

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 17th January 209 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Councillors present	Councillors absent/apologies	In attendance
Councillor Lawton (Chair)	Councillor West (Maternity Leave)	Jo Nicholson (Clerk)
Councillor Mitchell	Councillor Pain	2 members of public
Councillor Pullen	Councillor Humby	Councillor Izard
Councillor Wheeler		
Councillor Sellars		
Councillor Corcoran		
Councillor Cook		
Councillor Forder-Stent		

Item	Business Transacted
187/18	To receive and accept apologies for absence
	Apologies were received from Cllr Pain, Cllr Humby, and Cllr West is on maternity leave.
188/18	To receive declarations of interest relevant to agenda items
	The registered declarations were applied.
189/18	To approve and sign-off, as a true record, the minutes for the meeting on 13th December 2018
	The minutes from 13 th December 2018 were approved as a true record of events proposed by Cllr Mitchell and seconded by Cllr Forder-Stent.
190/18	To adjourn for public participation
190.1/18	To receive questions from the members of the public.
Cllr Cook	<p>The owner of Twyford Stores attended the meeting, and asked for support for 2 hour restricted parking enforcement along Hazeley Road, for 6 spaces, and the bottom part of Dolphin Hill. The aim of the request is to facilitate trade, sustaining the store for the use of the whole village.</p> <p>Action: Cllr Cook to add request to enforce parking restrictions for 6 spaces on Hazeley Road, and bottom of Dolphin Hill to the list of actions devised by Neville Crisp, Traffic Engineer, WCC.</p> <p>The prompt action by Neville Crisp to have white lines added to Dolphin Hill was noted and appreciated.</p>
Cllr Cook / Cllr Izard	<p>Action: Cllr Izard and Cllr Cook to thank Neville Crisp for the prompt action on the white lines</p> <p>One member of public then left the meeting and thanked the Council for their time.</p>

190.2/18	To receive the County Councillor's report.
	Apologies received
190.3/18	To receive the District Councillors' reports.
	<p>Cllr Izard provided an update.</p> <ul style="list-style-type: none"> • CCPC are meeting with HCC Rights of Way to discuss the Section 106 funding. Cllr Lawton offered contribution from Twyford to the meeting and decision making. • WCC had a Full Council meeting and agreed the following: <ul style="list-style-type: none"> ○ 1,000 home to be built over the next 10yrs ○ WCC no council tax increase ○ Anti-Semitism movement was passed ○ Contractor has been chosen for the Leisure Centre ○ Mayor's Awards have been launched. • £500k has been approved on flood defences in Winchester, for the next phase of work. Cllr Mitchell questioned whether that could have further impact on settlements further down the river. <p>Cllr Cook provided additional points:</p> <ul style="list-style-type: none"> • The dual bin sticker has been added to bin at bottom of Bourne Lane • She is working on getting the drain unblocked opposite the Post Office • Black and red post has been knocked down again on Hazeley Road <p>Cllr Izard informed the Council that Peter Mason was ill in hospital, and Cllr Lawton asked Cllr Izard to pass on the well wishes of the Parish Council.</p>
191/18	To receive an update on matters arising from the minutes of the Full Council meeting held on 13th December 2018 that are not included elsewhere on the agenda and to consider the status of progress to date
	Covered under other agenda items.
192/18	Councillor Corcoran to provide an update on progress of the Neighbourhood Plan
	<p>The redrafted TNP policies are 80% complete. When all complete they will be presented to FPC for approval.</p> <p>The TNP are meeting on 28th January, the timetable for pre-submission consultation will be reviewed, and the budget devised.</p>
192.1/18	Update on CIL apps / infrastructure business plan
Clerk	<p>The TPC need to complete the CIL applications, which include the TNP projects; flooding, car park, parking, traffic management, acquisition of the Cecil Hut. The additional TPC projects need to be added to the list.</p> <p>Action: Clerk to complete the CIL projects application forms and circulate to the PC to ensure all 2019 / 2020 projects are covered.</p> <p>A brief discussion on the status of the Cecil Hut ensued. The following action was agreed.</p>

Cllr Cook	Action: Cllr Cook to write to owners of the Cecil Hut and ask if they wish to retain the hut, or will they be repairing it for future use, or do they have any wishes to sell the hut. Moreover, to ask if there are any plans for the parking area around the Cecil Hut.
192.2/18	Mayer Brown feedback and next steps
	The flooding survey has been received and reviewed by Jeff Mardon, who has responded back to Mayer Brown. Mayer Brown are now designing the additional work required. At this stage, the information presented is technical, once a summary lay report is available it will be shared with the PC, EA and HCC.
193/18	To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item
Cllr Mitchell All	<p>The Minutes from the planning committee have been circulated to the PC.</p> <p>Cllr Mitchell fed back on a property on Park Lane reviewed by Committee on 10th January. The new plans reflect a pitched roof, the original plans showed a flat roof. The consensus was that this did not present a need for further discussion.</p> <p>The Project Manager of Southampton Airport Master Plan has asked to meet the Council, and the ideal opportunity is the 2nd May Planning Committee meeting. In preparation for the meeting, all Cllrs are asked to make themselves available to attend. Cllr Mitchell will also set up a working party to review the Consultation document prior to the 2nd May.</p> <p>Action: Cllr Mitchell to set up a working party to discuss Southampton Airport Master Plan, prior to 2nd May.</p> <p>All Cllrs who wish to be involved in the working party are requested to email Cllr Mitchell.</p> <p>Cllr Izard informed the Council he is attending a Consultation meeting at the airport on 8th February.</p> <p>Cllr Izard left the meeting at 8.30pm.</p>
193.1/18	Discuss and agree comments to be sent to SDNP regarding a pre-application submitted by Brio for the construction of a retirement village of approximately 100 units on the mill site at Hazeley Farm.
Cllr Corcoran Clerk Clerk	<p>Cllr Corcoran had prepared and circulated feedback on the pre-application for a retirement village at the mill. In addition, Cllr Corcoran spoke to the SD officer involved, and iterated the importance of the Neighbourhood Plan and the extent to which TPC wish to be consulted and involved in the decision making on the future of the site.</p> <p>The Council reviewed the response written by Cllr Corcoran and a few amends will be made, including emphasising the impact of additional sewerage coming down to the central point in the village.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Cllr Corcoran to make amends to the response, and send to Clerk • Clerk to send response to SDNP Officer on Monday 21st January, cc in PC • Clerk to send response to Helen Jackson and Rob Humby

194/18	To receive an update from the Finance Committee on matters arising; and to note or discuss action taken since unless already covered by another agenda item																																																
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195/18	Resolve to approve payments to be made in January 2019																																																
	<p>The payments to be made in January were reviewed and discussed.</p> <table border="1" data-bbox="334 401 1565 940"> <thead> <tr> <th colspan="3">January 2019 payments for approval</th> </tr> <tr> <th>Payee</th> <th>Details</th> <th>Amount Paid</th> </tr> </thead> <tbody> <tr> <td>HCC pensions</td> <td>Clerk pension for January</td> <td>189.78</td> </tr> <tr> <td>A Lauder</td> <td>pavillion cleaner wages for Janaury</td> <td>80.00</td> </tr> <tr> <td>J Nicholson</td> <td>clerk salary for January</td> <td>709.29</td> </tr> <tr> <td>HMRC</td> <td>NI and PAYE for Clerk for January</td> <td>191.57</td> </tr> <tr> <td>Foard Maintenance Se</td> <td>Maintenance at Hunter Park and Pavilion for Nov, Dec and Jan</td> <td>196.00</td> </tr> <tr> <td>Mayer Brown</td> <td>CCTV and topographical Survey / hydraulic modelling & report</td> <td>11520.00</td> </tr> <tr> <td>Hilary Frearson</td> <td>Neighbourhood admin for December, 17.5 hours</td> <td>262.50</td> </tr> <tr> <td>Shoreland Network Sol</td> <td>Cricket square rennovations for December</td> <td>140.40</td> </tr> <tr> <td>1&1 IONOS</td> <td>web page hosting 21/12 to 21/01</td> <td>8.39</td> </tr> <tr> <td>microsoft</td> <td>outlook accounts for councillors for 25/11 to 24/12</td> <td>33.00</td> </tr> <tr> <td>Greensmile</td> <td>groundsman for January</td> <td>1663.65</td> </tr> <tr> <td>O2</td> <td>Clerk mobile phone for 09/01 to 08/02</td> <td>19.64</td> </tr> <tr> <td>EDF energy</td> <td>monthly standing charge for electricity at the pavilion</td> <td>50.00</td> </tr> <tr> <td>Amazon</td> <td>no Dog signs for Northfields play area</td> <td>16.95</td> </tr> </tbody> </table> <p>It was resolved to make the payments as presented, apart from Mayer Brown, which awaits confirmation from Jeff Mardon. If Jeff is able to reconcile the invoice to the quote, payment is conditionally approved. Proposed by Cllr Mitchell and seconded by Cllr Forder-Stent.</p>	January 2019 payments for approval			Payee	Details	Amount Paid	HCC pensions	Clerk pension for January	189.78	A Lauder	pavillion cleaner wages for Janaury	80.00	J Nicholson	clerk salary for January	709.29	HMRC	NI and PAYE for Clerk for January	191.57	Foard Maintenance Se	Maintenance at Hunter Park and Pavilion for Nov, Dec and Jan	196.00	Mayer Brown	CCTV and topographical Survey / hydraulic modelling & report	11520.00	Hilary Frearson	Neighbourhood admin for December, 17.5 hours	262.50	Shoreland Network Sol	Cricket square rennovations for December	140.40	1&1 IONOS	web page hosting 21/12 to 21/01	8.39	microsoft	outlook accounts for councillors for 25/11 to 24/12	33.00	Greensmile	groundsman for January	1663.65	O2	Clerk mobile phone for 09/01 to 08/02	19.64	EDF energy	monthly standing charge for electricity at the pavilion	50.00	Amazon	no Dog signs for Northfields play area	16.95
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196/18	Review and resolve to approve financials for Q3																																																
Clerk	<p>The Q3 financials were presented and discussed (see Appendix 1).</p> <p>It was resolved to approve the Q3 financials. Proposed by Cllr Sellars and seconded by Cllr Wheeler.</p> <p>Action: Clerk to chase up payment of the invoice to SDNPA for the grant for the water meadows</p>																																																
197/18	Ratify precept decision for 2019/2020																																																
	<p>The Clerk has received an updated precept model from WCC reflecting the current tax base. The budget assumptions have been modelled on the latest model, and the amount of income received from precept is £1,309 less than originally anticipated (new model shows a 10% increase in precept results in 98,250, original model shows a 10% increase in precept generated 99,559). It was resolved to agree a 10% increase in precept, which results in £98,250 income. The reduction in income impacts projects, rather than day to day running costs. Proposed by Cllr Lawton and seconded by Cllr Corcoran.</p>																																																
198/18	To receive an update on matters arising from the Recreation Committee; to note or discuss action taken since unless already covered by another agenda item																																																

	No update since the last Recreation committee meeting in November.
199/18	Councillor Corcoran to provide an update on Berry Meads & Compton Lock Committee.
	Grants are being applied for to cover the cost of groundwork required for the renovations and reparations at Berry Meadow.
199.1/18	Update on quotation process for works specification of renovating and repairing the water meadows
	The specification for remedial work has gone out to 3 contractors to quote. Deadlines for quote response is 25 th January. There is a time pressure to conduct the work, as consents run out in October 2019.
200/18	Consider status of footpaths, byways and pavements, and report any required maintenance required.
	Cllr Lawton is chasing up progress on tarmacking footpath 12, with Hampshire Countryside. Cllr Lawton has also reported 4 holes along the edge of the pavement outside Littlebourne Cottage, which are there for drainage. The holes present a Health and Safety hazard, and it may be a grill is required. Clerk and Cllr Corcoran are also working on the footpath access to New Barn Farm.
201/18	To agree to the market value of Pumfrett's Bank (Cow Slip Bank) be established by a competent land agent subject to the cost of its undertaking
Cllr Lawton Clerk	No resolution on access to the bank has yet been achieved. The owner's solicitor has offered to sell the bank to the PC for £125,000. The PC would not want to buy the bank for £125,000. It was discussed whether a valuation of the land should be sought, and at this stage it was resolved not to obtain a valuation (by majority / one voted against), and not to incur any cost to the Council. Instead it was agreed, that the PC would ask Ian Soulsby, Solicitor to be clear with the owner, that the PC want to achieve a tidy bank and be able to access the bank to keep it tidy. Actions: <ul style="list-style-type: none"> • Cllr Lawton to brief Ian Soulsby that we want to convey to the owner the PC intention to be able to access the bank, and keep it tidy • Clerk to contact the insurance helpline to understand if there is cover on our policy to defend ourselves.
202/18	Consider changes to the deployment schedule of the SLR camera, currently shared with Colden Common, Hursley and Otterbourne. Ascertain next steps.
Clerk	Cllr Izard informed (prior to him leaving the meeting) that Colden Common are very happy with the speed cameras they have in situ and recommends purchasing one for sole use of Twyford. The equipment monitors traffic speed and volumes and gauges the average speed over time. The need for speed monitoring is established in the village, and additional information is valuable to the Parish. It was resolved to conduct the following actions: <ul style="list-style-type: none"> • Establish the initial outlay and ongoing costs of purchasing equipment

Clerk	<ul style="list-style-type: none"> Establish if there are any benefits in purchasing multiple units in conjunction with other Parishes
Clerk	<ul style="list-style-type: none"> Understand the extent of training required to run and move the units
Clerk	<ul style="list-style-type: none"> Give notice to other parishes in the scheme that Twyford wish to leave the current scheme as soon as possible
Clerk	<ul style="list-style-type: none"> Add to February FPC meeting a resolution to purchase speed monitoring equipment
203/18	Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler
	Routes E1 and 63 will be reduced from 18th February but not as bad as first thought. Timetables are now available on Travelline
204/18	Eastleigh Local Plan update
	Eastleigh Borough Council and Winchester City Council met in December to discuss the ELP. Eastleigh were unable to answer the questions posed to them by WCC. Another meeting has been scheduled for February, which only Officers are invited to attend.
205/18	Review progress to date on previous FPC meeting outstanding actions
Cllr Mitchell Clerk	<p>125/18 – it is outstanding to provide an update to the insurance company on how TPC will manage the lock. It was agreed that Cllr Mitchell will now own this action.</p> <p>Action: Cllr Mitchell to create and report and action plan to satisfy the insurance company requirements.</p> <p>Clerk to send Cllr Mitchell the insurance requirements.</p>
Cllr Lawton	<p>156.2/18 – despite Neville Crisp saying actions can be taken at Norris Bridge, nothing has progressed.</p> <p>Action: Cllr Lawton to email Rob Humby and stress the importance of addressing Norris Bridge and convey the frustration of all of the Councillors, cc Neville Crisp.</p>
206/18	To note, for information only, significant communications on matters that are not included elsewhere on the agenda
Clerk	<p>It was noted with sadness the death of Richard Stobart. Richard made a great contribution to the village, and improving the public footpaths.</p> <p>The Mayor's Awards were discussed, and it was agreed to nominate the 4 founding members of the Graze team, Di Threfall for all her work at Compton Lock, and Lenny at the Bugle for all of his contributions to the Community.</p> <p>Action: Clerk to complete the Major Awards nominations</p>
207/18	To raise any items for the agenda for the Full Parish Council meeting proposed as a new date 21st February 2019.
	Discussion of lock management public meeting.

Appendix 1

Twyford Parish Council							
Receipts and payments							
Third quarter finances - 2018 / 2019							
2018/2019 Budget	Q3 YTD -v- Budget		Figures shown exclusive of VAT			Yr to date Actual	
£	%		£	£	£	£	
RECEIPTS							
Finance							
90,509.00	102%	Precept	-			92,390.00	
15.00	775%	Bank Interest	73.27			116.32	
7,881.00	441%	Grants & Donations	4,092.48			34,757.48	
98,405.00		Sub total		4,165.75		127,263.80	
Recreation							
3,000.00	85%	Hunter Park Pitches	1,527.00			2,535.00	
		Deposits to be paid back in time	-			350.00	
800.00	26%	Hunter Park Pavilion	30.00			211.00	
650.00	104%	Allotments	-			675.19	
4,450.00		Sub total		1,557.00		3,771.19	
Other							
-		TNP	-			-	
5,100.00	22%	Water Meadows misc transfers	16.91			1,103.03	
		Open Space Funding	176.04			254.39	
5,100.00		Sub total		192.95		1,357.42	
107,955.00		TOTAL RECEIPTS EXCLUSIVE OF VAT		5,915.70		132,392.41	
0.00		VAT reclaimed	7,293.12			13,703.90	
0.00		VAT charged	6.00	7299.12		251.00	
107,955.00		TOTAL RECEIPTS with VAT			13,214.82	146,347.31	
Allocated Reserves							
5,000.00		HCC grant water meadows					
12,900.00		Savings					
17,900.00							
125,855.00		Total Credit					
PAYMENTS							
Finance							
14,615.95	73%	Clerk's employment costs inc. allowances	3,401.39			10,645.49	
540.00	75%	Clerk's Expenses	129.42			402.39	
1,570.00	132%	Administration	309.91			2,076.39	
500.00	0%	External Advice	-			-	
750.00	15%	Training	-			115.00	
2,750.00	86%	Insurance Premium	2,372.63			2,372.63	
	#DIV/0!	Grants & Donations:	1,500.00			4,833.00	
5,000.00	60%	Section 137	1,160.00			2,991.03	
1,200.00	42%	Hall Hire	500.00			500.00	
250.00	0%	Legal Fees	-			-	
875.00	100%	Audit Fees	-			875.00	
617.00	82%	Subscriptions & Publications	-			504.00	
3,000.00	87%	Street Lighting	1,265.33			2,599.81	
480.00	100%	SLR	80.00			480.00	
1,751.25	100%	PWLB (GR)	867.75			1,751.25	
33,899.20		Sub total		11,586.43		30,145.99	
Recreation							
9,909.00	44%	Hunter Park Grounds	57.87			4,318.89	
16,636.56	75%	Hunter park and northfields groundsman	4,159.14			12,477.42	
2,130.00	95%	Hunter Park Pavilion	434.80			2,013.96	
		Deposits returned	100.00			200.00	
2,200.00	76%	Repairs & Maintenance	1,110.86			1,678.45	
12,000.00	0%	New assets	-			-	
2,000.00	141%	Other Open Spaces	1,715.00			2,829.50	
200.00	50%	Allotments	99.61			99.61	
45,075.56		Sub total		7,677.28		23,617.83	
Other							
13,250.00	10%	Neighbourhood Plan administration and plan production	562.50			1,375.50	
16,000.00	39%	Neighbourhood Projects	-			6,262.60	
3,509.92	100%	Water Meadows loan	1,748.17			3,509.92	
2,000.00	40%	Water Meadows maintenance	800.00			800.00	
12,000.00	108%	Water meadows lock project	334.00			12,916.96	
100.00	20165%	Miscellaneous	-			20,165.00	
46,859.92		sub total		3,444.67		45,029.98	
		TOTAL PAYMENTS		22,708.38		98,793.80	
		VAT on payments	1,504.76	1,504.76		12,448	
125,834.68					24,213.14	111,241.46	
					- 16,792.68	33,598.61	
BALANCE BROUGHT FORWARD on 01/10/17							
						149,932.08	
ADD Total Receipts (as above)						13,214.82	
Transfer into savings account							
LESS Total payments (as above)						24,213.14	
Balance Carried forward 31/12/17						138,933.76	
			11,900.43				
			-				
			127,033.33				
			-				
						138,933.76	