

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 20th June 2019 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Councillors present	Councillors absent/apologies	In attendance
Councillor Lawton (Chair)	Councillor Corcoran	Jo Nicholson (Clerk)
Councillor Mitchell	Councillor Pain	1 member of public
Councillor Pullen	Councillor Humby (HCC)	
Councillor Wheeler		
Councillor Sellars		
Councillor Forder-Stent		
Councillor Bronk		
Councillor Cook		

Item	Business Transacted
51/19	To receive and accept apologies for absence
	Apologies were received from Cllr Corcoran and Cllr Pain who were on holiday. Cllr Humby was unable to attend.
52/19	To receive declarations of interest relevant to agenda items
	The registered declarations were applied. In addition, Cllr Bronk declared he would not participate in any planning discussion as he sits on WCC Planning Committee as a District Councillor.
53/19	To approve and sign-off, as a true record, the minutes for the meeting on 16th May 2019
	The minutes from 16 th May 2019 were approved as a true record of events proposed by Cllr Cook and seconded by Cllr Wheeler
54/19	To adjourn for public participation
54.1/19	To receive questions from the members of the public.
	None received.
54.2/19	To receive the County Councillor's report.
	Cllr Humby was absent.
54.3/19	To receive the District Councillors' reports.
	Written report circulated to Twyford Parish Council: Following the change of leadership of Winchester City Council the new Cabinet has called for an urgent review of three major projects: new Leisure Centre, Station Approach and

Saxongate. The reports sought from council officers will either provide assurances that the projects should continue as specified to date or that aspects require reconsideration and possible changes.

A climate Change Emergency has been declared. The Council will be aiming to be carbon neutral by 2024 and to achieve the same with the wider district by 2030.

The household waste and recycling collection contract has been under close scrutiny following a series of problems. Early in the year problems were attributed to vehicles; and more recently to some revised routes and different staff on existing routes. Some households in Twyford Parish have had delayed collections on multiple occasions with the Friday collection not being collected until the following Thursday. These incidents have been raised with senior officers including the WCC CEO; and the Council Leader Cllr. Lucille Thompson and relevant portfolio holder Lynda Murphy have discussed the ongoing problems with the contractor's (Biffa) CEO. Assurances that the problems will be resolved were given. In the meantime, WCC has sought to make reporting of a missed collection as simple as possible.

All households will shortly be receiving notification of the commencement in October of monthly glass recycling collections. Some households may also be notified in due course of a change to their normal collection day.

An application by Boomtown Festival UK Limited for a licence to permit Plays, Films and Dance and use of live and recorded music has been received by WCC; and circulated. The application covers Wednesday evenings and subsequent days to Monday mornings. Times extend to 0400 on a Saturday, Sunday and Monday. Representations must be made no later than 2nd July.

Local issues:

Residents have raised concerns about various issues, some concerning WCC services such as planning and some wider matters where Councillor involvement on behalf of the wider community is sought, such as flooding in Segars Lane.

Matters commonly raised have included extension of the 30mph limit south of the village, enforcement of speed limits, and concerns about car parking in Hazeley Road and elsewhere. An email from the Parish Council requesting considerate parking was also requested.

A meeting of Cllrs. Bronk and Cook with the Hampshire County Councillor Rob Humby was held at which a wide range of road safety issues was raised. A draft record had been circulated which when agreed will be shared with the Twyford and Colden Common Parish councils. The meeting aimed to identify which issues can be readily addressed and which issues are unable or unlikely to receive attention so that residents can be informed accordingly.

In addition to the written report, Cllr Lawton confirmed that the advertising sign outside the Parish Hall will be removed by 21st June.

The flower display outside Twyford Stores has caused some concern due to access and obscuring a Highway sign. Cllr Lawton confirmed it is up to Highways or police to raise it with the shop.

<p>TB & WL</p>	<p>Cllr Pullen raised a problem with foul water being discharged out of a drain on Segars Lane. This ongoing problem has a 'sewage like' smell during periods of heavy rain.</p> <p>Action: Cllr Bronk will raise with WCC David Ingram, and Cllr Lawton will raise with David Ingram.</p> <p>Cllr Cook previously raised concerns over the safety of the wooden seat outside the Parish Hall, and Cllr Wheeler confirmed it has now been removed. A more substantial seat will be installed in the future.</p> <p>Cllr Cook also raised that she commenced working on cutting back Pumfrett Bank, which was completed by Green Smile, with Cllr Lawton there for support should the owners of the bank complain. Since then, grass cuttings were deposited around the memorial stone, which Green Smile will remove. Green Smile will also cut back the ivy growing around the bus shelter.</p>
<p>55/19</p>	<p>To receive an update on matters arising from the minutes of the Full Council meeting held on 16th May 2019 that are not included elsewhere on the agenda and to consider the status of progress to date</p>
	<p>No additional items raised.</p>
<p>56/19</p>	<p>To consider the renewal of applications for dispensation from restrictions on participation, by Councillors with a potential prejudicial or pecuniary interest, in any Parish Council meetings until 31st May 2020 at which the Twyford Neighbourhood Plan is an agenda item.</p>
	<p>The original dispensation was given at FPC 23.02.2017, item 168/16.</p> <p>Written applications for dispensation of pecuniary interest in relation to Cllr Sellars and plot 26 in the Neighbourhood Plan, and Cllrs Cook and Pain and plot 1 in the Neighbourhood Plan were considered.</p> <p>Resolved: Where a Prejudicial Interest involving the Twyford Neighbourhood Plan arises; based on each Councillor's documented descriptions of that conflict and reasons for wanting to participate and to vote; dispensation to participate and vote on resolutions relating to the Neighbourhood Plan, it being a specific item on the agenda and on resolutions where an item of the NP is contained within other items on the agenda, is granted to Councillor Cook, Councillor Pain and Councillor Sellars for the period to 20th June 2019. Proposed by Councillor Lawton, seconded by Councillor Mitchell and carried.</p>
<p>57/19</p>	<p>Resolve to approve the following:</p> <p>Complaints procedure</p> <p>Subject Access Request procedure</p> <p>GDPR policy</p> <p>Dealing with press / media policy</p>

	H & S policy
Clerk	<p>The following amends will be made:</p> <p>GDPR policy – make it clear that any email received by anyone on the Council can be shared between the Council. Also clarify which Monitoring Officer is being referred to, WCC or TPC.</p> <p>With the above amendments, it was resolved to approve the policies and procedures listed in item 57/19.</p> <p>Proposed by Cllr Sellars and seconded by Cllr Cook, and carried.</p> <p>Action: Clerk to make stated amends to GDPR policy.</p>
58/19	Councillor Corcoran to provide an update on progress of the Neighbourhood Plan
	<p>In Cllr Corcoran absence, Cllr Lawton provided an update.</p> <p>The flooding report will be published by Mayer Brown within the next few weeks, following some minor amends from the TNP technical team.</p> <p>Cllr Corcoran, Cllr Lawton and Jeff Mardon met with HCC to review the draft report from Mayer Brown. HCC were pleased with the report, and picked up some immediate actions. HCC will be setting out what they can do to address the flooding.</p> <p>Cllr Lawton has written to SDNP regarding the development at Hazeley Mill, and what SDNP are doing about it to address the conflicts with the Neighbourhood Plan.</p> <p>The pre-submission timetable is currently being drawn up by TNP.</p> <p>Cllr Bronk updated that the SDNP Neighbourhood Plan is being adopted on 2nd July.</p>
59/19	Resolve to approve the Twyford Neighbourhood Plan Committee Terms of Reference.
Clerk	<p>The terms of reference were reviewed and it was resolved to approve them. Proposed by Cllr Wheeler and seconded by Cllr Sellars.</p> <p>Action: Clerk to add TNP ToR to the TPC website.</p>
60/19	To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item
	It was noted that Cllr Lawton has written to SDNP regarding Hazeley Mill.
60.1/19	Resolve to decide on planning application SDNP/19/02544/HOUS, 5 Hill Rise, single storey side extension
Clerk	The application was considered and no objection was raised. Due to an error in the upload of the published FPC agenda, the details of this application was omitted from the online version of the agenda. The decision of “no objection” will be registered on the SDNP website, but will be ratified at the Planning Committee meeting on 4 th July.

	Action: Clerk to add SDNP/19/02544/HOUS to planning committee agenda 4th July for ratification.
61/19	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
	Covered by other items.
62/19	Resolve to approve payments to be made in June 2019
Clerk	<p>The list of payments were reviewed (Appendix 1). The Clerk highlighted that the invoice from Mayer Brown takes expenditure on the flooding report beyond the budget previously approved by the FPC in May 2018.</p> <p>The charge from the lengthsman for £40 to dispose of green waste was questioned.</p> <p>Action:</p> <p>Clerk to enquire with the Lengthsman co-ordinator what the criteria for charging for waste is, and whether the Lengthsman has a waste disposal license.</p>
63/19	Resolve to advertise for admin and finance assistant to the Clerk at SCP level 1, for 4 to 6 hours per week, approve job description and advertise.
	<p>A job description was circulated to the Parish Councillors prior to the meeting, and discussed. It was resolved to advertise for an admin and finance assistant to the Clerk at SCP level 1, currently FTE £17,364 (£9 per hour), for 4 hours per week. A financial summary was presented to the Councillors showing the annual cost including working from home allowance at £4 per week would be £2,093.19.</p> <p>The costs to set up an additional employee was also discussed, including the purchase of hardware and software at £484 for 12 months. The Clerk explained there were funds in the budget for the Clerk additional hours, and IT budget, which would cover the majority of the expenditure. If an assistant Clerk commenced employment in September, there would be 6 months of employment in this financial year. Total cost of employment and set up would be £1,474 this financial year, vs £1,331 in the budget.</p> <p>Item 63/19 was proposed by Cllr Lawton and seconded by Cllr Pullen, and carried.</p> <p>Cllr Mitchell left the meeting.</p>
64/19	Resolve to put out to tender for an internal auditor
Clerk	<p>The Parish Council agreed that although the Clerk is content with the current internal auditor, it is good practice to obtain fresh eyes to audit the Council business. It was resolved to go out to tender for a new auditor. Proposed by Cllr Bronk and seconded by Cllr Forder-Stent.</p> <p>Action: Clerk to write a tender document to be approved by the Cllrs.</p>
65/19	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
	Cllr Wheeler updated that the pavilion cleaner has now retired, and Marie Longman has been hired as a replacement. Marie will start her position on 20 th June 2019. The Parish Council

<p>Clerk</p> <p>Clerk / SC</p>	<p>thanked Sandra Lauder for all her hard work and dedication in looking after the pavilion over the past 16 years.</p> <p>Cllr Wheeler also thanked Cllr Pullen for fixing and painting the two wooden refuse bins at Hunter Park.</p> <p>A new memorial bench has been provided by Twyford Cricket Club, which requires fixing to the ground.</p> <p>A low hanging branch on the approach to the pavilion was discussed, and action agreed.</p> <p>Action: Clerk to ask Green Smile to lob off the lower limb overhanging the approach to the pavilion.</p> <p>The workshop for the strategy for Northfields and Hunter Park is taking place on 26th June. The workshop has been prepared for, and a good range of attendees from the village have volunteered.</p> <p>Action: Clerk to purchase cordial and sweets for the workshop. Cllr Cook to organize glasses.</p>
<p>65.1/19</p>	<p>Resolve to spend budgeted £2,500 on new goal posts, based on 3 quotes</p>
<p>Clerk</p> <p>SC</p> <p>Clerk</p>	<p>Quotes for wheeled aluminium 24' x 8' senior football posts and nets were discussed. The prices for the wheeled goals are £2,500. Quotes for fixed posts were obtained, which are £1,000. The pros and cons for both goal type were discussed. The wheeled posts were considered worth the investment as it provides flexibility to move the goal mouth. Concerns were raised as to whether the children would climb the wheeled goals, and where would they be stored (a lock would be required). There is £750 in the 2019 / 2020 budget for new goals.</p> <p>Action: Clerk to contact Green Smile for their experience on the wheeled mobile goals. Cllr Cook to contact Southampton Football Club if they have any unwanted goals or useful connections.</p> <p>Of the 7 Councillors present at this point, 5 voted in favour of the wheeled goals, 2 did not. A resolution was not reached.</p> <p>Action: Clerk to provide further information and add resolution to the next FPC 18th July</p>
<p>66/19</p>	<p>Councillor Corcoran to provide an update on Berry Meads & Compton Lock Committee</p>
	<p>Cllr Pullen, Andy Coates and Clerk met with Kathy Stearne and the winning contractors for the renovations to the Water Meadows. Work is due to commence mid September, and license applications are complete.</p> <p>Kathy Stearne has drafted an article to be circulated on TIS, providing an overview on the work being undertaken. Parish Councillors were supportive of the village to be kept up to date on progress.</p> <p>The Parish website has a page on Berry Meadow and the Water Meadows which needs updating.</p>

<p>Clerk SP</p>	<p>Actions: Clerk to publish Water Meadow renovation article on TIS Cllr Pullen to propose updates to the Water Meadow and Berry Meadow page on the website.</p>
<p>67/19</p>	<p>Resolve to approve the sign design for Compton lock and approve expenditure to have the signs produced.</p>
	<p>Draft versions of the signs for the entrance to the Lock were circulated. A number of comments were made and noted by the Clerk, which will be sent to the designer for a new version. As final versions of the signs were not presented, a resolution could not be reached. Instead it was resolved that approval would be provided by email. The Clerk will send the signs to Parish Councillors to approve, with a 3 day window for comments. If the Clerk does not receive a response, it will be noted as no comment.</p> <p>Similarly, the signs were not ready to be printed, so if the signs can be produced before the next meeting, it was resolved to spend up to the grant funding of £1,351 on the signs, following financial regulations.</p> <p>Proposed by Cllr Cook and seconded by Cllr Wheeler.</p>
<p>68/19</p>	<p>Resolve to update the approval of the existing speed monitoring device locations, and add new locations, and submit to HCC Highways</p>
<p>WL SC</p>	<p>Cllr Lawton had circulated proposed location and photos of the monitoring device. Hampshire highways are not permitting TPC to continue to use the previously used locations, without re-applying. An additional location of traffic heading out of Twyford from Bugle to Manor Green will be added.</p> <p>Action: Cllr Lawton to add new location to the application</p> <p>Cllr Pullen asked for all existing speed signs to be cleaned.</p> <p>Action: Cllr Cook request for existing speed signs to be cleaned by HCC.</p> <p>It was resolved to submit the application for the speed monitoring license as per Cllr Lawton application.</p>
<p>69/19</p>	<p>Consider status of footpaths, byways and pavements, and report any required maintenance required.</p>
<p>WL SC</p>	<p>The pavement at the foot of Hare Lane was discussed.</p> <p>Actions: Cllr Lawton to ask Mike Steed at Hampshire Highways for progress on Hare Lane pavement. Cllr Cook to follow up with Cllr Humby the list of jobs compiled by herself and Cllr Bronk.</p> <p>Parking on the pavement on Finches Lane was raised, which was reminded is a police matter. The itchen navigation towpath was raised, along with White Lane.</p>

SP	Action: Cllr Pullen to take photos of work required.
Clerk	Action: Clerk to contact Countryside Services to confirm which footpaths they are cutting, and when (cc Cllr Cook)
70/19	Review progress on telephone box utilisation
SC	Cllr Cook updated that X2 Connect are authorised to move the kiosks. The kiosk at Northfields is ear marked for the Water Works, and the kiosk at the shop is earmarked for the Bean Below courtyard. It was reminded that the preference of the Parish Council is to use the kiosks as a library. Action: Cllr Cook to ask Twyford Stores owner what his plans are for the kiosk. Cllr Cook to progress with the movement of the kiosks and update at next FPC.
71/19	Resolve to renew the Lengthsman contract for 12 months from 1st May 2019.
	Resolved for the Clerk to sign the lengthsman contract. Proposed by Cllr Lawton and seconded by Cllr Forder-Stent.
72/19	Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler
	Stagecoach are serving Marwell Zoo, stopping in Twyford on Sundays and Bank Holidays. The replacement glass at the bus shelter at Hockley Cottages has still not been completed. Cllr Cook provided a quote for £255 for glass, vs polycarbonate of £370. The Clerk is awaiting a quote from a contact at Queensberry repairs. It was decided that in the meantime, Cllr Sellars would paint the plywood at approx. cost of £35, and then take a view of whether the additional cost is warranted.
73/19	Review progress to date on previous FPC meeting outstanding actions
	Cllr Lawton reviewed outstanding items. Progress noted on separate Action List (appendix 2).
74/19	To note, for information only, significant communications on matters that are not included elsewhere on the agenda - Airspace consultation workshop attendees
TB	Cllr Lawton will attend the airspace consultation workshop. The noise monitoring equipment was discussed, which the Clerk is liaising with Juliet Hawkes at the Church and the installation company. Cllr Wheeler provided the Clerk with Juliet's phone number to expedite progress. Cllr Bronk raised that the landlord of the Phoenix is very supportive of the village, but requests support from the Parish council to encourage considerate parking. Action: Cllr Bronk to draft an email to go out on TIS
75/19	To raise any items for the agenda for the Annual Full Parish Council meeting 18th July 2019
	None

DRAFT

Appendix 1

Invoiced Expenditure Transactions

Start of year 01/04/19

Invoices with a ledger date on or after 01/06/19 and on or before 30/06/19

Invoice date	Tn no	Paid date	Gross	Vat	Net Cttee	Supplier InvoiceDetails
01/06/19 Electricity Bill	56		62.00	0.00	62.00 REC	EDF - Monthly SO towards
01/06/19 renewal annual fee	96		342.00	57.00	285.00 FIN	Royal Mail - PO Box
01/06/19 pavilion	119		11.00	0.00	11.00 REC	Steve Pullen - paint for
03/06/19 Gilbert Room interest	76		252.00	0.00	252.00 FIN	Public Work Loan Board -
03/06/19 Gilbert Room	77		600.00	0.00	600.00 FIN	Public Work Loan Board -
03/06/19	78		67.92	0.00	67.92 FIN	Public Work Loan Board -
03/06/19	79		1,666.67	0.00	1,666.67 FIN	Public Work Loan Board -
05/06/19 Groundsman June	93		1,663.65	277.27	1,386.38 REC	Green Smile Ltd -
05/06/19 admin support to TNP & 1.5 hrs to Clerk	94		322.50	0.00	322.50	Hilary Frearson - May
09/06/19 june to july	108		21.52	3.59	17.93 FIN	O2 - Clerk mobile phone
12/06/19 June expenses	91		31.03	0.00	31.03 FIN	Joanne Nicholson - Clerk
12/06/19 waste disposal May lengthsman	92		48.00	8.00	40.00 REC	Premier Gardens - Green
12/06/19 Soap dispenser for pavilion	95		24.12	4.02	20.10 REC	Prestige Washrooms -
12/06/19 email	97		36.00	6.00	30.00 FIN	Edge IT - set up new Cllr
12/06/19 resurface	98		340.00	0.00	340.00 FIN	HPTA - S137 payment for
12/06/19 to pavilion sept 2018 to march 2019	99		54.24	9.04	45.20 REC	Business Stream - water
12/06/19 Consultancy Fees	100		4,408.97	734.83	3,674.14 NP	Mayer Brown -
12/06/19 Wildlife Trust - Grazing cost 01.04.18 to 30.03.19	101		1,137.00	0.00	1,137.00 PF	Hampshire Isle of Wight
12/06/19 monthly cost May	102		33.00	0.00	33.00 FIN	Microsoft - Cllr email
12/06/19 APA	103		29.62	4.94	24.68 FIN	Mint Signs - printing for
12/06/19 monthly fee May to June	104		8.39	1.40	6.99 FIN	1&1 IONOS - website
12/06/19 deposit for cricket hire 15th May	105		50.00	0.00	50.00 REC	Twyford School - Return of
12/06/19 toilet door	106		8.59	1.43	7.16 REC	Amazon - lock for pavilion
12/06/19 Solutions - cricket square groundsman May	107		1,410.82	235.14	1,175.68 REC	Shoreland Network
12/06/19 election expenses	109		7.40	0.00	7.40 FIN	Post Office - postage for
12/06/19	110		50.00	0.00	50.00 REC	Theodore Johnson - return

of deposit for hire on 18th May private party

Invoice date	Tn no	Paid date	Gross	Vat	Net Cttee	Supplier InvoiceDetails
12/06/19 APA	111	12/06/19	29.09	4.85	24.24 FIN	Mint Signs - printing for
12/06/19 refreshments expenses	112	01/06/19	68.78	11.46	57.32 FIN	Waine Lawton - APA
12/06/19 awareness stickers	113		9.51	1.58	7.93 REC	Amazon - Glass
12/06/19 for pavilion	114		7.50	1.25	6.25 REC	Amazon - hand soap refill
12/06/19	115		22.36	3.73	18.63 FIN	Amazon - A4 paper reams
12/06/19 speed monitoring device	116		23.45	3.91	19.54 FIN	Amazon - Locks for the
12/06/19 postage	117		0.99	0.17	0.82 FIN	Amazon - prime for
12/06/19 electricity 15.02.19 to 09.05.19	118		38.79	1.85	36.94 REC	Southern Electric - field
12/06/19	121		21.17	3.53	17.64 FIN	33655 Edge IT - Antivirus license
13/06/19 pumfrett bank	120		39.60	6.60	33.00 REC	5977 Green Smile Ltd - strim
20/06/19 for June	87	20/06/19	80.00	0.00	80.00 REC	S Lauder - Cleaner salary
30/06/19 salary June (includes 4.9 hs overtime)	88		810.31	0.00	810.31 FIN	Joanne Nicholson - Clerk
30/06/19 NI for June	89		239.32	0.00	239.32 FIN	HMRC - Clerk PAYE and
30/06/19 pension for June	90		204.60	0.00	204.60 FIN	HCC Pensions - Clerk
Total			14,281.91	1,381.59	12,900.32	

Appendix 2 – outstanding actions.

Item	Action	Progress	Owner
54.3/19	Cllr Bronk will raise with WCC David Ingram, and Cllr Lawton will raise with David Ingram.		TB & WL
57/19	Clerk to make stated amends to GDPR policy.		Clerk
58/19	Clerk to add TNP ToR to the TPC website.		Clerk
60.1/19	Clerk to add SDNP/19/02544/HOUS to planning committee agenda 4 th July for ratification.		Clerk
62/19	Clerk to enquire with the Lengthsman co-ordinator what the criteria for charging for waste is, and whether the Lengthsman has a waste disposal license		Clerk
64/19	Clerk to write a tender document for a new internal auditor to be approved by the Cllrs		Clerk
65/19	Clerk to ask Green Smile to lob off the lower limb overhanging the approach to the pavilion.		Clerk
65/19	Clerk to purchase cordial and sweets for the workshop. Cllr Cook to organize glasses.		Clerk / SC
65.1/19	<p><u>New football goals</u></p> <p>Clerk to contact Green Smile for their experience on the wheeled mobile goals.</p> <p>Cllr Cook to contact Southampton Football Club if they have any unwanted goals or useful connections.</p> <p>Clerk to provide further information and add resolution to the next FPC 18th July</p>		<p>Clerk</p> <p>SC</p> <p>Clerk</p>
66/19	<p>Clerk to publish Water Meadow renovation article on TIS</p> <p>Cllr Pullen to propose updates to the Water Meadow and Berry Meadow page on the website.</p>		<p>Clerk</p> <p>SP</p>
68/19	<p>Cllr Lawton to add new location to the application for the license for the speed monitoring device.</p> <p>Cllr Cook request for existing speed signs to be cleaned by HCC.</p>		<p>WL</p> <p>SC</p>
WL SC	Cllr Lawton to ask Mike Steed at Hampshire Highways for progress on Hare Lane pavement. Cllr Cook to follow up with Cllr Humby the list of jobs compiled by herself and Cllr Bronk.		

SP Clerk	Cllr Pullen to take photos of work required. Clerk to contact Countryside Services to confirm which footpaths they are cutting, and when (cc Cllr Cook)		
70/19	Cllr Cook to ask Twyford Stores owner what his plans are for the kiosk. Cllr Cook to progress with the movement of the kiosks and update at next FPC.		
	16th May 2019		
28.3/19	Cllr Lawton to write to Stephanie West to thank her for her role as treasurer		WL
29/19	Clerk to ensure Governance documents for 2019 / 2020 are updated on the website.	done	Clerk
31/19	Clerk to add to FPC agenda 20 th June to renew dispensation for Neighbourhood Plan	done	Clerk
34/19	Cllr Cook to obtain 2 high vis coats and a warning triangle from Hampshire.	20.06.19 – SC will have them from idverde.	SC
35/19	Clerk to update terms of reference and update on the website	done	Clerk
36/19	Clerk to add GDPR/ procedures and policies to FPC agenda 20 th June	done	Clerk
36/19	Clerk to organise a review of GDPR with Cllr Pullen, Cllr Cook and Cllr Forder-Stent	Carried over	Clerk
37.1/19	Cllr Corcoran to ask Richard Parker or Daryl Henry if they can attend the workshop on the 7 th June.	Done	CC
38/19	Clerk to remind Clint to take the old goal posts away		Clerk
38.2/19	Open Space Workshop Clerk to ensure all references refer to Hunter Park and Northfields recreation area strategy. Cllr Wheeler to talk to the St Mary's school to insure they are included in the workshop Clerk to set up a preparation meeting with Cllr Pullen, Cllr Cook and Cllr Wheeler.	done	Clerk IW Clerk
38.3/19	Clerk to ensure the cleaner vacancy advert goes to Kat Molesworth for TWaT, and outside the shop.	Done	Clerk
42/19	Clerk to post all FPC papers online and via email 1 week before meeting	Done	Clerk

42/19	Clerk to enquire which internal auditor Colden Common PC use, and to obtain quotes. Add to agenda for next FPC 20 th June 2019	done	Clerk
44/19	Cllr Mitchell, Cllr Lawton, Cllr Corcoran, Cllr Pullen and Clerk to get together to organise the management of the Parish Farm. Clerk to organize a meeting.		Clerk
47/19	Cllr Cook to forward to the Clerk, the quote she obtained for the bus shelter.	done	SC
	18th April 2019		
19/19	<ol style="list-style-type: none"> 1. Clerk to check with Hampshire Highways the approved locations of the speed camera 2. Rota to be set up of moving camera around the locations and downloading the data 3. Clerk to write procedure for installing and moving the speed camera <p>Action: Clerk to action the above, and set up a meeting with Cllr Cook and Cllr Lawton to get the speed camera up and running</p>	15.05.19: in progress	Clerk
22/19	Cllr Cook to pass bus shelter Perspex contact to Clerk	done	SC
	28th March 2019		
230.1/19	Clerk to put message out on TIS with link to www.winchester.gov.uk/environment/air-quality and highlighting the damage domestic fires can do.	To do	Clerk
240/19	Clerk to obtain quotes for full VAT advice		Clerk
242/19	Clerk to add the Asset Register, financial regulations and standing orders to the website with no changes.	20.06.19. done	Clerk
245/19	Clerk to send meeting notes from 28 th Feb Berry Meadow stakeholder to all parish councilors.		Clerk
246/19	<p>The pavement on Cox Hill, before 30mph sign is being encroached on by overgrowth.</p> <p>White Lane, growth on left hand side as approach Winchester from Twyford. Action: Cllr Cook to ask Highways to address the Cox Hill pavement as being urgent.</p>	20.06.19. done	Cllr Cook
	21st February 2019		
216/19	Clerk to investigate the timing of receiving the Southern Water bill for the allotment water supply for period March to October 2018	Carried over	Clerk

222/19	Cllr Wheeler to obtain an additional quote Clerk to ask if Clint Foard caretaker can quote Cllr Cook to obtain a quote from County Glass	28.03.2019: waiting for Perspex quotes	IW Clerk SC
224/19	Clerk to look at suitable no parking signs, and obtain permission from home owner, to put up sign at end of Park Lane	28.03.2019: signs investigated, awaiting permission from home owner, with Cllr Lawton	Clerk
	Cllr Forder Stent to apply for a grant from Scottish and Southern Water to purchase something tangible to aid flood mitigation.	28.03.2019: ongoing	AFS
17th January 2019			
190.1/18	Cllr Cook to add request to enforce parking restrictions for 6 spaces on Hazley Road, and bottom of Dolphin Hill to the list of actions devised by Neville Crisp, Traffic Engineer, WCC. Cllr Izard and Cllr Cook to thank Neville Crisp for the prompt action on the white lines	28.03.2019: update required Closed.	SC SC/ RI
192.1/18	Clerk to complete the CIL projects application forms and circulate to the PC to ensure all 2019 / 2020 projects are covered. 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. Also to ask if there are any plans for the parking area around the Cecil Hut.	21.02.2019: done Carried over.	Clerk SC
201/18	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. 	28.03.2019: ongoing	WL Clerk
13th December 2018			
167.1/18	To identify places in Twyford to be of community value and agree to have them registered as Community Assets. Cllrs to consider which assets have real value to the village. Clerk to add to agenda early 2019.	Ongoing	All and Clerk
167.2/18	To identify any additional Local Green Space in Twyford. Cllr Corcoran obtain further advice from the TNP to progress Churchfields further.	Ongoing	CC
178/18	Cllr Cook and Clerk to inquire if there is any public right of way	Yes there is. Closed	

	across Hazeley Farm		
	22nd November 2018		
144.3/18	<ul style="list-style-type: none"> Dolphin Hill: Cllr Izard to investigate further with planning, and let Clerk know who TPC need to contact to state the new Dolphin Hill housing should go to local people. 	Update required.	
146.1/18	Cllr Lawton, Cllr Corcoran, Cllr Humby (plus relevant officers) to meet when all of the Mayer Brown survey results are received	20.06.19. done	WL / CC
151/18	<ul style="list-style-type: none"> Cllr Cook and Clerk to obtain quotes to fix safety flooring at Northfields. 	Ongoing.	SC & Clerk
151.1/18	Cllr Lawton to raise tree management strategy at FPC meeting 2019		WL
155/18	There was a claim regarding the footpath from Hockley Cottages to New Barn, which Cllr Corcoran registered as a public way. Clerk to investigate the status of the footpath	13.12.2018. enquired – await response. 28.03.2019: Cllr Pullen following up	Clerk
	18th October 2018		
135/18	Cllr Lawton to continue to contact Head of County Services to address re-tarmacking footpath on Searle's Hill	28.03.2019: currently with HCC for their job list in 2019	WL
	20th September 2018		
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	18.10.18. SC to raise with Rob Humby 13.12.2018: SC to raise with NC at meeting w/c 17.12.2018	PC
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.	18.10.2018. SC has raised with Ray Gardner, gone over 28 days 18.10.18. IG has visited, and is on case. DIngram on case of moving the bin	SC SC
	21st June 2018		
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
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 th July	20.09.18. ongoing	Clerk

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140/17	Update on dog bins and whether more cost effective to move over to dual purpose bins	21.06. Clerk emailed David Ingram 20.06.18 to chase progress. Ongoing 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) 18.10.18. Cllr Cook sent to D Ingram, who is working on it	Clerk
164/18	Cllr Cook to update on costs of moving the telephone box and resolve to sign the adoption contract. Cllr Cook to present a written quotation to the Clerk (197/18).	21.06. Cllr Cook is trying to progress. Ongoing 20.09.18. ongoing 18.10.2018. ongoing	SC
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 18.10.18. carried over	CC
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
19th April 2018			
4.3/18	With regards to the Section 106 money from Sandyfields development; Cllr Izard and Cllr Lawton to meet to agree how to move this forward, and submit request to improve roads in Twyford.	21.06. WL waiting to hear from Cllr Izard. Clerk to email RI. 20.09.18. ongoing 18.10.18. ongoing	WL
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
25th January 2018			
156.2/18	Cllr Cook to request WCC take Norris Bridge down to one lane, with right of priority access heading out of Twyford, and pedestrians be allocated walkway down one side of the bridge.	21.06. ongoing. 20.09.18. ongoing. 17.01.2019: Cllr Lawton to email Rob Humby and stress the importance of addressing Norris Bridge and convey the frustration	SC

		of all of the Councillors, cc Neville Crisp.	
163/18	Cllr Mitchell enquired as to the benefit of the 7.5 ton weight limit sign outside the shop, which can only be seen from Finches Lane. Cllr Mitchell is contacting Neville Crisp to propose the sign to be removed	21.06. CM to contact Neville Crisp. 20.09.18. new proposal received. Ongoing.	CM

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