

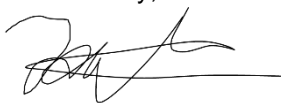
TWYFORD PARISH COUNCIL

19th November 2021

Dear Councillor,

I hereby summon you to attend a meeting of the Twyford Parish Council, on **Thursday 25th November 2021 at 7.30pm**, to be held at the Gilbert Room, Twyford Parish Hall, Hazeley Road, Twyford, SO21 1QY.

Yours sincerely,



Jamie Matthews
Clerk to the Council

Meeting of the Twyford Parish Council

25th November 2021

AGENDA

Members of the public and press are invited to attend except for the specific items marked confidential on the agenda. The press and public may not speak when the Council is in session, but they can make points or ask questions in the allocated time during the questions from members of the public item on the agenda. Please contact the Clerk to the Council before 12 noon on the day of the meeting if you wish to register to speak.

Item	Agenda Item
1	Chairman's comments
2	To receive and approve apologies for absence
3	To consider the granting of a dispensation under Section 33 of the Localism Act 2011 to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.
4	To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, members may not participate in any discussion, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room when the meeting discusses and votes on the matter.

5	To approve as a correct record and authorise the signing of the minutes of the meeting of Twyford Parish Council held on 28 th October 2021
6	Public Representation – Councillors to receive representation, including on agenda items, from members of the public provided they have given de notice of their intention to the Clerk no later than 12 noon of the day of the meeting. The maximum time limit allowed per person is 3 minutes and the maximum time designated for this agenda item is 15 minutes. Questions shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
7	To receive the County Councillor's report.
8	To receive the District Councillors' reports.
9	To receive the Clerk's report.
10	To receive a presentation from Karen Vincent, WCC Governance Manager on the Twyford Neighbourhood Plan referendum.
11	To receive the minutes from the Planning Committee meeting, approve recommendations contained therein and note updates on any matters arising unless already covered by another agenda item.
12	To receive the minutes from the Recreation Committee meeting, approve recommendations contained therein and note updates on any matters arising unless already covered by another agenda item. <ul style="list-style-type: none"> • Recommendation R39/21: that Full Council agrees in principle to the leasing of a area at Hunter Park to Twyford Cricket Club for the provision of new cricket training nets.
13	To receive the minutes of the Highways Working Group meeting and approve recommendations contained therein.
14	To receive and consider the submission of infrastructure requests to Hampshire County Council for the southern High Street, Finches Lane and Norris's Bridge.
15	To receive a verbal update on the work of Twyford Neighbourhood Plan Advisory Committee.
16	To receive verbal updates on the following projects: <ul style="list-style-type: none"> • Cycleway – • Climate Change - Cllr Forder-Stent
17	To receive and approve Schedule of Payments for November 2021.
18	To note the balance of the bank accounts as of 31st October 2021.
19	To receive the Internal Auditor's report for 2022/23 H1
20	To receive and consider a report on the draft budget for 2022/23
21	To consider whether Council should apply to Public Works Loan Board for a loan to cover the cost of implementing the Flood Mitigation Scheme.
22	To receive and consider S137 Grant Applications
23	To receive and consider correspondence received regarding fireworks in the village.
24	To suggest items for consideration at a future Full Parish Council meeting

Agenda Item 7

County Councillor's Report to Twyford Parish Council

SDNPA CIL Decision

I have met with Simon Cramp to discuss Twyford Flood Alleviation and will discuss more at the meeting.

Your Hampshire

[Your Hampshire Newsletter](#)

M3 Smart Motorway

Carriage work to the M3 is likely to start in the new year. HCC will ask National Highways (NH) to share their communication plan for this work and also arrange a parish/resident briefing and Q&A in early January.

Motorway closures will mainly take place predominately overnight however there will be some weekend closures when there is bridge replacement. The Hampshire Highways team will be in close dialogue with NH to arrange appropriate mitigation measures ahead of any closures. This will include minor works to repair any faults (potholes, ironworks etc), review of the speed limits, crossing points, priorities and traffic signal programming. Diversion routes are also being carefully reviewed and planned and any additional/unrelated road works in these areas will be avoided unless essential.



M3 SMP Briefing
17th Nov 2021.pdf

20 mph Review

I have asked the Director of ETE to do a full review of 20mph and I asked the ETE Select Committee Chair to set up a working group to look at this.

News

Winchester Movement Strategy

Residents, commuters and businesses are being asked for their views on 10 priority schemes as part of the development of the Winchester Movement Strategy and invited to comment on the emerging local walking and cycling Infrastructure Plan

[Views to be sought on Winchester Movement Strategy proposals | Hampshire County Council \(hants.gov.uk\)](#)

Grants to tackle climate change

Hampshire County Council is offering grants to make community buildings more energy efficient as part of its commitment to combatting climate change. Measures that could be funded include solar panels, LED lighting, window replacements or insulation for buildings such as village halls and community centres

[Parish and Town Councils and Community Organisations invited to apply for grants to tackle climate change | Hampshire County Council \(hants.gov.uk\)](#)

Government's Community Renewal Fund

As COP26 draws to a close, Hampshire County Council has welcomed news of a successful bid for over £205,000 from the Government's Community Renewal Fund, which will enable the Authority to expand its work with communities to reduce carbon emissions and adapt to climate change

[County Council announces further funding for community climate change action | Hampshire County Council \(hants.gov.uk\)](#)

Support schemes for children eligible for free school meals

Funding of more than £0.5 million has been approved by Hampshire County Council to support schemes that will provide food and activities over the Christmas school holiday to children who are eligible for free school meals

[Over £0.5 million awarded for children's food and activity schemes this Christmas | Hampshire County Council \(hants.gov.uk\)](#)

Agenda Item 8

District Councillors' Report to Twyford Parish Council

District Councillors' Report to Twyford Parish Council - November 2021

National Express

The National Express service, which was temporarily withdrawn from Winchester, has resumed from the St Catherine's Park and Ride car park which can accommodate the longer coaches that caused the service from the Guildhall to be cancelled.

Bus Services for Students

Concerns about the high cost of bus passes for students attending Peter Symonds College (or other local colleges) from locations outside the City of Winchester were raised at the HCC Decision Day discussion about its Bus Service Improvement Plan for Hampshire. Any improvement for students, like the South Hants Student Rider Pass, is eagerly awaited.

Waste and Recycling

Please remember that Colden Common has now been provided with a "carton bin" for things like pringle tubes, tetrapak cartons and paper cups in the car park opposite the Co-op. Attending the Colden Common Surgery for a Covid Injection is an ideal opportunity to use the new bin!

Users of the Garden Waste Collection Service are reminded that they can now sign up to continue their collections from 1st March 2022. Residents can contact Customer Services 0300 300 0013 or use the Winchester City Council website. <https://www.winchester.gov.uk/waste-recycling/garden-waste-collection-sign-up>

Traffic Regulation Orders

Winchester City Council has delegated authority from Hampshire County Council to issue traffic Regulation Orders relating to on street parking. The City Council has been contacted further to the Parish Council's resolution in October to seek yellow lines on the north side of Finches Lane by the crossing point to access School Lane. Winchester City Council has contacted the Hampshire County Council School Transport Team for their views on the merits of the application.

Shared path cycleway?

The Parish Council secured a grant of £50,000 from Winchester City Council towards a shared path cycleway from Hockley Link to Church Lane (at Hockley Cottages). Since then new Government standards for cycleways have resulted in the route becoming unviable without a speed reduction to 40mph for that stretch of road. Parish Council and Ward Councillor requests have been made to Hampshire County Council to seek its support for a speed reduction and widening of the existing pavement, without which the grant will be lost and cyclists will have to use the Main Road with its large volume of traffic and HGVs travelling at 60mph.

Twenty is Plenty

The Parish Council last month unanimously showed its support for the national 20 is Plenty campaign. As Ward Councillors we approached our Hampshire County Councillor in 2019 to seek support for 20mph in parts of Twyford and we fully support the current campaign to persuade HCC to permit 20mph in parts of Twyford.

Southampton Airport Runway Extension

Residents affected by noise from overflying aircraft may wish to complain to the airport using the following phone number: 02380 627070 or email: sounoisecomplaints@southamptonairport.com

International White Ribbon Day – 25 November 2021

Thursday 25th November sees the launch of the annual International White Ribbon campaign and 16 days of action, raising awareness and working to prevent violence and abuse.

In 2020 Winchester City Council supported the campaign by coming a member of the 'Employers Against Domestic Violence' campaign which is run by the organisation Employers Initiative on Domestic Abuse (EIDA) and this year will again be encouraging its partners to sign up to become members of EIDA as individual organisations. There is no cost involved for membership, instead EIDA requires the organisation to sign up to EIDA's membership charter.

The city council's Communication Team will access social media networks in support of the commitment made by the Council (raising awareness of support available for both victims and perpetrators of domestic abuse whilst highlighting the support that employers can provide too). In addition it will use social media channels to promote and share consistent messaging by sharing other relevant domestic abuse campaigns which are currently running via the Hampshire Domestic Abuse Partnership, Stop Domestic Abuse, the Government's campaign #YouAreNotAlone and of course the International White Ribbon Campaign itself.

Staff will be encouraged to wear a White Ribbon in support of the pledge 'to never commit, excuse or remain silent about domestic abuse'.

The City Council is seeking support in the following ways:

- Support the City Council's commitment by encouraging local businesses/partners that you work with to consider signing up to the EIDA charter as individual organisations (please let us know if your contacts are signing up).
- On the day it is really important that we use social media networks to get the message out – you can do this by re-sharing and retweeting the Council's social media posts.

WCC intend to put out a positive press release after the campaign and would like to be able to say how many of its partners have signed up to the charter. Therefore it is important that it knows if you are aware that any organisations that you are in contact with have made this commitment, so that WCC can give them a mention.

If you have any queries please direct them to the Community Safety Team on 01962 848 423 or via email to Communitysafety@winchester.gov.uk

Compton Lock

Winchester City Council concluded after 31 patrols in 2021 (by Neighbourhood Services, the Police and Fire and Youth Services) that as no anti-social behaviour was observed there was no proven requirement to consider an annual Operation Order. However, the community safety partnership is responsive to public concerns and will respond accordingly to any complaints.

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

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

Agenda Item 9



Twyford Parish Council

Clerk's Report

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
- CPRE Hampshire News & Views, November
- Rural Service Network – Rural Bulletin November 2021
- Census – Newsletter for Local Authorities – Issue 35
- WCC Your Council news
- South Downs News – November

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) Broadband project – Still awaiting a formal conformation from Openreach as to when the scheme will open to allow people to pledge their gigabit vouchers.
- 3) The savings account with Redwood Bank has been opened. The application to move the current account to Unity Trust is in progress.
- 4) The H1 Internal Audit took place w/c 15th November.
- 5) The pecuniary legacy for the water meadow benches has been received.
- 6) A feasibility of installing PV solar panels at the Hunter Park pavilion is being undertaken by a local resident.

Jamie Matthews
Parish Clerk
22nd November 2021

Agenda Item 11

[Planning Committee Minutes](#)

Agenda Item 12

[Recreation Committee Minutes](#)

Agenda Item 13

Highways Advisory Committee Minutes

Minutes of The Twyford Traffic Solutions Focus Group

Date: 10th November 2021

Attendees: Trevor White, Steve Pullen, Stewart Hoad, Hannah Greenberg, Guy Billings, Sue Cook, Tony Bronk

20s plenty update:

- Meeting notes TPC support via a formal resolution and its letter to all Hants parish clerks about the HALC resolution, emails were received from the following:
 - Longparish – qualified support
 - Cheriton – support dependent on willingness of PCC to ensure enforcement
 - Romsey Town Councillor – qualified support - for town centres
 - Froyle – Seeking elaboration – are villages residential and what about outside playgrounds etc.
 - Wield – qualified support – 20 near hospitals, schools and other danger areas.
 - Bighton, Hambledon, Smannel, Chilbolton, Owslebury, Otterbourne, Hursley all fully supportive.
- HALC resolution did not proceed because of the wording in the resolution was considered too broad (proposing 20mph where people reside). An amending resolution was passed but could not be debated and voted on because HALC attendees had no mandate from their councils. The HALC Exec. noted broad support for some further 20mph restrictions and announced it would consider how to progress this when the Exec. next meet in December.
- Sue had meeting with Cllr. Rob Humby on various transport issues and he was receptive to taking various issues forward, including consideration of a change of existing HCC policy. An HCC Decision Day subsequently announced a formal review would commence.
- Meeting with Cllr. Russell Oppenheimer revealed that he is very receptive to 20 miles an hour and is very keen on the initiative.

Next steps:

- Hannah to find out how HALC are going to promote 20s plenty and then to contact other parish councils in Hampshire to canvass support.
- Sue to seek the support of Steve Brine M.P.

Finches Lane crossing update:

- TPC's continued support via a formal confirmatory resolution was noted.
- WCC and HCC were advised of the resolution, provided with the draft Equality Assessment prepared to that date and provided with further photographs.
- WCC are now waiting for HCC Schools Team to comment, they advised: "I will endeavour to re-engage the school to get their travel plan updated to support the requests for these

measures, including a travel survey with the parents and staff for evidence. Hopefully we can all work together to improve safety for the local community.”

Next steps:

- Gemma to liaise with Sophie Davies (Headmistress) to progress the HCC request, particularly about the route the children use to reach the school and to make sure the school travel plan is aligned
- Steve to collaborate with Gemma on producing a map illustrating the flow of children along routes across the village
- Once we know information has been sent to HCC Tony will contact HCC to understand its position then liaise with WCC to determine if and how it will seek to amend its forward Traffic Regulation Order plan to March 2023.
-

Infrastructure audit:

- Thanks to Stewart for the excellent draft, some broad comments on the draft were discussed and amendments will be made

Next steps:

- All group members to review the commented draft and add any further comments for Stewart’s attention
- If amendments could be included in a revised draft by the weekend, then the draft could be submitted for information and discussion of key concerns at the next Parish Council meeting. Key concerns are: signage and road markings at the bend near the Park Lane and informal crossing towards the Phoenix; the cross roads with Finches Lane and Hazeley Road; the Finches Lane crossing point for access to School Lane and pedestrian access to beyond Norris’s Bridge.

Update on other workstreams:

- SLRs – A further site at the top of Serles Hill has been agreed by HCC, at no cost to the Parish Council, subject to the size of the SLR enabling its use on an existing post.
SLR data – 85%tiles show excessive speeds on the Main Road southern entrance at Manor Farm Green; and Hazeley Road (police enforcement visits currently occur at the latter).
- Speedwatch has commenced. Whilst Winchester speedwatch equipment is used it will take place every Monday between 9.00am and 11.00am. The Police are assessing whether any locations on Main Road/The High Street can be used. On Monday 8th Nov. checks were made on Hazeley Road east of the Parish Hall car park. One vehicle travelling at 44mph was identified and reported to Hants Police. Tony has applied to the PCC for a grant towards purchase of ANPR equipment for Twyford.
- HGVs Sue contacted Ferry Speed and TJ Waste and informed them that their lorries are frequently travelling through the village. Extract from TJ Group’s response: “I will review workloads over the rest of the week, and make sure that any vehicles that are not delivering materials nearby are taking the main motorway networks. Any vehicles that can take alternative routes will be made to do so. Please contact me directly if you have any specific

vehicles, drivers, or concerns that I can help with. The TJ Group will always try and work with the local community - I will make sure that this issue is reviewed daily by the transport team.

- Cycleway – HCC provided an update on 20th October confirming the feasibility of amending the speed limit to 40mph and using some road space remained under consideration with a number of HCC officials. A further update will be sought before the Parish Council meeting.

Next steps:

- Sue to chase up progress on shared paths before the monthly council meeting
- Tony to progress the additional SLR site
- Sue to contact AJF on the same basis as TJ Group

Status of hedges and pavements:

- Garden overspill near to the corner of Park Lane causes reduction of pavement width and drain blockages, resident has agreed to take action.

Next steps:

- Sue to determine if hedge on Finches Lane between crossroads and school access crossing can be reduced as it poses a risk due to loss of sightlines

IT Data storage and comms:

- Agreed that having a google account/drive in order to share documents on the group would be useful

Next steps:

- Guy will setup account

TPC Website

- Steve has created a webpage to refer to the Traffic Group, its aims and progress

Next Steps

- Tony to write initial text

Budget requirements 2022/23:

Possible expenditures:

- Finches Lane crossing point – addition to southside pavement width
 - High Street informal crossing, potential extension of pavement width
 - Indicators that drivers are entering the village (eg. white gates)
 - Solid planters/traffic calming measures at the crossroads?
 - Speed limit change application
 - Speedwatch ANPR (maybe be able to fund through PCC)
 - Cycleway feasibility study
-
- The Group decided to seek £14k for distribution amongst the above projects in a manner to be defined.

Date of next meeting: Early January 2022

Agenda Item 14

Information for Parish Councillors for consideration at the FPC Meeting on 25th November 2021

Background

HCC's Safer Roads Team and Casualty Reduction Team agreed to carry out a review of traffic management measures on the southern section of the High Street from the commencement of the 30mph zone to the crossroads and then along Finches Lane to the other side of Norris's Bridge.

HCC agreed to receive a Road Infrastructure Audit (of street signs and road markings) with comments and requests for improvements. HCC advised that any works it decides to undertake are at its discretion but that it would consider requests made by the Parish Council. Separately HCC would also advise TPC how it might take some forward under the community led initiative any requests that were outside the scope of the HCC review.

Advisory Committee Road Infrastructure Audit

The audit uses Google Streetview dated July 2021 to show the presence and condition of existing infrastructure. Each location is assessed as satisfactory (green), in need of attention (amber), or a major concern (red). Amber locations are those that can be readily reported directly to HCC via its existing web-based reporting function. Red locations are considered to give rise to substantial concerns for personal safety, for which Parish Council and other support for remedial action may be necessary whilst HCC policy focusses on 'casualty reduction' and evidence of actual casualties rather than only potential ones.

The audit document is on the TPC website and can be accessed using the following link: **(TBA)**

Locations identified as Red (those in the scope of the HCC review defined above)

1. Southern entrance to the village

Concern:

The high speed of vehicles evidenced by the Manor Farm Green SLR (85percentile is 36mph).

Suggested solutions

- 1.1a Start 30 mph limit at Hare Lane, or The Old Dairy bus stop
- 1.1b Reduce 50mph limit to 40mph
- 1.1c Introduce a 40mph buffer from the Highbridge Road triangle to Hare Lane

- 1.2a Paint a narrowing of the white roadside lines from the 50 mph (e.g. like Lower Upham)
- 1.2b Paint Dragons' Teeth (like Highbridge Road approach to Kiln Lane)
- 1.2c Paint a 30mph roundel (in the absence of street lights (towards Hare Lane))
- 1.2d Paint SLOW
- 1.2e Paint a Keep Clear junction box for Manor Farm Green
- 1.2f Add white roadside lines to the High Street

- 1.3 Create/restore the Village Gateway at the Twyford Village signs

1.4 Create a crossing island (like the 4 in Colden Common from Spring Lane to Church Lane)

2. Bend between Brewers Lane and Park Lane

Concerns:

- The bend diminishes sightlines (of pedestrians crossing or vehicles turning right into Park Lane or from Queen Street, or approaching from the other direction)
- The pavement on the westside is inadequate and east side is very narrow, vehicle mirrors (and other parts encroach the pavement area)
- The road narrows so 2 large vehicles cannot pass each other, large vehicles force small ones to the road edge
- Roadside and road signs warning of the nature of the bend are inadequate
- At night visibility of the bend itself is poor

Suggested solutions

- 2.1a Adopt 20mph from Manor Road to the crossroads
- 2.2a Adopt “give priority to traffic travelling south”, so northbound traffic must slow to yield; and install appropriate roadside and road signage
- 2.3a Reinstatement of chevron signs to enhance warning of the bend
- 2.3b Amend roadside signs to warn of the direction of the road through the bend
- 2.3c Add white roadside lines to improve visual awareness of the bend and encourage vehicles to avoid pavement encroachment
- 2.3d Restore clarity of central white lines and painted SLOW signs
- 2.4a Paint Keep Clear junction boxes for Park Lane and Queen Street
- 2.4b Prevent pavement encroachment of northbound vehicles during congestion by adopting a yellow cross hatched no entry unless exit is clear box for southbound vehicles
- 2.4c Provide warning of imminent junctions to left and right
- 2.5a Consider effectiveness of existing street lighting
- 2.5b Reinstatement of use of Cats Eyes
- 2.6 Maintain full width of the eastern pavement by ensuring vegetation does not encroach

3. Informal crossing point at Queen Street exit

Concerns: Pedestrians are put at risk when relying on the indicated crossing point

Suggested solutions

- 3.1a Establish a 20mph zone due to the proximity of the School and its use of the crossing
- 3.2a Create a Zebra Crossing (as in Winchester by the Leisure Centre)
- 3.4a Create a Pelican Crossing (as at other northly crossing points)

- 3.5a Create a pinchpoint by narrowing the road (giving priority to vehicles travelling north so by being slowed drivers are more likely to stop to enable pedestrians to cross)
- 3.6a Change bollards to more visible ones
- 3.7a Change road surface to create a visible crossing
- 3.8a Improve roadside and road signs to warn of the crossing point

4. Crossroads

Concerns: Wide open space discourages slow movement of vehicles, pedestrian crossing points are not all clearly visible to motorists making turns into Finches Lane and pedestrians struggle to see oncoming vehicles

Suggested Solutions

- 4.1a Adopt white lining for through and turning traffic (as in Colden Common at Spring Lane)
- 4.2a Widen the marked off area at the bus stop to the width of a bus
- 4.3a Create a marked crossing point for crossing Finches Lane (like that for Hazeley Road)
- 4.4a Consider an Island in Finches Lane (like that for Hazeley Road)
- 4.4b Extend the western corner pavements or use surfacing to encourage vehicles to maintain a central line when turning, to facilitate pedestrian sightlines
- 4.4c Facilitate the use of planters instead of pavement/kerb alterations to extend pedestrian areas
- 4.5a Establish a 20mph zone

5. Finches Lanes crossing point from School Lane

Concern: Pedestrians are at risk in the absence of a designated formal or informal crossing. Whilst most users are travelling to and from the school, young children are accompanied by parents and siblings creating increased numbers. Residents also use the route to access village facilities including the General Stores and Doctor Surgery. There are yellow School markings on the south side but only a short roadside white line on part of the northside. Vehicles park on the southwest and north east side of the crossing point impeding sightlines.

Suggested Solutions

- 5.1a Establish a 20mph zone due to the proximity of the School
- 5.2a Create a designated school crossing point with associated signage
- 5.3a Install a Zebra or Pelican Crossing with associated signage

- 5.4a Create a pinchpoint by extending the southern pavement (to also accommodate pedestrians waiting to negotiate the metal barriers at the entrance of the footpath to School Road; and aid sightlines towards the crossroads) and install bollards to ensure its visibility.
- 5.5a Paint yellow lines towards St Mary's Terrace to prevent parking adjacent to the crossing point

6. Shawford Road to west side of Norris's Bridge

Concerns: Absence of a pavement puts pedestrians at risk especially in the dark

Suggested Solutions

- 6.1a Establish a 20mph zone
- 6.2a Install a pavement
- 6.2b Install a painted walkway (as in Beech Hampshire)
- 6.3a Install a Village Gateway (at the entrance to the TPC Meadow)

Agenda Item 17

Full Council Meeting – 25th November 2021

Schedule of Payments November 2021

ExpTno	Paid	Gross	Vat	Net	Comments
174	05/11/2021	13.00	2.17	10.83	C Molesworth - Replacment padlock - pavilion
175	05/11/2021	200.00	0.00	200.00	Twyford Tots - S137 Grant
176		47.94	7.99	39.95	Mid Hants Fire Protection - Fire Extinguisher Annual Inspection
178		28,878.00	4,813.00	24,065.00	Playsafe Playgrounds - Hunter Park Playground - Tranche 2
193		202.50	0.00	202.50	Hilary Frearson - TNP support - October
195		1,663.65	277.27	1,386.38	Green Smile Ltd - Monthly grounds maintenance
194		126.40	6.02	120.38	Octopus Energy - HP Field Electricity - October
177		67.89	11.31	56.58	Viking - Printer ink and paper for Asst. Clerk
190		217.44	36.24	181.20	Shoreland Network Solutions - Cricket Maintenance October
184		1,664.78	277.46	1,387.32	Hampshire County Council - Street Lighting charges - April to September
185		63.00	10.50	52.50	Vodafone - Mobile Telephones - Sep/October
186		36.13	6.02	30.11	Vodafone - Mobile Telephones - November
187		260.00	0.00	260.00	Fair Account - Internal Audit - H1
189		1,722.00	287.00	1,435.00	Greenbarnes Ltd - A1 Lectern mounted encapsulated interpretation panel
191		510.00	85.00	425.00	Ava Recreation Ltd - Annual Inspection of play equipment
192		52.80	8.80	44.00	Premier Gardens - Lengthsman green waste
196		773.25	0.00	773.25	Public Work Loan Board - Loan Repayment - Gilbert Room
197		60.77	10.13	50.64	Hampshire County Council - Paper towels and dispenser
183		92.17	4.39	87.78	Southern Electric - HP Field Electricity - final bill
179		1,709.76	0.00	1,709.76	Employee Salaries - October Salaries
180		25.76	0.00	25.76	Sue Merritt - Milegae - October
181		76.00	0.00	76.00	J.P. Matthews - Mileage - October
182		277.40	0.00	277.40	HMRC - November PAYE and NIC
188		487.83	0.00	487.83	HCC Pensions - November pensions
		£39,228.47	£5,843.30	£33,385.17	

Agenda Item 18



Twyford Parish Council

Full Council Meeting – 25th November 2021

Bank Balances as of 31st October 2021

Ordinary Accounts		Interest rate
HSBC C/A	£3,992.47	0.0%
HSBC Savings	£77,789.27	0.01%
Nationwide	£84,051.17	0.05%
Total	£165,832.91	



1 Roker Way
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Eastleigh
HANTS
SO50 7LD

Tel [REDACTED]

19 November, 2021 E-mail: [REDACTED]

Mr J Matthews |
Clerk to Twyford Parish Council
PO Box 741
WINCHESTER
HANTS
SO23 3QA

Dear Jaime

Twyford Parish Council 2021/22, Half Year Audit (4/21 to 9/21)

I have now completed the Internal Audit for the Council as at 30/9/21 & am pleased to report that the overall internal control procedures are adequate to meet the needs of the AGAR Practitioner's Guide 2021 and the Accounts & Audit Regulations 2015 (as amended).

A series of test checks on the Council's financial records, vouchers, documents, minutes, policies, insurance & assets register were done to ascertain efficiency & effectiveness of the Council's systems. This was especially important, as the Council still has had to address the impact of Covid-19, resulting in a review of current processes & procedures, including remote meetings in the early months.

The attached Audit comments & recommendations will only enhance the current processes and procedures. This report should be noted & taken to the next meeting of the Council for discussion & formal minuting. I confirm that the next interim audit is set for 14/2/22 & will cover the 10/21 to 1/22 period.

I attach invoice 21/057 for the half year fee agreed in my quotation.

I would like to thank you for your help in enabling the audit to be performed remotely due to Covid-19 restrictions. I look forward to hearing your comments in due course.

Yours sincerely

PAUL REYNOLDS, FMAAT



Audit Recommendations

1. I am pleased to report that the Composite Cashbook for the three Accounts held by the Council, has been fully agreed to the Bank reconciliations at an overall total of **£152,928.37**, as at 30/9/21.
2. Precept now fully received for 2021/22 at £109,489, also CIL money £5,000 from SDNPA for Pavilion project.
3. VAT claims have been refunded by HMRC for Qtr 4 of 20/21 & Qtr1 of 21/22. The claim for Qtr 2 was made at £11,092.04. These regular, quarterly claims greatly assist the Council's cashflow.
4. PWLB loan repayment totalling £2,469.19 made.
5. The Asset register needs serial nos. added for all IT equipment & any other electrical items. This will provide the required data for Hiscox Insurance should any claims arise for these items.
6. The new laptops & monitor, along with the 2nd SLR will need noting on the Asset Register at cost price (ie. **not** incl.VAT) for the AGAR.
7. Current insurance policy 1891378 is held with Hiscox (via Came & Co./Gallaghers) from 1/10/20, which covers the standard Local Council aspects. It is recommended that Cyber cover is reviewed, as malware attacks are now becoming more commonplace on Local Councils as stated in recent NAO report on Cyber crime in UK.
8. Delegated powers to the Clerk to cover Covid-19 issues will need periodic review ensuring they are adequate for any changes in Govt. advice & legislation, including any continuance of remote meetings by Zoom / MS Teams beyond 6 May 2021, if Govt. permits.
9. The possible introduction of the Corporate Credit card will need to be detailed in the Financial Regulations. This will require specific details of users, security of the card & monitoring of usage.
10. Recommend that Asst Clerk conducts regular, visual Play area inspections & notes on signed /dated logsheets, with any action needed. This will help mitigate any litigation claims on the Council.
11. All minutes should still be regularly signed within the Covid-19 arrangements, thus ensuring any decisions taken become lawful.
12. Recommend that the Treasurer role is formalised at the Annual meeting & their monitoring role is included in Financial Regulations.

Agenda Item 20

Full Council Meeting – 25th November 2021

Draft Budget 2022/23

A budget working group meet on the 8th November to examine the first steps towards producing a draft budget for 2022/23. Existing revenues codes were reviewed, and additional capital expenditure items proposed. Due to the reallocation of some cost codes an exact year on year comparison between all cost codes is not possible and these are explained by the accompanying notes.

Allocations from the General Income for 2022/23 into the Capital Budget are at the levels as in the agreed three year forecast of revenue and receipts and members will need to consider whether these are appropriate and sufficient for anticipated activities in 2022/23.

The draft budget on the following pages is set out as follows:

- **Income** - separated out into General Income and Project Income (CIL grants)
- **Expenditure** - separated out into Revenue Expenditure and movements into the Capital Budget showing the break down between General Income and Project Income.
- **Estimated General Reserves and Earmarked Reserves** as of 31st March 2022
- **Capital Budget**
- **Staffing Budget**
- **Additional Detail** - breakdown of some cost codes, as requested by the budget working group

2021/22 2023/2024

Heading	Short Code	Description	Approved	Draft
INCOME				
FINANCE				
100	FIN	Precept	£109,489	£112,886
105	FIN	VAT Refund	£0	£0
110	FIN	Bank Interest (current)	£0	£0
115	FIN	Bank Interest (HSBC Savings)	£35	£35
116	FIN	Bank Interest (Nationwide Savings)	£35	£35
120	FIN	CIL	£0	£0
			£109,559	£112,956
RECREATION				
200	REC	Pavilion Hire	£360	£360
205	REC	Hiring Fees	£2,650	£4,660
210	REC	Allotments	£689	£700
215	REC	Deposits	£0	£0
220	REC	Grants & Donations	£0	£0
225	REC	Wayleaves & Rents	£0	£500
			£3,699	£6,220
PARISH FARM				
400	PF	Grants & Donations	£5,000	£8,000
			£5,000	£8,000
Total General Income			£118,258	£127,176
PROJECTS				
500	PROJ	NP Production	£0	£0
515	PROJ	Car Park expansion CIL	£65,000	£65,000
520	PROJ	Flooding	£0	£0
525	PROJ	Pavilion Refurb	£0	£0
530	PROJ	Hunter Park Masterplan CIL	£12,700	£0
535	PROJ	Traffic	£0	£0
540	PROJ	Climate	£0	£0
545	PROJ	Cycleway CIL	£50,000	£50,000
Total Project Income			£127,700	£115,000
Total Income			£245,958	£242,176

			2021/22	2023/2024	
Heading	Short Code	Description	Approved	Draft	
EXPENDITURE					
FINANCE					
1000	FIN	Employment Costs	£28,892	£30,482	
1010	FIN	Expenses	£1,970	£1,700	
1020	FIN	Administration	£3,788	£4,584	
1030	FIN	External Advice	£500	£500	
1040	FIN	Training	£550	£650	
1050	FIN	Insurance	£2,372	£2,513	
		Grants and			
1060	FIN	Donations	£1,000	£0	
1070	FIN	Section 137	£4,000	£4,000	
1080	FIN	Room Hire	£1,000	£1,000	
1090	FIN	Legal Fees	£500	£0	<i>Duplicated, now under External Advice</i>
1100	FIN	Audit Fees	£975	£975	
1110	FIN	Subscriptions	£525	£686	
1120	FIN	Street Lighting	£3,350	£3,500	
1130	FIN	SLR/SID	£250	£250	
		PWLB interest -			
1140	FIN	Gilbert Room	£425	£299	
		PWLB capital -			
1141	FIN	Gilbert Room	£1,200	£1,200	
		PWLB - interest			
1142	FIN	Berry Meadow	£14	£0	
		PWLB - capital Berry			
1143	FIN	Meadow	£1,667	£0	
1150	FIN	VAT on payments	£0	£0	
					<i>Includes, bus shelters, defibrillator maintenance and Northfields defibrillator</i>
1160	FIN	Street Furniture	£3,100	£4,600	
			£56,077	£56,939	
RECREATION					
2000	REC	Employment Costs	£1,100	£1,216	
		Hunter Park			<i>Additional bin emptying not included. Dog bins now included</i>
2020	REC	Grounds	£27,769	£28,940	
2030	REC	Hunter Park Pavilion	£5,160	£3,340	
2040	REC	Northfields	£3,034	£3,534	
2050	REC	New Assets	£2,500	£0	
		Lengthsman & Other			<i>Previously included dog bin emptying, now moved to HP.</i>
2060	REC	Parish Improvements	£3,300	£2,000	
2070	REC	Allotments	£280	£550	<i>Correction to expected water usage.</i>
2080	REC	Deposits returned	£100	£100	
2090	REC	Tree Works	£0	£1,500	<i>Moved from Hunter Park</i>
			£43,243	£41,180	
PARISH FARM					
4010	PF	Water Meadow	£6,640	£4,557	
4011	PF	Compton Lock	£0	£0	
			£6,640	£4,557	<i>Previous Year included PWLB payments</i>
Total Revenue Expenditure			£105,960	£102,676	
Surplus / - Deficit			£12,298	£24,500	<i>To Capital Projects</i>

PROJECTS	NP Production	£3,500	£0
Allocation from General Revenue	Car Park Expansion	£2,000	£5,000
	Flood Mitigation	£3,000	
	Hunter Park Masterplan	£2,500	£10,000
	Traffic & Cycleway	£1,265	£5,000
	Climate	£0	£1,000
	Future Replacement Equipment	£1,000	£2,500
		£13,265	£23,500
Total from General Income		£119,225	£126,176
	Surplus / - Deficit	£967	-£1,000
PROJECTS	Car Park / Flood Mitigation		
Allocation from CIL	CIL	£65,000	£65,000
	Hunter Park CIL	£12,700	£0
	Cycleway CIL	£50,000	£50,000
Total from Project Income		£127,700	£115,000

Estimated Bank Balances at 31st March 2022:	£90,738	
Earmarked Reserves	Deposits Held	£100
	Parish Farm Leagcy	£5,000
	Parish Farm Lock Security	£857
	Capital Projects	£45,151
		£51,108
Estimated General Reserves	£39,630	

CAPITAL BUDGET

		2021/22 Approved Budget	2021/22 Expenditure	2023/2024 Draft Budget
5000	NP Production	£3,500	£800	£0
5015	Car Park Expansion (inc CIL)	£68,000		£73,000
5020	Flood Mitigation	£10,405		£10,405
5025	Pavilion Refurb	£0		£0
5030	Hunter Park Masterplan (inc CIL)	£37,521	£73,476	£10,000
5035	Traffic & Cycleway	£3,000		£28,890
5040	Climate	£1,000		£2,000
5045	Cycleway (inc CIL)	£70,890		£50,000
5050	Future Replacement Equipment	£6,000	£1,844	£6,656
		£200,316		£180,951

Staffing Budget

	2021/22	2022/23	
1000	£28,891.94	£30,482.00	Employment Costs
1000/1	£21,052	£21,485	Clerk
1000/1/1	£16,600	£16,743	Net Salary
1000/1/3	£3,353	£3,583.00	Pension
1000/1/3/1	£0	£0.00	Employee Pension
1000/1/3/2	£3,353	£3,583.00	Employer Pension Contribution
1000/1/4	£840	£900.00	PAYE & NI
1000/1/4/1	£0	£0.00	PAYE
1000/1/4/2	£840	£900.00	Employers NI
1000/1/4/3	£0	£0.00	Employees NI
1000/2	£7,839.16	£8,996.00	Asst. Clerk Support
1000/2/1	£6,522	£7,473.00	Net Salary
1000/2/2	£1,317	£1,523.00	Asst Clerk Pension
2000	£1,100.00	£1,216.00	Employment Costs
2000/1	£1,100.00	£1,216.00	Cleaner
2000/1/1	£1,100.00	£1,216.00	Net wages
2000/1/2	£0.00	£0.00	Tax and NI

Other Detailed Codes

Recreation

Income	2021/22	2022/23	
200	£360.00	£360.00	Pavilion Hire
200/1	£360.00	£360.00	Private Party
205	£2,650.00	£4,660.00	Hiring Fees
205/1	£1,050.00	£2,000.00	Football
205/2	£1,500.00	£2,200.00	Cricket
205/3	£100.00	£100.00	Tennis
205/4	£0.00	£360.00	Fitness Licences
210	£689.00	£700.00	Allotments
210/1	£689.00	£700.00	Plot fees
215	£0.00	£0.00	Deposits
215/1	£0.00	£0.00	Pavilion
215/2	£0.00	£0.00	Pitches
220	£0.00	£0.00	Grants & Donations
220/1	£0.00	£0.00	WCC
220/2	£0.00	£0.00	HCC
220/3	£0.00	£0.00	Other
225	£0.00	£500.00	Wayleaves & Rents

Hunter Park Grounds Expenditure

2020	£27,769.52	£28,940.52	Hunter Park Grounds
2020/1	£8,807.00	£9,138.00	Cricket pitch
2020/1/1	£8,557.00	£8,888.00	Contract
2020/1/2	£250.00	£250.00	Outfield
2020/2	£1,500.00	£0.00	Tree inspection & cutting
2020/3	£480.00	£500.00	Play inspection
2020/4	£700.00	£1,100.00	Play area maintenance
2020/4/1	£200.00	£300.00	Top up sand & woodchip
2020/4/2	£500.00	£800.00	Maintenance
2020/5	£2,000.00	£2,000.00	Signage
2020/6	£180.00	£200.00	Utilities
2020/6/1	£100.00	£100.00	Field Water
2020/6/2	£80.00	£100.00	Field Electricity
2020/7	£14,102.52	£14,102.52	Groundsman Contract
2020/8	£0.00	£500.00	Additional Litter Bin Emptying
2020/9	£0.00	£1,400.00	Dog poo bin emptying

Lengthsman & Other

2060	£3,300.00	£2,000.00	Lengthsman & Other Parish Improvements
2060/1	£1,400.00	£0.00	Dog poo emptying
2060/2	£0.00	£0.00	Pollution testing
2060/4	£1,400.00	£2,000.00	Additional lengthsman
2060/5	£500.00	£0.00	Other Parish improvements

Finance Expenditure

1160	£0.00	£4,600.00	Street Furniture
1160/1	£0.00	£3,100.00	Northfields Defibrillator
1160/2	£0.00	£500.00	Defibrillator maintenance
1160/3	£0.00	£1,000.00	Bus Stop Shelters

Agenda Item 22



Twyford Parish Council

Full Council Meeting – 25th November 2021

S137 Grant Applications

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

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

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

1	Name of Organisation ("the Applicant")	VICTIM SUPPORT
2	Name and postal and email address of the Applicant and/or its contact person (please explain the contact person's relationship with the Applicant)	[REDACTED] SERVICE DELIVERY ASSISTANT 21A HULSBURY ROAD CHANDLER'S FORD HANTS SO53 2FS Email: H110N.PARISHOFFICE@VICTIMSUPPORT.ORG.UK
3	If the Applicant is a registered charity please state its number	298020
4	Amount of grant requested	£50
5	What is the purpose or project for which the grant is requested?	PLEASE SEE ATTACHED SHEET <i>Please use an additional sheet if necessary</i>
6	When would the expenditure to be met by the grant be incurred?	ONGOING - HOWEVER ANY GRANT AWARDED WOULD BE USED IN THE CURRENT FINANCIAL YEAR
7	If the total cost of the project is more than the grant, how will the balance be financed?	#- WE WILL BE SEEKING ONGOING FUNDING TO PROVIDE THIS SERVICE FROM OTHER TWIN AND PARISH COUNCILS

8	Have you applied for a grant for the same purpose/project to another organisation? If so, which organisation and for how much?	WE APPLY ANNUALLY TO TOWN AND PARISH COUNCILS IN THE AREA WE COVER WITH VARYING LEVELS OF SUCCESS
9	Who will benefit from the project and how?	PLEASE SEE ATTACHED SHEET
10	Approximately how many of those who will benefit are parishioners of Twyford?	ANY VICTIM OF CRIME CAN ACCESS OUR SERVICE. LAST YEAR WE SUPPORTED APPROXIMATELY 21 TWYFORD RESIDENTS AND WE WOULD NOT EXPECT THIS NUMBER TO DIFFER YEAR ON YEAR

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

Signed.....  Date 9/11/21

Please print your name  SERVICE DELIVERY ASSISTANT

Victim Support additional information

5. What is the purpose or project for which the grant is requested? To purchase security items that we provide free of charge to victims and their families such as personal alarms and small security items for the home -dummy CCTV, window or door alarms to make people feel safer in their homes. This truly beneficial resource has such a positive impact on victim's recovery, we are seeking funding to continue this provision.

9. Who will benefit from the project and how? Any victim or witness of crime can access our service. Victim Support offers free and confidential help to victims of crime, witnesses, their family and friends. We strive to deliver a local approach to our service – residents of Twyford are supported by locally trained staff and volunteers ensuring a professional service with a local knowledge. Our trained supporters offer someone to talk to in confidence, information on police and court procedures, practical items such as personal alarms and small security items for the home (dummy CCTV, window or door alarms to make people feel safer in their homes) and help in dealing with other organisations. Residents supported via our community based service receive immediate emotional and practical support when they are contacted by our team. At this point we discuss how the crime has impacted the individual and what support we can provide to help that person cope and recover.