

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 21st November 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 Pain	Jo Nicholson (Clerk)
Councillor Mitchell	Councillor Humby	3 members of public
Councillor Pullen		
Councillor Wheeler		
Councillor Sellars		
Councillor Corcoran		
Councillor Bronk		
Councillor Cook		
Councillor Forder-Stent		

Item	Business Transacted
147/19	To receive and accept apologies for absence
	Apologies were received from Cllr Pain and Cllr Humby
148/19	To receive declarations of interest relevant to agenda items
	The registered declarations were applied. In addition, Cllr Wheeler declared an interest in item 157/19, the Tots S137 application.
149/19	To approve and sign-off, as a true record, the minutes for the meeting on 17th October 2019
	The minutes from 17 th October 2019 were approved as a true record of events, proposed by Cllr Pullen and seconded by Cllr Cook.
150/19	To adjourn for public participation
150.1/19	To receive questions from the members of the public.
WL	Ingrid Percival had sent in a proposal to move the telephone box from outside of the Post Office to in front of the Parish Hall, and convert it into a book swap location. The Parish Council are in support of the telephone box being moved, and being utilised by the public. It was agreed that public support may be required to move the box, and costs will be required to tidy up any electrics and repair the pavement once the box has been moved. Action: Cllr Lawton to ask Parish Hall trustees if they are in support of the telephone box being moved to the front of the Parish Hall.
Clerk	Action: Clerk to follow up with Ingrid Percival on progress with proposal for the planning committee

<p>SC / TB</p> <p>Clerk</p>	<p>Ingrid Percival will investigate the costs to move the box (including pavement repair and electric repair). Once Ingrid's investigations are complete, she will submit a proposal to the planning committee.</p> <p>Action: Cllr Cook and Cllr Bronk to raise with Cllr Humby if Highways can assist with the repair of the pavement after the telephone box has been moved.</p> <p>A resident who lives at the Manor Barn end of Main Road raised concerns of pedestrian safety, crossing the Main Road. The problem is confounded by the fact that pavement is too narrow for prams to travel, so it is necessary to cross the road if travelling towards Twyford centre.</p> <p>The resident has enquired over the installation of a crossing, such like the installation at Northfields across the High Street. Highways have informed the resident, that as there have been no fatalities Highways are not able to do anything. The resident has canvassed Cllr Humby, Press and district Councillors.</p> <p>The resident requested a speed reduction and a crossing to be installed at the Southern end of the village.</p> <p>Cllr Mitchell informed the resident that they have the sympathies and complete support from the Parish Council. The Parish Council campaigned hard to obtain the crossing installation at North of the village, and they have tried previously to have another installed South of the village. The Parish Council offered to continue to lobby on behalf of the resident.</p> <p>The possibility of the Parish Council financing a crossing was asked, but the permission would still be required from Hampshire Highways.</p> <p>Action: Clerk to add to next FPC agenda to plan for actions for a crossing South of the village.</p>
150.2/19	To receive the County Councillor's report.
	Apologies received
150.3/19	To receive the District Councillors' reports.
<p>SC</p>	<p>Due to purdah being in place in the run up to the election, the district Councillors elected not to submit a report.</p> <p>Cllr Cook added however, that Norris Bridge pavement has been resurfaced. Cllr Cook requested a no parking sign to be put up next to the pavement where cars have previously parked. It was decided that as this was private property and as it is not illegal for cars to park on the pavement, the Parish Council have no jurisdiction to put up such a sign. Instead, a yellow line was considered more appropriate.</p> <p>Action: Cllr Cook to request a single yellow line for the road along Finches Lane, Twyford side of Norris Bridge to deter parking on the pavement.</p> <p>Cllr Bronk and Cllr Cook are due to meet with Cllr Humby to review the list of Highway repairs requests.</p>

151/19	To receive an update on matters arising from the minutes of the Full Council meeting held on 17th October 2019 that are not included elsewhere on the agenda and to consider the status of progress to date
	Cllr Lawton commended the work on the Lengthsman on cutting back the foliage and creepage on to the pavement on the Main Road at Colleton House.
152/19	Resolve to accept the Neighbourhood Plan SA and HRA from SDNPA, and note their conclusions. In addition, resolve to make changes to the text of the TNP be made to incorporate the recommendations of the reports (as set out in auxiliary report), and publish the HRA and the SA/SEA on the TNP website, and thank SDNPA for commissioning the studies.
	<p>Cllr Corcoran updated that the Neighbourhood Plan is moving towards pre-submission publication 13th January 2020. The publicity material is being planned and prepared.</p> <p>The Sustainability Assessment (SA) and Habitat Regulation Assessment (HRA) have both been received. The Parish Council have considered the results of the reports, and note the points that have been raised. The Parish Council note that 34 dwellings on 2 sites was looked at, but not preferred.</p> <p>The Parish Council thank Tim Slaney and Chris Patterson for their hard work in facilitating the assessments, and thank the SDNPA for commissioning and financing the reports.</p> <p>Two public consultation dates (14th January and 1st February) have been booked in at the Social Club, for the public to attend and review the Neighbourhood Plan, and discuss the plan with members of the technical team.</p> <p>Surgeries will need to be added to the calendar during the public consultation period. Printed versions of the Plan will be available for the public to access during the consultation period. A response form for feedback on the plan will be available.</p> <p>The resolution to accept the Neighbourhood Plan SA and HRA from SDNPA, and note their conclusions. In addition, resolve to make changes to the text of the TNP be made to incorporate the recommendations of the reports (as set out in auxiliary report), and publish the HRA and the SA/SEA on the TNP website, and thank SDNPA for commissioning the studies was proposed by Cllr Cook and seconded by Cllr Wheeler.</p> <p>Thanks was credited to Cllr Corcoran for all of his and the technical team efforts to write the report, and for all of the work into the Neighbourhood Plan to date. Thanks was also given to all those who have also supported Chris, and those who have proof read the plan.</p>
153/19	To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item
	As there was no specific agenda item on the Eastleigh Local Plan, Cllr Mitchell asked if any comments wish to be raised. Cllr Bronk updated that he attended the first day of the Hearing on 21 st November, as he was asked to stand in place of Cllr Corcoran.

	<p>Cllr Bronk relayed that the Hearing was efficiently run, and the Inspector asked Eastleigh BC, exactly what they have presented and when and to whom.</p> <p>Through the Hearing it was established that EBC had not read some of the reports submitted by ADD, and the Inspector told EBC to read them and report back.</p> <p>Cllr Bronk will attend on 5th December to represent Twyford Parish view on traffic and transport. Cllr Bronk will inform that Hearing office that he will be attending in place of Cllr Corcoran.</p>
153.1/19	Resolve to object to Southampton Airport runway expansion, and to communicate the Parish Council position to the village via TIS.
Clerk	<p>The runway extension planning application went live today, 21st November. The planning committee request confirmation that an objection to the plans is supported by the Full Parish Council. Cllr Mitchell has also written to Tim Slaney at SDNPA, asking what steps they will be taking to object to the expansion as it will significantly impact the National Park.</p> <p>It was unanimously resolved that the Full Parish Council support an objection to the application to extend the runway at Southampton Airport. Proposed by Cllr Lawton and seconded by Cllr Sellars. Cllr Bronk suggested that Councillors also object on an individual basis also.</p> <p>Cllr Bronk also revealed that City Council will also be objecting to the plans.</p> <p>Action: Clerk to check the closure date of the airport runway expansion planning application</p>
154/19	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.
154.1/19	Resolve to approve payments to be made in November 2019
	<p>The payments to be made in November 2019 were approved, proposed by Cllr Mitchell and seconded by Cllr Wheeler.</p> <p>Cllr Corcoran informed the Parish Council that the invoices for the publicity for the Neighbourhood pre-submission costs will be due to paid in December.</p>

Payments for approval November 2019				
		Gross	VAT	Net
23/10/2019	Amazon - lever arch folders	17.47	2.91	14.56
23/10/2019	Christopher Corcoran - postage for registering to speak at ELP	11.88	1.98	9.90
28/10/2019	Amazon - entrance rug for pavilion	13.44	2.24	11.20
01/11/2019	EDF - Monthly SO towards Electricity Bill	126.00	6.00	120.00
01/11/2019	Mint Signs - reprint of narrow roads sign	116.45	19.41	97.04
01/11/2019	KIS Landscape Ecology - Management advice	400.00	0.00	400.00
01/11/2019	Winchester City Council - dog poo emptying jul to sept	325.00	0.00	325.00
01/11/2019	Mid Hants Fire Protection - extinguisher inspection at pavilion	47.94	7.99	39.95
01/11/2019	Green Smile Ltd - driveway hedge at Hunter park august 2019	66.00	11.00	55.00
03/11/2019	Shoreland Network Solutions - cricket October engineer time 2019	89.60	14.93	74.67
05/11/2019	Green Smile Ltd - contract Nov 2019	1,663.65	277.27	1,386.38
05/11/2019	Southern Electric - Field electricity oct nov 2019	76.56	3.65	72.91
07/11/2019	Hilary Frearson - TNP admin for October 2019	435.00	0.00	435.00
09/11/2019	O2 - mobile phone for nov to dec	21.52	3.59	17.93
14/11/2019	Citizen Advice Bureau (Winchester) - S137	330.00	0.00	330.00
14/11/2019	Microsoft - Councillor outlook	33.00	0.00	33.00
14/11/2019	Joanne Nicholson - October expenses	41.13	0.00	41.13
14/11/2019	Tracy Nutbeam - October expenses asst clerk	30.53	0.00	30.53
14/11/2019	ADD - S137 donation	750.00	0.00	750.00
14/11/2019	HCC Pensions - clerk pension for nov 2019	239.33	0.00	239.33
30/11/2019	Joanne Nicholson - Clerk net salary Nov 2019	828.79	0.00	828.79
30/11/2019	Marie Longman - Cleaner salary nov 2019	167.67	0.00	167.67
30/11/2019	Tracy Nutbeam - Asst clerk Nov net salary	167.71	0.00	167.71
30/11/2019	HMRC - NI / PAYE	171.25	0.00	171.25
14/11/2019	12 second class stamps	7.32		7.32
155/19	Approve in principle the draft budget and proposed precept increase by 7.5% to fund the village projects.			
	<p>The Clerk / RFO talked through the draft budget for 2020/2021. The budget is split between ongoing costs and projects.</p> <p>The Parish Council need to put some time aside to review each of the projects that are currently on the to do list, and assign a realistic time line and resource. Some of the projects have conditions (eg. CIL funded) and some have been committed to and communicated to the village (eg. Neighbourhood Plan and Basketball court renovation).</p> <p>The 7.5% increase in precept was unanimously supported, as it will be required to fund business as usual and ongoing projects. Proposed by Cllr Lawton and seconded by Cllr Cook. Cllr Lawton thanked the Clerk and Cllr Sellars for all of their work on the budget.</p>			
156/19	Resolve to support a project planning strategy to launch the WCC CIL granted projects (cycleway and car park extension) and the broader projects currently being managed by the Parish Council.			

	<p>The Clerk proposed that the Parish Council need to focus on what projects are going to be delivered when, based on a fact base and what has been promised to date. The Parish Council agreed that the Council would create a project planning session in the next few weeks. Cllr Pullen offered to create an outline for the session, no money would be spent on the session.</p> <p>In addition, Cllr Corcoran detailed what steps he had taken to progress the cycleway project for which funding has been provided by WCC CIL. Cllr Corcoran had met with Cllr Humby and raised the cycleway with him, he had also approached a consultant Nick Farthing, who has submitted a proposal for £750 to prepare a brief for the project and liaise with HCC and WCC. Cllr Corcoran had also approached the local cycle group "Percy Pals" for their support on the project which they are keen to be involved with.</p> <p>It was decided that the cycleway project would be picked up again after the project planning meeting when priorities have been ascertained and agreed as a Parish Council.</p>
157/19	Resolve to approve funding application from Twyford Tots to the value of £545 for role play and creative equipment under S137.
Clerk	<p>Tots had submitted S137 application for £545 for a badge making machine and role play equipment. Subsequently, the Parish Council also received a S137 application from a different charitable organisation for a badge making machine. It was discussed whether the machine could be purchased as a village resource to be shared. Cllr Bronk informed that the Guides have a badge making machine which they would be willing to lend out to charitable organisation if they applied to Guides directly (c/o Jane Bronk).</p> <p>It was resolved to provide £300 to Tots for role play equipment, and payments would be made when receipts are submitted to the RFO. Proposed by Cllr Lawton and seconded by Cllr Mitchell.</p> <p>Action: Clerk to inform Tots the details of the S137 funding that was agreed by the FPC</p>
158/19	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
	No other items raised other than below.
158.1/19	Resolve to support a proposal to use one of the containers at Hunter Park for use by a local organisation to restore cricket bats at £40 per month.
	The Parish Council discussed the proposal and when considering the risk assessment and insurance implications it was decided that whilst the Parish Council were supportive of the idea, they were unable to approve the use of the container for commercial use.
158.2/19	Update on workshop on Two Parks strategy and agree next steps towards implementation.
	The Clerk has sent the questionnaire on to the workshop attendees. When the Clerk has reviewed those responses, to ensure the questionnaire is working as it should, the Clerk will send the questionnaire out to the village via TIS.
159/19	Resolve to agree the position of the two telephone boxes and support the proposal from Ingrid Percival to convert one of the boxes to a book share point.

Cllr Cook	<p>Following the discussion with Ingrid Percival during the public participation, it was resolved that Cllr Cook will liaise with Ingrid Percival to present a workable proposal with costs to the Parish Council for sign off.</p> <p>Action: Cllr Cook to liaise with Ingrid Percival to create a proposal with costs to the FPC to move the telephone box</p>
160/19	<p>Councillor Corcoran to provide an update on Berry Meadow & Compton Lock Committee.</p>
	<p>The Water Meadow repair project is nearing completion, it has been delayed due to the weather. There is a test flooding on 22nd November. The final part of the project is to dig out of the channels.</p> <p>Natural England have inspected Berry Meadow and The Meads to audit against the Stewardship grant. The audit was very detailed, and it highlighted that a deregation consent TPC had applied for was only valid for 365 days but was required for longer.</p> <p>It was also reported that TPC have not been grazing the land adequately, which TPC leave to The Wildlife Trust to manage. TPC need to be more active moving forward in their management of The Wildlife Trust.</p> <p>It was noted that FPC may be requested to pay back part of the Stewardship grant, and more careful management of the Stewardship will be required moving forward requiring more resource.</p>
160.1/19	<p>Resolve to approve £2,300 budgeted expenditure to provide new fencing at Berry Meadow, which is badly in need of repair. Three comparison quotes to be presented.</p>
	<p>Three quotes were considered by the Parish Council, and the Parish Council resolved to fund £2,300 to appoint Richard Stubbs to replace the fencing, as quoted. The cost is not to exceed £2,300. Proposed by Cllr Forder-Stent and seconded by Cllr Wheeler.</p>
161/19	<p>Consider status of footpaths, byways and pavements, and report any required maintenance required.</p>
	<p>Footpath 12 to Churchfields will be resurfaced by Highways at the end of November. Cllr Lawton asked if the FPC wanted to make any changes to the paths being cut by Greensmile, no amends were suggested.</p> <p>Shawford Road foliage has been cutback by the property owners, removing the previously reported problem. The lamps could do with more foliage being removed.</p>
162/19	<p>Resolve to obtain quotations from HCC approved engineers to conduct a traffic / pedestrian risk assessment on Norris Bridge.</p>
	<p>Cllr Mitchell met the commercial engineering lead at Hampshire Highways regarding Norris Bridge. Cllr Mitchell asked what TPC could do to move forward improving Norris Bridge.</p> <p>The first step would be to provide traffic monitoring data, to see if there is an increase in traffic since it was last done 15 years ago.</p> <p>Engineering solutions were discussed, including</p>

	<ol style="list-style-type: none"> 1) Priority for vehicles / one way – considered not safe due to poor sight lines, and road is not wide enough to accommodate 2) Rumble strip (different texture / feature / colour to slow down vehicles) – considered costly and would need re-doing every 2 years 3) Virtual footway / white lines – not considered safe, as white line does not protect the pedestrian, whilst psychologically the pedestrian feels safer thus increasing their vulnerability. 4) Independent structure – would involve compulsory purchase of land, and whilst solving the problem for Norris Bridge a problem is still there for the lack of pavement leading up to the Bridge. <p>It was discussed that possible option could include 20mph sign, potential rumble strip and improved lighting. This is Cllr Mitchell next focus.</p> <p>Cllr Mitchell will forward on any useful data from the TPC SLR to the engineering team, and Cllr Mitchell will follow up with minor works traffic management.</p> <p>The FPC acknowledged that they need to campaign politically to get support on how to get from Norris Bridge to the centre of town. The problem exacerbates when adding in the added traffic from ELP, and there is added pressure to sort this following local Government initiatives to walk safely (Shawford Station to Twyford Centre).</p> <p>Cllr Lawton thanked Cllr Mitchell for his work on this.</p> <p>Cllr Mitchell will continue to update the FPC.</p>
163/19	Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler
	The Highbridge Road bus stop will now be known as “adjacent to Highbridge Road” – this has now been tarmacked.
164/19	Review progress to date on previous FPC meeting outstanding actions
	None
165/19	To note, for information only, significant communications on matters that are not included elsewhere on the agenda
	Cllr Lawton raised that Twyford School has asked for an advertisement of the Christmas Fair to go out on TIS. The Parish Council supported the request. Walking for Fit was also supported to go out on TIS.
166/19	To raise any items for the agenda for the Full Parish Council meeting 12th December 2019.
	None.

Jo Nicholson - Clerk to the Parish Council, 28th November 2019.

Contact: clerk@twyfordhants.org.uk