

ANNUAL COUNCIL

TWYFORD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

Held on Thursday 27th May 2021 at 7.30pm

At Twyford Parish Hall

Present:

Cllr. Lawton (in the Chair)
Cllr. Pain
Cllr. Forder-Stent
Cllr. Cook
Cllr. Sellars

Cllr. Bronk
Cllr. Pullen
Cllr. Hill
Cllr. Corcoran
Cllr. Mitchell

In attendance:

J.P. Matthews - Clerk
1 member of the public

Minute	Business Transacted
1/21	Chairman's review of past civic year A report is attached in the supporting papers.
2/21	Apologies for Absence Apologies were received from Cllr. Humby (HCC)
3/21	Election of a Chairman for the municipal year 2021/22 Nominations were invited for the post of Chairman. Cllr. Forder-Stent proposed Cllr. Lawton and this was seconded by Cllr. Mitchell It was Resolved that Cllr. Lawton be elected as the Chairman for the municipal year 2021/22. Cllr. Lawton thanked the Council for its support and advised that, having served several years in the position, he intended this year to be his last as Chairman.
4/21	Election of Vice Chairman for the municipal year 2021/22 Nominations were invited for the post of Vice Chairman. Cllr. Lawton proposed Cllr. Mitchell and this was seconded by Cllr. Cook It was Resolved that Cllr. Mitchell be elected as the Vice Chairman for the municipal year 2021/22.
5/21	Requests for Dispensation under Section 33 Localism Act Two requests were received from members. It was Resolved to approve: Cllr. Sellars to participate and vote on items of business relating to the Twyford Neighbourhood Plan Cllr. Bronk to participate and vote on items of business relating to the Twyford Social Club. The dispensation to be in place until 30 th April 2022.
6/21	Declarations of Interest

	There were no declarations of interest.
7/21	<p>Committee Appointments</p> <p>The Chairman and Vice Chairman of Council are ex-officio members of all full committees.</p> <p>Finance Committee</p> <p>It was Resolved that the following Councillors be appointed to the Finance Committee: Cllrs. Sellars, Forder-Stent, Corcoran, Cook and Cllrs. Pullen and Bronk as Reserve appointments.</p> <p>Planning Committee</p> <p>It was Resolved that the following Councillors be appointed to the Planning Committee: Cllrs. Sellars, Pullen, Corcoran, Cook, Hill and Forder-Stent.</p> <p>Recreation Committee</p> <p>It was Resolved that the following Councillors be appointed to the Recreation Committee: Cllrs. Pullen, Pain, Forder-Stent, Sellars, Cook, Hill and Bronk</p> <p>Parish Farm Advisory Committee</p> <p>It was Resolved that the following Councillors be appointed to the Parish Farm Advisory Committee: Cllrs. Corcoran, Mitchell and Cook.</p> <p>It was Resolved that the following co-opted members be appointed to the Parish Farm Advisory Committee: Mr. A. Coates, Mr. J. McGill and Mr M. Locke</p> <p>Twyford Neighbourhood Plan Advisory Committee</p> <p>It was Resolved that the following Councillors be appointed to the Twyford Neighbourhood Plan Advisory Committee: Cllrs. Corcoran and Lawton.</p>
8/21	<p>Appointment of Chairman for Finance, Planning and Recreation Committees</p> <p>It was Resolved that Cllr. Sellars be elected as the Chairman of Finance Committee for the forthcoming year. Proposed by Cllr. Lawton and seconded by Cllr. Cook.</p> <p>It was Resolved that Cllr. Mitchell be elected as the Chairman of Planning Committee for the forthcoming year. Proposed by Cllr. Lawton and seconded by Cllr. Cook.</p> <p>It was Resolved that Cllr. Pullen be elected as the Chairman of Recreation Committee for the forthcoming year. Proposed by Cllr. Lawton and seconded by Cllr. Cook.</p>
9/21	<p>Appointment of Chairman for Parish Farm and Twyford Neighbourhood Plan Advisory Committees</p> <p>It was Resolved that Cllr. Corcoran be elected as the Chairman of the Parish Farm Advisory Committee for the forthcoming year. Proposed by Cllr. Lawton and seconded by Cllr. Forder-Stent</p> <p>It was Resolved that Cllr. Corcoran be elected as the Chairman of the Twyford Neighbourhood Plan Advisory Committee for the forthcoming year. Proposed by Cllr. Lawton and seconded by Cllr. Mitchell</p>
10/21	<p>Terms of Reference</p> <p>Members received a set of Planning, Finance, Recreation, Parish Farm and Twyford Neighbourhood Plan terms of reference to review. Minor amendments were made to the Recreation and Parish Farm terms of reference.</p> <p>It was Resolved that the Terms of References for the Planning, Finance and Recreation committees and the Parish Farm and Twyford Neighbourhood Plan advisory committees be approved.</p> <p>(The appendices contain copies of the terms of reference documents)</p>

11/21	<p>Member Special Responsibilities</p> <p>It was Resolved to approve the following special responsibilities:</p> <ul style="list-style-type: none"> • Website – Cllr. Pullen • Footpaths & Highways – Cllrs. Pullen, Bronk and Cook. • Flooding – Cllr. Forder-Stent • Health & Safety – Cllr. Pullen
12/21	<p>Representatives to Outside Bodies</p> <p>It was Resolved to approve the following appointments:</p> <ul style="list-style-type: none"> • Twyford Nurses Trust – Cllr. Forder-Stent • Patient Participation Group - Cllrs. Forder-Stent and Pain • Twyford Parish Hall – Cllr. Sellars • Twyford Waterworks Trust – Cllr. Cook • Winchester Association of Parish & Town Councils – Cllrs. Corcoran and Forder-Stent
13/21	<p>Policy Review</p> <p>It was Resolved to approve, with no amendments, the Health & Safety and Code of Conduct policy documents.</p>
14/21	<p>Approval of Minutes</p> <p>It was Resolved that minutes of the meeting of Twyford Parish Council held on 29th April 2021 be approved.</p> <p>Proposed by Cllr. Forder-Stent, seconded by Cllr. Pullen</p>
15/21	<p>County Councillor's report</p> <p>No report was received.</p>
16/21	<p>District Councillors' report</p> <p>The report was noted and is attached in the appendices. Cllr. Bronk is a member of the Southampton Airport Consultative Committee, with Cllr. Cook as a reserve member</p>
17/21	<p>Clerk' report</p> <p>The report was noted.</p>
18/21	<p>Public Representation</p> <p>The Headteacher from St. Mary's School presented to members information regarding the grant application made by the PTA (see minute 25/21) and answered questions on the subject.</p> <p>Clarifications were also provided on the proposal under consideration in minute 26/21.</p>
19/21	<p>Update from the Recreation Committee</p> <p>The minutes of the Recreation Committee meeting held on 6th May were received.</p> <p>It was noted that there was an old 'belfast' style sink amongst the trees and new hedging on the southern boundary. It was confirmed by members that the area had probably been used as a dumping ground in the distant past.</p>
20/21	<p>Schedule of Payments</p> <p>It was Resolved to approve the Schedule of Payments for May 2021</p>

	Proposed by Cllr. Lawton, seconded by Cllr. Sellars																	
21/21	Balance of the bank accounts The bank balances as of 30 th April were noted . <table><tr><td>Ordinary Accounts</td><td></td><td>Interest rate</td></tr><tr><td>HSBC C/A</td><td>£29,800.95</td><td>0.0%</td></tr><tr><td>HSBC Savings</td><td>£85,485.30</td><td>0.01%</td></tr><tr><td>Nationwide</td><td>£74,030.24</td><td>0.05%</td></tr><tr><td>Total</td><td>£189,316.49</td><td></td></tr></table>			Ordinary Accounts		Interest rate	HSBC C/A	£29,800.95	0.0%	HSBC Savings	£85,485.30	0.01%	Nationwide	£74,030.24	0.05%	Total	£189,316.49	
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22/21	Annual Internal Audit Report 2020/21 It was Resolved to receive and note the Annual Internal Audit Report 2020/21.																	
23/21	Annual Governance Statement 2020/21 and Accounting Statements for 2020/21 It was Resolved to approve and sign the Annual Governance Statement 2020/21 It was Resolved to approve and sign the Accounting Statements for 2020/21																	
23.1/21																		
23.2/21																		
24/21	Hunter Park playground contract Members received a report and variation quote to the main contract which was awarded by Council in April 2021. The Clerk walked members through the proposed variations which had been requested following consultation with members of the Recreation Committee and Hunter Park working group. Members were still unsure as to whether the proposed sign for the sand pit was required. The Clerk had been advised by the contractor that this could be decided at a time nearer to the start of works. The Clerk would arrange for information to be published so members of the community were informed of the works and timescales. It was Resolved to approve the Variation Quote from Playsafe Playgrounds of £3,595 using general reserves to fund the work.																	
25/21	S137 Grant Application Members considered the application that had been made and were supportive of the request, although were disappointed that Hampshire County Council as the Education Authority would not be funding the work themselves. It was Resolved to approve the S137 grant application for £5,000 to the St. Mary's School PTA, with £4,000 from the S137 budget and £1,000 from general reserves. The monies would be made available once confirmation that the works will proceed has been provided. Proposed by Cllr. Lawton, seconded by Cllr. Forder Stent.																	
26/21	Proposal for use of Hunter Park by St Mary's School																	

	<p>Members considered the proposal, welcomed the ideas, and sought clarification that this was for non-exclusive use.</p> <p>It was Resolved to approve the request as set out in the appendices. Cllr. Pullen will liaise with the school on the matter.</p>
27/21	<p>Highways Update</p> <p>The SLR reports had been distributed to members. Several observations were made on traffic flows: a substantial number of vehicles used the Twyford School and Shawford Road has seen an increase in vehicle speeds due to a reduction in parked cars belonging to railway commuters.</p>
28/21	<p>Keep Britain Tidy - Great British Spring Clean</p> <p>Members considered a request to join this initiative but felt that there were many local community volunteers already involved in litter collecting campaigns and there was no need for the Council to duplicate this excellent work. The Chairman thanked Cllr. Cook for all her efforts in collecting litter around the village.</p>
29/21	<p>Project Updates</p> <ul style="list-style-type: none"> • Neighbourhood Plan – Cllr. Corcoran advised that responses to the consultations have been circulated to counsellors and now sent back to the sdnp a for the examiner to can consider they will be published on the sdnp website the examiner will then respond and a report will be published in due course. councillor Corcoran observed that a recent survey had identified that most, around 90%, of the employment opportunities in Twyford were undertaken by people who lived outside of the parish and almost all of those travel to work by car. • Cycleway – Cllr. Mitchell advised that some progress had been made and the total estimate for work on the section under consideration was around £140k. A meeting with HCC is required to agree the design and how to take this forward there was a short discussion on how the total funding of this project would be met and whether there was any crossover between other projects like the flood mitigation scheme. • Climate Change - Cllr Forder-Stent reported that the group was focusing on plans for the green fair during the summer and would have a stand and help people understand their own and the community's carbon footprint.
30/21	<p>Berry Meadow and Compton Lock Committee</p> <p>Cllr. Corcoran gave an update that the television programme he mentioned at last month's meeting was now expected to be broadcast in July. The advisory committee was hoping to meet very soon in June. There is still a gap in the navigation footpath which requires work and filling with larger stones, and this was under evaluation by a member of the advisory committee</p> <p>The Chairman advised the recent cooler weather had meant little in the way of anti-social behaviour, but would be monitored as the Summer weather starts.</p>
31/21	<p>Items for consideration at a future Full Parish Council meeting</p> <p>There were no items suggested.</p> <p>The meeting closed at 9:40pm</p>

Item 1/21

Annual Parish Assembly May 2021

Chairman's Report

One can only hope that the past year will be unique in all respects. The requirement to undertake Parish Council business in a remote video form and not physically or meet on site somewhere maintaining the “two metre distance” restriction was a novelty at the outset, but soon became a frustration as time went by. Nevertheless a significant amount of work was covered and progress accomplished on at least two key projects.

Clerk and Councillors

There were some minor changes to the personnel on the Council during the year. The clerk and the assistant clerk resigned to during the course of the year to move on to other things. James (Jamie) Matthews replaced Joanne Nicholson as clerk. He has brought to the Council a wealth of local government experience as well IT expertise, both of which have been much appreciated. Sue Merritt is the new assistant clerk replacing Tracy Nutbeam. Her role is to manage the Recreation Committee and deal with the deployment of the SLR traffic monitors and collate the data collected recorded by them. On behalf the Council I would like to thank Jo and Tracy for all they did for the Council in an enthusiastic and positive manner.

It was pleasure to accept the return of Christine Hill to the Council as a co-opted member. Her return is most welcome as she provides the Council with her years experience as a former councillor and a working knowledge of a number other associations in Twyford.

It is with sadness that I put on record the untimely death of Ian Wheeler in April. Ian had two spells on the Council and in recent times had been chairman of the Recreation Committee for a number of years where he was very much involved in the Two Park Strategy making improvements to both Hunter Park and the Northfields Play Area. Ian was a highly regarded member of the Twyford community having lived in the village all his life and over the years was associated with a variety of different village organisations. An appropriate memorial to Ian is being discussed.

Twyford Neighbourhood Plan

After a period of stagnation, the Neighbourhood Plan is progressing quickly towards its final stage. Following the initial consultation process, responses submitted by the public to the draft plan were recorded and discussed by the committee with a written reply sent to each responder. Of those, SDNP, Humphrey Farms, and Twyford School were the most lengthy. Arising from the responses a few minor adjustments and corrections were made to plan.

Following this, the final draft of the Plan was compiled and sent to SDNP for the pre-submission consultation process to take place. This occurred during February and March this year where in this instance all comments made were sent directly to SDNP. Having collected and collated all the information, the SDNP appointed an inspector in April to carry out the examination. It is anticipated that he will produce a report in June with comments and recommendations for the Parish Council to review and make changes if it wishes. Finally, all being well, a referendum will be held in late summer to adopt the Plan.

Flood mitigation along Hazeley Road

Allied to the Neighbourhood Plan is the desire to reduce the likelihood of flooding occurring along Hazeley Road. The Parish Council held meetings with Hampshire County Council, Winchester City Council and SDNP to discuss Mayer Brown's comprehensive engineering plans in respect to the suitability and the financing.

HCC being the responsible body are happy with what is proposed and have undertaken remedial work already repairing and installing larger drain pipes near the entrance to the Parish Hall car park. Additional work in clearing and cleaning the drains and the ditch along Hazeley Road was also done.

Should the proposed development site gain planning permission, it is expected to be the developer's responsibility to deal with the drainage on the section of land where the housing and car park extension are proposed. This will leave the Parish Council to pay for the new ditch along Hazeley Road from Bourne Lane to the new development for which a current estimate cost is £130,000.

Last year Winchester City Council provided Parish Council with a Community levy grant of £65,000 for the proposed extension to the car park on the land to be developed. After negotiation with WCC, the City Council generously agreed to reallocate the CIL money to go towards the cost of the new ditch. To cover the cost of the new ditch the Parish Council has applied to the SDNP for a CIL grant to match the WCC grant and awaits its decision later in the year.

Planning

Many of the planning applications during the course of the year were confined to extensions to properties. No advancement was noted on the development of a care home on the mill site in the Hazeley Enterprises Park, nor for the development of a second access to Twyford School on Bourne Lane. It has been noted by the Council that reference to the draft Neighbourhood Plan has been made in many of the planning applications and referred to, in favour, by the planning officers in their decision making.

The most significant application received recently was from Twyford School who purchased Orchard Close following the closure of Abbeyfield Winchester. The school wishes to use the site for boarding accommodation for its pupils. The Council is pleased with this acquisition as it will prevent the site from ever becoming a housing estate.

The application to extend Southampton Airport runway to increase capacity to handle bigger and more aircraft followed immediately after Eastleigh Borough's development plans were rejected by

the inspector. The Borough Council dealt with the airport's application and after considerable discussion approved them. An upsurge of complaints followed the decision and numerous letters, including one from the Parish Council, have been sent to the Secretary of State to call the application in for review. One notable body deciding not to object to the decision is SDNP whose response when questioned was that the western end of the Park will be barely affected.

The almost non-existence of air traffic using the airport after Flybe closed down operations brought relief to the many who live under the flight-path. The quietness that followed highlighted the disruptive and penetrating noise from passing aircraft to which residents have been subjected during Southampton Airport's two decades of growth. The possibility of facing an increased number of aircraft overflying the village is not something not to be welcomed if Southampton Airport's expansion plans do progress.

Recreational Facilities

Progress slowed on the Two Park Strategy over the year owing to the covid restrictions. Nevertheless the landscape plan for Hunter Park was completed and adopted as a blue print for future development and agreement reached to concentrate first on making improvements to the children's play area. Four tenders were received from reputable companies for the required work with quotations ranging quite widely apart. After close inspection, the Council has accepted a tender for £71,000, and will publicise the full information once the contracts have been signed. The work will be undertaken this summer. Funding these improvements will come from a variety of sources prepared in advance by the Council; £24,821 in the Two Park capital budget, £12,700 SDNP CIL grant, £1,844 from replacement equipment budget and £32,000 from general reserves.

During the discussion on the Two Park Strategy it was felt that the Northfields Play Area was sufficiently well equipped but that it needed cosmetic attention and some safety issues addressed. The soft landing base was replaced throughout, the equipment was repainted in bright attractive colours and improvements to the entrances were completed.

Owing to ash die back, a tree survey was conducted in both recreational areas and the meadows leading to some felling and cutting back undertaken. The precise boundary along the south and south east corner of Hunter Park was also confirmed with the adjacent neighbours to enable some clearing and hedgerow planting to be done. The pavilion received a new coat of paint and the area under the copse of trees by the storage containers was cleared and tidied. With the good work done by Green Smile, the grounds contractor, Hunter Park and the Northfields Play Area as are now looking in much better condition.

The restrictions placed on sport and gatherings indoor meant that the revenue brought in through the hiring Hunter Park facilities was reduced considerably. However as the overall income amounts to very little even in a good year, the annual cost of running the park was only marginally affected.

A defibrillator has been installed on wall by the front door of the Hunter Park pavilion. Intentions have been expressed to install one in the old pay telephone kiosks. However, the Council has

recently discovered, contrary to its belief, that it does not own the old telephone booths and is now establishing contact with the owners to discover their intentions for their use or removal.

Traffic

The two SLR monitors have been extremely helpful in providing information on daily traffic movements through the village. There are nine locations with a tenth to be added soon and possibly one more in due course. The data collected from the monitors has been collated to provide factual information of the number and speed of vehicles passing the monitors at any time in a 24 hour period. Lockdown clearly reduced the amount of vehicles on the road, but fewer cars led to increased speed. Now that more employees are returning to office work, the volume of traffic has increased but not to its previous norm of 13,000-14,000 movements a day and speed has not reduced significantly. It is the Council's intention to collect more information and present it to the police to encourage them to schedule more frequent visits by their camera cars. Members of the public are welcome to ask the Council to see the data that it has collected.

Although two key traffic safety aspirations have not progressed further, a pedestrian crossing south of the traffic lights and a partitioned section for pedestrian across Norris Bridge, they will be raised again at an appropriate time.

Cycle Path

Progress on the cycle path has been very slow. It has been confirmed that the most sensible route to follow is along the B3335 using the pavement, which will required to be widened and resurfaced from the golf club to Church Lane. An estimate of £140,000 has been made to cover the cost of upgrading the pavement to a path of which the Parish Council has a grant of £50,000 from WCC. It is the Council's intention to make headway with this project now that things are returning to normal.

South of the village, the pavement from Hare Lane to Colden Common is also a suitable to be upgraded to a cycle path. In both instances finding the funds to do these projects may not be easy.

Compton Lock and meadows

The paths through the meadows and along the canal were left severely worn through the considerable number people walking, picnicking and cycling during and after the pandemic restrictions. Adverse climatic conditions, both wet and dry, have slowed the recovery of paths in the fields, but they are beginning to improve. The tow path along the canal from the Bridge Inn to the Lock though is now in an extremely poor state and its repair is essential. The Council has approached WCC and SDNP to seek ways of funding this extremely costly work and who will undertake it.

The influx of visitors to the lock and The Meads lead to significant problems of anti-social behaviour at times and litter left lying about. Two dispersal orders were engaged by Hampshire Constabulary because of crowd gathering during the period of restrictions and unpleasant behaviour. Shawford Parish Council joined with the Parish Council to contract Venture Security to provide a Ranger to

patrol the lock area and fields on weekend evenings. The funding of was made possible through the provision of a special covid grant arranged by each parish's county councillor. With this support and that of the local PCSO, calm returned to the water meadows. Unfortunately the amount of litter left on the fields remained undiminished. The Council extends its grateful appreciation to the prompt action of the police, the County Councillors for the grants to fund security firm's costs, Shawford Council's support and the volunteer litter collectors from both communities for their generous help in keeping the area tidy.

Swimming has occurred in the lock for many years and while the Council does not encourage swimming as it is not covered by its insurance policy, it does not prevent it. This is because the vague law relating to river swimming suggests that swimming is permissible if it has been done in that place continuously for years. The issues that arose last year were not related to swimming which was enjoyed by young and not so young, but rather loutish behaviour away from the canal.

Nearly two years ago, work was done to repair some of the channels in the The Meads to enable ancient agricultural flooding techniques to be preserved and viewed from time to time. The opportunity to display flooding again arose in April with the filming of Chris Packham, by BBC, walking along the canal reminiscing the times he did it as a youth. A demonstration was organised by the "Farm Team" to flood the channels with a film crew and Chris Packham in attendance along with numerous interested people watching. The date of the broadcast is not confirmed, but thought to be in a couple of months.

Finance

The Council's finances can be inspected in detail on the website. The overall position is sound with a healthy balance of £139,357 which is almost the same as last year's figures. The reason for the similarity is due to the fact that no major capital expenditure occurred, whereas in this coming year, a significant sum will be spent on Hunter Park and perhaps flood mitigation. Even so, the Council should conclude 2021 with a sound, but reduced bank balance.

Social Club

The closure and possible sale of the Social Club was greeted with dismay. Although it does not form part of Parish Council business, it is a community facility that has the potential to be of much value to the village. The Parish Council is supports the response by a group of residents to acquire it through crowd funding or other means so that it might become a community centre.

Climate Change

The Council is most supportive of the action taken by St Mary's Church. Plans to undertake tree planting on Council land are being formed and encouragement given for more tree planting in the village to occur. Decisions to object to the extension to Southampton Airport, to reduce the speed of vehicles through the village through the SLRs and to progress with the cycle paths which are closely link to mitigating the impacts climate change. There is more to be done, but climate awareness is very much to the fore when decisions are made.

Conclusion

Finally I would like to thank all members of the Council for their support, the time they have given, their hard work and their unity as a highly pleasurable body with whom to work, especially during this peculiar year.

Waine Lawton

Chairman

Item 10/21

Twyford Parish Council – Committee Terms of Reference

FINANCE COMMITTEE

TERMS OF REFERENCE – 27th May 2021

1. The Finance Committee (the “Committee”) is constituted as a Standing Committee of Twyford Parish Council (the “Council”). The Committee composition shall comprise of four* Councillors as voting members with four members of the Committee constituting a quorum.
2. The Chairman is elected by the Full Council but a Vice-Chair is to be elected annually by the Committee.
3. Draft budgets will be prepared for circulation to all committees of the Council no later than December each year.

4. The Committee is tasked with preparing a budget for each financial year and submitting the budget for approval to a Full Council Meeting no later than January each year.
5. The Committee is tasked with ensuring that all financial requirements and reserves are managed in line with the Council's Financial Regulations.
6. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget for Finance and Twyford Water Meadow. The Committee shall be able to approach Full Council for increased funds should it become necessary to discharge its duties, however, funds are not to be automatically granted.
7. The Committee will make recommendations to the Full Council for Annual Staff Salary Reviews.
8. To overseas all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery.
9. All correspondence shall be conducted through the Clerk of the Council wherever possible.
10. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
11. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.

*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.

RECREATION COMMITTEE

TERMS OF REFERENCE - 27th May 2021

1. The Recreation Committee (the "Committee") is constituted as a Standing Committee of Twyford Parish Council (the "Council"). The Committee composition shall be a minimum of four* Councillors as voting members with four members of the Committee constituting a quorum.
2. The Chair is elected by the Full Council but a Vice-Chair is to be elected annually by the Committee.
3. The Committee's role is to take care and control of the following open spaces:-
Hunter Park, Allotments, Northfields Play Area, Pumphret Bank and the War Memorial.
4. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the Committee. The Committee shall be able to approach

Full Council for increased funds should it become necessary to discharge its duties, however, funds are not to be automatically granted.

5. The Committee can initiate new facilities within the Parish, e.g. new play areas. All costs must be within the agreed budget or the Committee shall seek funding for such works.
6. The Committee will initiate and approve tenders for all aspects of maintenance and ground works in accordance with the Council's Financial Regulations.
7. The Committee will host regular meetings with sports clubs and other users of the Hunter Park Playing Fields to seek mutual cooperation in managing and enhancing the park.
8. All correspondence shall be conducted through the Clerk of the Council wherever possible.
9. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
10. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.

*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.

PLANNING COMMITTEE

TERMS OF REFERENCE - 27th May 2021

1. The Planning Committee (the “Committee”) is constituted as a Standing Committee of Twyford Parish Council (the “Council”). The Committee composition shall be a minimum of four* Councillors as voting members with four members of the Committee constituting a quorum.
2. The Chair is elected by the full Council but a Vice-Chair is to be elected annually by the Committee.
3. A record of all planning applications, the responses to consultation and eventual results shall be noted in the minutes of the Committee’s meetings.
4. The Committee has delegated executive powers to consider all planning applications pertaining to Twyford Parish and to respond to Winchester City Council’s Planning Department (as the agent acting for the South Downs National Park (“SDNP”)) and where appropriate directly to SDNP.
5. The Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with the Council’s Standing Orders.
6. Any controversial applications shall be referred to the full Parish Council. A time sensitive response may be made by the Committee Chair or Clerk following a majority decision by the Committee. Any two Councillors (who need not be members of the Committee) may request an application be deferred for a meeting of the Full Parish Council.
7. Where an onsite meeting is arranged, it will be subject to the prior approval of the Chair or Vice-Chair. A Committee member will then present findings to the Committee.
8. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
9. All correspondence shall be conducted through the Clerk of the Council wherever possible.
10. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
11. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
12. All members shall attend a planning training session within a year of appointment and complete further training at least every four years.

*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.

FINANCE COMMITTEE

TERMS OF REFERENCE - 27th May 2021

1. The Finance Committee (the “Committee”) is constituted as a Standing Committee of Twyford Parish Council (the “Council”). The Committee composition shall comprise of four* Councillors as voting members with four members of the Committee constituting a quorum.
2. The Chairman is elected by the Full Council but a Vice-Chair is to be elected annually by the Committee.
3. Draft budgets will be prepared for circulation to all committees of the Council no later than December each year.
4. The Committee is tasked with preparing a budget for each financial year and submitting the budget for approval to a Full Council Meeting no later than January each year.
5. The Committee is tasked with ensuring that all financial requirements and reserves are managed in line with the Council’s Financial Regulations.
6. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget for Finance and Twyford Water Meadow. The Committee shall be able to approach Full Council for increased funds should it become necessary to discharge its duties, however, funds are not to be automatically granted.
7. The Committee will make recommendations to the Full Council for Annual Staff Salary Reviews.
8. To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery.
9. All correspondence shall be conducted through the Clerk of the Council wherever possible.
10. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
11. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.

*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.

PARISH FARM ADVISORY COMMITTEE

TERMS OF REFERENCE - 27th May 2021

1. Objectives

To manage the 18 acres of Berry Meadow, Twyford Meads and Compton Lock to improve biodiversity, enhance ecology and increase public access. To carry out further nature conservation projects to preserve and maintain the pasture and water meadows as part of the ecologically sensitive Itchen Valley for the long term benefit of the local community.

2. Membership

The Committee to comprise six members with three members constituting a quorum. At least one member shall be a Parish Councillor the remaining members may or may not be Parish Councillors. Membership of the Committee will be approved annually at the Council AGM.

3. Chair

The Committee will elect a Chair who will be the main point of contact for the Council. The Chair will report to the Council as and when appropriate and to residents at the Annual Parish Assembly.

4. Powers

The Committee will prepare a plan and budget each year for the Council's approval so that the objectives and responsibilities in sections (1) and (6) are addressed. The Committee has powers delegated to it by the Council so that it may carry out day to day management of the meadow to fulfil this plan within budget. The Committee may not otherwise act formally on behalf of the Council.

5. Meetings

The Committee is not required to meet in public nor to have meetings minuted, although they may be minuted. The Committee will meet informally as and when required with a minimum of three days clear notice given to members. All external correspondence to be copied to the Clerk to the Council.

6. Responsibilities

- To monitor the appearance and condition of the Berry Meadow and immediate surroundings including; the informal car park/lay-by on Shawford Road; the gateways on Shawford Road and Berry Bridge; and the footpaths across the meadow ensuring that they are in a good state of repair.
- To manage the approved budget.
- To manage Twyford Meads & Compton Lock in accordance with relevant management plans
- To keep a running list of work required to be done in the coming financial year together with budgetary costs.
- To ensure that the conditions for Defra grants are met so that the grants continue to be paid
- Periodically review the grants available and any changes that need to be taken into account.
- Report of the condition of the Itchen Navigation footpath within parish boundary.

NEIGHBOURHOOD PLAN FOR TWYFORD

ADVISORY COMMITTEE - 27th May 2021

The management of the plan will be designed to secure community ownership of the plan by:

- i. active involvement in the preparation of the plan
- ii. oversight by community representatives and interests

Management Structure

Three Committees are proposed:

A. Management Group:

Responsible for

- Finance
- Timetable and work program
- Setting up the two groups with ToR and ensuring that they work together
- Liaison with the Planning Authority

See further below

B. Technical Group

Responsible for

- Collecting and analysing information
- Preparation of draft policies and proposals
- Presentations

See further below

C. Consultative Committee

Responsible for

- Ensuring that village and community needs are identified
- Assisting technical group in identifying solutions
- Advising management group of any unresolved issues
- Ensuring that their own membership is fully briefed

See further below

Management Committee

- i) To be accountable to the Parish Council for steering and providing strategic management of the Neighbourhood Plan for Twyford, by ensuring that the key milestones are met
- ii) To establish and set terms of reference for the Technical and Consultative groups.
- iii) Through the Consultative Group, encourage and strengthen links between key village organisations and ensure they are fully informed of the work of the technical team and have the opportunity to influence its progress.
- iv) To resolve any problems identified by the two groups
- v) To sign off the final draft plan prior to the local referendum.
- vi) To act as the public face for the Neighbourhood Plan.

- vii) To prepare and administer the necessary budget
- viii) To liaise as necessary with the Planning Authority and outside bodies
- ix) To agree regular reporting to the Parish council

1. Membership.

The Committee shall comprise of minimum of four members and a maximum of 6 with three members constituting a quorum. At least three members should be a Parish Councillors the remaining members may or may not be Parish Councillors. Membership of the committee will be approved annually at the Parish Council AGM.

2. Chairman

The committee will elect a chairman who will be the main point of contact for the Parish Council. The chairman will report to the Council as and when appropriate and to residents at the Annual Parish Assembly.

3. Powers

The committee will prepare a budget request each year for the Parish Council's approval so that the objectives and responsibilities in sections (1) and (6) are addressed. All expenditure to be managed by the Clerk, under delegated powers. The committee may not act formally on behalf of the Parish Council.

4. Meetings

The committee is not required to meet in public nor to have meetings minuted, although they may be minuted. The committee will meet informally as and when required with a minimum of three days clear notice given to members. All external correspondence to be copied to the Clerk to the Parish Council. Regular reports to made to TPC.

Technical group

1. Membership.

The Committee shall comprise those with technical expertise of which can contribute to the preparation of the plan. The following skills are needed:

- Data analysis
- Survey
- Preparation of plans and policies
- Ecology, historic environment.
- Design/ architecture
- Transport.
- Housing
- Economic
- Public relations
- Document Production
- Mapping
- The development process including valuation

2. A core group is needed drawing in outside people as required or as available, probably a minimum of four but there is no maximum number.

Sub groups to deal with particular topics (eg. Village design guide, transport, affordable housing) may also be set up under the Technical groups umbrella. Membership of the group will be as approved by the Management Committee.

3. Chairman and clerk

The group will elect a leader who will be the main point of contact with the management Cttee.

4. Meetings

The committee is not required to meet in public nor to have meetings minuted, although they may be minuted. The committee will meet informally as and when required with a minimum of three days clear notice given to members. All external correspondence to be copied to the Clerk to the Parish Council.

Consultative Committee.

1. Membership.

This shall be open to all organizations, both those which are based in the village and those whose activities take place in the parish in the village. This will include community groups, local businesses, sports clubs, surgery, schools etc. All parish councillors and the ward District and division County Councillors are ex officio members as is the Winchester parishes member of the SDNPA.

The Committee shall comprise of a minimum of six members. At least two members should be a Parish Councillors. the remaining members may or may not be Parish Councillors. Membership of the committee will be approved annually at the Parish Council AGM.

2 Chairman

The committee will elect a chairman who will be the main point of contact for the Parish Council. The chairman will report to the management Cttee, as and when appropriate. Assembly.

3. Task.

To provide the technical group with input as to their activities, their plans for the future, their needs for changes or land, their resources.

To support the technical group in the analysis of data

To test feasibility

To scrutinise the output from the technical group and test their suggestions with their membership.

4. Meetings

The committee should generally meet in public and have meetings minuted, The committee will meet informally as and when required with a minimum of three days clear notice given to members. All external correspondence to be copied to the Clerk to the Parish Council.



Item 13/21

Twyford Parish Council Health & Safety Policy

General Statement

- Twyford Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

Aims of the Health and Safety Policy

To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities

Arrangements and Responsibilities for carrying out the Health and Safety Policy, the Council will:

- Keep informed of relevant health and safety legislation.
- Keep up to date on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.

- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, contractors and voluntary helpers will:

- Comply with Codes of Practice or work instructions for health and safety.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment tools or materials.
- Report any accidents or hazardous incidents to the Clerk.

Adopted: 20th June 2018

TWYFORD PARISH COUNCIL

CODE OF CONDUCT FOR MEMBERS

Part 1: General Provisions and Interpretation

1. Introduction

This Code of Conduct is adopted by the Twyford Parish Council pursuant to its statutory duty to promote and maintain high standards of conduct by Members and Co-opted Members of the Council. This Code applies to all Members and Co-opted Members of the Council.

This Code is based on and is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership as referred to in the Localism Act 2011.

In the interests of transparency and openness, and in accordance with the requirements of the Localism Act 2011, a copy of the Register of Members' Interests is published on the Winchester City Council's website, and on the Parish Council's website through a link to the City Council website. It is also available for public inspection at the City Council's offices at all reasonable hours or through arrangement with the Clerk.

2. Scope

This Code applies to all Members and Co-opted Members of the Council when acting in their official capacity, or when giving the impression that they are acting as a representative of the Council. References in this Code to "Member" shall also be interpreted to include co-opted Member.

Where a Member is a member of more than one local authority, but acting on behalf of the Council, such Member is, for the avoidance of doubt, bound by this Code of Conduct.

3. General obligations of Members and Co-opted Members

As a Member of the Twyford Parish Council, your conduct will address the principles of the Code of Conduct by:

- 3.1 Representing the needs of residents, and putting their interests first.
- 3.2 Dealing with representations or enquiries from residents, members of communities within the administrative area of the Town/Parish Council and visitors fairly, appropriately and impartially.

- 3.3 Not allowing other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Council's area, or the good governance of the Council in a proper manner.
- 3.4 Exercising independent judgement and not compromising your position by placing yourself under obligations to outside individuals or organisations who might seek to influence the way you perform your duties.
- 3.5 Listening to the interests of all parties, including relevant advice from statutory and other professional officers of the Council, taking all relevant information into consideration, remaining objective and making decisions on merit.
- 3.6 Being accountable for your decisions and co-operating when scrutinised internally and externally.
- 3.7 Contributing to making the Council's decision-making processes as open and transparent as possible.
- 3.8 Restricting access to information when the wider public interest, the Council's Constitution (or Standing Orders), or the law requires it.
- 3.9 Behaving in accordance with all the Council's legal obligations, alongside any requirements contained in the Council's policies, protocols and procedures relating to conduct.
- 3.10 Ensuring that when using or authorising the use by others of the resources of the Council that such resources are not used improperly for political purposes.
- 3.11 Having regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986 or otherwise.
- 3.12 Not knowingly doing anything which might cause the Council to breach any legislation.
- 3.13 Valuing your colleagues and Officers of the Council and engaging with them in an appropriate manner.
- 3.14 Always treating all people and organisations with respect and propriety.
- 3.15 Providing leadership through behaving in accordance with these principles.

Part 2: Disclosable Pecuniary Interests

1. Introduction

A disclosable pecuniary interest is an interest falling within the Schedule set out at Paragraph 3 below of:

- 1.1 Yourself; or
- 1.2 Your spouse or civil partner, or someone you are living with as if you were husband and wife or civil partners, where you are aware that that other person has the interest.

2. Interpretation

In the Schedule set out at Paragraph 3 below, the following words or expressions mean as follows:

- 2.1 'the Act' means the Localism Act 2011;
- 2.2 'body in which the relevant person has a beneficial interest' means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- 2.3 'director' includes a member of the committee of management of an industrial and provident society;

- 2.4 'land' excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
- 2.5 'M' means a member of a relevant authority;
- 2.6 'member' includes a co-opted member;
- 2.7 'relevant authority' means the Town/Parish Council of which M is a member;
- 2.8 'relevant period' means the period of 12 months ending with the day on which M gives a notification of a disclosable pecuniary interest for the purposes of Section 30(1) or Section 31(7), as the case may be, of the Act;
- 2.9 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

3. Schedule of Disclosable Pecuniary Interests

Subject	Prescribed description
Employment, office, trade profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p>

	(b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (along or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either: (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Part 3: Registration and Disclosure of Disclosable Pecuniary Interests

1. Obligations

- 1.1 You must, within 28 days of taking office as a Member or Co-opted Member of the Council, notify the Winchester City Council Monitoring Officer (through the Clerk) of any disclosable pecuniary interests as defined by regulations made by the Secretary of State (as set out at Part 2 of this Code), where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

- 1.2 You must also, within 28 days of becoming aware of any new disclosable pecuniary interest, or change thereto, notify the Winchester City Council Monitoring Officer (through the Clerk) of such new or changed interest.
- 1.3 If you have a disclosable pecuniary interest included on the Register of Members' Interests, you must disclose this interest at any meeting of the Council, its Committees (including joint committees and sub-committees) at which you are present. Such interest should be disclosed at the commencement of consideration of the business or when the interest becomes apparent.
- 1.4 If a disclosable pecuniary interest has not been entered onto the Council's Register of Interests, then you must also disclose the interest to any meeting of the Council, its Committees (including joint committees and sub-committees) at which you are present where you have such an interest in any matter being considered. Such interest should be disclosed at the commencement of consideration of the business or when the interest becomes apparent. Following disclosure of a disclosable pecuniary interest not on the Council's Register or the subject of pending notification, you must notify the Winchester City Council Monitoring Officer (through the Clerk) of such interest within 28 days, beginning with the date of disclosure.
- 1.5 Unless a dispensation has been granted by the Parish Council, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must as soon as it becomes apparent that you have such an interest withdraw from the room where the meeting considering the business is being held, and must not seek improperly to influence a decision about that business.

Part 4: Registration of Gifts and Hospitality

1. You must, within 28 days of receipt, notify the Winchester City Council Monitoring Officer (through the Clerk) of any gift or hospitality you receive, if such gift or hospitality has an estimated value of at least £50.

Part 5: Non Pecuniary Interests – Personal and Prejudicial Interests

1. Without prejudice to requirements contained at Part 3 of this Code in respect of the registration and disclosure of pecuniary interests, this Code requires that other non-pecuniary interests may still need to be declared and may affect participation in the business of the Council.
2. A declaration needs to be made in respect of personal interests for reasons of openness and transparency.
3. If that personal interest is also a prejudicial interest then there may be a conflict of interest which prevents the Member from participating in the decision.

4. For the avoidance of doubt, the statutory requirements in respect of disclosable pecuniary interests, take precedence and apply in place of the Council's additional requirements in the Code for personal and prejudicial interests.

Part 6: Personal interests

1. You have a personal interest in the business of the Council when it relates to or is likely to affect:
 - 1.1 any body of which you are a member or in a position of general control or management, and to which you are appointed or nominated by the Council.
 - 1.2 any body
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);of which you are a member or in a position of general control or management
 - 1.3 any employment or business carried on by you other than for profit or gain;
 - 1.4 any person or body who employs you, or who has appointed you, other than for profit or gain;
 - 1.5 the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50 in the last three years;
2. You also have a personal interest in the business of the Council when a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position, or the well-being or financial position of a relevant person (as defined at paragraph 3) below, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward within the administrative area of the Council affected by the decision;
3. In Paragraph 2, a "relevant person" is:
 - 3.1 your spouse or civil partner, or someone you are living with as if you were husband and wife or civil partners, where you are aware that that other person has the interest; or
 - 3.2 another member of your family, or any person with whom you have a close association, where you are aware that that other person has the interest; or

- 3.3 any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- 3.4 any person or body in whom to the Member's knowledge such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000: or
- 3.5 any body of a type described in paragraph 1.1 or 1.2 above.

Part 7: Disclosure of Personal Interests

- 1.1 Subject to paragraphs 1.2 and 1.3 below, where you have a personal interest in any business of the Council you must disclose this interest at any meeting of the Council, its Committees (including joint committees and sub-committees) at which you are present. Such interest should be disclosed at the commencement of consideration of the business or when the interest becomes apparent.
- 1.2 Where you have a personal interest in any business of the Council which relates to or is likely to affect a person described in Part 6 paragraphs 1.1 or 1.2 (a) above, you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- 1.3 The requirement to declare a personal interest only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

Part 8: Prejudicial Interests

1. Definition of Prejudicial Interest.

Subject to paragraph 2 below, where you have a personal interest in any business of the Council, you also have a prejudicial interest in that business when the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

2. Limitation on extent of prejudicial interests

- 2.1 You do not have a prejudicial interest in any business of the Council where that business does not affect your financial position, or the financial position of a body or relevant person as described in Part 6 of this Code; or
- 2.2 does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or a body or relevant person as described in Part 6 of this Code; or
- 2.3 relates to the functions of the Council in respect of

- (a) an allowance, payment or indemnity given to members;
- (b) any ceremonial honour given to Members; and
- (c) setting council tax or a precept under the Local Government Finance Act 1992.

Part 9: Effect of Prejudicial Interests on Participation

- 1.1 Unless a dispensation has been granted by the Parish Council, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a prejudicial interest (as set out at Part 7 of this Code), and must as soon as it becomes apparent that you have such an interest (save for in circumstances set out at paragraph 1.2 below) withdraw from the room where the meeting considering the business is being held, and must not seek improperly to influence a decision about that business.
- 1.2 Without prejudice to paragraph 1.1 above, where you have a prejudicial interest in any business of the Council you may, notwithstanding such prejudicial interest, attend such meeting for the purpose of making representations, answering questions or giving evidence relating to such business, provided members of the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- 1.3 For the avoidance of doubt the procedure in paragraph 1.2 above cannot be used by the member where the interest comes within the statutory definition of a disclosable pecuniary interest.
- 1.4 In any case where paragraph 1.2 above applies, you must withdraw from the room immediately after making representations, answering questions, or giving evidence.

Part 10: Sensitive Information

- 1.1 A sensitive interest is described in the Localism Act 2011 as a member or co-opted member of the Council having an interest, and the nature of the interest being such that the member or co-opted member, and Winchester City Council's Monitoring Officer, considers that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with them, being subject to violence and intimidation. Applications should be made through the Clerk.
- 1.2 A sensitive disclosable pecuniary interest or a change to such an interest need not be included on the Register of Members' Interests, but you may state that there is an interest the details of which are withheld under S32 Localism Act 2011.

- 1.3 Within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 1.2 above is no longer sensitive information, you shall notify the Winchester City Council Monitoring Officer (through the Clerk) asking that the information be included in the Register of Members' Interests.
- 1.4 Any requirements in this Code for the declaration of an interest at meetings shall be met by not giving details of the sensitive interest but by stating that you have a disclosable pecuniary interest or a personal/prejudicial interest in the matter concerned.
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Item 16/21

District Councillors' Report to Twyford Parish Council May 2021

Southampton Airport Runway Extension

Following the decision taken by Eastleigh Borough Council to grant planning permission to allow an extension to the runway at Southampton Airport on the basis that the economic benefit to the region will outweigh the environmental harm efforts have been made to ask the Secretary of State for Housing, Communities and Local Government to "call-in" the application before it is finalised. This would result in an independent Planning Inspector impartially assessing the application and making a recommendation to the Secretary of State to either approve or refuse. Call-in is normally only considered when the potential impact of a decision has an impact that extends beyond the area of the planning authority making the decision in order to ensure that the wider public interest is taken into account.

South Downs National Park Authority

Councillor Cook and I both independently contacted the South Downs National Park Authority. It responded: "we did raise an objection to the proposed airport expansion due to the lack of consideration of potential impacts on the purposes and special qualities of the South Downs National Park, including tranquillity.

However, as the proposal is outside the National Park it is for the determining Local Planning Authority, in this case Eastleigh Borough Council, to weigh up all the evidence both for and against the proposal and make the planning judgement.

Again, as you have seen, in their judgement, and on balance, they have considered that whilst parts of the western edge of the National Park would experience an increase in noise Eastleigh Borough Council did not consider that there would be a material impact on the purposes and special qualities of the National Park.

Whilst I accept that you disagree with the outcome, it is Eastleigh Borough Council's judgement to make. The SDNPA will not be requesting the application is called in by the Secretary of State nor will we be seeking a judicial review."

Winchester City Council

The City Council also objected having concluded that the environmental harm on Winchester District was greater than the perceived economic benefit. The option of requesting a call-in continues to be assessed and a draft letter may therefore be presented to the City Council's Cabinet to consider. If this step is taken Cllr. Cook and I shall seek to address the Cabinet to urge that the letter is sent.

Residents may request call-in

Individuals may make personal requests for call-in by emailing: pcu@communities.gov.uk a guide to the process is available on line: <https://www.gov.uk/government/publications/called-in-planning-applications-procedural-guide>

Complaining to the airport about noise of aircraft

Residents currently affected by noise, especially those not on the flight path along the line of the River Itchen and outside the noise contours referred to in the report to Eastleigh Borough Council (see appended map) may wish to complain to the airport using the following phone number: 02380 627070 or email: sounoisecomplaints@southamptonairport.com

Winchester Sport and Leisure Park

We are pleased to confirm that the new leisure centre will open on 29th May. Please remember that due to Covid restrictions advance booking is necessary using the Everyone Active website (or by downloading the Everyone Active app.) <https://www.everyoneactive.com/centre/winchester-sport-leisure-park/>

Street Signs

Damage to the Segars Lane sign has necessitated its temporary removal. WCC is currently assessing whether the sign should be relocated to the east of the Queen Street House gateway into Segars Lane where it may be less likely to be damaged again.

The dilapidated state of many road signs in the village has again been raised with the City Council. Many in the conservation area need to be preserved and consideration may be given to their restoration rather than replacement. Whilst it is noted that there are thousands of signs throughout the district, many of which may need attention, we have asked for assurance that the needs of Twyford are not being overlooked or relegated in favour of other locations with higher footfall.

Compton Lock

We are pleased to report that the City Council has recognised that Compton Lock and its immediate surroundings is a hotspot for potential anti-social behaviour. Therefore the City Council will send Neighbourhood Services Wardens from time to time during the next few months to patrol (during their normal working hours) and if necessary liaise with the police to obtain special dispersal powers or other enforcement measures. Visitors who see anti-social activity are asked to report it directly to the City Council using its Your Winchester online system.

Reporting your Local Issues directly to the relevant authority

To Winchester City Council - Your Winchester

The Your Winchester app is available for iPhone/iPad, Android Blackberry and Windows devices, just visit your device app store, search for Your Winchester and download free of charge. The app may be used to report a wide range of concerns including fly tipping, shrub hedge and grass maintenance, street cleaning and abandoned vehicles.

To Hampshire County Council

Concerns about services provided by the county council, such as the condition of roads and pavements, flooding and drainage, lighting and signs; and problems on rights of way (countryside footpaths) can be made via the HCC website:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems>

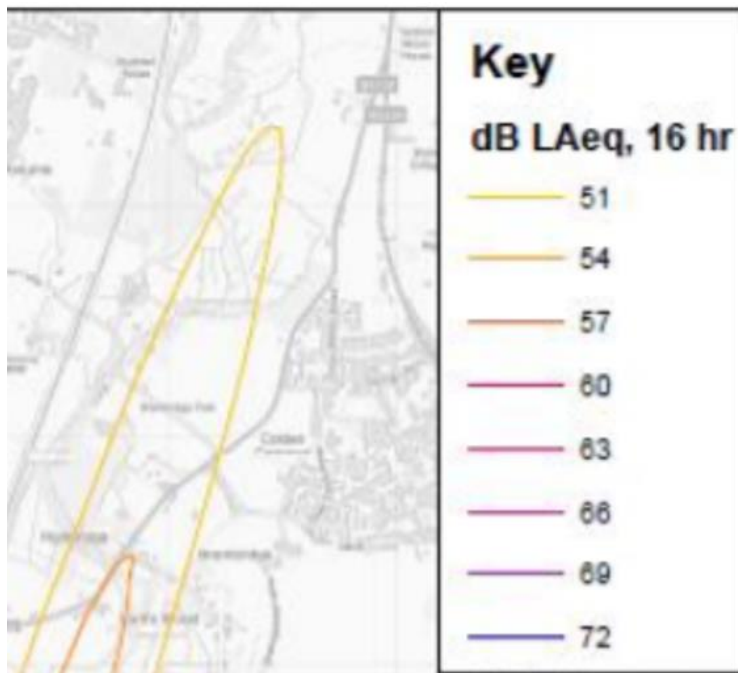
The websites request a photo if possible and for users to show the location of the problem on a map which will reveal whether a report has already been made and the current status.

A popular alternative app is Fix My Street which directs the report to the relevant authority.

Ward Councillors: Tony Bronk : tbronk@winchester.gov.uk or telephone 714275

 Sue Cook: susancook@winchester.gov.uk or telephone 07884111916

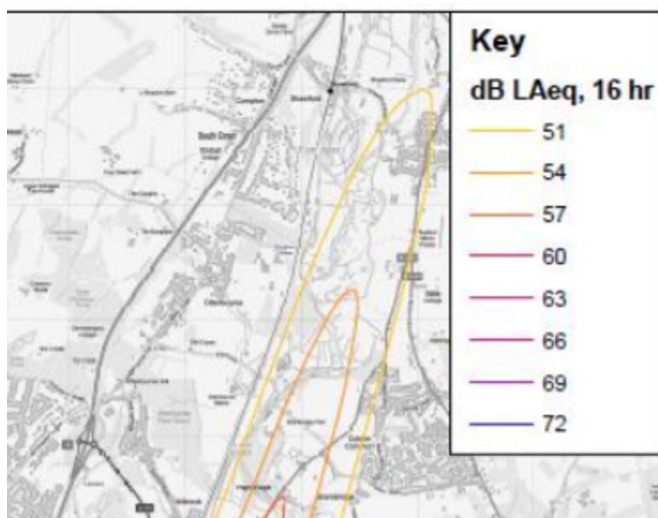
EBC Report Appendix 2 2020 Baseline Noise Contours



The above indicates that Twyford village is not currently affected by aircraft noise by any noteworthy amount - 55dBA is the level of a normal conversation at 1m; and a domestic vacuum cleaner at 3m would be around 70dBA (described as 'noisy'). ('dBA' is used to measure and express average noise levels.)

EBC Report Appendix 3 – 2033 with Development Noise Contours

The following shows the airport's forecast increase of noise which would extend into the western part of the village itself





Twyford Parish Council

Clerk's Report

Councillors are reminded that the items within this report are provided for information only and not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate committee or council agenda. Any member wanting clarification or further information on any aspect of items within the report please contact me in advance of the meeting.

General reading and information.

The following publications have been received and available for members to read:

- Clerk & Councils Direct
- Hampshire Association of Local Councils – May newsletter
- **CPRE Hampshire Monthly newsletter** April 2021
- Rural Service Network – Rural Bulletin
- Census – Newsletter for Local Authorities – Issue 27
- South Downs National Park Authority Spring planning newsletter
- South Downs News - May

Other information

- 1) All members need to be aware of the disclosable pecuniary interest forms and consider whether there have been any changes since it was last written. If there was a need for any change to be made, please contact me and I will supply fresh document for completion.
- 2) SLR Post Installation. HCC have confirmed that a socket will be installed on the south side of Hazeley Road. This is scheduled to take place during the summer.
- 3) Hunter Park Fitness Training Licences – The Council's insurer has confirmed that fitness training is considered the same as other land hires to the football and cricket clubs and raised no objection to the licensing of fitness training. Such groups need to have their own public liability insurance. The licence application, terms and conditions and code of conduct information is now published on the Parish Council's website and fitness trainers for whom the Council has contact details have been made informed of the requirement to apply for a licence.
- 4) Broadband project – BT Openreach have returned an indicative cost for connecting about 900 premises. If properties applied for Government Vouchers, together with HCC top up, the scheme

would require pledges from 192 properties to break even. The Council has currently received expressions of interest from around 100 premises. The informal working group is now starting to draft some publicity to further engage with the community to seek support.

- 5) EV Charging project – JoJu Solar are carrying out the feasibility work for the sites requested by the Council as possible locations for EV charging points.
- 6) Work is progressing to renew leases and wayleave for the electricity sub-station at the allotment site and BT are also progressing a wayleave claim.
- 7) An Invitation to the Hampshire Parish Workshop Wednesday 9th June, 18:00 to 20:00 to be held by Zoom. Please let me know if you are interested in attending by 4th June. The previous webinar is available to watch at www.youtube.com/watch?v=xyqNVQnHTSA.
- 8) M3 Junction 9 Improvements – VolkerFitzpatrick, partner of the Highways England have advised this will shortly be carrying out another virtual consultation to share the revised proposals.
- 9) A causal vacancy for a Councillor caused by Ian Wheeler's passing is now being advertised. It gives electors 14 days to lodge a request for an election. If no election is called then Council can proceed to advertise as a co-option along with the existing two vacancies.

Jamie Matthews
Parish Clerk
21st May 2021

Item 20/21

Schedule of Payments – May 2021

Ledger date	ExpTno	Paid	Gross	Vat	Net	Details
01/05/21	24		18.74	3.12	15.62	Cllr Sue Cook - Paint for HP playground fence
01/05/21	26		120.00	0.00	120.00	Wyatt Electrical - April 2021 caretaking hours
01/05/21	27	05/05/21	229.55	0.00	229.55	HMRC - April PAYE and NIC
01/05/21	29		2,498.40	416.40	2,082.00	Amberley Electrical - Electrical works to Pavilion
05/05/21	28		20.42	3.40	17.02	1&1 IONOS - Monthly web hosting
19/05/21	30	06/05/21	6.00	0.00	6.00	Land Registry - Registry Plans
19/05/21	31	05/06/21	6.00	0.00	6.00	Land Registry - Fee for plans.
19/05/21	32		80.29	13.38	66.91	Ross Handling Ltd - Replacement wheels for Cricket sight so
19/05/21	33		2,469.19	0.00	2,469.19	Public Work Loan Board - Loan Repayment - June 2021
19/05/21	34		1,061.62	176.94	884.68	Shoreland Network Solutions - April Maintenance
19/05/21	35		1,663.65	277.27	1,386.38	Green Smile Ltd - Monthly maintenance
19/05/21	36		150.00	0.00	150.00	Hilary Frearson - April TNP Support
19/05/21	37		56.00	0.00	56.00	Colden Common Parish Council - Lengthsman Contribution 2
24/05/21	38		29.99	5.00	24.99	The Printed Group Ltd - Fitness group signs for HP.
24/05/21	39		125.00	0.00	125.00	Fair Account - Internal Audit and AGAR year end work
24/05/21	40		465.41	0.00	465.41	HCC Pensions - May Pension
24/05/21	41		1,636.32	0.00	1,636.32	Employee Salaries - May Salaries
24/05/21	42		240.00	0.00	240.00	HMRC - May - NI and PAYE
24/05/21	43		20.00	0.00	20.00	Sue Merritt - Mileage Expenses - April
24/05/21	44		45.60	0.00	45.60	J.P. Matthews - Mileage expenses - April
			£10,942.18	£895.51	£10,046.67	

Annual Internal Audit Report 2020/21

Twyford (Hampshire) Parish Council

www.twyfordhants.org.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A, NONE HELD.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments of income and expenditure); agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			N/A OVER £25K.
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

1/3/21 & 17/5/21

Name of person who carried out the internal audit

P. REYNOLDS F. MAAT.

Signature of person who carried out the internal audit

P. Reynolds

Date

18/5/21

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Twyford (Hampshire) Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

27/05/2021

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.twyfordhants.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Twyford (Hampshire) Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	130,662 ✓	142,727 ✓	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	98,250 ✓	107,027 ✓	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	67,856 ✓	22,947 ✓	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	17,897 ✓	24,443 ✓	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	5,144 ✓	5,027 ✓	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	130,999 ✓	103,873 ✓	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	142,727 ✓	139,358 ✓	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	142,727 ✓	139,358 ✓	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	531,273 ✓	479,473 ✓	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	13,399 ✓	8,867 ✓	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

29/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Item 24/12

Hunter Park Playground

Approval was given at the April 2021 Full Council meeting to award the contract for the play area enhancements. The Clerk has consulted with members of the working group and Recreation Committee on several aspects of the design and the contractor has provided a variation quote in respect of these:

Variation Quote Summary Sheet

Sand Pit Surface Surround – 1 metre wide strip of black wetpour around sand pit

Additional Stone Path – Extend stone path by 17m²

Basketball Fencing – Extend originally proposed fencing by 1 x additional panel each side

Multi Coloured Bench – Swap out originally proposed seat for a multi coloured type

Tarmac Colour Coating – Colour coat the 281m² area of new tarmac (lines to be in yellow)

Quote Total = £3,595.00 + VAT (Increase to Accepted Quote)

Sand Pit Surface Surround

Excavate an area of 18.5m² (1m wide strip around the perimeter of the sand pit), removing all excavated spoil from site to a licensed tip.

Supply and lay 18.5m² of geotextile membrane to the excavated area, overlapping joints by a minimum of 300mm.

Supply and lay 18.5m² of type 1 stone at a compacted depth of 100mm.

Supply and lay the following areas of **Black Wetpour** safety surfacing, a two layer surface consisting of SBR base rubber layer and an EPDM rubber wearing layer, all over a free draining hard standing base -

- **18.5m² @ 40mm depth** with a tested CFH of **1500mm** when laid over type 1 stone base;



Perimeter edges can be laid against a standard edge or can be trenched out and the rubber surface laid below surrounding ground levels, dressed with soil on completion and seeded. This will create a smooth transition between rubber surface and surrounding grass surfaces and eliminate future pulling problems from surrounding edges.



Wetpour is available in a variety of colours, standard being black, red, blue and green, which can be blended or used to create colourful surface areas.

Wetpour has a 5 year Guarantee as standard to all new safety surface areas – full Ts & Cs available.

Also accounting for 18.5m² less SafaMulch™ safety surface.

Total Variation over and above original accepted quote price - £619.00 (increase)

Additional Stone Path

Extend the new path with an additional run to the fenced area gate –

Excavate an area of 17m², removing all excavated spoil from site to a licensed tip.

Supply and lay 17m² of geotextile membrane to the excavated area, overlapping joints by a minimum of 300mm.

Supply and lay 17m² of type 1 stone at a compacted depth of 100mm.

Total Variation over and above original accepted quote price - £527.00 (increase)

Basketball Fencing

Supply and install an additional 2.5m wide x 3m height panel of steel mesh ball stop fencing either side of basketball post, **to increase the fencing to 2 x panels per side.**

Total Variation over and above original accepted quote price - £902.00 (increase)

Multi Coloured Recycled Plastic Seat

In place of the originally proposed seat –

Remove the existing steel/timber bench and cart away from site.

Supply and install a replacement bench manufactured coloured recycled plastic.

- Black frame;
- Recycled coloured plastic slats;
- 1800mm length;



Total Variation over and above original accepted quote price - £142.00 (increase)

Colour Coating Tarmac

281m² of colour coating in **green** to the new tarmac surface.

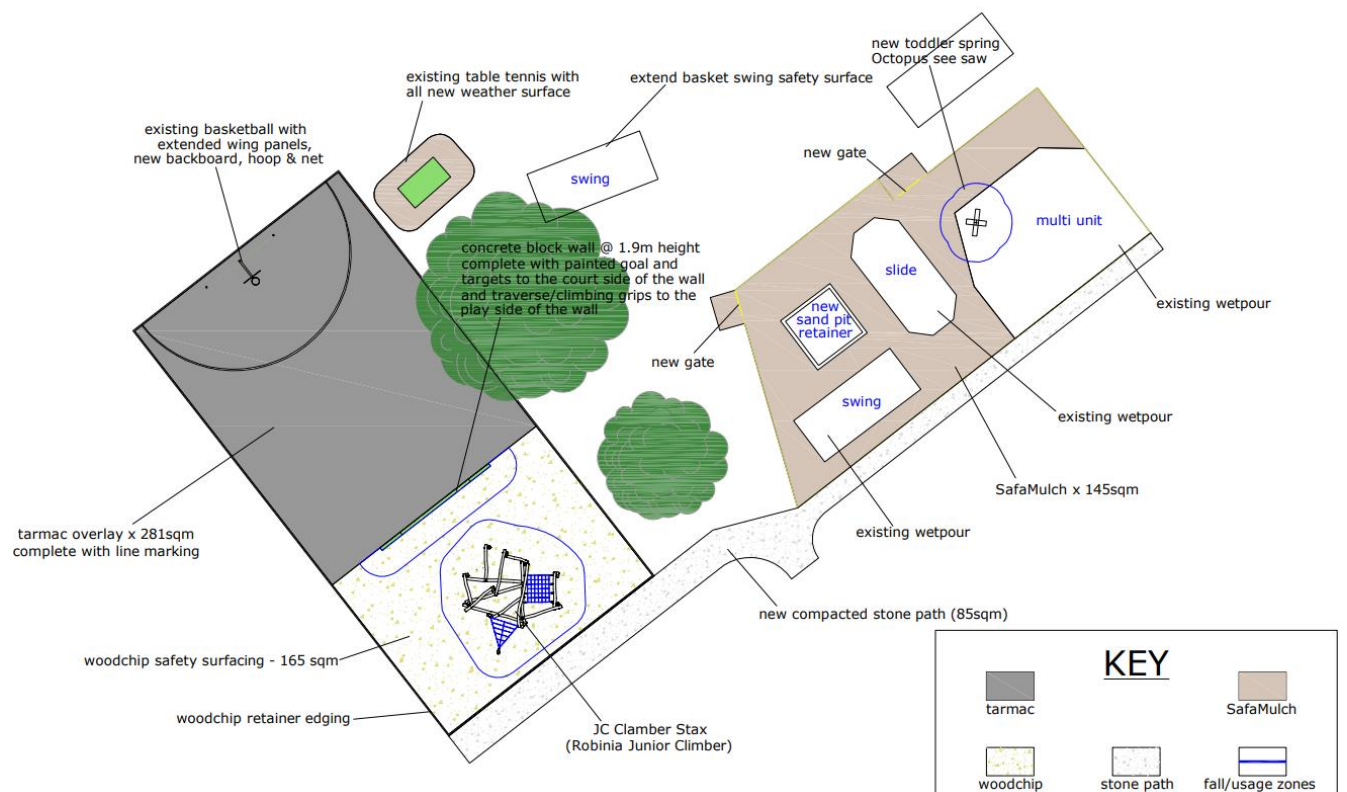
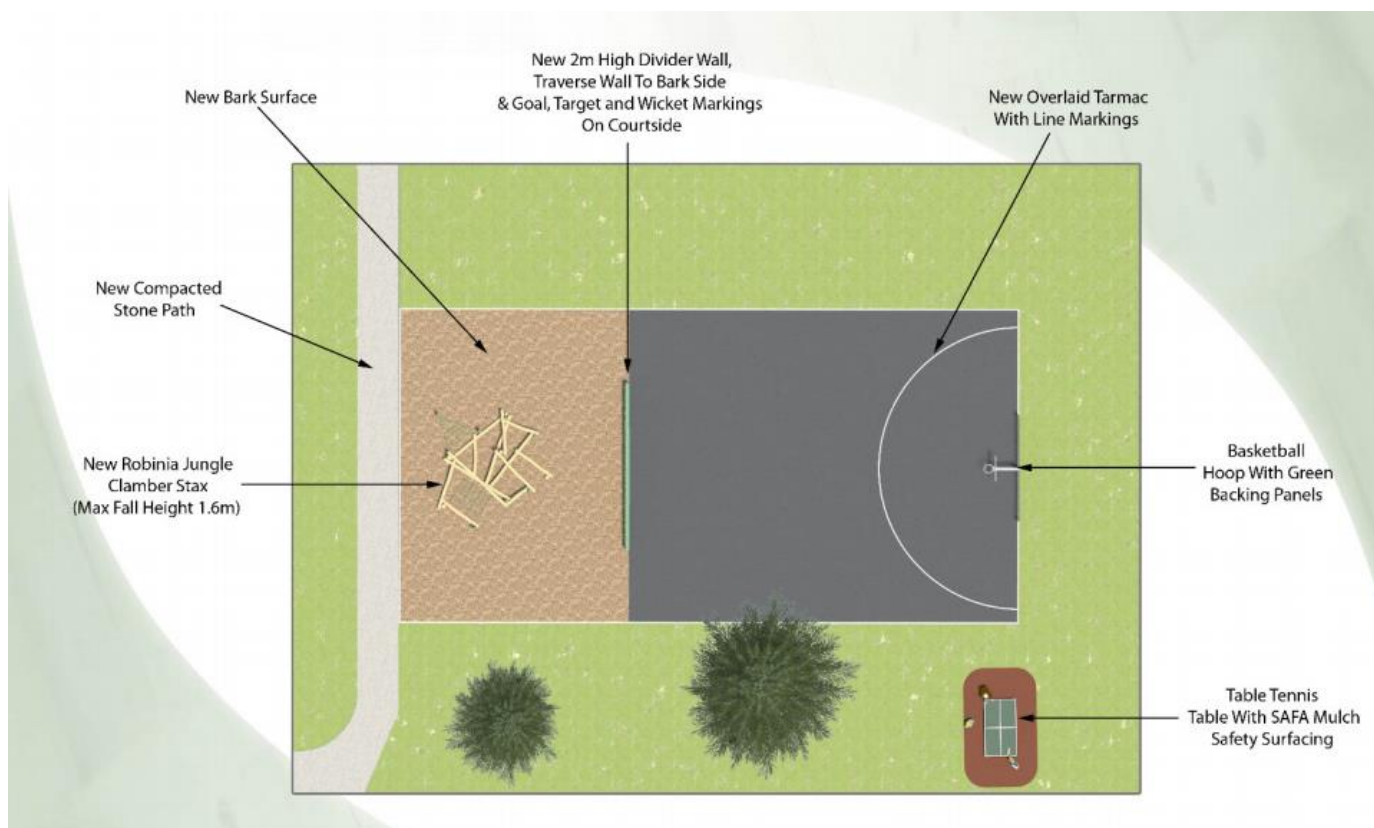
Lines to be painted in yellow.

Total Variation over and above original accepted quote price - £1,405.00 (increase)

Notes: Prices assume all of the above is made as one order (options excluded), are subject to good site access, a site survey and assume no underground services or obstructions which may all alter the final cost. Splitting a quotation may be subject to a price change.

Base works installed by others should be laid to the quoted rubber depth below finished levels and should undulate no more than + or – 10mm over a 3 metre straight edge. Playsafe will not be held responsible for an uneven finished surface.

Drawings of original proposal:







Twyford Parish Council
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137 (or under any other Statutory Power)

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

46

7	If the total cost of the project is more than the grant, how will the balance be financed?	<p>After a number of quotes and meetings with the Hampshire team the school has final details of:</p> <p>£11,140 for the removal or the existing fence, replacement for a 1.8m high, black (to retain existing colour) and looped top fence to meet county H and S standards. This will also include a pedestrian and vehicle gate in the same positioning as the current one, therefore no planning is required for the project. £3,495- for civil works for the coms cables and electronics. £3,795- access control system and security measures.</p> <p>Total: 18,430</p> <p>The school has saved capital funds for this over the last 2 years to ensure this project goes ahead asap, leaving us £10,000 short on the project. However, our school PTA is able to support us with a further £5,000- this is a big challenge for them as they have had limited ways to raise funds over the past 2 academic years.</p>
8	Have you applied for a grant for the same purpose/project to another organisation? If so, which organisation and for how much?	Discussions with Hampshire CC but no support for this project except for the removal of 3 trees which are damaged and impacting the fence line. Plans in place to replace these for wildlife.
9	Who will benefit from the project and how?	All the 153 pupils and families of TSM as well as the staff members. This project will ensure the safety of our school site for all future generation too.
10	Approximately how many of those who will benefit are parishioners of Twyford?	Majority of our families are residents of the parish, we currently only have 10 families from outside the local area.

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

Thank you to the parish for their consideration- we greatly appreciate your support.

Signed.....[REDACTED].....Date.....5/5/21.....

Twyford St Mary's C of E Primary School

Hunters Park partnership proposal

For school science use:

- Private log circle with removable canopy (posts put in for canopy? School to purchase a removable one that can come with us on visits)
- Motion capture camera for study (Twyford to invest with remaining Royal society finds)
- Weather station logger (Twyford to invest with remaining Royal society finds)
- Weekly golden time small group visit for site study 'bug club' Friday PM 1:45-2:45
- Initial bug survey project
- Bug hotel comparisons with school site and church site
- Longer term 3 Year Royal Society pollinator strip project- We propose mowing is stopped in an 8 metre crescent starting from the bench. We will divide this area up into study areas exploring and encouraging biodiversity.

For school Geography use:

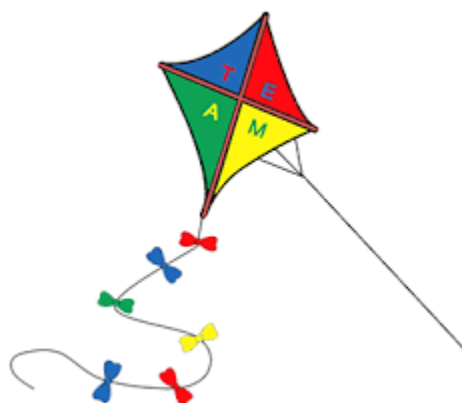
- Orienteering trail for Geography Fieldwork

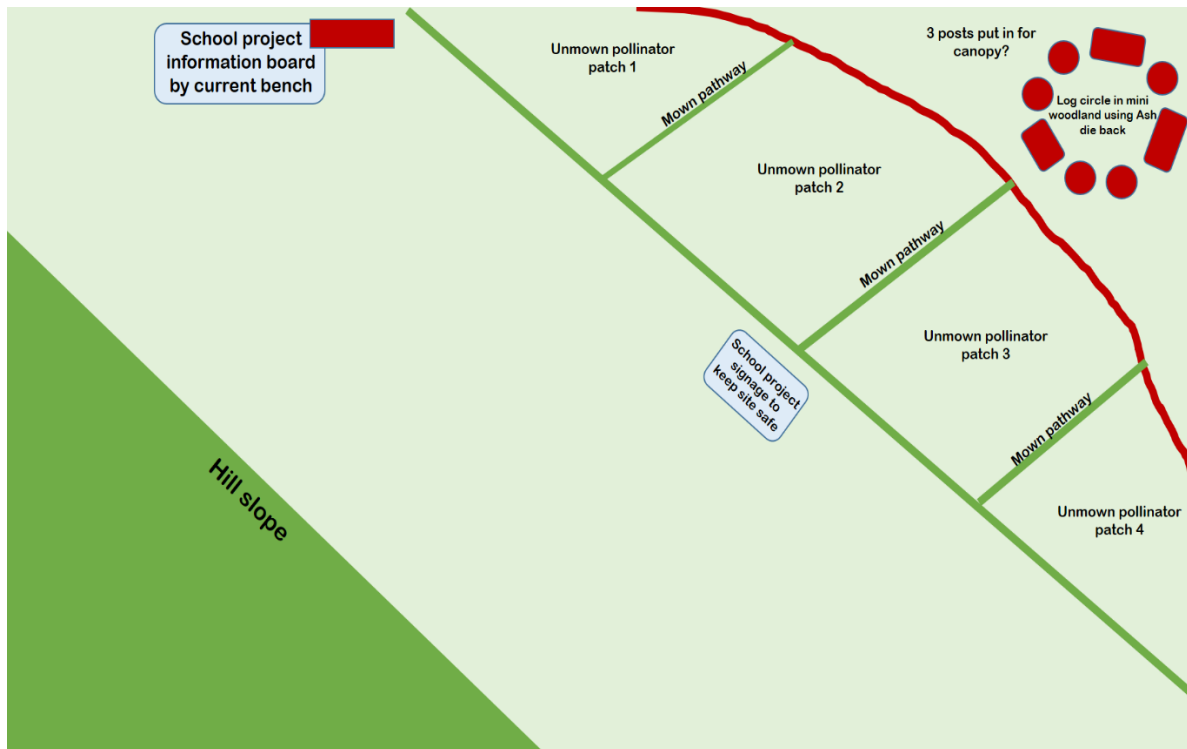
For school DT/Engineering connections:

- Building the signage to encourage the safety of the site
- Updating our information board with our current work (Twyford to invest with remaining Royal society finds)

Schools wider interest and support:

- Shed mural painting
- Commitment to protect and plant further trees for our school total/supporting the Parish and Eco church





Initial Timeline:

Summer 2021:

- Community volunteer group to set up/clear the log area (advertised in the School Bell)
- Unmown boarder begins to be left/pollinator plants sewn (pupil golden time group)
- Temporary sign in place
- 'Bug club' initial study (golden time group)
- Mural painting competition deign
- Mural painting session for small group of competition winners

Autumn 2021:

- Camera is installed
- Pupils create project signage
- As grasses grow, pathways mown in
- Weather study log installation project
- Application to Royal society for extension of pollinators project

