

## TWYFORD PARISH COUNCIL

### Minutes of the meeting of the Finance Committee

held on **Thursday 12<sup>th</sup> March 2020** at 8.15pm. Gilbert Room, Twyford Parish Hall

<b>Councillors present</b>	<b>Councillors absent/apologies</b>	<b>In attendance</b>
Councillor Sellars (Chair)		J.Nicholson - Clerk
Councillor Wheeler		
Councillor Pullen		
Councillor Cook		
Councillor Forder-Stent		
Councillor Bronk		
Councillor Corcoran		
Councillor Lawton		

<b>Item</b>	<b>Business Transacted</b>
<b>F63/20</b>	<b>To note absences and consider apologies for absence</b>
	No apologies were received
<b>F64/20</b>	<b>To receive declarations of interest relevant to Agenda Items</b>
	The registered declarations were applied, no additional declarations were received
<b>F65/20</b>	<b>Public Participation - To receive questions from the members of the public</b>
	No public in attendance
<b>F66/20</b>	<b>To approve and sign as a true record the minutes of the meeting held on 16<sup>th</sup> January 2020</b>
	The minutes from 16 <sup>th</sup> January were considered a true record of events. Proposed by Cllr Wheeler and seconded by Cllr Lawton. The Minutes were signed by Cllr Sellars at the meeting.
<b>F67/20</b>	<b>Update on matters arising from the minutes of the meeting held on 16<sup>th</sup> January 2020</b>
	None
<b>F68/20</b>	<b>Review each PID, and establish the scope and funding sources of each project</b>
	<p>Cllrs Lawton, Forder-Stent, Pullen and the RFO met on 24<sup>th</sup> February to discuss draft allocation of Parish Council funds to each of the TPC projects. The projects discussed were:</p> <ol style="list-style-type: none"><li>1. Water meadow restoration project</li><li>2. Neighbourhood Plan<ol style="list-style-type: none"><li>A) Food Mitigation</li><li>B) Car Park expansion</li></ol></li><li>3. Pavilion refurbishment</li><li>4. Two Parks Strategy</li><li>5. Highways<ol style="list-style-type: none"><li>A) Traffic</li><li>B) Cycleway</li></ol></li><li>6. Climate</li></ol>

The Parish Council have saved funds to implement a number of large projects which are required to provide important amenities to the village. Particular savings have been held in reserves towards new play equipment (£30,000), and £10,000 should be saved towards building a fund to replace any future equipment. The projection of available funds, after this allocation is £70,000, to be split across the projects.

The committee reviewed each project, and the scope of funding towards each project (See Appendix 1 for the draft material discussed at the meeting).

The purpose of this discussion was to see how the Parish Council funds could be split across all of the projects, and the Finance committee agreed a notional amount to each project. **ALL OF THE NOTIONAL AMOUNTS STATED BELOW ARE NON-COMMITTAL, AND ARE TO HELP THE FINANCIAL PLANNING OF THE PARISH COUNCIL AND THE PROJECT TEAMS. ALL FUNDING WILL BE SUBJECT TO FULL PARISH COUNCIL APPROVAL, FINANCIAL REGULATIONS AND STANDING ORDERS OF THE COUNCIL. THERE IS NO GUARANTEE THEY WILL BE APPROVED.**

**Project 1. Water meadow.**

The project was delivered in 2019. There is one outstanding item to be completed, which are information boards. There is £2,000 remaining from the HCC budget to fund the signs. This should be held in reserves from the 2019 / 2020 spend.

**Action: Clerk to ensure £2,000 is held in reserves for water meadow signage.**

**Project 2. Neighbourhood Plan**

**a) Flood mitigation**

The flood mitigation implementation project requires substantial funding, to date the assumption has been £400,000. An application has been submitted to SDNP CIL for £100,000. An application will also be submitted to WCC CIL for £100,000. A portion of the project, representing the land value, will be gifted to the Parish Council by the developers. It is also assumed that from the building work on Site 26 (if approved), £80,000, CIL will be received (if the Neighbourhood Plan is adopted). Of the £80,000, it is assumed that £40,000 will be used towards the flood mitigation. **It was suggested that a contribution of £10,000 would come from the Parish Council funds.**

**b) Car Park expansion**

£65,000 has been granted from WCC CIL 2019 for the car park expansion. It was suggested that £40,000 CIL from Site 26 CIL (see assumption note above) would be allocated to this project, and no further contribution from the Parish Council at this stage.

**Project 3. Pavilion Refurbishment**

£5,000 has been granted from SDNP CIL in 2019 towards this project. The projected spend is £5,000. In addition, TPC have agreed to purchase and install a defibrillator to the pavilion, and therefore **£1,500 will be allocated from the Parish Council funds.**

#### **Project 4. Two Parks Strategy**

The total cost of the improvements to both parks is estimated to exceed £250,000.

The first deliverable is a multi sports court, which quotes to date suggest a cost of £65,500. £12,700 has been granted from SDNP CIL in 2019, and the Parish Council can allocate the £30,000 held in reserves (subject to approval). **The Parish Council can allocate another £30,000 from Parish Council funds on the two parks strategy.**

Applications for funding from other sources will be made, on completion of an approved landscape plan.

It was suggested, that a portaloo at Hunter Park could be trialled, before the expense of installing a toilet would be approved. Through discussion, it was thought that Northfields improvements could be made through the ongoing maintenance budget.

In addition, Cllr Pullen has instigated work on enhancements to Northfields and Hunter Park setting. Much of this work has been funded from the Hunter Park maintenance budget for 2019 / 2020, but an allocation of **£750 from the Parish Council funds can be made in 2020.**

#### **Project 5. Highways**

- a) Traffic improvements: A second SLR has been approved by TPC, which will require an allocation of **£3,500 from Parish Council funds.** In addition, **£13,000 has been ring fenced of Parish Council funds** (subject to approvals) for Highway improvements in the village, including the movement of the telephone boxes.
- b) Cycleway. £50,00 has been allocated from WCC CIL in 2019 for a new cycleway along B3335 / B3354. **The Parish Council can allocate £10,000 from Parish Council funds.**

#### **Project 6. Climate.**

The deliverables are to be determined, but **£1,000 can be allocated from Parish Council funds.**

As a result of this discussion, the draft notional amounts of Parish Council funding, allocated to each project in 2020 / 2021 (SUBJECT TO FULL PARISH COUNCIL APPROVAL) are as follows:

1. Water Meadow	£0
2. Neighbourhood Plan	
a) Flood mitigation	£10,000
b) Car Park expansion	£0
3. Pavilion Refurbishment	£1,500

	4. Two Parks Strategy Park enhancement	£30,000 (+ £30,000 held in reserves) £750	
	5. Highways a) Traffic  b) Cycleway	£3,500 £13,000  £10,000	
	6. Climate	£1,000	
	<b>Total</b>	<b>£69,750</b>	
<b>F69/20</b>	<b>Consider the different bodies available for different funding, and assign process / timeline and owners for applying</b>		
	<p>The Assistant Clerk has been researching the different bodies available to apply for the relevant funding and grants. A fact base is being compiled, and will be circulated to the Cllrs for comment, or any missing information.</p> <p>There will be a risk, that with most funding bodies, the Parish Council will have to fund the project up front, then apply for the money from the grant giving body. With multiple projects being implemented, there is a risk that the cash flow of the Parish Council may not be able to cover all of the projects at the same time. This will require monitoring by the finance committee.</p>		
<b>F70/20</b>	<b>Update on WCC CIL application for 2020/2021</b>		
	<p>The WCC CIL application for flood mitigation is due 31<sup>st</sup> March. The Clerk and Cllr Corcoran will be submitting the application, which will replicate the application made to SDNP, but asking WCC for a proportionate contribution. The application will reflect the need for the work to be done, to service the residents of Winchester District, that use the surgery, pharmacy and amenities which are affected by flooding.</p>		
<b>F71/20</b>	<b>To raise any items for the next agenda and agree the date of the next meeting currently scheduled for 23<sup>rd</sup> April 2020</b>		
	Year end financials.		

Jo Nicholson - Clerk to the Parish Council – 31<sup>st</sup> March 2020  
Contact: [clerk@twyfordhants.org](mailto:clerk@twyfordhants.org).

## Appendix 1

### TWYFORD PARISH COUNCIL PROJECT PLANNING FOR 2020 / 2021 Finance Sub Committee Review 24.02.2020

Attendees: Cllr Lawton, Cllr Forder-Stent, Cllr Pullen, Clerk

#### 1.0. Finance position

<b>Reserves contribute to 2020 / 2021 projects</b>					
play equipment saved					
Total reserves to be spent in 2020 / 2021				30,150.00	-
<b>estimated bank balance at 31.03.19</b>				<b>115,000</b>	
<b>Reserves carried over into 2021 / 2022</b>					
TIW				2,100	
Appeal for a Peal				1,000	
Election costs (FPC Minute 205/18)				1,600	
Cash to be held in account				20,000	
<b>Total Reserves</b>		<b>24700</b>		<b>24,700</b>	<b>-</b>
Cash available to contribute to 2020 / 2021 projects				<b>90,300</b>	
<b>surplus from 2020 / 20210 budget</b>				<b>19,964</b>	
<b>Cash available (when all precept received)</b>				<b>110,264</b>	
Reserved funds for play equipment				30,150	
Build replacement fund				10,000	
<b>Cash available to contribute to 2020 / 2021 projects exc play equipment all</b>				<b>70,114</b>	

The committee need to be mindful of cash flow, in that the grants we have been allocated require the TPC to spend the money prior to claiming back. This includes sizable CIL grants.

#### 2.0. Project allocation / PIDS – DRAFT ALLOCATION FOR DISCUSSION AT FINANCE COMMITTEE MEETING 12.03.2020

	Project	Owner	Sub programme	PID total spend	Total given in grant	TPC allocation	Request from other sources
1	PARISH FARM / WATER MEADOW PROJECT	Chris Corcoran					
			Fencing (£3,200 2019 budget)				
			Signage (project)		£2,000		
			Maintenance				

	Project	Owner	Sub programme	PID total spend	Total given in grant	TPC allocation	Request from other sources
			Stewardship application				
			Stewardship audit actions				
			Tree planting				
			BREXIT				
2	NEIGHBOURHOOD PLAN	Chris Corcoran					
Assumes £80k from CIL from Site 26 (40k to flood, 40k to establish car park for village)							
			Plan delivery				
			Flood mitigation	400k		10k (plus 40k CIL)	350k (CIL)
			Site delivery				
			Car park expansion		£65,000	(40k CIL)	
			Surgery / Cecil Hut				
			Village Hall expansion				
3	PAVILION REFURBISHMENT	Ian Wheeler & Tracy Nutbeam					
			Purchase and install defibrillator			£1,500	
			External lighting & floodlights	£5,000	£5,000		
			Heaters in showers				
			Electricity box on side of pavilion				
			Scalpings				
			Hand rail				
			External decorating				
4	TWO PARKS STRATEGY	Waine Lawton & Jo Nicholson					
			Anaylse results from public survey				

	Project	Owner	Sub programme	PID total spend	Total given in grant	TPC allocation	Request from other sources
			Identify deliverables				
			Basketball refurb / relocate	£65,500	£12,700	30,000	23,000
			Start up / landscape architect	£3,000			
			Younger children play area revamp	30,000		30,000	
			Younger children inclusive play equipment	30,000			30,000
			Older play equipment	50,000			
			Additional seating	10,000			
			Perimeter walk	25,000			
			Revamp wooded area				
			Public toilet (vs potaloo??)	40,000			
			Northfields	30,000		FPC to set budget now	
			Cricket nets	15,000			15,000
		Steve Pullen	HP / NF ENHANCEMENT				
			Set up working party				
			Tree planting / hedge (£350 current financial year)				
			Tree works			£750	
			Bird / bat boxes				
			Renovating containers				
5	TRAFFIC	Tony Bronk & Sue Cook					
			Purchase additional SLR			£3,500	
			Parking (no parking Finches Lane)				

	Project	Owner	Sub programme	PID total spend	Total given in grant	TPC allocation	Request from other sources
			Road markings (yellow & white lines)				
			Speed limits				
			Speedwatch - relaunch				
			Pavement condition				
			Crossing south of village			£10,000	
			Safety concerns of Highbridge Rd				
			Segars Lane drains / dropped kerb				
			Moving telephone boxes			£3,000	
			Norris Bridge				
			Weight limit				
			Traffic centre of village				
			Additional locations of SLR				
5b	TRAFFIC - CYCLEWAY	Chris Mitchell					
			Cycleway along B3335		£50,000	£10,000	
6	CLIMATE	Angela Forder-Stent					
			Tree Planting				
			Identify deliverables – work with WCC / HCC / St Mary's Church and develop network			£1,000	
			Feed into all other projects to ensure they adopt climate code				

	Project	Owner	Sub programme	PID total spend	Total given in grant	TPC allocation	Request from other sources
				Total PID	Total grant given	Total TPC fund	Total to find from other sources
						£99,750 (£30k held in reserves for play equipment)	