

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 28th March 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 West (Maternity Leave) | Jo Nicholson (Clerk) |
| Councillor Mitchell | Councillor Forder-Stent | Councillor Izard |
| Councillor Pullen | | Councillor Humby |
| Councillor Wheeler | | 5 members of public |
| Councillor Sellars | | |
| Councillor Corcoran | | |
| Councillor Pain | | |
| Councillor Cook | | |
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| Item | Business Transacted |
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| 227/19 | To receive and accept apologies for absence |
| | Apologies were received from Cllr Forder-Stent who was ill. Cllr West is on maternity leave. |
| 228/19 | To receive declarations of interest relevant to agenda items |
| | The registered declarations were applied. |
| 229/19 | To approve and sign-off, as a true record, the minutes for the meeting on 21st February 2019 |
| | The minutes from 21 st February were approved as a true record of events proposed by Cllr Wheeler and seconded by Cllr Mitchell. |
| 230/19 | To adjourn for public participation Phil Tildridge to explain the pollution testing kit |
| | <p>Matt Farr from Hampshire Fire and Rescue Service training department attended the meeting to thank the Parish Council for enabling them to use Compton Lock as a training area. Matt presented a cheque for £200 as a donation towards the upkeep of the Lock. The donation was acknowledged and appreciated by the Parish Council, and the Chairman thanked Matt for attending.</p> <p>Matt also confirmed, that if the Parish Council send Matt the emergency access route to Compton Lock, he would pass it on to the relevant department.</p> <p>Matt left the meeting.</p> |

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| Clerk | <p>Phil Tildridge presented information on pollution testing in the parishes around Winchester. All of the information is available online, at www.winchester.gov.uk/environment/air-quality</p> <p>Other useful links Phil presented were: www.laqm.defra.gov.uk and www.gradko.com</p> <p>Phil explained that pollution testing was already being carried out in Twyford, and has been since 2013. The location of the testing kit is at the end of Queen Street, in line with the houses on Main Road. The results of the testing is within the accepted range, and below the National objective. The results are also on a downwards trend. WCC do not feel that additional testing is necessary in Twyford. Cllrs asked if there were benefits from testing different locations, and Phil explained that the kit has to be where houses are, as they are looking at the impact on people where they live over a mean period of time – not for example, cyclists travelling up the High Street at peak hour.</p> <p>Phil was asked if diesel particulates were a particular problem, it was explained that they haven't been tested since 2015, as no problem was detected.</p> <p>Phil explained that the new culprit to air quality is PM25, which mainly comes from wood burning stoves.</p> <p>Phil requested that the Parish Council could help, by raising awareness of wood burning stoves and bonfires contributing to PM25.</p> <p>Action: 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 pollution.</p> <p>Phil left the meeting.</p> |
| 230.1/19 | To receive questions from the members of the public. |
| | No other questions were received from the remaining public. |
| 230.2/19 | To receive the County Councillor's report. |
| | <p>Cllr Humby updated that one dragon patcher has began work in the County, the second patcher is on it's way.</p> <p>Cllr Humby has been lobbying the Department of Transport regarding funding for the local road network.</p> <p>Cllr Humby is also participating in Transport for South East consisting of 7 County Councils in the South, where Hampshire is recognised as a big player. The group will start some scoping work.</p> <p>Cllr Humby has also attended a conference of Plastic and Pollution. It has been acknowledged that work needs to commence at the beginning of the manufacturing chain, with consideration of how the waste being produced by any activity will be treated.</p> <p>Cllr Corcoran informed Cllr Humby that TPC have been awarded a £29,000 grant from LEADERS, and it would be useful to keep links with Hampshire County Council Rural Communities Fund. Cllr Humby suggested that Cllr Corcoran contact Cllr Edward Heron, who heads up the fund.</p> |

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| | <p>Cllr Corcoran also updated Cllr Humby on the flood mitigation work in Twyford. Cllr Humby is attending a Flood and Coastal Committee on 3rd April, and will ask Vicky Westall if it is useful to meet with Southern Water at this stage.</p> <p>Cllr Mitchell raised that Norris Bridge is being repainted, but it continues to be an issue for pedestrian safety, and will continue to be raised by TPC.</p> <p>Cllr Cook arrived at 8.15pm</p> |
| 230.3/19 | To receive the District Councillors' reports. |
| | <p>Cllr Izard attended the Mayor's Awards, where a number of awards were given to the nominations made by TPC.</p> <p>Cllr Izard also updated that Phil Tildridge is also looking at air pollution in Colden Common.</p> <p>Cllr Izard has sent an email to the Clerk regarding possible routing of HGV's on the A31 should there be any issues post Brexit.</p> <p>Eastleigh Local Plan inspector has requested further information from Eastleigh and WCC before they can look at it further. WCC are unable to confirm common ground until it has obtained further information from Eastleigh. It is likely the Hearing will not take place until September. A message has gone out from Mimms Davis MP, reiterating the above, and raising concerns the ELP may be intentionally vague so Eastleigh benefit from not have a scheme, ie, Planning by Appeal (developer lead).</p> <p>Cllr Cook mentioned an accident on Highbridge Road 27.03.2019, involving a car and motorcyclist.</p> |
| 231/19 | <p>To receive an update on matters arising from the minutes of the Full Council meeting held on 17th January 2019 that are not included elsewhere on the agenda and to consider the status of progress to date</p> <ul style="list-style-type: none"> - Hazeley Road Barn Planning Permission |
| | Hazeley Road Barn had planning permission granted 3 years ago, so no further action to be taken. |
| 232/19 | Councillor Corcoran to provide an update on progress of the Neighbourhood Plan |
| | <p>Cllr Corcoran circulated a report on progress to the Neighbourhood Plan, providing detail on the policies which have been updated. Two major changes Cllr Corcoran highlighted was a limit in size of extensions to 30%, and a policy brought into accordance with SDLP, which enables countryside houses to be knocked down and have two in it's place.</p> <p>Next steps:</p> <ol style="list-style-type: none"> 1. SEA to be completed on updated policies 2. SDNPA to look at the Neighbourhood Plan informally |

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| | <p>3. NP to be signed off by TPC for pre-submission</p> <p>Cllr Corcoran asked all Cllrs to let him know if they spot any typo's in the text whilst they read it.</p> <p>The NP is still in draft form, until it has been signed off by the TPC. However, as the plan has now been discussed by the TPC, if any member of public wish to obtain a copy the Clerk will send them one, highlighting that the Plan is still draft and subject to change.</p> <p>Cllr Mitchell asked where TNP sits, along with the hierarchy of planning policy. Cllr Corcoran confirmed that the National Planning Policy is still the top requirement, followed by South Downs Local Plan Policies. TNP will sit alongside SD Local Plan Policies.</p> <p>Cllr Mitchell thanked and admired Cllr Corcoran and the technical team for getting the plan to this point.</p> <p>It was also raised that with all of the detail and complexity of the NP, comes a challenge in how to present it to the public for them to comprehend. The Cllrs were asked to start thinking about solutions to the challenge.</p> |
| 233/19 | Resolve to agree the amended Neighbourhood Plan policies and to and to submit to SDNPA for completion of the SEA |
| | <p>The Cllrs were given the opportunity to ask any questions on the policies. It was resolved to agree the amended Neighbourhood Plan policies and to submit to the SDNPA for completion of the SEA. Proposed by Cllr Mitchell and seconded by Cllr Cook.</p> <p>It was agreed that these Minutes would serve as the communication that the NP is ready to be published, and the report by Cllr Corcoran serves as an addendum to the Minutes (Appendix 1). The NP will be sent to any member of public who asks for it, with DRAFT across the NP, and highlight it is subject to change. At this stage the Clerk will not advertise the NP on TIS or on the website.</p> |
| 234/19 | Receive the Flood survey from Mayer Brown |
| | <p>The flood report states that the capacity of the pipes below the B3335 can only take 60% of the water flowing down it above the B3335. Engineers have not found the solution easy, as the pipes are crumbling, and there is little capacity between surface and pipe to increase the size of the pipe. This would suggest that water has to be dealt with on the surface, which presents another problem, as the parish hall car park surface level is below the level of the pipe. It has also identified that the problem is a flow problem, not capacity. The water flows at 1m³ per second, as a result of prolonged rainfall over months.</p> <p>The report showing the solution is being finalised by Mayer Brown.</p> |
| 235/19 | To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item |
| | Nothing to report. |

| | It was reminded that the TPC response to Highcroft Appeal is due on 1 st April, but after reading all of the documentation, no further information needs to be sent, as the Appeal considers all of TPC previous submissions. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 236/19 | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Nothing additional to the items on the agenda below. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 237/19 | Resolve to approve payments to be made in March 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th colspan="3">March 2019 payments for approval</th> </tr> <tr> <th>Payee</th> <th>Details</th> <th>Amount Paid</th> </tr> </thead> <tbody> <tr> <td>HCC pensions</td> <td>Clerk pension for March</td> <td>189.78</td> </tr> <tr> <td>Eastleigh Contract floor</td> <td>vinyl floor replacement in home and away showers at pavilion</td> <td>957.60</td> </tr> <tr> <td>J Nicholson</td> <td>Clerk net salary for March</td> <td>709.29</td> </tr> <tr> <td>HMRC</td> <td>Clerk PAYE and NI for March</td> <td>191.57</td> </tr> <tr> <td>J Nicholson</td> <td>February expenses</td> <td>42.79</td> </tr> <tr> <td>Southern electric</td> <td>Electricity to Hunter Park Field 03.11.2018 to 14.02.2019</td> <td>48.22</td> </tr> <tr> <td>Poundland</td> <td>bleach for pavilion</td> <td>2.00</td> </tr> <tr> <td>DCK Accounting Solut</td> <td>VAT advice on tennis court resurfacing</td> <td>60.00</td> </tr> <tr> <td>WEL Medical Solutions</td> <td>pads for the defibrillator</td> <td>44.28</td> </tr> <tr> <td>WCC</td> <td>dog poo emptying oct, nov, dec</td> <td>325.00</td> </tr> <tr> <td>WCC</td> <td>dog poo emptying jan, feb, march</td> <td>325.00</td> </tr> <tr> <td>Foard Maintenance Se</td> <td>Caretaking work legionella / bus shelter / electric cupboard</td> <td>164.99</td> </tr> <tr> <td>Microsoft</td> <td>Monthly outlook charge for councillors</td> <td>33.00</td> </tr> <tr> <td>1&1 ionos</td> <td>web hosting for March</td> <td>8.39</td> </tr> <tr> <td>Hilary Frearson</td> <td>Neighbourhood admin for February, 39.5 hours</td> <td>592.50</td> </tr> <tr> <td>"02"</td> <td>mobile phone bill 9th march to 8th april</td> <td>21.00</td> </tr> <tr> <td>HMRC VAT</td> <td>VAT correction on tennis court resurfacing (S137 £1700 HPTA £2,333)</td> <td>4,033.00</td> </tr> <tr> <td>Green Smile</td> <td>Northfields and hunter park grounds maintenance for March</td> <td>1663.65</td> </tr> <tr> <td>EDF energy</td> <td>monthly standing charge for electricity at the pavilion</td> <td>50.00</td> </tr> <tr> <td>Home Bargains</td> <td>clearning supplies for pavilion (no receipt)</td> <td>11.53</td> </tr> <tr> <td>Shoreland Network Sol</td> <td>cricket square preparatona and maintenance for February</td> <td>157.20</td> </tr> </tbody> </table> <p>Clerk to check WEL Medical Solutions, but subject to that it was resolved to approve above payments. Cllr Sellars checked the amounts against invoices presented.</p> <p>The VAT correction was discussed, see 240/19.</p> <p>Proposed by Cllr Pullen and seconded by Cllr Cook.</p> | March 2019 payments for approval | | | Payee | Details | Amount Paid | HCC pensions | Clerk pension for March | 189.78 | Eastleigh Contract floor | vinyl floor replacement in home and away showers at pavilion | 957.60 | J Nicholson | Clerk net salary for March | 709.29 | HMRC | Clerk PAYE and NI for March | 191.57 | J Nicholson | February expenses | 42.79 | Southern electric | Electricity to Hunter Park Field 03.11.2018 to 14.02.2019 | 48.22 | Poundland | bleach for pavilion | 2.00 | DCK Accounting Solut | VAT advice on tennis court resurfacing | 60.00 | WEL Medical Solutions | pads for the defibrillator | 44.28 | WCC | dog poo emptying oct, nov, dec | 325.00 | WCC | dog poo emptying jan, feb, march | 325.00 | Foard Maintenance Se | Caretaking work legionella / bus shelter / electric cupboard | 164.99 | Microsoft | Monthly outlook charge for councillors | 33.00 | 1&1 ionos | web hosting for March | 8.39 | Hilary Frearson | Neighbourhood admin for February, 39.5 hours | 592.50 | "02" | mobile phone bill 9th march to 8th april | 21.00 | HMRC VAT | VAT correction on tennis court resurfacing (S137 £1700 HPTA £2,333) | 4,033.00 | Green Smile | Northfields and hunter park grounds maintenance for March | 1663.65 | EDF energy | monthly standing charge for electricity at the pavilion | 50.00 | Home Bargains | clearning supplies for pavilion (no receipt) | 11.53 | Shoreland Network Sol | cricket square preparatona and maintenance for February | 157.20 |
| March 2019 payments for approval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payee | Details | Amount Paid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HCC pensions | Clerk pension for March | 189.78 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Eastleigh Contract floor | vinyl floor replacement in home and away showers at pavilion | 957.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J Nicholson | Clerk net salary for March | 709.29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HMRC | Clerk PAYE and NI for March | 191.57 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J Nicholson | February expenses | 42.79 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Southern electric | Electricity to Hunter Park Field 03.11.2018 to 14.02.2019 | 48.22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Poundland | bleach for pavilion | 2.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DCK Accounting Solut | VAT advice on tennis court resurfacing | 60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WEL Medical Solutions | pads for the defibrillator | 44.28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WCC | dog poo emptying oct, nov, dec | 325.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WCC | dog poo emptying jan, feb, march | 325.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Foard Maintenance Se | Caretaking work legionella / bus shelter / electric cupboard | 164.99 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Microsoft | Monthly outlook charge for councillors | 33.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1&1 ionos | web hosting for March | 8.39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hilary Frearson | Neighbourhood admin for February, 39.5 hours | 592.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| "02" | mobile phone bill 9th march to 8th april | 21.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HMRC VAT | VAT correction on tennis court resurfacing (S137 £1700 HPTA £2,333) | 4,033.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Green Smile | Northfields and hunter park grounds maintenance for March | 1663.65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDF energy | monthly standing charge for electricity at the pavilion | 50.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Home Bargains | clearning supplies for pavilion (no receipt) | 11.53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shoreland Network Sol | cricket square preparatona and maintenance for February | 157.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 238/19 | Resolve to offer temporary contractor administration support to the Clerk for a 2 month trial at £15 an hour for up to 10 hours a month to Hilary Frearson (existing Neighbourhood Plan administrator). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | It was resolved to offer temporary contractor administration support to the Clerk for a 2 month trial at £15 an hour for up to 10 hours a month to Hilary Frearson (existing Neighbourhood Plan administrator). Proposed by Cllr Lawton and seconded by Cllr Sellars. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 239/19 | Resolve to purchase digital accounting system, to comply with Making Tax Digital |
| Clerk | <p>The Clerk has obtained quotes from SAGE, and Edge IT for accounting systems. SAGE are generic, and Edge are Parish Council specific. The price for SAGE works out at £284 per annum, plus £150 training, total £434. Edge IT work out at £295 per annum, plus £90 set up cost and £280 training, total £670. Despite Edge IT being more expensive, the service and support provided was seen to be worth the additional cost, as we have used them to set up Outlook. A third provider was not identified as a worthwhile realistic alternative. It was resolved to purchase Edge IT accounting package at £670 set up costs, for the future years £295 per annum. Proposed by Cllr Mitchell and seconded by Cllr Wheeler.</p> <p>Action: Clerk to install Edge IT accounting package, obtain training, and set up for 2019 / 2020 accounts.</p> |
| 240/19 | Clerk to update on VAT position on tennis court resurfacing, and resolve to approve external consultancy review of receipts and income and VAT reclaiming |
| Clerk | <p>To obtain a definitive position, in light of receiving conflicting advice over the VAT on the tennis court resurfacing, the Clerk approached DCK Accounting Solutions Consultancy (recommended by Colden Common Parish Clerk). The Consultant reviewed the facts, and advised that reclaiming the VAT on the money contributed to the Parish Council by the Tennis Association is not permitted. The tennis club have been informed, and have paid the funds into the Parish Council bank account. The Clerk will make the adjustment in the Q4 VAT return.</p> <p>The Clerk approached the Council to ask for a full review of all finances by DCK Accounting, to advise on the VAT position on all transactions, due to the complexities of VAT. DCK quoted £1,094 for a full day review. It was seen that advice on an ad hoc basis was preferable, for the time being, but Clerk to obtain comparable quotes.</p> <p>Action: Clerk to obtain quotes for full VAT advice</p> |
| 241/19 | Resolve to sign off budget for 2019 / 2020 |
| Clerk Clerk | <p>The finance committee have reviewed and approved the budget on 28th February. A further few questions were asked, including if the full amount is not spent on the basketball court can it be reallocated. The Clerk confirmed that it would, but before we commit to any expenditure, an open space strategy will be created.</p> <p>Cllrs remarked they have been asked for the reason for the 10% rise in precept. It was agreed for Cllr Lawton to issue a statement explaining the reason for the 10% increase, and details of the 5 year plan. The statement will appear on the website when the budget is published.</p> <p>It was resolved to approve the 2019 / 2020 budget. Proposed by Cllr Pain, and seconded by Cllr Pullen.</p> <p>Actions:</p> <p>Clerk to add into budget £29,000 grant from Leaders</p> <p>Clerk to publish budget on the website alongside statement from the Chairman as to the reason for the rise in precept.</p> |

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| 242/19 | Resolve to approve the Asset Register, Finance regulations and Standing orders for 2019 / 2020 |
| Clerk | <p>It was resolved to approve the Asset Register, Finance regulations and Standing Orders for 2019 / 2020. Proposed by Cllr Mitchell and seconded by Cllr Lawton.</p> <p>Action: Clerk to add the Asset Register, financial regulations and standing orders to the website with no changes.</p> |
| 243/19 | 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 |
| Clerk | <p>At the Recreation Committee meeting on 21st March 2019, representatives from Twyford Cricket Club attended the meeting. The fees charged to the youth and ladies cricket team were discussed, and some points of differentiation were identified. The Parish Council aim to charge the cricket club fairly for what they use, which means an increase in the amount they have paid in the past few years.</p> <p>The following was agreed by the Recreation Committee and Cllr Wheeler read it out to the FPC to ensure they agree:</p> <ul style="list-style-type: none"> - Twyford Cricket Club to book the pavilion from 6 to 8pm on a Friday night, at a reduced rate of £5 an hour (the reduced rate is to help the cricket club climatise to the new charging structure). This would increase to £10 an hour for 2020 season - The £5 charge for use of the pitch by Twyford Cricket Club would remain regardless of whether the ladies play at the same time, excludes use of the cricket square - In total therefore, for cricket practise / training on Friday night (excluding the cricket square), 6 to 8pm including the pavilion will be £15 for 2019 - Should the cricket club wish to hold any social at the pavilion, including a barbeque, this should be booked in advance with the Clerk, and to check if there are any other bookings being held at the pavilion. The hire charge for the additional time beyond 8pm will continue at £5 an hour for 2019 (rising to £10 an hour in 2020). The cricket club will be reminded to continue to be mindful of neighbouring residents. - The pavilion cannot accommodate an additional fridge. - On a Sunday, when two junior games are being played back to back, the pro rata charge of £10 an hour will be charged. Which would result in £50 for two Sunday morning games 9am to 2pm. - If TPC receive an enquiry to book a senior game on a Sunday afternoon, TPC and TCC will liaise to try and accommodate the additional booking. <p>The Cllrs agreed with the approach, and commented that the Council are being more than generous. It was agreed to send the charging structure to the cricket club, proposed by Cllr Corcoran and seconded by Cllr Pain.</p> <p>Action: Clerk to send the charging structure to the Twyford Cricket Club who attended the Recreation Committee meeting on 21st March.</p> |

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| Clerk | <p>Cllr Wheeler also informed the Council that we have been approached by some volunteers who wish to hold a Summer Ball at Hunter Park. The Council discussed the ramifications of an event, and the Council agreed to support the concept in principle. As the ball is in aid of charity a nominal charge (in region of £100) would be made to cover costs.</p> <p>Action: Clerk to go back to the organisers of the Summer Ball, and inform them of the support of the Council. The organisers are to provide a proposal of how the event would be implemented.</p> <p>Cllr Wheeler also informed that an allotment inspection has been booked for 9th May, and the new flooring has been installed in the pavilion showers.</p> |
| 244/19 | Councillor Corcoran to provide an update on Berry Meads & Compton Lock Committee. |
| | <p>Andy Coates is going to a meeting on the Western Farming Cluster, and we look forward to finding out more.</p> <p>The Stewardship of Berry Meadow needs renewing, which Andy Coates is looking into.</p> <p>The next committee meeting is 25th April.</p> |
| 244.1/19 | Cllr Corcoran to report the success of the LEADER bid for funds for the stage 2 project and authorise the acceptance of the lowest of the three quotes received i.e, Aquascience and Trowelcraft |
| Clerk | <p>The Leaders grant has been awarded, total amount is £29, 764.45. This is 85% of total costs. Cllr Corcoran is applying to HCC and Rural Communities fund to cover the remaining 15%.</p> <p>VAT advice will be required to ensure the PC can reclaim the VAT on the works done under the grant.</p> <p>Action: Clerk to obtain VAT advice on the leaders grant, to ensure we can reclaim the VAT</p> <p>The next steps are</p> <ol style="list-style-type: none"> 1. Acceptance of Leader grant to be signed 2. Clerk and Cllr Corcoran to work through the paperwork, and ensure the contractors sign up to our procedures (risk assessment, insurance, method statement) <p>Action: Clerk to set up meeting with Cllr Corcoran to appoint contractors for phase 2 water meadow restoration and ensure all paperwork is signed and provided by contractors (method statement, risk assessment, insurance)</p> <p>Subject to the two steps above, it was resolved to appoint Acquascience and Trowelcraft for phase 2 of the Water Meadow restoration. Proposed by Cllr Lawton and seconded by Cllr Wheeler.</p> |
| 245/19 | Councillor Mitchell to provide an update on the Compton Lock stakeholder meeting, and agree date of public meeting to be held in May. |
| | <p>A meeting was held with Stakeholders of Compton Lock on 28th February. A key output was the public meeting. The date of the public meeting was discussed, and will be held on 22nd May. It was decided to move the APA to the same date, as much of the same attendees and presenters will be at both meetings.</p> |

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| Clerk | <p>Action: Clerk to send meeting notes from 28th Feb to all parish councilors.</p> <p>The approach for the public meeting was discussed, and the following was agreed:</p> <ul style="list-style-type: none"> - Overview of work that is done at the Lock - Police and Neighbourhood Services give an overview of what they do at the Lock - Invite questions from the public - Thank all volunteers who help clean the area - Provide overview of Water Meadow restoration project <p>The Clerk has been recommended a sign designer by WCC. The Council supported working with the designer further to obtain a quote, and for the Clerk to write a brief of what the signs at the Lock need to convey, including the safety messages and keeping the area tidy, without too many words and without urbanizing the area. PC to sign off brief before it is sent to designer.</p> <p>Action: Clerk to write a brief for signs at Compton Lock, and circulate to TPC for comment before it is sent out.</p> |
| Clerk 246/19 | <p>Consider status of footpaths, byways and pavements, and report any required maintenance required.</p> <p><i>Request received from member of public to be considered</i></p> |
| | <p>The pavement on Cox Hill, before 30mph sign is being encroached on by overgrowth. White Lane, growth on left hand side as approach Winchester from Twyford.</p> <p>Action: Cllr Cook to ask Highways to address both of these, the Cox Hill pavement as being urgent.</p> <p>Footpath 12, small bit of tarmac has been put down, but it does not address the problem. Footpath 8, Countryside Services have said they will not do anything to address the rutting.</p> |
| 247/19 | <p>Update on progress on speed camera purchase and installation</p> |
| | <p>The Speed camera has been ordered. Date of delivery to be confirmed.</p> |
| 248/19 | <p>Consider the Parish Council Elections on 2nd May, and implications of purdah on Parish business.</p> |
| | <p>The APA was originally in the diary for 8th May, but as there may not be a Chairman in place, ie, they are not officially appointed until the Annual Meeting, 16th May, the APA will have to be moved. It was therefore agreed to move the APA to 22nd May, and run it with the Berry Meadow / Compton Lock public meeting.</p> <p>The APA agenda is likely to consist of:</p> <ul style="list-style-type: none"> - Chairman address, including Finance overview - Lock discussion - Defibrillator overview - All other items to be submitted in writing to the Clerk beforehand, which will be available as a report. |

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| | Action: |
| Clerk | Clerk to let all know date of APA has moved, and inform public new date of APA, and inform public date of Compton Lock meeting. |
| Clerk | Clerk to set up meeting with Cllr Lawton and Cllr Mitchell to organise agenda for APA |
| 249/19 | Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler |
| | Hockley Cottages bus stop repairs are still ongoing, quotes for Perspex are being obtained. Moving or providing a shelter for the bus stop near toll gate cottage is being investigated by Hampshire Highways. |
| 250/19 | Review progress to date on previous FPC meeting outstanding actions |
| | Carried over |
| 251/19 | To note, for information only, significant communications on matters that are not included elsewhere on the agenda |
| | None |
| 252/19 | To raise any items for the agenda for the Full Parish Council meeting 18th April 2019 |
| | None |

Jo Nicholson - Clerk to the Parish Council – 3rd April 2019. Contact: clerk@twyfordhants.org.uk

Twyford Parish Council 28th March

Twyford Neighbourhood Plan : Pre submission Draft

Addendum to report for Chairman of Technical Group

The Technical group met on Monday evening to review the Presubmission Draft to be considered by TPC:

A: Policy HN 1 (d) is to be flagged up as a change from the previous version, it limits the increase in size of a single house that is redeveloped to 30% (as for extensions). This is not considered by SDLP but follows from the policy on limiting extensions to 30%

B: The following additional changes to the Presubmission plan are proposed:

Introduction:

Expand 1.1 para 7 with the heading "External pressures on Twyford", to include, for instance the M3 Junction 9 changes and M3 Smart M-way which will have significant impact for several years plus the development pressures and ecological and landscape initiatives on the Winchester/SDNP interface/ urban fringe.

1.2 para 1. Start date TNP to be 2019

1.8 references to SEA had differing tenses and they need to be made consistent.

2.3 point 7 has lost the end of its sentence from the original SD objective.

2.4 SDNPA has been updating its management plan; the wording is not yet finalized but will then modify para 2.4.

HN5 Amend policy text: The 50% affordable housing requirement of SD policy to be stated as the policy for all future development in Twyford but the current long standing proposal for site 26 would remain at 40%. Add explanation.

BE2. Additional Text in intro: "Although Northfields/ Hazely Enterprise Park is not identified a strategic area by SDLP, it is of more than local significance in providing land and premises for a wide range of businesses and employment " .

BE 2/ BE3/HN8: site specific policies with possible impacts on village infrastructure and services to be framed in consistent way. Changes to policies required to ensure consistency of approach.

BE2.2 b to be removed as not necessary (covered by 2.2 c.)

LHE 4 Green Infrastructure; add reference to SDNP urban fringe study.

LHE5 Biodiversity, Trees and Woodland: Amended Policy Text: extra sentence to the last paragraph on replacing lost trees and enhancing trees and woodland.

WE1: Flood Risk : add introduction to explain importance of water environment to character of parish (river, bourne, springs, aquifers) as background to village flooding,.

WE2: new policy for foul sewerage (attached) .

MA 1 cycling: references to need for route to be strengthened. Historic Rural Roads: add reference to SD 21 in MA1 and list of Twyford Historic Rural Roads.

MA 2 Parking standards: add reference to HCC Highways Authority and WCC as Parking Authority. Also add reference to pressures in Twyford.

DB2 Stacey's garage. Revise title to: "Site Redevelopment"
Delete both restriction to housing only and requirement for access from Manor Road.
Policy to focus on benefits and objectives plus reference to contamination

References: The TNP document needs a number of references listed. These would be added on the website, one of which will be the HCC: Historic Rural Settlements Twyford 2004.

C. Changes to maps and plans

Map 5 HN 8 New map for Orchard Close with existing site boundaries

Map 7 BE2 Extension to master plan area to include Site 1

Identify landscape areas for inclusion in Master plan

Map 9 CF 1 Omit Berry Meadow and Meads as table 1

Map 10 LHE 3 Add areas of Archaeological potential

Map 11 LHE 4 Add green infrastructure as policy

Map 16 DB1 Omit dotted line:

Identify key features of site and proposals as per Brief and Spindrift

Map 8: DB 2 Add Staceys garage

D. New Policy: WE2 – Foul Sewer Flood Prevention

Purpose of the policy

In several areas of the village, the foul sewers malfunction in certain conditions, particularly times of high water table and flooding.

When the Hazeley Winterbourne rose in 2000/01 and 2013/14 and flooded the village centre, flood water penetrated and overcharged the foul sewer in Hazeley Road. As a result of this, sewage backed up into houses in Army Row and St Mary's Terrace and discharged into Hazeley Road and the Village Car Park necessitating access to Twyford Surgery being closed due to pollution risk and rendering residents' toilets unusable for several weeks.

The flood drainage improvements proposed in Policy WE1 would reduce the likelihood of this problem occurring in the future and support for this should be sought from Southern Water. However the risk of flooding and infiltration of the foul sewer would not be removed and other measures to prevent ingress of water into the sewer should also be sought.

Problems of water penetrating and causing backing up of sewage into adjoining houses occur in Finches lane, St Marys Terrace and the Avenue in times of high water table and after particularly heavy storms.

In 2015 Ofwat called for improvements in the Water Companies response to sewer flooding and Southern Water initiated a "Flood Reduction Project" to help achieve this in its area of operation, but Twyford has not yet been included in the initiative. As part of the initiative, Southern Water developed an "Infiltration Reduction Plan" for St Mary Bourne and a similar plan might be of benefit to Twyford.

The purpose of this policy is therefore to:

1. Formally register the history of sewage flood problems of Twyford with Southern Water and seek for Twyford to be added to its Flood Reduction Project.
2. Seek active support from Southern Water for the flood prevention measures outlined in WE1 and request it to consider other infiltration reduction measures in the foul sewers in both Hazeley Road and Segars Lane, as might be appropriate.

Relationship to other policies

This policy complements Policy WE1 and South Downs Policy SD23

Policy WE2 – Foul Sewer Flood Prevention

- 1. TPC to seek for Twyford to be added to the Southern Water Flood Reduction Project**
- 2. TPC to seek active support from Southern Water to flood prevention measures outlined in WE1 and consideration of other possible measures to prevent water infiltration to sewers in Hazeley Road and Segars Lane**

Appendix 2 -Approved budget 2019 2020

| TWYFORD PARISH COUNCIL | | | |
|---|---|--|--------------------|
| SUMMARY RECEIPTS & PAYMENTS ACCOUNT | | | |
| TWYFORD PARISH COUNCIL working budget 2019 / 2020 | | | |
| 2018/2019 budget | | | budget 2019 / 2020 |
| | RECEIPTS | | £ |
| | Finance | | |
| 90,509.00 | Precept | | 99,559.90 |
| 15.00 | Bank Interest | | 70.00 |
| 1,881.00 | CTS | | - |
| 6,000.00 | Grants & Donations (CTS) | | 29,764.00 |
| 98,405.00 | | | 129,393.90 |
| | Recreation | | |
| 3,000.00 | Hunter Park Pitches | | 2,200.00 |
| | deposits to be paid back in time | | 100.00 |
| 800.00 | Hunter Park Pavilion | | 240.00 |
| 650.00 | Allotments | | 675.00 |
| 4,450.00 | | | 3,215.00 |
| | Other | | |
| | Neighbourhood Plan | | - |
| 5,100.00 | Water Meadows grants rural payments agency (for farming) | | 7,300.00 |
| | misc transfers | | - |
| | Open Space Funding | | - |
| 5,100.00 | CIL | | 2,000.00 |
| | | | 9,300.00 |
| 107,955.00 | TOTAL RECEIPTS EXCLUSIVE OF VAT | | 141,908.90 |
| | PAYMENTS | | |
| | Finance | | |
| 13,578.27 | Clerk's employment costs inc. allowances | | 14,404.51 |
| 1,037.60 | additional clerk hours | | 831.03 |
| 540.00 | Clerk's Expenses | | 540.00 |
| 1,570.00 | Administration | | 3,474.00 |
| 500.00 | External Advice | | 500.00 |
| 750.00 | Training | | 500.00 |
| 2,750.00 | Insurance Premium | | 2,372.00 |
| | Grants & Donations: See also Misc | | 2,000.00 |
| 5,000.00 | Section 137 | | 4,000.00 |
| 1,200.00 | Hall Hire | | 1,000.00 |
| 250.00 | Legal Fees | | 500.00 |
| 875.00 | Audit Fees | | 925.00 |
| 617.00 | Subscriptions & Publications | | 500.00 |
| 3,000.00 | Street Lighting | | 3,000.00 |
| 480.00 | SLR | | 3,300.00 |
| 1,751.25 | PWLB (Gilbert Room) | | 1,688.25 |
| 33,899.12 | | | 39,534.79 |
| | Recreation | | |
| 9,909.00 | Hunter Park Grounds | | 10,859.00 |
| 16,636.56 | Hunter park and northfields groundsman | | 16,887.00 |
| 2,130.00 | Hunter Park Pavilion | | 2,230.00 |
| | deposits returned | | 100.00 |
| 2,200.00 | Repairs & Maintenance | | 4,990.00 |
| 12,000.00 | New assets | | 24,750.00 |
| 2,000.00 | Other Open Spaces | | 9,964.00 |
| 200.00 | Allotments | | 200.00 |
| 45,075.56 | | | 69,880.00 |
| | Other | | |
| 13,250.00 | Neighbourhood Plan administration and plan production | | 13,250.00 |
| | Neighbourhood Plan projects (flooding mitigation & car park extension) | | 16,000.00 |
| 3,509.92 | water meadows klan | | 3,455.59 |
| 2,000.00 | water meadows maintenance | | 3,783.00 |
| | water meadows project | | 38,164.00 |
| 100.00 | Miscellaneous (Note 1) | | - |
| 18,859.92 | | | 74,652.59 |
| | total outgoing | | 184,067.38 |
| | VAT on payments | | - |
| 97,834.60 | Surplus / - Deficit exc VAT | | - 42,158.48 |
| | Projects | | |
| | All projects are estimations only, and only reflect TPC contribution - NOT total project cost - grants / loans to be applied for to make up the total project cost | | |
| 16,000.00 | Village projects INCLUDED in the budget | | |
| | flooding | | 15,000.00 |
| | car park extension | | 1,000.00 |
| | Water Meadows Lock project | | 38,164.00 |
| | pavilion refurb (£2.5k moved to pavilion maintenance) | | 2,500.00 |
| | Northfields play equipment tidy up | | 2,000.00 |
| | basketball refurb (£20,000 in budget new assets) | | 20,000.00 |
| | footpath no 12 tarmac | | 7,000.00 |
| | hp play equip and bus plan (£2k in new asset budget line) | | 2,000.00 |
| | long term projects NOT included in the budget | | |
| | parish hall extension (2018-2019) | | - |
| | traffic management in village centre (2018-2019) | | - |
| | Finches Lane / Norris Bridge / Shawford Road (2019/2020) | | - |
| | Northfields play equipment replacement | | - |
| | pavilion continued refurb | | - |
| | HP storage containers | | - |
| | lighting and security at pavilion | | - |
| | community orchard | | - |
| | super map of village | | - |
| | Total spent on projects | | 87,664.00 |
| | allocated reserves to be carried forward to 2019 / 2020 projects | | |
| | Play equipment carried over from 2016/2017 | | 10,000 |
| | Play equipment 2017/2018 unspent | | 9,500 |
| | Sub Total | | 19,500 |
| | Reserves to be maintained | | |
| | Election costs (FPC Minute 205/18) | | 1,600 |
| | Held on behalf of TIW | | 1,588 |
| | Untouchable reserves | | 20,000 |
| | play equipment 2018 / 2019 | | 10,000 |
| | Section 137 approved in 2017/2018, not yet paid | | - |
| | church bells | | 1,000 |
| | sub total | | 34,188 |