

TWYFORD PARISH COUNCIL

18th February 2022

Dear Councillor,

I hereby summon you to attend a meeting of the Twyford Parish Council, on **Thursday 24th February 2022 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

24th February 2022

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 27 th January 2022
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' report.](#)
- 9 [To receive the Clerk's report.](#)
- 10 [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.
- 11 [To receive and approve the Schedule of Payments for February 2022.](#)
- 12 [To note the balance of the bank accounts as of 31st January 2022.](#)
- 13 **To consider** updates to the banking mandate.
- 14 [To receive and consider the Internal Auditor's report up to 31st December 2021.](#)
- 15 [To receive and consider a proposal for the telephone kiosks at Northfields and The Post Office](#)
- 16 [To receive and consider a proposal for tree works at Northfields adjacent to the B3335](#)
- 17 **To receive and consider** an update on highways matters, including Speed Limit Reminder sign deployment and cycleway projects
- 18 [To receive and consider a report on the Ultrafast/FTTP Broadband project](#)
- 19 **To receive** verbal updates on the following projects:
 - **Flood Mitigation Scheme**
 - **Climate Change**
- 20 **To consider** the Parish Council's arrangements for Operation London Bridge.
- 21 **To consider** crime levels and recent activity in Twyford.

Agenda Item 7

County Councillor's Report to Twyford Parish Council

Item to follow

Agenda Item 8

District Councillors' Report to Twyford Parish Council

Item to follow

Agenda Item 9



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:

- Information Commissioner's Office – February e-newsletter
- Rural Service Network – Rural Bulletin 15th February 2022
- Hampshire ALC – January news & views
- WCC Your Council news – 14th February 2022
- South Downs Newsletter – February 2022
- Consultation – SDNPA Glover Landscape Review
- Consultation – WCC Review of Taxi Policy and Conditions

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) The renewal on the lease to Southern Electric Power Distribution (SEPD) for the substation at Hunter Park has not made much progress. An expected Heads of Terms is due shortly which will include a slightly bigger demise to allow a fence to be installed around the substation. In the meantime, an invoice has been issued for to SEPD for rent from September 2010 to August 2022.
- 3) The transfer of bank accounts from HSBC to Unity Trust will complete on 25th February 2022.
- 4) Referendum Expenses form have been submitted to the Counting Officer at WCC within the 28-day limit.

Jamie Matthews
Parish Clerk
18th February 2022

Agenda Item 10

[Planning Committee Minutes](#)

Agenda Item 11

Schedule of Payments – February 2022

227	29/01/2022	261.32	0.00	261.32	Wyatt Electrical - October and November 2021 Caretaking
232	29/01/2022	154.84	25.81	129.03	Fenland Leisure Products Ltd - Replacement swing for Northfields
239	29/01/2022	1,561.68	0.00	1,561.68	Employee Salaries - January Salaries
248	26/01/2022	6.00	0.00	6.00	Land Registry - Registry documents for Parish Farm request
250	26/01/2022	36.00	0.00	36.00	Microsoft - Monthly 365 Subscription
251	29/01/2022	50.00	0.00	50.00	1st Colden Common Guides - Return of deposit
252		45.03	7.50	37.53	Steve Pullen - Postcrete and fence line wire for HP.
253	31/01/2022	215.00	35.83	179.17	ACE Liftaway - Skip hire for Hunter Park
243	31/01/2022	21.00	3.50	17.50	Plus Net - Broadband (HP)
244		32.97	1.57	31.40	EDF - Pavilion Electricity
245		11.99	2.00	9.99	1&1 IONOS - Monthly web hosting
246	14/02/2022	36.00	6.00	30.00	Vodafone - Mobile Telephones - January
247		102.00	0.00	102.00	Wyatt Electrical - Caretaking - January 2022
254	14/02/2022	144.60	24.10	120.50	British Hardwood - Tree whips - climate change project
258		112.00	5.33	106.67	EDF - Pavilion Electricity
271		11.26	1.88	9.38	Plus Net - Broadband (HP) (intermin invoice to account for adjusted invoice dates)
257	16/02/2022	6.00	0.00	6.00	Land Registry - Registry documents for TNP land query
272		36.00	6.00	30.00	Vodafone - Mobile Telephones - February
255		324.00	54.00	270.00	Premier Gardens - Rotovation of allotment plots 9 and 25 Christopher Corcoran - 4 printed copies of Tywford Neighbourhood Plan
256		34.00	0.00	34.00	
259		5.54	0.00	5.54	HSBC Bank - Monthly Charges
260		22.16	0.00	22.16	Sue Merritt - Mileage - January
261		1,762.18	0.00	1,762.18	Employee Salaries - February Salaries
262		504.69	0.00	504.69	HCC Pensions - February pensions
263		130.00	0.00	130.00	Fair Account - Internal Audit - upto 31/12/21
265		290.72	0.00	290.72	HMRC - February PAYE and NIC
266		105.60	17.60	88.00	Geosphere Ltd - Annual subscription - Parish Online
267		2,754.14	459.02	2,295.12	Gladson UK Limited - Benches for Hunter Park
268		54.36	9.06	45.30	Hampshire County Council - Cleaning supplies - Pavilion
269		1,663.65	277.27	1,386.38	Green Smile Ltd - Monthly grounds maintenance
270		54.00	9.00	45.00	Green Smile Ltd - Additional work - tree works - allotments
273		422.50	70.42	352.08	Shoreland Network Solutions - Cricket Maintenance November, December, January
274		152.20	25.37	126.83	Viking - Printer ink and paper
		£11,123.43	£1,041.26	£10,082.17	

Agenda Item 12

Bank Balances as of 31st January 2022

Ordinary Accounts		Interest rate
HSBC C/A	£5,009.52	0.0%
HSBC Savings	£12,790.66	0.01%
Nationwide	£34,058.48	0.05%
Redwood (35 day notice)	£ 80,100.28	0.8%
Total	£131,958.94	



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18 February, 2022

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

Dear Jamie

Twyford Parish Council 2021/22, Internal Audit (10/21 to 12/21)

I have now completed the Internal Audit for the Council as at 31/12/21 & 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 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 final audit is set for Monday 9 May 2022 & this will cover the AGAR for 2021/22.

I attach invoice 21/087 for the interim Qtr.3 audit work

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

AAT
ASSOCIATION
OF ACCOUNTING
TECHNICIANS

Audit Comments & Recommendations

1. I am pleased to report that the Composite Cashbook for the four Accounts held by the Council, has been fully agreed to the Bank reconciliations at an overall total of **£130,777.40**, as at 31/12/21.
2. Precept now fully received for 2021/22 at £109,489. Also received was CIL money £12,700 from SDNPA on 14/10/21 & an Insurance claim for £3,357 on 13/12/21.
3. VAT Qtr.2 claim refunded on 8/10/21 by HMRC at £11,092.04. These regular, quarterly claims greatly assist the Council's cashflow.
4. PWLB loan repayment totalling £773.25 made on 1/12/21.
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, 2nd SLR & new Play equipment will need noting on the Asset Register at cost price (ie. **not** incl.VAT) to provide the AGAR box 9, final total at 31/3/22.
7. Current insurance policy 1891378 is held with Hiscox (via Came & Co./Gallaghers) from 1/10/21, which covers the standard Local Council aspects & includes Cyber cover.
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 a Corporate MultiPay card will need to be detailed in the Financial Regulations. This will require specific details of users, security of the card & monitoring of usage. This will be linked to the change to Unity Bank in March 2022.
10. The Asst Clerk now 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. I have given the Clerk a copy of the current Allotment tenancy terms & conditions operating at West End Parish Council, to assist with the present review at Twyford Parish Council.

Agenda Item 15



Twyford Parish Council

Telephone Kiosks

Councillors will be aware from the previous updates that the Parish Council is going through the process of acquiring ownership of the two telephone kiosks in the village for the purposes of installing a defibrillator at the Northfields location and for continuing operation of the community library at the Post Office location.

The telephone kiosks are currently owned by charity Community Heartbeat Trust (CHT).

CHT has agreed that they are content to transfer both kiosks to the Parish Council on the same terms as originally proposed by BT when transferring ownership to Local Authorities. There is an administration fee of £35 per kiosk and the transfer is also conditional on the CHT providing the defibrillator and cabinet for the Northfields kiosk.

The defibrillator recommended by CHT is Lifeline VIEW defibrillator and a locked Defibsafe DS2 cabinet at a cost of £1,570 plus carriage of £15.

CHT would also provide external paint for both kiosks, however there will be some additional minor repairs required to hinges and glazing at both kiosks.

The installation and connection to the electricity supply would be carried out by the Parish Council's contract handyman who examined the kiosk at Northfield and estimates work to be in region of £100.

The current budget has £3,100 allocated towards the Northfields defibrillator project.

Financial Regulations require three quotations to be provided for all works over £1,000. In this situation the provision of the service is uniquely limited to one supplier and the Council must consider whether the overall cost of £1,655 provide value for money.

Jamie Matthews
Parish Clerk & RFO
18th February 2022

Agenda Item 16



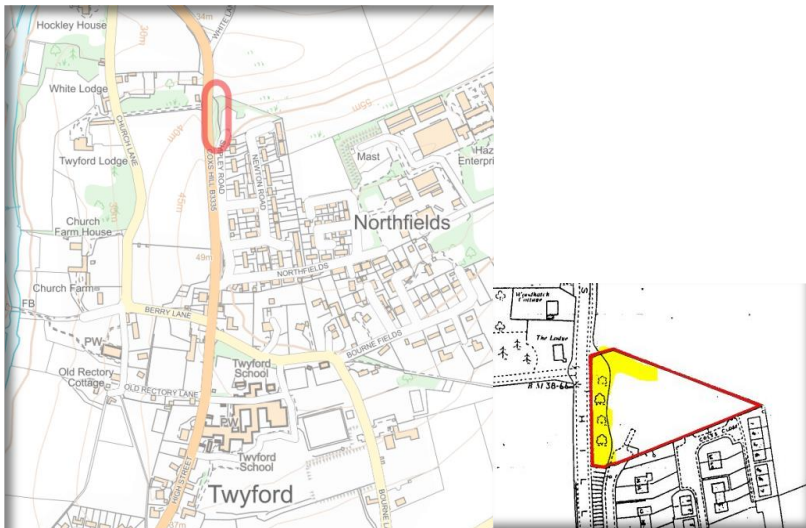
Twyford Parish Council

Tree Works at Northfields

Hampshire County Council have brought to the Parish Council's attention some potentially hazardous trees on Parish Council land at Northfields.

The area is the woodland between the play area and the B3335 road. This area was omitted for some reason from the Visual Tree Assessments that were carried out in 2020.

There are several trees which are succumbing to ash dieback in the area as well as at least two dead ones and those highlighted by HCC which present a potential risk to users of the highway.



I have arranged for a Visual Tree Assessment (VTA) be carried out by Arbor-Eco Consultancy who previously carried out the other surveys at Hunter Park, Berry Meadow and Northfields at a cost of £280+VAT and this work is expected to take place in early March.

I have also written to three tree surgeons requesting quotations to remove the trees which appear to be the most at risk of failure, which is a group of 5 mainly ash trees and a sycamore.

The result of the VTA may result in more work being required. The work will involve Traffic Management on the B3335, so is likely to add to the cost of the work.

At the time of writing this report only one quotation had been received for £2,750 which includes £350 for Traffic Management.

The budget has £1,500 available towards tree management which includes surveys. Expenditure beyond this would require a draw down from general reserves.

Jamie Matthews
Parish Clerk & RFO
18th February 2022

Agenda Item 18



Twyford Parish Council

Full Fibre Broadband Project

After many requests by the FTTP working group, Openreach have at last provided a final quote to install Fibre to the Premises (FTTP) to 639 properties in Twyford at a cost of £328,902.

The cost of the installation is expected to be met by individuals pledging Gigabit vouchers to the value of £3,000 jointly funded by HM Government and Hampshire County Council. This therefore requires at least 110 people to participate to enable the project to be fully funded.

In response to an email update (see next page) sent to 170 residents who had expressed an interest in Twyford's scheme, 54 people responded to a survey. 52 respondents indicated they were still interested in FTTP and were happy to wait at least 12 months for the network. 2 respondents were no longer interested and a further 2 indicate they were going to sign up to the Trooli network which is being installed in some locations.

Since the 14th January there has been a freeze on applying for vouchers in Hampshire because the county is currently subject to a procurement exercise which may result in the Twyford area receiving direct Government funding for Openreach, or another communications provider, to install FTTP to all properties.

The Department for Digital, Culture, Media and Sport provided an update on the 9th February which indicated that procurement process for "Lot 27 Hampshire" will take place between March and May.

Once the outcome of the Lot 27 procurement process is known, DCMS will un-pause vouchers if Twyford is not included in that award for Lot 27.

If the voucher scheme does proceed Openreach will need to work with a legal entity and, this could be the Parish Council, to take the FTTP scheme forwards.

When the time comes to sign a contract with Openreach the legal entity would need to provide 50% of the funding with the remaining 50% payable on completion of the network installation. This funding should be covered by the Gigabit Voucher scheme however if there is a shortfall the legal entity might need to fund the gap.

Jamie Matthews
Parish Clerk & RFO
18th February 2022



Twyford Information Emails
Twyford Parish Council

Twyford Parish Council

An update on bringing Full Fibre Broadband to Twyford

Hello!

Sorry for the lack updates. We hoped to have provided more information on this project back in the Autumn, unfortunately the wheels at Openreach turn very slowly!

But the good news is that since our last update in September a sufficient number of people have expressed an interest to make it viable for Openreach to take forward if most people applied for and pledged their [gigabit vouchers](#).

We've now received a 'final offer' from Openreach, which means, that if there is still enough interest, the Parish Council can decide to act as the Legal Entity to contract with Openreach to install the infrastructure.

Openreach are very busy at the moment installing fibre schemes across the country so the timescales to deliver a project in Twyford could still be a year or more away. However once a contract is signed with Openreach they aim to complete within 12 months.

Have you seen workers installing new cables in the village recently?

Whilst Openreach were 'busy' reviewing our project in the Autumn a new firm called [Trooli](#) has started to install its own fibre optic cables in the village, which will be able to connect some properties to the Trooli's own Fibre to the Premises (FTTP) network. Trooli's network is separate from Openreach, although it does share some of Openreach's ducts and telegraph poles to install its own fibre cables.

When will Trooli's network be live?

You'd have to ask Trooli themselves, check to see if your property is going to be served by Trooli using their [coverage checker](#).

Do we still need to go ahead with the Openreach project now that Trooli is here?

It rather depends on how many people choose to sign up to Trooli now or would be happy to wait a while longer. The Openreach scheme would connect about 650 properties in the village. We think the Trooli scheme is only going to connect properties in the central part of the village and which are easy for them to install their equipment, so maybe 250 properties or so at the moment. It certainly doesn't yet cover areas we have identified as having really poor broadband speeds such as Twyford Moors and eastern parts of Park Lane.

What do I need to do next?

We'd like you to answer this [super quick survey](#), this will give us an indication whether we should still proceed with Openreach project.