

TWYFORD PARISH COUNCIL

Minutes of a Meeting of the Full Parish Council
held on Thursday 12th December 2019 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

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

Item	Business Transacted
167/19	To receive and accept apologies for absence
	Apologies were received from Cllr Lawton, Cllr Pain and County Cllr Humby
168/19	To receive declarations of interest relevant to agenda items
	The registered declarations were applied.
169/19	To approve and sign-off, as a true record, the minutes for the meeting on 21st November 2019
	The Minutes from the 21 st November 2019 were approved as a true record of events, proposed by Cllr Wheeler and seconded by Cllr Cook.
170/19	To adjourn for public participation
170.1/19	To receive questions from the members of the public.
	None raised.
170.2/19	To receive the County Councillor's report.
	Apologies received.
170.3/19	To receive the District Councillors' reports.
	Due to purdah no reports were submitted from the District Councillors. Cllr Cook, however, raised concerns over the lack of progress resurfacing footpath 12, and the delay in completing the work. Cllr Cook has been in contact with Highways to obtain a completion date.
171/19	To receive an update on matters arising from the minutes of the Full Council meeting held on 21st November 2019 that are not included elsewhere on the agenda and to consider the status of progress to date
	The Clerk updated in respect of item 157/19, that Supercapes had contacted Winchester Division Guides and borrowed the badge making machine. However, as it is used throughout the Winchester

	area it may not always be readily available to the village. A subsequent application to purchase a village machine for voluntary organisations may therefore be received.
172/19	Neighbourhood Plan progress towards pre-submission launch January 2020.
Clerk Cllr Wheeler Cllr Corcoran	<p>The pre-submission Consultation date remains 13th January, for a 6 week period. The Consultation is part of the statutory process, and there is a list of people who must be notified as part of the Consultation process.</p> <p>Parish Council surgeries are to be set up in January, Cllr Cook and Cllr Bronk offered to attend the surgeries.</p> <p>Actions: Clerk to liaise with Hilary Frearson to ensure the statutory list of people to be notified is fulfilled. Cllr Wheeler to liaise with Cllr Bronk and Cllr Cook on dates the Parish Hall is free during the Consultation period to book a surgery.</p> <p>To ensure all Councillors have the latest information, the latest plans for Site 26 will be circulated. The Neighbourhood Plan website has been updated with the latest version of the plan.</p> <p>Action: Cllr Corcoran to send the latest plans for Site 26 to all Councillors.</p> <p>Cllr Corcoran updated on the latest developments on the flooding mitigation. Representatives from the NP technical team met with Cllr Humby to discuss how to progress the flooding scheme. Part of the mitigation may have involved private land, which HCC will not get involved in. However, it transpires that the solution will involve a ditch under the hedge along Hazeley Road, which is public land. The onus is now on HCC to solve the flooding problem.</p>
173/19	To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item
	The Planning Committee, on behalf of TPC, have submitted an objection to the runway extension plans submitted to Eastleigh Council by Southampton Airport. The parish have been informed of the plans via TIS, and information on how to provide comments on the plans were provided.
173.1/19	Update from ELP Hearing
Cllr Bronk & Cllr Corcoran	<p>The Hearings have finished for December, and will commence again in January, continuing to look at the remaining policies in the Plan. Cllr Bronk has written to the Inspector asking why viability does not include the impact of the costs on WCC and HCC, and why do representatives from those Councils not get a vote. For example, EBC have published plans for cycle paths which will receive funding from the development, but those paths join up to existing cycleways in WCC, but no funding is received to support those.</p> <p>It was agreed that TPC would write to HCC, WCC and SDNP to express our concerns regarding the lack of funding from EBC to support the infrastructure the ELP will be dependent upon for delivering the Plan.</p> <p>Action: Cllr Bronk and Cllr Corcoran to draft and circulate a letter to TPC. The letter will be addressed to HCC, WCC and SDNP. The letter will express concerns regarding lack of funding from ELP to the infrastructure and services the Plan relies upon for deliverability.</p>

174/19	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					
174.1/19	Resolve to approve payments to be made in December 2019.					
Clerk	The payments to be made in December were presented and reviewed.					
	<u>December payments for approval</u>					
	Organisation Name	DETAILS	Gross	Vat	Net	
	EDF	Monthly SO towards Electricity Bill	£62.00	£0.00	£62.00	
	Public Work Loan Board	loan payment	£836.25	£0.00	£836.25	
	Business Stream	field water	£14.30	£2.38	£11.92	
	Shoreland Network Solutions	cricket contract Nov	£162.80	£27.13	£135.67	
	Foard Maintenance Services	nov maintenance	£54.00	£0.00	£54.00	
	Foard Maintenance Services	dec maintenance	£42.00	£0.00	£42.00	
	Green Smile Ltd	northfields contract	£253.40	£42.23	£211.17	
	Green Smile Ltd	hunter park groundsman dec	£1,410.25	£235.04	£1,175.21	
	Wel Medical	new defib pads	£37.14	£6.19	£30.95	
	Microsoft		£33.00	£0.00	£33.00	
	1&1 IONOS	website monthly dec	£11.99	£2.00	£9.99	
	Tracy Nutbeam	Asst Clerk Nov exp	£15.22	£0.00	£15.22	
	Joanne Nicholson	Clerk Nov exp	£28.95	£0.00	£28.95	
	Hilary Frearson	TNP admin Nov	£547.50	£0.00	£547.50	
	Marie Longman	pav cleaner wages dec	£86.67	£0.00	£86.67	
	Tracy Nutbeam	asst clerk wages dec	£197.04	£0.00	£197.04	
	Joanne Nicholson	clerk wages dec	£766.64	£0.00	£766.64	
	HMRC	paye dec	£137.20	£0.00	£137.20	
	HMRC	employee ni dec	£33.07	£0.00	£33.07	
	HMRC	employer ni dec	£38.03	£0.00	£38.03	
	HCC Pensions	dec pension	£57.69	£0.00	£57.69	
	HCC Pensions	pension dec	£160.13	£0.00	£160.13	
	Jo Nicholson expenses	Flash for pavilion cleaner	£1.99	£0.33	£1.66	
	o2	mobile phone dec	£21.52	£3.58	£17.94	
	The payments were approved, proposed by Cllr Forder-Stent and seconded by Cllr Cook.					
	Cllr Pullen requested an additional set of defibrillator pads to be ordered for the defibrillator.					
	Action: Clerk to order additional set of defibrillator pads					
174.2/19	Update which projects have been identified for delivery in 2020 / 2021					
	The Parish Council met on 5 th December 2019 to review the full list of projects currently mentioned in the draft 2020 / 2021 budget. The aim of the meeting was to create a manageable list and grouping of					

<p>Cllr Pullen All</p> <p>Clerk</p>	<p>projects, and assign owners to each project. The next step was agreed that the owner of each project would complete a Project initiation Document (PID), defining the scope of the project with estimated timings and budgets. The PID's will be reviewed at the next FPC meeting, 17th January 2020.</p> <p>Actions</p> <ul style="list-style-type: none"> - Cllr Pullen to create and circulate a draft PID to all Councillors by the end of December - Project owners to complete the PID for their project, and circulate to FPC prior to 17th January 2020 <p>Cllr Corcoran mentioned the next step for the B3335 cycleway project was to commission Nick Farthing at £750 to compile a project outline for the design phase.</p> <p>Action: Clerk to add as a resolution to the Jan FPC agenda, to approve £750 for cycleway project design.</p> <p>As part of the Highways project, Cllr Bronk would like to add another SLR location on the Main Road, facing traffic leaving the village. The license for the additional site will be £100 to £200. The Clerk was able to approve the expenditure under the maintenance budget for the SLR.</p> <p>Cllr Lawton, Cllr Corcoran, Cllr Bronk and the Clerk met with Corinne Phillips at WCC regarding the CIL funding awarded to TPC. There is no pressure from WCC to spend the funding within a specific time frame, so long as progress is being made towards the project. It was confirmed that progress may even be noted as establishing a project team and identifying priorities (which is the current position for TPC).</p> <p>Cllr Pullen was concerned why funding was allocated towards the basketball refurbishment, when the parks strategy was incomplete. The funding is provided by a CIL grant from SDNP. The Clerk explained that the basketball refurb was identified as a need when the CIL applications were submitted last year. The strategy for the parks was created when it was acknowledged that there were multiple recreation expenditure the Council was looking to make, so the strategy was created to ensure money was spent cohesively and in accordance to a long term master plan.</p> <p>Cllr Corcoran provided further information on the flooding mitigation project (under the Neighbourhood Plan umbrella). A next phase of design is required, and the funding of this phase needs to be identified. It is apparent that the CIL grant for the car park expansion cannot be spent on the design phase of flooding mitigation. Cllr Corcoran will continue to make progress with Vortal and HCC.</p>
<p>174.3/19</p>	<p>Identify projects for CIL applications due January 2020 and assign owner to complete the application.</p>
<p>Clerk</p>	<p>It was supported that 2020 CIL applications will focus on the flooding mitigation project.</p> <p>Action: Clerk to meet with Cllr Corcoran to complete the CIL applications</p>
<p>175/19</p>	<p>Resolve to approve the precept increase by 7.5% for submission to WCC 15th January 2020.</p>
	<p>A 7.5% increase in precept was unanimously resolved for 2020 / 2021. Proposed by Cllr Sellars and seconded by Cllr Bronk.</p>
<p>178/19</p>	<p>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</p>
	<p>Pavilion refurbishment work is progressing.</p>

179/19	Update on the movement of the telephone boxes
	The Parish Hall have no initial objection to the telephone box being located in front of the Parish Hall. The item is on the agenda of the next Parish Hall Trustee meeting. Cllr Cook will continue to work with Ingrid Percival.
180/19	Councillor Corcoran to provide an update on Berry Meadow & Compton Lock Committee.
Clerk	<p>The Clerk updated that the fencing contractor had raised concerns over the Parish Council not being able to spend over the estimated quoted amount. The Clerk will reply, and ask Andy Coates to talk to the contractor explaining the Council have to comply with regulations.</p> <p>Action: Clerk to respond to the fencing contractor explaining financial regulations prevent approving unknown expenditure. Clerk to liaise with Andy Coates as to how best to monitor progress against an estimated quote.</p> <p>Cllr Corcoran updated that the Water Meadow restoration project is largely complete. The only outstanding items are information signage, and a small amount of brick work (no additional cost).</p> <p>The Berry Meadow / Parish Farm committee will meet in the new year, and discuss the Stewardship Sponsorship.</p>
181/19	Consider status of footpaths, byways and pavements, and report any required maintenance required.
Clerk	<p>Cllr Wheeler updated on progress on Footpath 12. The Parish Council were concerned over the lack of progress on footpath 12. This was previously discussed under item 170.3/19, and Cllr Cook has contacted Highways for an update. No immediate safety risks were identified with how the footpath has been left.</p> <p>The countryside services footpath maintenance team require to know which paths TPC wish to be cut next year. The Parish Council agreed that no changes would be made to the current schedule.</p> <p>Action: Clerk to add to May FPC to review the footpaths, and identify any neglected footpaths.</p>
181.1/19	Decide actions to commence campaign for crossing south of the village / Main Road.
Cllr Bronk Clerk	<p>HCC are due to electronically assess how many pedestrians cross the road at the location, to establish is a crossing is required. The Parish Council acknowledge that the reason for the crossing is not down to the volume of pedestrians, but the risk the road poses to just one pedestrian, particularly with no option of a pavement as you approach the village.</p> <p>TPC reminded themselves that they attempted to have a crossing put in on the South of the village, outside The Bugle, however, poor sight lines prevented installation.</p> <p>It was agreed that Cllr Bronk will continue to progress this initiative under the Highways project, and to keep it on the FPC agenda.</p> <p>Actions:</p> <p>Cllr Bronk to progress crossing initiative under Highways project</p> <p>Clerk to add crossing south of village as a regular item to FPC agenda</p>
182/19	Cllr Mitchell to update on progress on Minor Traffic improvements for Norris Bridge
	Cllr Mitchell has shared the data from the SLR on Shawford Road with the engineers he met with previous month. Cllr Mitchell will continue to progress the initiative.

183/19	Public Transport and Bus Stops – To receive an oral report from Cllr Wheeler
Cllr Wheeler	<p>The Christmas bus service will include a new Sunday service on Boxing Day and New Year's Day. The Parish Council are expressly pleased to learn of this.</p> <p>Action: Cllr Wheeler to send details of the Christmas bus service to the Clerk, to go out on TIS.</p>
184/19	Review progress to date on previous FPC meeting outstanding actions
Clerk	<p>Cllr Mitchell asked where the no parking sign was on Shawford Road entrance to Berry Meadow. Cllr Mitchell offered to install it.</p> <p>Action: Clerk to follow up where no parking sign on Shawford Road with Asst Clerk</p> <p>Community Assets to be followed up in June 2020.</p>
185/19	To note, for information only, significant communications on matters that are not included elsewhere on the agenda
Clerk	<p>The sad news of the death of Paul Mundy, owner of The Phoenix was mentioned. It was supported that Cllr Lawton would write a letter to Emma Oakley to express the feelings of the Parish Council. It was supported that a donation would be made to the chosen charity on behalf of the Parish (details on Steels website), which will be subject to a resolution at the next FPC agenda.</p> <p>Complaints had been received regarding the parking of a vehicle on Dolphin Hill. It transpires the vehicle had broken down, and the owner is organising removal of the vehicle.</p> <p>It was noted by the Council that a log of sustainable initiatives should be kept, demonstrating the steps the Council are taking to address climate change. Moreover, it was agreed that at FPC 17th January there should be an agenda item to formally launch a climate initiative project and create a sustainability policy.</p> <p>Action: Clerk to add Climate Initiative project launch and sustainability policy to FPC 17.01.2020</p> <p>Regarding the flooding in Segars Lane, Environmental Health assessed the flooding and designated the flooding as low priority as it did not affect personal property. The recommendation is to report flooding every time it occurs to Highways.</p> <p>The Clerk asked if the Council wish to do anything specific for the 75th anniversary of VE day in May 2020. The Council regarded that the Church and other organisations will celebrate and this will not form part of the agenda of the Parish Council.</p> <p>Finally, Cllr Mitchell thanked all Councillors for their hard work and dedication over the past 12 months, and thanked the Clerk for her support and hard work.</p>
168/19	To raise any items for the agenda for the Full Parish Council meeting 23rd January 2020.
	References made through minutes, all noted.

Jo Nicholson - Clerk to the Parish Council – 19th December 2019. Contact: clerk@twyfordhants.org.uk