in the reception and kitchen areas. The Parish Council decided to review the risk assessment every year, or immediately if any changes occurred to the hall or how the hall was used.

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TPC Risk Assessment v1

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### Twyford Parish Council Risk Assessment

Location: Hunter Park Date of risk assessment: 1st July 2018

ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Completion Date	Risk Level
HP1	Exposed tree roots next to a slope	Slips, trips and falls Uneven surface	Users of the park may suffer injuries such as fractures or bruising if they slip / fall	♦ No entry sign put up at entrance to exposed tree roots, next to slope	♦ Regular inspection	Parish Clerk Safety Officer	Completed (Oct 2017) plus ongoing inspections	Low
HP2	Uneven ground across the park in parts due to tree roots and undulating ground	Slips, trips and falls Uneven surface	Users of the park may suffer injuries such as fractures or bruising if they slip / fall	♦ Regular inspection	♦ Regular inspection	Parish Clerk Safety Officer	Ongoing plus regular inspections	Low
HP3	Sports events at the same time as people using the park / children playing	Risk to personal safety Risk of damage to property	People may be struck by sports equipment e.g. cricket ball  Collision with sport participants.	♦ Users of pitches e.g. cricket / football to be aware of people walking across pitch or being in vicinity of pitch surrounds	♦ Parish Clerk to update hire agreement	Sports Teams	Ongoing	Low

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Twyford Parish Council Risk Assessment							
ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Risk Level
HP4	Broken furniture inc. seats, notice boards	<b>Hazardous Equipment</b>	Users could be injured due to failure of seats etc.	Regular inspection	Regular inspection and repair where required Damage to bench outside play area - reported to Clint Foard (18/9/18)	Parish Clerk Safety Officer	Ongoing plus regular inspections
HP5	Missing dragon's teeth	<b>Vehicle Movement</b>	People could suffer serious injury if struck by cars driving onto the park	Replace missing dragon's teeth	Regular inspection	Clint Foard	TBA
HP6	Unauthorised access to the pavilion	<b>Risk to personal safety Risk of damage to property</b>		Investigate installation of electronic security system	TPC decided not to pursue electronic system (July 2018) Parish Clerk to keep log of anomalies	Parish Clerk Safety Officer	Ongoing plus regular inspections
HP7	Pavilion shutters and patio doors not operating smoothly	<b>Risk to personal safety</b>	Users of pavilion	Reported to caretaker	Parish Clerk to chase repair Regular inspection	Clint Foard	TBA

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Twyford Parish Council Risk Assessment							
ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Risk Level
HP8	Damaged shower floor	<b>Risk to personal safety</b>	Users of the shower may suffer injuries such as fractures or bruising if they slip / fall	Reported to caretaker Quotes for repair being obtained	Regular inspection	Clint Foard	TBA
HP9	Broken play equipment	<b>Risk to personal safety</b>	Users of play equipment	Annual inspection by specialist	Regular inspection	Parish Clerk Safety Officer	Annual
HP10	Rotten fence surrounding play area	<b>Risk to personal safety</b>	People could suffer minor injury e.g. scratches, splinters or more serious injuries such as fractures if attempting to climb over fence	Reported to caretaker, short term fix in place	Long term solution being sought Regular inspection	Parish Clerk Safety Officer	TBA
HP11	Access by animals to children's play area	<b>Risk of disease</b>	Exposure to disease from animal faeces	Regular inspection of fences / gate surrounding play area Continued vigilance	Ensure that surrounding fences are secure Ensure that access gate self closing mechanism is fully operational Regular inspection	Parish Clerk Safety Officer	Awaiting confirmation of gate fix from Clint Foard

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Twyford Parish Council Risk Assessment							
ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Risk Level
HP12	Falling tree branches	<b>Risk to personal safety</b>	People could suffer serious injury (or worse) if struck by falling tree branches	Annual inspection of trees by qualified tree surgeon	Regular inspection Remove branches if advised by tree surgeon	Parish Clerk Safety Officer	Ongoing plus regular inspections
HP13	Travelers accessing car park or playing field	<b>Environment Hazard Discarded waste</b>		Erect signage Continued vigilance	On going awareness Emails from Winchester CC	Parish Clerk	Ongoing plus regular inspections
HP14	Unlawful / unauthorised parking in car park	<b>Environment Hazard Discarded waste</b>		Erect signage Continued vigilance	Some thought required to ensure that exit is not blocked by inconsiderate parking	Parish Clerk Safety Officer	Low
HP15	Discarded smoking materials / unextinguished BBQs	<b>Fire Risk</b>	Users of park Damage to pavilion, trees, fences, seats etc.	Erect signage Continued vigilance	On going vigilance	Parish Clerk Safety Officer	Ongoing plus regular inspections

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TPC Risk Assessment v1

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### Twyford Parish Council Risk Assessment

ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Completion Date	Risk Level
HP16	Electrical faults in pavilion	Fire Risk	Pavilion users	<ul style="list-style-type: none"> <li>Fixed installation correctly installed by qualified electrician</li> <li>All repairs to be performed by qualified electrician</li> <li>Safety plugs in sockets</li> <li>Portable equipment checked for visual signs of damage before use</li> <li>FAT testing</li> </ul>	<ul style="list-style-type: none"> <li>Make sure users know where the fuse box is located and how to isolate supply in an emergency</li> <li>Remind users that portable equipment considered unsafe should be marked and taken out of use</li> <li>Parish Clerk to update user agreement</li> </ul>	Parish Clerk Safety Officer	Ongoing plus regular inspections	Low
HP17	Old wooden steps	Risk to personal safety	Users of the steps may suffer injuries such as fractures or bruising if they slip / fall	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	<ul style="list-style-type: none"> <li>Repair if required</li> </ul>	Parish Clerk Safety Officer	Ongoing plus regular inspections	Low
HP18	Uneven basketball court	Risk to personal safety	Users of the basketball court may suffer injuries such as fractures or bruising if they slip / fall	<ul style="list-style-type: none"> <li>Court cleared of moss etc.</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	Parish Clerk Safety Officer	August 2018	Low

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### Twyford Parish Council Risk Assessment

ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Completion Date	Risk Level
HP19	Chemicals stored in pavilion	Hazardous substances e.g. cleaning products	The cleaner and others risk skin problems e.g. dermatitis and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.	<ul style="list-style-type: none"> <li>Mops, brushes and strong rubber gloves provided</li> <li>Cleaning products marked "irritant" replaced with milder alternatives</li> <li>Cleaner trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container</li> <li>Cleaning products stored securely in locked cleaner's cupboard</li> </ul>	<ul style="list-style-type: none"> <li>Cleaner reminded to check for dry, red or itchy skin on hands and, if finding any, go to the doctor for advice and tell the Parish Clerk</li> <li>Parish Clerk to ensure that cleaner is fully aware of risks</li> <li>Regular spot checks</li> </ul>	Cleaner	Ongoing plus regular inspections	Low

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### Twyford Parish Council Risk Assessment

ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Completion Date	Risk Level
HP20	Chemicals used on sports field	Hazardous substances e.g. weedkiller, fertiliser	The caretaker / groundman risk skin problems e.g. dermatitis and eye damage from direct contact with chemicals. Vapour may cause breathing problems.			Caretaker Groundman	Ongoing plus regular inspections	Low
HP21	Dog waste on playing field and surrounds	Risk of disease	Exposure to disease from animal faeces	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	<ul style="list-style-type: none"> <li>Escalate to dog warden</li> </ul>	Parish Clerk	Ongoing plus regular inspections	Medium
HP22	Legionella in water outlets	Risk of disease	Users of showers, water taps etc.	<ul style="list-style-type: none"> <li>Assessment performed in June 2018</li> </ul>	<ul style="list-style-type: none"> <li>Repeat assessment if significant changes to water outlets</li> </ul>	Parish Clerk Safety Officer	Ongoing plus regular inspections	Low

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### Twyford Parish Council Risk Assessment

ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Completion Date	Risk Level
HP23	Asbestos on allotment sheds	Asbestos	Allotment holders carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into the air and inhaled.	<ul style="list-style-type: none"> <li>No risk controls at present</li> <li>Vigilance re: other potential sources of asbestos</li> </ul>	<ul style="list-style-type: none"> <li>Find out whether any other sources of asbestos if so, and if asbestos is in good condition, record location and put up signs warning that it is asbestos and is not to be disturbed - regular checks</li> <li>Damaged asbestos to be removed by specialist contractors</li> </ul>	Parish Clerk Safety Officer	Ongoing plus regular inspections	Low

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### Twyford Parish Council Risk Assessment

ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Completion Date	Risk Level
HP24	Electricity / water access points on playing field	Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> <li>Fixed installation correctly installed by qualified electrician</li> <li>All repairs to be performed by qualified electrician</li> <li>Annual PAT testing of equipment</li> <li>Safety plugs in sockets</li> <li>Portable equipment checked for visual signs of damage before use</li> </ul>	<ul style="list-style-type: none"> <li>Make sure users know where the fuse box is located and how to isolate supply in an emergency</li> <li>Remind users that portable equipment considered unsafe should be marked and taken out of use</li> </ul>	Clint Foard to investigate whether water & electrica can be separated in playfield enclosure		Low

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### Twyford Parish Council Risk Assessment

ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Completion Date	Risk Level
HP25	Child safety when using the pavilion	Risk to personal safety	Children using to pavilion	<ul style="list-style-type: none"> <li>Parish Clerk to ensure that no contentious simultaneous bookings are taken e.g. cricket match plus children's party</li> <li>Hirer's are responsible for children's safety</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing vigilance</li> </ul>	Parish Clerk	Ongoing	Low
HP26	Unauthorised access to the pavilion whilst event is being run e.g. sports event on pitch or children's party	Risk to pavilion security	Theft from personal possessions	<ul style="list-style-type: none"> <li>Ongoing vigilance</li> </ul>	<ul style="list-style-type: none"> <li>Further investigation required re: security - e.g. key lock fitted to kitchen etc.</li> </ul>	Parish Clerk	Ongoing	Low

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### Twyford Parish Council Risk Assessment

ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Completion Date	Risk Level
HP27	Damaged fence next to steps leading to allotments. Hazard identified on 16/07/18	Risk to personal safety	Users of playing field at risk of falling down steps. Allotments users at risk from being struck by cricket balls from cricket square.	<ul style="list-style-type: none"> <li>Fix hazard tapes to sections of damaged fence</li> <li>Contact Pando Fencing (+2 others) re quotes for replacement of damaged fence</li> </ul>	<ul style="list-style-type: none"> <li>Replace entire section of damaged fence</li> <li>Regular inspection</li> </ul>	Parish Clerk	TBA	Low
HP28	First Aid Kit equipment (inc. defibrillator) in place and in working order	Risk to personal safety	Users of pavilion and people in vicinity of parish hall might be compromised by lack of first aid kit and inoperable defibrillator	<ul style="list-style-type: none"> <li>Regular inspection of first aid</li> <li>Regular inspection of defibrillator</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	First Aid Kit - Parish Clerk Defibrillator - Safety Officer		Low
HP29	Fire equipment in place and in working order	Risk to personal safety and property	Users of pavilion might be compromised by lack of fire equipment	<ul style="list-style-type: none"> <li>Regular inspection of fire extinguishers</li> <li>Regular inspection of fire blankets</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	Parish Clerk Safety Officer		Low
HP30								

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### Twyford Parish Council Risk Assessment

Location: Northfields

Date of risk assessment: 1st July 2018

ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Completion Date	Risk Level
N1	Broken / slippery steps	Slips, trips and falls Uneven surface	Users of the park may suffer injuries such as fractures or bruising if they slip / fall	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	Parish Clerk Safety Officer	TBA	Low
N2	Broken fencing - risk of injury or escaping animals / children	Slips, trips and falls Uneven surface	Users of the park may suffer injuries such as fractures or bruising if they slip / fall	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	Parish Clerk Safety Officer	TBA	Low
N3	Edging around play equipment coming away - gaps for feet to get trapped	Slips, trips and falls Uneven surface	Users of the park may suffer injuries such as fractures or bruising if they slip / fall	<ul style="list-style-type: none"> <li>Obtain quotes for repair</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	Parish Clerk	Ongoing	Low
N4	Exposed spring on springer	Risk to personal safety	Users of the play equipment may suffer injuries such as cuts, bruises etc.	<ul style="list-style-type: none"> <li>Obtain quotes for repair</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	Parish Clerk	Ongoing	Low
N5	Falling tree branches	Risk to personal safety	People could suffer serious injury (or worse) if struck by falling tree branches	<ul style="list-style-type: none"> <li>Annual inspection of trees by qualified tree surgeon</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspection</li> <li>Remove branches if advised by tree surgeon</li> </ul>	Parish Clerk Safety Officer	Ongoing plus regular inspections	Medium

Risk Assessment v1.3

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1407 26/09/2018

TPC Risk Assessment v1

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### Twyford Parish Council Risk Assessment

ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Completion Date	Risk Level
N6	Broken furniture inc. notice boards	Hazardous Equipment	Users could be injured due to failure of seats etc.	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspection and repair where required</li> </ul>	Parish Clerk Safety Officer	Ongoing plus regular inspections	Low
N7	Broken play equipment	Risk to personal safety	Users of play equipment	<ul style="list-style-type: none"> <li>Annual inspection by specialist</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspection</li> </ul>	Parish Clerk Safety Officer	Annual	Medium

Risk Assessment v1.3

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1407 26/09/2018

TPC Risk Assessment v1

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## Twyford Parish Council Risk Assessment

Location: Around village      Date of risk assessment: 1st July 2018

ID	Description	What are the hazards?	Who might be harmed and how?	What are you doing?	What further action is necessary?	Action Owner	Completion Date	Risk Level
V1	Wet / slippery leaves on pavements and overgrown footpaths	Slips, trips and falls Uneven surface	Pedestrians may slip and fall causing personal injury		Ask TPC at next full meeting who is responsible / liable for this risk	Parish Clerk Safety Officer	TBA	Low
V2	Bus stops damaged causing injury			Regular inspection	Regular inspection	Parish Clerk Safety Officer		Low
V3	Unclear sight lines caused by overgrown hedges or greenery		Vehicular accidents	Highlight to HCC	Regular inspection	Parish Clerk Safety Officer		Low
V4	Overgrown vegetation on memorial bench corner	Slips, trips and falls		Highlight to Lenthman	Regular inspection	Parish Clerk Safety Officer		Low
V5	Overgrown hedges and ditches	Risk of Injury or Flooding	Village roads / properties at risk from flooding	Notice issued via TIE informing residents of their need to maintain hedges and ditches	Regular inspection	Parish Clerk Safety Officer		Low
V6	Falling tree branches	Risk to personal safety	People could suffer serious injury (or worse) if struck by falling tree branches	Annual inspection of trees by qualified tree surgeon	Regular inspection Remove branches if advised by tree surgeon	Parish Clerk Safety Officer	Ongoing plus regular inspections	Medium

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TPC Risk Assessment v1

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## Twyford Parish Council Risk Assessment

Next Assessment Review Date: June 2019

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## Appendix 2 – Previous Actions

Item	Action	Progress	Owner
	<b>20<sup>th</sup> September 2018</b>		
103.1/18	Correspondence received to request moving the weight limit sign of 7.5 tonnes from Mare Lane further up Hazeley Road, towards the village before Humphrey Farms. PC to progress and raise with Cllr Humby		PC
103.3/18	Southampton Airport is set to double in size. Action: Clerk to add to the Planning Committee 4 <sup>th</sup> October		Clerk
105/18	Clerk to send out update on NP on TIS following approval from Cllr Corcoran		Clerk
106.3/18	Clerk to make final edit and submit comments on WLP Consultation. Clerk to obtain the comments made by Colden Common on SHLAA Consultation and send to Cllr Corcoran and Cllr Lawton.		Clerk
110/18	Insurance renewal: Cllr Cook to email Cllr Warwick to obtain an update, and explain delay in correspondence with Clerk and Cllr Mitchell Clerk to obtain cover note for one month		SC Clerk
113/18	Clerk to send out TIS on developments at the lock and water meadows		Clerk
114/18	Clerk to send Cllr Cook Edge IT contact number		Clerk
115/18	Cllr Lawton to feedback to ADD the banners look out of date		WL
116/18	Cllr Cook to follow up with Cllr Humby the progress on the hedge at Finches Lane The corner of Finches Lane / Queen Street: Cllr Cook to contact Ivan Gurdler to assess the tree for cutting back. Cllr Cook to enquire about moving the dog bin away from the bench, and further up the bank.		SC SC
	<b>19<sup>th</sup> July 2018</b>		
79/18	Cllr Mitchell to look up status of Highcroft and Hillcroft planning applications	20.09.18: carried over	CM
83/18	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	20.09.18: 118/18: Cllrs to send Clerk thoughts by	Clerk and All

	year period. Clerk to email Cllrs requesting their priorities, and compile a list.	30 <sup>th</sup> September. Clerk to send all Cllrs a list of what has been received to date, excluding Cllr Cook, who would like to work from a blank canvas.	
84/18	WiFi is being installed to the Parish Hall, but the Trustees may need support from the PC in taking out the contract. Clerk to add to next FPC agenda for an update from the Parish Hall Trustees	WiFi is installed. Closed	Clerk
85/18	<p>Issues regarding public liability at the lock were discussed</p> <ol style="list-style-type: none"> <li>1. Immediate action 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>2. Intermediate action (to be done up until end of current insurance policy 30<sup>th</sup> September) Cllr Lawton to set up a meeting with HCC Countryside, Cllr Rob Humby, and establish who owns what part of the lock.</li> <li>3. Longer term (at insurance renewal, 30<sup>th</sup> September) Specify cover is required on the new policy, and await requirement from the new insurer.</li> </ol> <p>A public meeting will be arranged for the spring, to discuss with villagers the ownership of the lock, liability and rubbish collection.</p> <p>Clerk to add as an agenda item to the February 2019 FPC meeting.</p>	<p>20.09.18. Done.</p> <p>20.09.18. ongoing</p> <p>20.09.18. ongoing</p> <p>20.09.18. in diary.</p>	<p>CM</p> <p>WL</p> <p>Clerk</p> <p>Clerk</p>
87/18	<p>Cllr Pullen has compiled a draft H&amp;S policy.</p> <p>Clerk and Cllr Pullen to meet to review the risk assessments required.</p> <p>Clerk to circulate H&amp;S policy, and add sign off to the next FPC agenda Sept 2018</p>	20.09.18. done.	<p>Clerk</p> <p>SP</p> <p>Clerk</p>
89/18	<p>Security access to the pavilion was discussed. Clerk to obtain quotes for automatic lights / timer light switches to prevent lights being left on</p> <p>Clerk to change the lock access code at end of the cricket season, and inform relevant people</p>	20.09.18. code to be changed after 30.09.18	<p>Clerk</p> <p>clerk</p>
90/18	<p>Funding for the Berry Meadows Phase 2 project were discussed.</p> <p>Clerk to complete forms required to obtain the agreed funds from SDNPA</p>	20.09.18. ongoing	Clerk

	Cllr Corcoran to present to the TPC specific figures for each stream of work, with priorities		CC
96a	TPC response on the Eastleigh Local Plan needs to be submitted. 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.	20.09.18. submitted by cllr Corcoran on time. Closed.	Clerk / WL / SC / CC
	<b>21<sup>st</sup> June 2018</b>		
57.3/18	Cllr Lawton to ask Stuart Gilmour to attend a FPC meeting to provide an update for Twyford.	20.09.18. no response received. Ongoing	WL
60/18	Clerk to obtain a quote from Alex Reidy to get the broken branches off the large trees, and raise the canopy at the football pitch, at Hunter Park	20.09.18. work complete. closed	Clerk
62/18	Clerk and Cllr Wheeler to investigate the water charges to Hunter Park, and whether a meter reading is due.	20.09.18. carried over	Clerk and IW
63/18	Cllr Sellars to meet with Clerk to reconcile the bank statements to payments made	20.09.18. complete. closed	RS
64/18	Clerk to resolve the outstanding issues with HPTA to enable the court resurfacing to commence	20.09.18. complete. closed.	Clerk
65/18	Clerk to ask Cllr Corcoran to obtain a cost for anti slip steps at the Lock, for approval at the next FPC meeting, 19 <sup>th</sup> July.  Clerk to inform Cllr Corcoran to present the quotes for new gates at Berry Meadow, for approval at the next FPC, 19 <sup>th</sup> July	20.09.18. complete. Closed.  Requirements changed. Closed.	Clerk
66/18	The developer has created updated plans for Site 26. Clerk to add TNP new version, and amended developer plans to be presented, on the next FPC agenda, 19 <sup>th</sup> July	20.09.18. ongoing	Clerk
67/18	Public Transportation Consultation from WCC: Clerk to inform the village of the Consultation via TIS	20.09.18. complete. Closed	Clerk
68/18	The letters to residents from Cllr Lawton providing support to ADD have all been delivered, clerk to circulate to residents via TIS	20.09.18. complete. Closed.	Clerk
69/18	The "Appoint a Contractor" procedure has been updated, and it was resolved to adopt the procedure. Clerk to send to Cllr Pullen for procedure to be added to the website.	20.09.18. complete. closed	Clerk / SP
	<b>Annual Meeting 24<sup>th</sup> May 2018</b>		
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	Clerk



		progress. Ongoing 20.09.18. Clerk to send Cllr Cook an email on action taken to date, as no response from WCC (sent to SC 26.09.18)	
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 20.09.18. 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 20.09.18. Cllr Lawton had sent an email to head of country services regarding the tarmac path on Searle's Hill, and has had no reply. The clerk has had no reply from Countryside services either. To be followed up.	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 20.09.18. 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 20.09.18. 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 20.09.18. carried over	Clerk
37/18	Cllr Pullen will make the privacy policy under GDPR available on <a href="http://www.twyfordhants.org.uk">www.twyfordhants.org.uk</a>	21.06. Clerk to send to Cllr Pullen (done 27.06.2018). Ongoing. 20.09.18. done. Complete.	SP
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. 20.09.18. ongoing	SC
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

		20.09.18. done. Closed.	
47/18	Cllr Corcoran to add signage to the project plan for the Berry Meadows, Phase 2.	21.06. Update required from CC. outstanding. 20.09.18. done. Closed.	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 Brown. Awaiting them to respond with all requirements. 20.09.18. done. Closed.	Clerk
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. 20.09.18. done. Closed.	WL
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 20.09.18. done. Closed.	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 20.09.18. procedure is ongoing.	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. 20.09.18. done. Closed.	Clerk
	<b>19<sup>th</sup> April 2018</b>		
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. 20.09.18. ongoing	WL
9/18	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.	Wages – carried over. 20.09.18. nothing picked up in audit. Closed.	Clerk
11/18	More detail on Neighbourhood Plan spend pre April 2015 is also required, to be added to the year end accounts.	2018. TNP spend carried over. 20.09.18. ongoing	Clerk
16/18	Berry Meadows phase 2: Clerk to add Kathy Stearne recommended measures to FPC agenda 24 <sup>th</sup> May 2018	To do FPC 19 <sup>th</sup> July 2018. 20.09.18. ongoing.	Clerk
16/18	Clerk is able draw some of the £6,000 grant for the lock project from SDNPA.	21.06. carried over 20.09.18. ongoing.	Clerk

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. 20.19.18. done. Closed.	Clerk
	<b>15<sup>th</sup> March 2018</b>		
197/18	CLlr Cook to email CLlr Humby to request Highways clear pavements near Colleton House and Searle's Hill.	21.06. ongoing 20.09.18. done. Closed	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 20.09.18. done. Closed.	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) 20.09.18. done. Closed.	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 27.06.18), then publish policy. 20.09.18. clerk to publish on website and notice boards	CC / Clerk  clerk
205/18	Clerk to investigate backing up files on the cloud	21.06. Ongoing with GDPR IT solution. 20.09.18. done. Closed.	Clerk
	<b>15<sup>th</sup> February 2018</b>		
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. 20.09.08. carried over.	Clerk
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. 20.09.18. done. Closed.	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. 20.09.18. infeasible. Closed.	CC

190/18	<p>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.</p>	<p>21.06. Clerk resent to Cllrs 21.06.18</p> <p>Save document as Flood emergency contact document.</p> <p>Check document name on website.</p> <p>20.09.18. done. Closed.</p>	Clerk
	<b>25<sup>th</sup> January 2018</b>		
156.2/18	<p>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.</p>	<p>21.06. ongoing.</p> <p>20.09.18. ongoing.</p>	SC
163/18	<p>CLlr Mitchell enquired as to the benefit of the 7.5 ton weight limit sign outside the shop, which can only be seen from Finches Lane. CLlr Mitchell is contacting Neville Crisp to propose the sign to be removed</p>	<p>21.06. CM to contact Neville Crisp.</p> <p>20.09.18. new proposal received. Ongoing.</p>	CM
172/18	<p>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</p>	<p>21.06. Emails currently being exchanged on matter. Ongoing.</p> <p>20.09.18. ongoing.</p>	Clerk
	<b>14<sup>th</sup> December 2018</b>		
149/17	<p>Clerk to send follow up letter to Segars Lane Riparian ditch owner</p>	<p>21.06. This was done, but still no action has been taken. Clerk to follow up. Ongoing.</p> <p>20.09.18. done. Closed.</p>	Clerk
	<b>21<sup>st</sup> September 2017</b>		
90/17	<p>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.</p>	<p>21.06. Tubes cannot be located. Clerk contacted Jemma Barter for cost to purchase tubes. Ongoing.</p> <p>20.09.18. CLlr Cook will speak to environment agency</p>	<p>Clerk</p> <p>SC</p>
93.2/17	<p>Action: Clerk to formulate a procedure for a quick response to an alert from WCC of travellers in the area.</p>	<p>21.06. To do.</p> <p>20.09.18. Clerk to request Colden Common cascade</p>	Clerk

		procedure	
	<b>25<sup>th</sup> May 2017</b>		
41/17		Clerk to find out who the contact at Highways is for Twyford – Clerk to request via Sue Cook or Rob Humby. 20.09.18. Closed.	Clerk.

Inherited from previous Clerk

<b>Matters Arising 23rd March 2016</b>					
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. 20.09.18. closed.	