

TWYFORD PARISH COUNCIL

Minutes of the meeting of the Full Parish Council
held on Thursday 16th July 2020 at 7.30 p.m.

Twyford Parish Hall

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

Item	Business Transacted
53/20	To receive and accept apologies for absence
	Apologies were received from Cllr Bronk.
54/20	To receive declarations of interest relevant to agenda items
	The registered declarations were applied. In addition, Cllr Sellars and Cllr Wheeler as trustees of the Parish Hall declared an interest in item 61/20. Cllr Mitchell is a member of Twyford Social Club so he also declared an interest in item 61/20.
55/20	To approve and sign-off, as a true record, the minutes for the virtual meeting on 25th June 2020.
	The Minutes were amended prior to the meeting, due to feedback from a Parish Councillor. The updated Minutes from 25 th June 2020 were approved as a true record of events from 25 th June 2020.
56/20	To adjourn for public participation
56.1/20	To receive questions from the members of the public.
	No public were in attendance.
56.2/20	To receive the County Councillor's report.
	Not in attendance.
56.3/20	To receive the District Councillors' reports.
	Cllr Bronk had circulated a report prior to the meeting (see Appendix 1).

	<p>Cllr Cook recommended that Councillors attend the biodiversity presentation offered by WCC. Cllr Pullen and Cllr Corcoran are already booked on.</p> <p>Cllr Cook referenced communication from Southampton Airport regarding the extension of the runway. Cllr Cook has submitted a number of questions to Southampton Airport, for which she is waiting a response.</p> <p>Cllr Cook reiterated the instigation of a green waste wheelie bin at £39 or £59 a year. The change does not follow a full public Consultation. Cllr Cook recommended that if individuals have a problem with this implementation, to raise it with WCC.</p>
57/20	To receive an update on matters arising from the minutes of the Full Council meeting held on 25th June 2020 that are not included elsewhere on the agenda and to consider the status of progress to date
Cllr Lawton	<p>Cllr Lawton contacted HCC regarding Norris Bridge brickwork. The response stated that the area which was not repaired did not affect the integrity of the bridge, and therefore was not done to save costs. Cllr. Lawton said that he has replied to HCC to ask for the section to be placed on the list for repairs to be done.</p> <p>Action: Cllr Lawton to forward email response from HCC on to Cllr Cook</p>
Cllr Cook	<p>Cllr Lawton wrote to the relevant management team at WCC asked for action to address a 3 month delay on issuing TPO's at Orchard Close. The response from WCC did not resolve the issue.</p> <p>Action: Cllr Cook to follow up with WCC and cc Cllr Bronk and request that if a TPO can't be achieved, can the request be registered</p> <p>Cllr Corcoran is in the process of measuring the works on the 13th tee at Hockley Golf Course. Cllr Corcoran will submit to South Downs' planning imminently.</p> <p>The Assistant Clerk has found out that there is no electricity supply to the telephone box at Northfields. A quote is being obtained to provide electricity to the phone box to potentially house a defibrillator.</p> <p>Cllr Cook is continuing to address the hole in Hazeley Road. Work has commenced.</p>
58/20	To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item
Clerk	<p>The Minutes from the previous meeting were circulated prior to the meeting. No queries were raised. It was queried whether there was an update on the application to 26 Churchfields. No news has been received.</p> <p>Action: Clerk to add update on 26 Churchfields to the planning committee agenda in September.</p> <p>The communication from Southampton Airport, referencing the 164m runway extension application was discussed. The Parish Council has previously submitted an objection, which remains in situ. Cllr Pullen voiced that due to the current economic climate, should the economic gain which the runway extension provide to the local community not be supported.</p>

Clerk	<p>The contradiction to Eastleigh Council declaring a climate emergency whilst a runway extension is being considered is noted.</p> <p>The Parish Council acknowledge the difficult economic climate and Cllr Pullen's points. The majority of the Council still support the objection, and no alternate action will be taken, and the original objection will remain. The status of the application will be reviewed at the next planning meeting in September.</p> <p>Action: Clerk to add Southampton Airport runway extension, update on application, to the September planning committee meeting.</p>
59/20	<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>Signs are in place at all Play areas, providing notice on adhering to coronavirus guidelines.</p> <p>The first cricket game is due to be played on the 19th July. The pavilion will only be used to access toilets, and a one way system will be used to move through the pavilion.</p> <p>Three football teams are booking to use the pitches at Hunter Park from September. To manage the impact on the pitch, Greensmiles will inspect the pitch weekly to confirm the pitches are suitable for play.</p> <p>A contractor has been appointed from three quotes, to paint the play equipment at Northfields, the work is programmed for September. Quotes to mend the play surface is expensive, and the recreation committee need to apply for grants to cover the cost.</p> <p>The annual play inspection was conducted on 11th July, and the report will be circulated to Councillors.</p>
59.1/20	<p>Update on Coronavirus restrictions and progress with opening facilities and taking sports bookings</p>
	<p>See 59/20 above</p>
60/20	<p>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</p>
	<p>The Minutes from 2nd July Finance Committee were circulated prior to the meeting. The Clerk updated that the Finance Committee reviewed the current notional allocation to projects, and whether a new strategy of reserves expenditure is required. The Finance Committee decided that there would be no review of the strategy, but to keep reporting on each project stream, and review each deliverable as it comes up for approval of expenditure..</p>
60.1/20	<p>Resolve to approve payments to be made in June 2020.</p>
	<p>See Appendix 2. The payments were reviewed. The Mayer Brown invoice not approved at June FPC meeting was confirmed by Jeff Mardon, and approved for payment. All July payments were resolved to be paid, proposed by Cllr Lawton and seconded by Cllr Mitchell.</p>
60.2/20	<p>Resolve to approve the Quarter 1 financial reports, and reconcile and sign Q1 cash</p>

	summary from the Edge Finance system to the HSBC June Bank Statements.
Clerk	<p>See Appendix 3. The cash balance in the bank as at 30.06.2020:</p> <p>C/A: £9,043.30</p> <p>Savings: £160,405.16</p> <p>Total: £169,448.46</p> <p>The Q1 financials reports were reviewed. Cllr Sellars reconciled the Edge Cash Summary to the HSBC Bank statements, and signed accordingly. Proposed by Cllr Sellars and seconded by Cllr Pain.</p> <p>The bank balance is split between; Budgeted income and expenditure, reserves and notional project allocation. Due to the current economic climate, expenditure may be slowed down on projects, it was discussed whether a portion of the notional project allocation could be invested. Methods of investment were discussed, but it was decided to discuss options at the next Finance Committee meeting.</p> <p>Action: Clerk to add investment of reserves to the next finance committee agenda in October</p>
60.3/20	Resolve to approve the Q1 VAT return
	See Appendix 4. It was resolved to approve the Q1 VAT return, proposed by Cllr Lawton and seconded by Cllr Cook.
61/20	Resolve to approve S137 from Twyford Social Club and Parish Hall Trustees
	<p>The Parish Hall Trustees are reviewing the need for the S137, no application has been received by them, for review as part of this agenda item.</p> <p>See Appendix 5. The S137 from the Parish Hall was reviewed. The Social Club have applied for £1,800 to complete the refurbishment of the toilets. The Council reviewed the application, and resolved to award the £1,800. Proposed by Cllr Lawton and seconded by Cllr Cook.</p> <p>The Clerk was asked to feedback to the Social Club, that future S137 grants may not be awarded, and to not build in future funds from the Parish Council for budgeting purposes.</p>
62/20	Resolve to approve Safeguarding Policy
	See Appendix 6. It was resolved to adopt the policy, proposed by Cllr Mitchell and seconded by Cllr Sellars.
63/20	Resolve to accept steps required to ensure www.twyfordhants.org.uk meets website accessibility requirements
Clerk	<p>Cllr Pullen has reviewed the requirements and will complete the checklist and acknowledge when complete.</p> <p>Action: Clerk to check with Cllr Pullen for a status update in August.</p>

64/20	Top level overview of project progress
64.1/20	Neighbourhood Plan Project Update: Councillor Corcoran to provide an update on progress of the Neighbourhood Plan and recommend next steps for FPC to approve
	<p>The technical team continue to work on the amends to the Neighbourhood Plan, which is still expected to come to the FPC in August for approval.</p> <p>South Downs have responded on the Orchard Close policy, saying the policy requires some further work, and to include it in the latest version of the Neighbourhood Plan. Due to work load, South Downs are unable to approve the policy formally in isolation. The technical team will continue to work on the policy before it goes out to Consultation.</p> <p>The question was asked, that if the Neighbourhood Plan puts restrictions on the site, could the Parish Council end up being sued by a purchaser. Cllr Corcoran advised that Planning legislation does not work in that way. The Neighbourhood Plan would need to be taken into consideration by agents, purchasers and developers, even before the Neighbourhood Plan is fully adopted.</p> <p>Cllr Corcoran also notified the Council that Twyford School has purchased the land behind Orchard Close.</p>
64.2/20	Flood Mitigation and Car Park expansion Project Update: Councillor Corcoran to provide an update on progress of the flood mitigation work and car park expansion. Resolve to approve increased spend to Mayer Brown.
	<p>Cllr Corcoran has written to HCC outlining that Twyford Parish Council have identified a flood mitigation scheme, and request that HCC adopt the scheme for implementation. HCC have acknowledged the letter, and a response is expected.</p> <p>An additional meeting with Mayer Brown was approved by the FPC previously, which explains the latest invoice being higher than expected. The FPC continue to support this additional spend for Mayer Brown to attend the meeting which is circa £480.</p>
64.3/20	Pavilion Refurb Project Update: Tracy Nutbeam and Cllr Wheeler to provide an update on progress of the pavilion refurbishment project
	<p>The shiplap on the pavilion has been replaced. The decorator is booked in to paint the external of the pavilion in September. Whilst the shiplap work was done at the pavilion the handrail was smoothed, which was hugely appreciated by the Parish Council.</p> <p>The flooring in the showers need mastic, which will be added to the work by Darren Wyatt. Darren is also quoting to address the mould on the ceiling and in the showers.</p>
64.4/20	Two Parks Strategy Project Update: Jo Nicholson and Cllr Lawton to provide an update on progress of the Two Parks Strategy project
	<p>The landscape architect appointed to draft the Master Plan for Hunter Park has requested a delay, due to his work load being postponed under Coronavirus, and now a build up since restrictions lifted. Tim Griffin will provide a draft in August, date to be confirmed. To compensate for the delay he will provide an additional meeting to talk through the draft plan.</p>

	The boundary of Hunter Park is not registered with the land registry and requires defining.
64.5/20	Highways and Traffic Project Update: Cllr Bronk and Cllr Cook to provide an update on progress of the Traffic and Highways project
Clerk	<p>A compilation of all current requests and issues has been compiled into a table, and sent to Cllr Humby by Cllr Bronk and Cllr Cook. A response is eagerly awaited.</p> <p>Cllr Mitchell has met with MP Steve Brine on Norris Bridge, to highlight the dangers to pedestrians. Steve understood why Cllr Mitchell is requesting safety measures / redesign of the bridge, and will discuss the Parish Council concerns with Cllr Rob Humby.</p> <p>Cllr Lawton thanked Cllr Pullen for the movement of the SLR's. The Clerk said that she has a pole stored on her driveway, which she will move to Hunter Park.</p> <p>Action: Clerk to move SLR pole to Hunter Park</p>
64.6/20	Cycleway Project Update: Cllr Corcoran and Cllr Mitchell to provide an update on the progress of the Cycleway project
	No further update
64.7/20	Climate Project Update: Cllr Forder-Stent to provide an update on the progress of the Climate project
	No further update
65/20	To resolve to increase the 2020/21 annual budget to £2,000 for fortnightly relocating the council's 2 speed limit reporting units (including battery charging and changing; and data downloading, analysis and distribution)
Clerk	<p>After much discussion, it was decided that the budget would not be increased, but to:</p> <ul style="list-style-type: none"> - Monitor the current budget and increase it if required for 2021 / 2022 - Utilise unused budget during lockdown to supplement costs later in the year - Use the caretaker when appointed to move the SLR as was the previous practise with Foard Maintenance - Add movement of SLR, and data download to the job description of the Clerk, and increase the amount of hours of the job accordingly. <p>In the meantime, Cllr Pullen will create a documented process of the steps to download and process the data.</p> <p>Cllr Corcoran requested a sample of the data, which has been previously circulated.</p> <p>Action: Clerk to send out sample SLR data to Cllr Corcoran</p>
66/20	Councillor Corcoran to provide an update on Berry Meadow and Compton Lock Committee business

Clerk	<p>The next Berry Meadow committee meeting is due for 30th July. The lease agreement will be discussed at this meeting, requiring the subsequent agenda item to be postponed until the next FPC.</p> <p>Cllr Cook requested an invitation to the committee meeting, for herself and Cllr Bronk.</p> <p>Action: Clerk to ensure Cllr Cook and Cllr Bronk receive an invitation to the next Berry Meadow Committee</p>
66.1/20	<p>Resolve to sign the leasing agreement for TIW Churchfields to run until December 2023.</p>
Clerk	<p>Postponed until next FPC meeting</p> <p>Action: Clerk to add to FPC meeting scheduled for 24th September</p>
67/20	<p>To confirm and resolve to agree financial and contractual arrangements with Venture Security to patrol the water meadows for a period of ten weeks at a cost of no more than £2,040.</p>
	<p>Cllr Lawton, Clerk and Cllr Cook have virtually met with Venture Security. The operational arrangements of the contract were discussed, with one ranger patrolling for a minimum of 2 hours, as opposed to 2 rangers for 1 hour. Venture Security are suggesting a start time of 5-6pm after their work in Winchester town centre, and Twyford Parish Council are requesting some flexibility on earlier start times when required.</p> <p>Venture Security will not have the powers to detain, but accredited officers have the following low-level police powers under the Community Safety Accreditation Scheme (CSAS):</p> <ul style="list-style-type: none"> • Power to require giving of name and address • Power to require name and address for antisocial behaviour • Power to require persons aged under 18 to surrender alcohol • Power to seize tobacco from a person aged under 16 • Power to deal with begging <p>Funding for the initiative has been applied for, and awarded from the Hampshire County Councillors Award scheme. Cllr Humby and Cllr Warwick have awarded £1,000 each to the scheme. This is great news and the Parish Council thank the Councillors for their support.</p> <p>Cllr Mitchell asked what the key indicator will be used to measure if the scheme is a success. There is no quantitative measure, and verbal feedback and police reports will be reviewed.</p> <p>It was discussed that the existing signage at the locks could do with being updated, which will be discussed at the Berry Meadow committee meeting on the 30.07.2020.</p> <p>The Parish Council resolved to continue to support the scheme and for Cllr Lawton to proceed and finalise the contractual terms of the agreement with Venture Security. Proposed by Cllr Corcoran and seconded by Cllr Forder-Stent.</p> <p>Cllr Corcoran asked if HCC as land owners of adjacent land should be notified.</p>

Cllr Lawton & Cllr Corcoran	Action: Cllr Lawton and Cllr Corcoran to draw out the land boundaries, and notify HCC of the contract with Venture Security.
68/20	Following the resignation of the Clerk and Assistant Clerk, resolve to advertise for a new Clerk and RFO. Resolve to agree an increase to current hours to reflect the work required.
	<p>The Assistant Clerk and Clerk have both resigned, and have a leave date of 2nd October. Clerk and Chairman will review the job specification and hours required, prior to advertising the vacancy.</p> <p>Feedback from the outgoing employees is requested, to help improve the job experience in the future.</p> <p>One item was raised, was the number of emails that are sent around using a lot of time that is not necessary. Cllr Mitchell suggested just replying to the sender, rather than reply to all. If a point is important to be shared to all Councillors, it can be raised at a later date.</p> <p>Cllr Pain left the meeting.</p>
69/20	Resolve to fund up to £200 to purchase and install a bench at Dolphin Hill and plant wild flowers.
	<p>The area has been cleared, and a bench has been requested by Cllr Cook to be purchased and installed. WCC will maintain the area. The Parish Council supported the motion, and resolved to fund up to £200 to install a bench at Dolphin Hill. If a good quality bench, which will be durable, will be in excess of £200, Cllr Cook is invited to approach the Parish Council. Proposed by Cllr Cook and seconded by Cllr Forder-Stent.</p>
70/20	Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler
	<p>Bus Services are back to normal, with users having to wear face masks.</p>
71/20	To note, for information only, significant communications on matters that are not included elsewhere on the agenda
Clerk	<p>A No Entry sign has been put up on the land next to Norris Bridge, which is a Highway access. The sign should not have been put up, but the Council understand it has been put up to deter water craft on the Itchen. To be reviewed.</p> <p>Action: Clerk to add review situation of No Entry on entrance to the land next to Norris Bridge, at next FPC meeting, 24th September.</p> <p>Cllr Forder-Stent raised the issue of increased volume of speeding traffic along Hazeley Road. Cllr Pullen will look at the schedule for the next position at Hazeley Road, so the data can be obtained.</p>

72/20	To raise any items for the agenda of 24th September Full Parish Council meeting and discuss arrangements for urgent business during the interim period.
	The Clerk, Chairman and Assistant Clerk will continue to process business as usual throughout August. No additional items raised.

Jo Nicholson - Clerk to the Parish Council – 20th July 2020. clerk@twyfordhants.org.uk

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Appendix 1 – District Councillor Report from Cllr Bronk

Report to Twyford Parish Council

Covid-19 continues to have a major effect on Winchester City Council services and its plans for the future. With a current focus on recovery significant changes are being made in collaboration with Hampshire County Council to provide safe access to Winchester's (and the district's market towns) shops, restaurants and pubs. A few road closures and lane restrictions have been made to aid social distancing and further ones are planned. Following the government's announcement that parks and outdoor gyms could open with effect from 4th July, guidance was (according to the WCC's Chief Executive) "suddenly released for this which is really very prescriptive. A large number of staff have been working on this and we are currently erecting signage and ensuring cleaning regimes are in place for our sites and also providing advice to parish and town councils". Whilst most essential services were maintained, thanks to the efforts of large numbers of staff, a few such as pest control were suspended to transfer staff to other duties. I have asked that this be looked at in anticipation of another major outbreak, as households subjected to an infestation of vermin need access to services to eradicate them and there is a risk that private operators may be unavailable or need to charge much higher prices to turn out.

A number of virtual council meetings have occurred, both for decision making or as member briefings, details are on the WCC website. The CEO has referred to guidance issued on 1st July for 'managing council buildings' which "supports our approach of maintaining virtual meetings - democratic and engagement - where possible...we have a team working on this ... for our review on how we work in September". Members of the public are able to access a live sound feed of council meetings, or register to participate in a meeting.

One of the briefings provided details of the forthcoming change to garden waste collection arrangements, which will commence in February. Changes are being made, further to council consultation on its budget options at the end of 2019, when over 55% of respondents supported charging for garden waste collections (in the face of other consequences such as higher fees for other charged services or reductions of services). Residents will be contacted in the autumn and will have the option of ordering a small or large wheeled bin for which an annual charge of £39 or £59 respectively will be payable. Residents may order multiple bins or may make private arrangements to share bins and the costs and I understand that at least one parish council is considering whether to organise any local arrangements to assist residents by establishing a 'bring site' (along the lines of those for bottles or other recycled material).

It is pleasing to note that concerns of many Twyford parish residents will be allayed by an announcement by Eastleigh Borough Council that it will seek to preserve the countryside that was previously identified in its draft Local Plan for development at Bishopstoke and Fair Oak. Residents (and the Parish Council) should therefore be aware of the review by Winchester City Council of its Local Plan and the following response to a question by Councillor Cook tabled for the Full Council meeting on 8th July. "In the middle of August Cabinet is due to consider a Strategic Issues and Options (SIO) document. ...giving people an early opportunity to inform and shape the direction of the [local] Plan before it is drafted....consultation on the SIO document will take place in late September. " The timetable for publication of the draft local plan is Spring 2021. Although Twyford parish is outside the area of the plan (because Twyford parish is covered by the South Downs plan) major development sites planned by Winchester could dramatically increase traffic affecting Twyford. It is therefore critical that the Parish Council and residents participate in this formal consultation and other consultation opportunities.

Finally, after many missed collections and repeated contacts with WCC officers and the responsible cabinet member, I note that residents of Park Lane have been notified of a change to their refuse, recycling and garden waste collection arrangements. Problems were attributed to the narrow lane and wide vehicles which is being resolved by the use of a newly acquired narrower vehicle.

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Appendix 2 – Payments of approval in July

Invoiced Expenditure Transactions

Start of year 01/04/20

Invoices with a ledger date on or after 01/07/20 and on or before 31/07/20

Invoice date	Tn no Paid date	Gross	Vat	Net Cttee	Supplier InvoiceDetails
01/07/20		56.00	0.00	56.00 REC	Colden Common Parish Council - Lengthsman contract
01/07/20		1,663.65	277.27	1,386.38	Green Smile Ltd -
01/07/20		585.00	0.00	585.00 PROJ	Hilary Frearson - TNP admin June
01/07/20		114.00	19.00	95.00 FIN	HALC - Cllr training for TB part 1 and part 2
01/07/20		11.99	2.00	9.99 FIN	1&1 IONOS - website hosting
01/07/20		33.00	0.00	33.00 FIN	Microsoft - Cllr domains
01/07/20		181.61	30.27	151.34 REC	Shoreland Network Solutions - cricket square maintenance June
01/07/20		11.00	1.83	9.17 REC	Steve Pullen - paint for sand pit
01/07/20		68.00	11.33	56.67 REC	EDF -
04/07/20		148.75	0.00	148.75 REC	Wyatt Electrical - maintenance at play area
05/07/20		35.00	0.00	35.00 FIN	ICO - ICO annual fee
09/07/20		22.10	3.68	18.42 FIN	O2 - parish mobile phone july
16/07/20	16/07/20	205.00	34.17	170.83 REC	ACE Liftaway - Hunter Park Skip copse clearance
16/07/20		24.79	0.00	24.79 FIN	Joanne Nicholson - Clerk expenses June
16/07/20		12.00	0.00	12.00 FIN	Tracy Nutbeam - June expenses asst clerk
16/07/20		563.00	0.00	563.00 FIN	Twyford Social Club - S137 grant awarded 30.01.2020 part 3
31/07/20		209.18	0.00	209.18 FIN	Tracy Nutbeam - July Salary and June overtime (1.78hrs)
31/07/20		88.89	0.00	88.89 REC	Marie Longman - Pavilion Cleaner salary july
31/07/20		816.14	0.00	816.14 FIN	Joanne Nicholson - July clerk salary
31/07/20		225.71	0.00	225.71	HMRC -
31/07/20		257.40	0.00	257.40	Hampshire County Council - pensions contribution for July
Total		5,332.21	379.55	4,952.66	
Additional					
30/06/2020		63.92	10.66	53.26	VIKING – stamps for internal auditor requirements
30/06/2020		259.20	43.20	216.00	Quality Garden Supplies – sand for play area
30/06/2020		21.67	0.00	21.67	Parish Clerk expenses for May – missed presentation in June

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Appendix 3 – Q1 financials and Cash reconciliation

Q1 Income and Expenditure Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net	Balance	
INCOME								
Finance								
100	Precept	£105,619.00	£53,513.50	£0.00	£0.00	£0.00	£53,513.50	£-52,105.50
105	VAT Refund	£0.00	£1,780.00	£0.00	£0.00	£0.00	£1,780.00	£1,780.00
110	Bank Interest (current)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
115	Bank Interest (savings)	£70.00	£70.83	£0.00	£0.00	£0.00	£70.83	£0.83
120	CIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Finance		£105,689.00	£55,364.33	£0.00	£0.00	£0.00	£55,364.33	£-50,324.67
Parish Farm								
400	Grants & Donations	£5,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-5,000.00
Total Parish Farm		£5,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-5,000.00
Recreation & Open Spaces								
200	Pavilion Hire	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-300.00
205	Pitch Hire	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-2,500.00
210	Allotments	£675.00	£613.17	£0.00	£0.00	£0.00	£613.17	£-61.83
215	Deposits	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-100.00
220	Grants & Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Recreation & Open Spaces		£3,575.00	£613.17	£0.00	£0.00	£0.00	£613.17	£-2,961.83
Projects								
500	NP Production	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
515	Car Park expansion (WCC CIL £65,000)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
520	Flooding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
525	Pavilion Refurb (SDNP CIL £5,000)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
530	Two Parks (SDNP CIL £12,700)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
535	Traffic	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
540	Climate	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

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Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net	Balance
545 Cycleway (WCC CIL £50,000)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Projects	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income	£114,264.00	£55,977.50	£0.00	£0.00	£0.00	£55,977.50	-£58,286.50

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Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net	Balance
EXPENDITURE							
Finance							
1000 Employment Costs	£27,682.98	£4,527.50	£0.00	£0.00	£0.00	£4,527.50	£23,155.48
1010 Expenses	£1,804.00	£118.36	£0.00	£0.00	£0.00	£118.36	£1,685.64
1020 Administration	£3,528.00	£959.32	£0.00	£0.00	£0.00	£959.32	£2,568.68
1030 External Advice	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
1040 Training	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
1050 Insurance	£2,372.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,372.00
1060 Grants and Donations	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
1070 Section 137	£4,000.00	£842.69	£0.00	£0.00	£0.00	£842.69	£3,157.31
1080 Room Hire	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
1090 Legal Fees	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
1100 Audit Fees	£975.00	£475.00	£0.00	£0.00	£0.00	£475.00	£500.00
1110 Subscriptions	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
1120 Street Lighting	£3,150.00	£1,383.20	£0.00	£0.00	£0.00	£1,383.20	£1,766.80
1130 Speed Camera	£610.00	£3,440.80	£0.00	£0.00	£0.00	£3,440.80	-£2,830.80
1140 PWLB interest - Gilbert Room	£425.25	£220.50	£0.00	£0.00	£0.00	£220.50	£204.75
1141 PWLB capital - Gilbert Room	£1,200.00	£600.00	£0.00	£0.00	£0.00	£600.00	£600.00
1142 PWLB - interest Berry Meadow	£67.92	£40.75	£0.00	£0.00	£0.00	£40.75	£27.17
1143 PWLB - capital Berry Meadow	£3,333.34	£1,666.67	£0.00	£0.00	£0.00	£1,666.67	£1,666.67
1150 VAT on payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
1160 Street Furniture	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Finance	£53,148.49	£14,274.79	£0.00	£0.00	£0.00	£14,274.79	£38,873.70
Parish Farm							
4010 Water Meadow Maintenance	£6,583.00	£1,365.00	£0.00	£0.00	£0.00	£1,365.00	£5,218.00
Total Parish Farm	£6,583.00	£1,365.00	£0.00	£0.00	£0.00	£1,365.00	£5,218.00
Recreation & Open Spaces							

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Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net	Balance	
2000	Employment Costs	£1,100.00	£267.87	£0.00	£0.00	£0.00	£267.87	£832.13
2020	Hunter Park Grounds	£25,173.52	£5,544.89	£0.00	£0.00	£0.00	£5,544.89	£19,628.63
2030	Hunter Park Pavilion	£3,080.00	£414.14	£0.00	£0.00	£0.00	£414.14	£2,665.86
2040	Northfields	£3,034.04	£913.51	£0.00	£0.00	£0.00	£913.51	£2,120.53
2050	New Assets	£0.00	£60.00	£0.00	£0.00	£0.00	£60.00	£-60.00
2060	Other Open Space	£2,800.00	£358.00	£0.00	£0.00	£0.00	£358.00	£2,442.00
2070	Allotments	£280.00	£29.30	£0.00	£0.00	£0.00	£29.30	£250.70
2080	Deposits returned	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00
	Total Recreation & Open Spaces	£35,567.56	£7,587.71	£0.00	£0.00	£0.00	£7,587.71	£27,979.85
	Projects							
5000	NP Production (3000)	£11,250.00	£922.50	£0.00	£0.00	£0.00	£922.50	£10,327.50
5010	Water Meadow Project (4020) (£2,000 in reserves for signs)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5015	Car Park Expansion (CIL £65,000, TPC notional £0)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5020	NP Flooding Project (3010) (TPC notional £10,000)	£0.00	£1,200.00	£0.00	£0.00	£0.00	£1,200.00	£-1,200.00
5025	Pavilion Refurb (£5,000 CIL, TPC notional £300)	£0.00	£1,091.91	£0.00	£0.00	£0.00	£1,091.91	£-1,091.91
5030	Two Parks (CIL £12,700, TPC notional £30,000, Reserves £30,150, TPC £750)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5035	Traffic (TPC notional £16,500)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5040	Climate (TPC notional £1,000)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5045	Cycleway (CIL £50,000, TPC notional £10,000)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Total Projects	£11,250.00	£3,214.41	£0.00	£0.00	£0.00	£3,214.41	£8,035.59
	Total Expenditure	£106,549.05	£26,441.91	£0.00	£0.00	£0.00	£26,441.91	£80,107.14

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Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net	Balance
Total Income	£114,264.00	£55,977.50				£55,977.50	£-58,286.50
Total Expenditure	£106,549.05	£26,441.91				£26,441.91	£80,107.14
Total Net Balance	£7,714.95	£29,535.59				£29,535.59	

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Financial Summary - Cashbook

Summary between 01/04/20 and 30/06/20 inclusive.

Balances at the start of the year

Ordinary Accounts

HSBC C/A	£35,321.41
HSBC Savings	£107,405.16
Total	£142,726.57

RECEIPTS	Net	Vat	Gross
Finance	£55,293.50	£0.00	£55,293.50
Recreation & Open Spaces	£613.17	£0.00	£613.17
Total Receipts	£55,906.67	£0.00	£55,906.67

PAYMENTS	Net	Vat	Gross
Finance	£14,274.79	£1,185.73	£15,460.52
Parish Farm	£1,365.00	£0.00	£1,365.00
Recreation & Open Spaces	£7,587.71	£1,317.14	£8,904.85
Projects	£3,214.41	£240.00	£3,454.41
Total Payments	£26,441.91	£2,742.87	£29,184.78

Closing Balances

Ordinary Accounts

HSBC C/A	£9,043.30
HSBC Savings	£160,405.16
Total	£169,448.46

Appendix 4 – Q1 VAT return

VAT Reconciled Statement

End Date	01/04/20		
Closing Date	30/06/20		
VAT due in this period on sales	£0.00	Box 1	
VAT due in this period on EC acquisitions	£0.00	Box 2	
Total VAT due in this period (box 1 + box 2)	£0.00	Box 3	
VAT reclaimed in this period on purchases	£2,742.87	Box 4	
Net VAT to be reclaimed from Customs	£2,742.87	Box 5	
Total sales, ex. VAT (includes box 8)	£684.00	Box 6	
Total purchases, ex. VAT (includes box 9)	£18,314.86	Box 7	
Total EC sales, ex. VAT	£0.00	Box 8	
Total EC purchases, ex. VAT	£0.00	Box 9	

Purchases

All transactions are payable to Twyford Parish Council

No.	Gross (£)	Vat (£)	Net (£)	Vat number	Ledger Date	Paid Date	Supplier	Details
10	40.71	1.94	38.77	553769603	19/05/20	26/05/20	Southern Electric	Hunter Park Field Electric - feb to may
11	11.99	2.00	9.99	GB752539027	19/05/20	11/05/20	1&1 IONOS	Website hosting 21.04 to 21.05
12	352.50	58.75	293.75		19/05/20	26/05/20	Post Office	PO Box for 12 months until 13.06.21
16	22.10	3.68	18.42		19/05/20	21/05/20	O2	mobile phone to 8th June 2020
17	3.59	0.60	2.99	536153357	19/05/20	18/05/20	Viking	PPE and cleaning supplies
18	16.16	2.69	13.47	536153357	19/05/20	15/05/20	Viking	PPE
19	95.11	15.85	79.26	536153357	19/05/20	13/05/20	Viking	PPE
20	13.48	2.25	11.23		19/05/20	04/05/20	Amazon	hazard tape
21/1	1,410.25	235.04	1,175.21	973804688	19/05/20	26/05/20	Green Smile Ltd	hunter park groundsman may
21/2	253.40	42.23	211.17	973804688	19/05/20	26/05/20	Green Smile Ltd	northfields groundsman May
23	19.21	3.20	16.01		04/04/20	06/04/20	Business Stream	water supply to field 12/19 to 03/20
24	35.16	5.86	29.30		01/04/20	06/04/20	Business Stream	Allotment water supply

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VAT Reconciled Statement

End Date Closing Date 01/04/20 30/06/20

25	63.91	10.65	53.26		04/04/20	06/04/20	Business Stream	Pavilion water supply 12/19 to 03/20
26	23.28	3.88	19.40		20/04/20	21/04/20	Amazon	Laminator and pouches
27	19.48	3.25	16.23		14/04/20	16/04/20	Amazon	file dividers
28	15.48	2.58	12.90		07/04/20	14/04/20	Amazon	lever arch files
29	1,659.84	276.64	1,383.20	GB189406822	15/04/20	30/04/20	Hampshire County Council	street lighting 10/19 to 03/20
30	11.99	2.00	9.99	GB752539027	01/04/20	08/04/20	1&1 IONOS	monthly server hosting
31	873.60	145.60	728.00	737252627	01/04/20	30/04/20	Shoreland Network Solutions	cricket square March
32	22.10	3.68	18.42		09/04/20	23/04/20	O2	clerk mobile phone 09/04 to 08/05
33/1	7.28	1.21	6.07	188954103	08/04/20	30/04/20	Twyford Social Club	
33/2	9.57	1.59	7.98	188954103	08/04/20	30/04/20	Twyford Social Club	tsc
33/3	52.10	8.68	43.42	188954103	08/04/20	30/04/20	Twyford Social Club	
33/4	305.86	50.98	254.88	188954103	08/04/20	30/04/20	Twyford Social Club	
33/5	6.19	1.03	5.16	188954103	08/04/20	30/04/20	Twyford Social Club	
33/6	183.00	30.50	152.50	188954103	08/04/20	30/04/20	Twyford Social Club	
35/1	253.40	42.23	211.17	973804688	01/04/20	30/04/20	Green Smile Ltd	Northfields april
35/2	1,410.25	235.04	1,175.21	973804688	01/04/20	30/04/20	Green Smile Ltd	HP April
39	1,440.00	240.00	1,200.00	493604921	01/04/20	30/04/20	Mayer Brown	Consultancy Fees Addendum report
49	59.88	9.98	49.90	536153357	21/05/20	21/05/20	Viking	anti bacterial sanitiser x 10 PPE
52	35.58	5.93	29.65		04/06/20	18/06/20	Business Stream	pavilion water supply 03/20 to 06/20
53	13.49	2.25	11.24		04/06/20	18/06/20	Business Stream	hunter park field supply 03/19 to 06/20
60	11.99	2.00	9.99	GB752539027	09/06/20	09/06/20	1&1 IONOS	Server hosting May
61	10.00	1.67	8.33		02/06/20	03/06/20	My Key Machine	
64	39.60	6.60	33.00	973804688	09/06/20	29/06/20	Green Smile Ltd	Pumphrett Bank strimming
65/1	253.40	42.23	211.17	973804688	09/06/20	29/06/20	Green Smile Ltd	Northfields groundsman June

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VAT Reconciled Statement

End Date Closing Date 01/04/20 30/06/20

65/2	1,410.25	235.04	1,175.21	973804688	09/06/20	29/06/20	Green Smile Ltd	Hunter Park Groundsman June
66	48.00	8.00	40.00	973804688	09/06/20	29/06/20	Green Smile Ltd	Weed kill and strim weeds Basketball court HP
67	9.97	1.66	8.31		09/06/20	05/06/20	Amazon	2lock for SLR
68	8.99	1.50	7.49		09/06/20	05/06/20	Amazon	larger lock for SLR
69	55.08	9.18	45.90		09/06/20	05/06/20	Amazon	wire broom head Cllr Cook request Basketball court
70	22.10	3.68	18.42		09/06/20	23/06/20	O2	Mobile phone June
72	792.00	132.00	660.00	311238644	11/06/20	29/06/20	Hampshire Heartwood	Removal of dead ash tree at HP
73	336.00	56.00	280.00	311238644	11/06/20	29/06/20	Hampshire Heartwood	removal of dead ash tree northfields
74	316.01	52.67	263.34	737252627	01/06/20	29/06/20	Shoreland Network Solutions	cricket square maintenance May
79	63.91	10.65	53.26	536153357	16/06/20	17/06/20	Viking	stamps for invoices and statements
80	259.20	43.20	216.00	980408414	25/06/20	26/06/20	Quality Garden Supplies	sand for sandpit
9	4,110.00	685.00	3,425.00	775395874	19/05/20	26/05/20	Westcotec	SLR - second hardware
	16,486.44	2,742.87	13,743.57					

Vat Type totals - Purchases

	Gross	Vat	Net	Percentage
Outside the Scope	£8,127.05	£0.00	£8,127.05	0.00
20% Standard Rated	£16,445.73	£2,740.93	£13,704.80	20.00
5%	£40.71	£1.94	£38.77	5.00
Zero Rated	£2,021.88	£0.00	£2,021.88	0.00
Not Registered	£2,549.41	£0.00	£2,549.41	0.00
Grand TOTAL	£29,184.78	£2,742.87	£26,441.91	

Appendix 5 – S137 from Twyford Social Club

Twyford Parish Council

Application for Grant for Voluntary Organisations

Local Government Act 1972, Section 137 (or under any other Statutory Power)

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of audited annual accounts showing the applicant organisation's income, expenditure and level of balances.

If the organisation does not prepare annual accounts, please state why; and provide copies of the organisation's bank statements.

1	Name of Organisation ("the Applicant")	Twyford Social Club
2	Name and postal and email address of the Applicant and/or its contact person (please explain the contact person's relationship with the Applicant)	Queen St, Twyford, Winchester SO21 1QG Helen Scaiff – funder finder <i>Email:scaiff@btinternet.com</i>
3	If the Applicant is a registered charity please state its number	No – not for profit organisation
4	Amount of grant requested	£1800
5.	What is the purpose or project for which the grant is requested?	Second leg of toilet refurbishment as discussed by Robin and Waine <i>Please use an additional sheet if necessary</i>
6	When would the expenditure to be met by the grant be incurred?	It has already been spent as refurbishment is almost complete
7	If the total cost of the project is more than the grant, how will the balance be financed?	From existing funds

8	Have you applied for a grant for the same purpose/project to another organisation? If so, which organisation and for how much?	Yes from Twyford Parish Council – last financial year £1500
9	Who will benefit from the project and how?	All club users – the original toilets were not fit for purpose, especially now in the pandemic.
10	Approximately how many of those who will benefit are parishioners of Twyford?	75%

You may use a separate sheet of paper to submit any additional or other information that you feel necessary support this application.

Signed.....*Helen Scaiff*.....Date...30.06.2020.....

Please print your name:.....Helen Scaiff – funder finder for TSC.....

Please send your completed application form and supporting information in hard copy to:

The Clerk, Twyford Parish Council,

PO Box 741, Winchester, SO23 3QA

Or email:clerk@twyfordhants.org.uk

Appendix 6

Twyford Parish Council Safeguarding Policy

Twyford Parish Council believe that it is always unacceptable for any person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all by a commitment to practice which protects them.

The Council recognises

- Welfare is paramount, regardless of gender, marital status, race, ethnic origin, nationality, national origin, disability, sexual orientation, religion or age, have the right to equal protection from all types of harm or abuse
- Working in partnership with all stakeholders is essential in promoting welfare

The purpose of the policy is to provide protection for those who use Parish Council facilities and employees, and to provide staff and volunteers with guidance on what action to take in the event they suspect someone may be experiencing or be at risk of harm.

The policy applies to all staff, Parish Councillors and members of the organising groups or users of community groups using the Twyford Parish Council facilities.

Twyford Parish Council seek to safeguard children and vulnerable adults by:

- Valuing them, listening to and respecting them
- Adopting safeguarding guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about safeguarding and good practice with all staff and facility users
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training.

Reporting Concerns

Should an individual have a concern, they should report it to the Clerk confidentially as soon as possible, and the Clerk would then refer it to either Hampshire County Council Children Services or Hampshire County Council Adult Services. If the concern is considered as an emergency then the individual should report it to the police directly.