

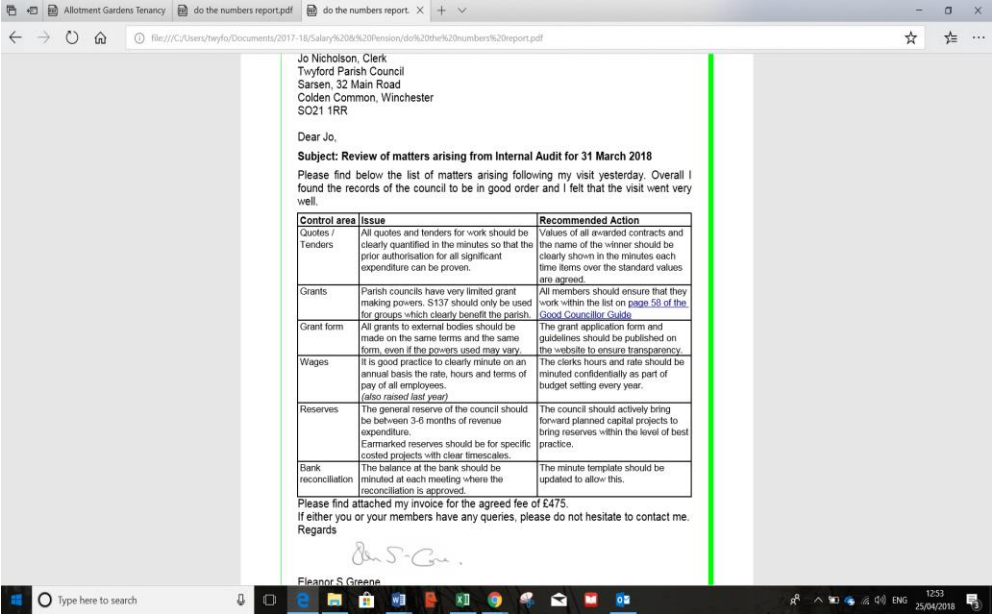
TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 19th April 2018 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Councillors present	Councillors absent/apologies	In attendance
Councillor Lawton (Chair)	Councillor Humby	Jo Nicholson (Clerk)
Councillor Mitchell	Councillor Corcoran	Councillor Iazard
Councillor Wheeler		In addition, 3 members of the general public
Councillor West		
Councillor Cornwall		
Councillor Forder-Stent		
Councillor Sellars		
Councillor Pullen		
Councillor Cook (attended from 8pm)		

Item	Business Transacted	
1/18	To receive and accept apologies for absence	
	Apologies were received from Cllr Corcoran and Cllr Humby	
2/18	To receive declarations of interest relevant to agenda items	
	The registered declarations of interest were applied.	
2.1/18	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 March 2019 at which the draft Twyford Neighbourhood Plan is an agenda item.	
	Carried over, not all applications received.	
3/18	To approve and sign-off, as a true record, the minutes for the meeting on 15th March 2018	
	The Minutes from the meeting on 15 th March 2018 were considered a true record of events. Proposed by Cllr Forder-Stent and Seconded by Cllr Pullen. The Minutes were signed by Cllr Lawton at the meeting.	
4/18	To adjourn for public participation	
4.1/18	To receive questions from the members of the public.	
	No specific questions were raised by members of the public in attendance.	

	<p>Cllr Lawton mentioned that one member of the public in attendance had been campaigning for a speed reduction along the Main Road between Twyford and Colden Common. Speed monitoring by the police had taken place at Twyford Moors, and Cllr Izard said he had written to David Taylor at HCC to help progress the outcome.</p>	
4.2/18	To receive the County Councillor's report.	
	Cllr Humby was not in attendance	
4.3/18	To receive the District Councillors' reports.	
	<p>Cllr Izard mentioned that regarding the speed change proposal along Main Road, there is a meeting being held on 20th April, at a private address.</p> <p>Cllr Izard also updated that funding from Sandyfields development for Highways improvements would not be allocated until January 2019. Footpaths need to be sorted out in the first instance.</p> <p>Action: Cllr Izard and Cllr Lawton to meet to agree how to move this forward</p> <p>Cllr Cook was not present at this time to provide any updates.</p>	WL
5/18	To receive an update on matters arising from the minutes of the Full Council meeting held on 15th March 2018 that are not included elsewhere on the agenda and to consider the status of progress to date	
	<p>140/17: The Clerk is awaiting a response from David Ingram who has been on vacation over Easter</p> <p>164/18: Carried over, Cllr Cook was not present at this point</p> <p>215/18: the history of tarmacking the footpath from Searle's Hill to St Mary's Church was discussed, £10,000 was paid by HCC towards the tarmacking and it was done in 2013.</p> <p>Action: Clerk to feedback to Countryside to help progress further</p>	Clerk
6/18	Cllr Izard to provide update on funding from Sandyfields development towards Highways improvements in Twyford	
	Previously discussed under district council updates (4.3/18)	
7/18	To receive an update on matters arising from the Planning Committee meeting held on 5th April 2018; and to note or discuss action taken since unless already covered by another agenda item	
	There were no specific updates from the previous Planning meeting, but it was noted that the reason the planning application for Hillcroft (Hazeley Road) was rejected, was due to the proposed plans being too large (moving from 2 bed bungalow to a 4 bed property)	
8/18	To receive an update on matters arising from the Recreation Committee meeting held on 22nd March 2018; to note or discuss action taken since unless already covered by another agenda item	

	Covered under the following items.	
8.1/18	To confirm the rates being charged to Fair Oak Cricket Club for the 2018 Season	
	<p>Cllr Wheeler corrected the agenda, the item should read “To confirm the rates being charged to Twyford Cricket Club for the 2018 Season”. Noted by the Clerk.</p> <p>The Recreation Committee Minutes of 29th September 2016 were referred to, which state that fees would revert to £75 a game March 2018. It is unclear whether this includes 2018 season, or not. It was agreed that the fees for the coming season, commencing May 2018, will revert to £75 a game, unless evidence can be found in the Recreation Minutes that an agreement covers the 2018 Season.</p> <p>Action: Clerk to investigate further</p>	Clerk
9/18	To receive an update on matters arising from the Finance Committee meeting held on 12th April 2018; and to note or discuss action taken since unless already covered by another agenda item	
	<p>The Clerk provided feedback from the internal audit which took place on 16th April 2018 by Do the Numbers.</p>  <p>A number of actions were taken:</p> <p>Ensure S137 grant form is online</p> <p>Investigate further publishing wages, to ensure no conflict with the financial regulations, and to clarify how the Minute of the wages being paid did not comply with the recommendation.</p> <p>The Clerk also fed back that the auditor did not feel it necessary to have two tiered online sign off of payments, but that presenting the bank balance and previous month payments in a bank statement at each monthly FPC should be sufficient control.</p> <p>Cllr Lawton updated the FPC with a conversation he had had with the internal auditor</p>	Clerk Clerk

	<p>regarding a grant to ADD. The auditor had highlighted a concern, as to the extent it benefitted the people of Twyford, as the ADD are based in Eastleigh. Whilst the Parish Council can appreciate that ADD are campaigning on behalf of all of the surrounding parishes to the proposed development, it needs to be viewed that way by the Parish. Therefore, it will become a point of discussion at the APA, whereby the views of the parish in attendance will be sought.</p> <p>Following from this discussion, Cllr Lawton presented a letter he proposes to send out to all parishioners on behalf of ADD. The letter explains how much money ADD are trying to raise and why, and the Chairman of the Parish Council (alongside Cllr Izard as Chairman of Colden Common Parish Council) provides his support. Again, this letter will not go out until the views of the Parish are sought at the APA.</p> <p>Action: Clerk to add to FPC agenda 24th May 2018, to resolve whether the FPC provide support for the letter to go out to all Parish households.</p> <p>Action: all audit paperwork will be signed on 24th May 2018, clerk to add to agenda</p>	Clerk Clerk																																																																																																																
10/18	Resolve to approve payments to be made in April 2018, and sign the associated invoices and summary																																																																																																																	
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	<p>The end of year audit documentation will be signed on 24th May 2018. Carried over.</p> <p>Cllr West talked through the quarter 4 financials, and the full year financials for 2017/2018.</p> <p>The quarter 4 financials, ending 31st March 2018 were approved, and the balance reconciled to the statement amount. This was signed by Cllr West.</p> <p>The full year financials ending 31st March 2018 were talked through in detail, highlighting where there were some variances in the amounts spent to the previous year. See Annexe 1.</p> <p>There was a query as to why SLR (movement of the speed monitoring equipment) was cheaper this year. Action: Clerk to investigate</p> <p>With regards to the reserves, the internal auditor had said more detail was required as to when the reserves would be spent. Unallocated reserves will also need to include the cash reserves for contingency, so total reserves will come to £56,569.</p> <p>Action: clerk to add to finance committee agenda, and recreation committee agenda to add more detail regarding the reserves.</p> <p>More detail on Neighbourhood Plan spend pre April 2015 is also required, to be added to the year end accounts.</p> <p>The year end accounts and corresponding balance on the bank statements were signed by Cllr West.</p> <p>It was resolved to approve the year end accounts, proposed by Cllr Forder-Stent, and seconded by Cllr Wheeler.</p> <p>Cllr Lawton thanked the Clerk and Cllr West for all the work they had done to complete the year end financials.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																																																																				
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	<p>The Clerk updated that the electricity supply to the pavilion is out of contract, and money can be saved by shopping around for a new provider, and taking out a new contract. The FPC supported this action.</p> <p>It was resolved to approve the regular payments; proposed by Cllr Lawton and seconded by Cllr Cornwall.</p>	
13/18	Resolve to adopt the Code of Conduct for 2018 / 2019	
	<p>The code of conduct was adopted for 2018 / 2019 with no amends from last year. Resolved to approve, proposed by Cllr Mitchell, and seconded by Cllr Sellars.</p> <p>Action: Clerk to update version with correct dates and publish.</p>	Clerk
14/18	Submit signed declarations of interest to Clerk	
	<p>Outstanding declarations are due from Cllr Corcoran. Action: Clerk to follow up with Cllr Corcoran.</p> <p>Action: Cllr Cook to send Clerk dispensation request.</p>	Clerk SC
15/18	Resolve to implement agreed measures to ensure GDPR compliance from 25th May 2018	
	<p>The Clerk has commenced work to ensure compliance with GDPR, and requested a working party to help. Cllr Pullen, Cllr Cook and Cllr Forder-Stent volunteered to work with the clerk to review what needs to be done and set actions.</p> <p>Action: Clerk to organise meeting with GDPR working party and update at FPC 24th May 2018</p>	Clerk
16/18	Councillor Corcoran to provide an update on Berry Meads & Compton Lock Committee	
	<p>Committee has met</p> <p>Action: clerk to circulate Berry Meadow committee meeting minutes of 29th March 2018 to all PC</p> <p>Phase 1: replacement of steps and repair of bank and reprofiling the lock bed. Work has now started</p> <p>Also phase 1 is Kathy Stearne's progress, she is in Twyford 20th April, and will give a talk on drowning the water meadows. She will be meeting the committee beforehand to agree the management measures for the land. These will be put to the TPC after the discussion. The measures are an update of those done by Jonathan Cox in 2010 for the Stewardship Agreement. Kathy recommendations are fine tuning them, with more emphasis on the historic fabric and the use of the restored section for demonstration drowning.</p> <p>Action: Clerk to add Kathy Stearne recommended measures to FPC agenda 24th May 2018</p> <p>Phase 2 of the project is a series of smaller works focused on the restoration of the floated water meadow to working order in accordance with Kathy Stearne advice; it is likely that there is more to be done than budgeted, so additional grants are being applied for. Work is</p>	Clerk

	<p>likely to talk place in an ecologically agreed window in the Autumn.</p> <p>Action: Clerk is able draw some of the £6,000 grant for the lock project from SDNPA.</p> <p>Cllr Cook asked about the rubbish being left at the lock by the visiting public, which the PC referred to the approach that they do not provide any facilities at the lock, and Cllr Mitchell took an action to set up a facebook page which reminds people to take their rubbish home with them.</p> <p>Action: Cllr Mitchell to set up facebook page on Compton lock, and remind people to act responsibly and take rubbish home with them.</p>	
x/18	Councillor Corcoran to provide an update on progress of the Neighbourhood Plan	
	<p>Following from last month FPC meeting, TNP now have:</p> <ul style="list-style-type: none"> - Confirmed with Mayer Brown that we accept their bid but cannot appoint them until finance is in place. TNP are meeting them on 2nd May. Mayer Brown are not currently instructed by Vortal, so there is no conflict of interest. - Informed the other tender bidder that they have not been selected, but they may be contacted again if any problems arise. <p>With regards to funding, HCC are deciding whether a grant from the Rural Communities fund will apply to us. A further meeting on financing the project will be set up with TPC</p> <p>A meeting with Vortal and the trustees of Wickham land has been set for 1st May, to discuss the next steps in the TNP, including the timetable, and for them to demonstrate that site 26 is developable in accordance with the TNP brief.</p> <p>Chris Paterson is liaising with the author of the SEA and ensuring that she has the latest updates on landscape, heritage and drainage. No date has yet been given for the completion of the SEA.</p> <p>Revisions to the TNP are being discussed to take advantage of additional information and make changes before the TNP is approved for Pre-submission publication. For example, the progress of the SDNPA Local Plan will allow the two sets of policies to be brought into line. Extra provision for the elderly may also be proposed.</p> <p>The procedure for revisions is that they will be made by TPC and will require a written report giving the justification for the change. Everyone will have the opportunity to comment on any change when the plan is published for pre-submission; TPC will have the opportunity to respond and propose changes in response to public comments. None of the changes will be strategic so will not affect the SEA.</p>	
17.1/18	Consider letter received from member of public concerned with Site 26 and flood risk	
	<p>A letter was received from a resident in Finches Lane, concerned about flooding and the development of S26.</p> <p>Action: Cllr Lawton will offer to meet with the resident to talk through their concerns.</p> <p>Discussion of clearing ditches ensued, and the ditch near Finches Lane / Churchfields. A local resident had cleared the ditch, but a grate in front of the ditch needs clearing.</p>	WL

	Action: Clerk to contact HCC about clearing the grate in the ditch Finches Lane / Churchfields	Clerk
18/18	Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler	
	The E1 bus has a new time-table. Cllr Iazard updated that the bus to Kings which stops in Twyford is stopping at the end of this term. The buses are being reviewed in line with catchment schools.	
19/18	Update on Eastleigh Local Plan	
	Discussed previously under item 9/18. No further updates.	
20/18	To review S137 grant applications received	
20.1/18	To review additional information received from Twyford Playgroup, for the S137 for £1,645 to renovate and re-establish an allotment garden at Ballard Close. To resolve an amount to be granted, or not granted.	
	Despite contacting the playgroup, no further information has been received. The playgroup are invited to come and talk to the FPC so it can be progressed and finalised. Action: Cllr Sellars to organise for playgroup to come to next FPC. Should the playgroup provide the total amount of project expenditure, and which elements include VAT, the PC resolved to allocate an amount up to £1,645. Proposed by Cllr Forder-Stent, seconded by Cllr Cook.	RS
20.2/18	Review the S137 from ADD. To resolve an amount of S137 to be granted, or not granted.	
	Previously discussed under item 9/18. This will be decided after the APA 9 th May, when the public opinion will be sought.	
20.3/18	Review the additional information from Hunter Park Tennis Club and consider next steps.	
	The tennis club no longer require the full amount of funding in their original S137 form. There is an amount of up to £1,700 available from the 2017/2018, S137 budget, which could be granted to the Club towards the proposed re-surfacing, if they provide a satisfactory S137 form explaining how this would benefit the village. Action: Clerk to request a new S137 form from the Tennis Club.	Clerk
21/18	Resolve to renew the cluster lengthman contract from Premier Gardens, which will run for 12 months and be funded by HCC and the Countryside Department	
	It was resolved to renew the contract, proposed by Cllr Mitchell and seconded by Cllr West. Cllr Lawton signed the contract at the meeting. A member of the public asked if the lengthman could cut the tree across the footpath from Hunter Park to Gabriel's Copse ahead of the school fun run. The lengthman visit is after the run, but Cllr Sellars volunteered to cut the fallen tree. Cllr Lawton thanked Cllr Sellars.	

TWYFORD PARISH COUNCIL

ANNUAL RETURN: Year ending 31st MARCH 2018
(Figures shown net of VAT)

Prev Yr £	Box No.	RECEIPTS		% diff on prev yr	£ diff on prev yr
71,102	2	Precept	86,238	21%	15,136
75		Bank Interest	46	-39%	-29
33,004		Other receipts	11,845	-64%	-21,159
4,304		Hunter Park Pitches	5,426	26%	1,122
2,420		Hunter Park Pavilion	2,375	-2%	-45
464		Allotments	663	43%	199
4,240		Twyford Neighbourhood Plan	-	-100%	-4,240
4,965		Water Meadow	5,526	11%	561
9,245		Open Space Funding	1,151	-88%	-8,094
9,653		VAT reclaimed	3,826	-60%	-5,828
399		VAT charged	621	56%	222
1,598		VAT reversal	-	-	-
67,260	3	Total other receipts	31,479	117,717	-53% -35,781
		Payments			
13,137		Net Salaries & Allowances	12,448	-5%	-689
54		Clerk's Expenses	464	759%	410
960		Hunter Park Pavilion Cleaner	960	0%	0
14,150	4	Staff costs	13,871.47	-2%	-279
1,877		PWLB [Gilbert Room only]	1,814	-3%	-63
3,619		PWLB [Berry Meadow]	3,564.26	-2%	-54
5,496	5	Total Loans	5,379	-2%	-117
1,586		Administration	679	-57%	-907
120		External Advice	-	-100%	-120
343		Training	415	21%	72
4,280		Grants & Donations	1,036	-76%	-3,244
2,939		Section 137 Payments	2,232	-24%	-707
871		Hall Hire	701	-20%	-170
		Legal fees	-	-	-
651		Audit Fees	875	34%	224
2,407		Insurance	2,500	4%	93
439		Subscriptions	484	10%	45
2,525		Streetlights	2,557	1%	32
580		SLR	400	-31%	-180
19,069		Hunter Park grounds	24,061	26%	4,992
1,218		Hunter Park Pav (excluding cleaner)	1,007	-17%	-211
2,924		Repairs & Maintenance	3,445	18%	521
9,547		New Assets	10,615	11%	1,068
4,343		Other Open Spaces	3,245	-25%	-1,098
166		Allotments	69	-59%	-97
11,238		Neighbourhood Plan	2,964	-74%	-8,274
1,586		Water Meadows	3,062	93%	1,476
41,836		Misc (return of deposits)	100	-100%	-41,736
14,587		VAT on payments	6,255	-57%	-8,332
47		VAT reversal	-	-100%	-47
123,188	6	Total Other Payments	66,703.09	85,953.07	-46% -56,485
		RECEIPTS & PAYMENTS SUMMARY			
76,728.00		Balance brought forward 1/4/2017	72,255	-6%	-4,473
138,362.00		Add Total Receipts (as above)	117,717	-15%	-20,645
142,834.00		Less Total Payments (as above)	85,953	-40%	-56,881
72,256	8	Balance carried forward 31/3/2018	104,019	44%	31,763
Reserves					
72,256		1500 St Marys School	1,500		
		966 Parish Hall Retainer	966		
		10000 play ground equipment			
69,790		Subtotal 2016/2017 reserves spent in 2017/	2,466		
		Allocated Reserves 2018/2019			
		HCC grant for water meadows	5,000		
		Water Meadows unspent project allocation f	3,250		
		Play equipment carried over from 2016/2017	10,000		
		Play equipment 2017/2018 unspent	9,500		
		Election costs (FPC Minute 205/18)	1,600		
		Section 137 approved in 2017/2018, not yet paid			
		Social Club car park	500		
		Appeal for a Peal	1,000		
		March 2018 apps	3,400		
		Citizens advice	300		
		Untouchable reserves	20,000		
		Contributions towards 2018/2019 budget	12,900		
		Sub Total	67,450		
		Unallocated reserves balance as at 31.03	36,569		
Significant Variances (differences of over 15%)					
Precept:					
Increase in precept in 2017/2018 to help fund projects (NP and Water Meadows) and start saving to replace play equipment and recreation facilities					
Total other receipts					
£30,000 was received from the Parish Hall committee in 2016/2017 to contribute towards renovations £1,000 higher CTS in 2016/2017, and cricket cover contribution £250 was received in 2016/2017. No grants were received towards the Neighbourhood Plan in 2017/2018					
Total other payments					
Of the £56k spent less in 2017/2018					
£42,000 of the variance is for the parish hall renovations, spent in 2016/2017. £8,000 was spent less on the Neighbourhood Plan - as the project slowed due to flood mitigation investigation. £4,200 was granted to the Parish Hall in 2016/2017 for tree felling and new curtains - which was not matched in 2017/2018					
Creditors					
Total loan outstanding to PWLB: £22,466.63 (runs until 2027)					
Hampshire County Supplies are due to be paid £35,04					
Debtors					
Football pitch hires are due to be invoiced at the end of the season (30.04.2018), with some of the games played prior to 31.03.2018. Games to be invoiced, which were played before 31.03.2018:					
		CCFC	£136		
		Hedge end Tige	£432		
		Stoneham Ladie	£238		
		Twyford bulls	£42		
		St Mary's PTA	£36		
		total	£884		
Total spend on Neighbourhood Plan to date:					
Pre April 2015		£0			
2015/2016		8773			
2016/2017		11238			
2017/2018		2964			
Total		22,975			(£20,490 received in grants towards Neighbourhood Plan)