

ANNUAL COUNCIL

TWYFORD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

Held on Thursday 26th May 2022 at 7.30pm

At Twyford Parish Hall

Present:

Cllr. Lawton

Cllr. Pain

Cllr. Forder-Stent

Cllr. Cook

Cllr. Bronk

Cllr. Pullen

Cllr. Mitchell

Cllr. Sellars

In attendance:

J.P. Matthews - Clerk

Cllr. Rob Humby (HCC)

2 members of the public

Minute	Business Transacted
1/22	<p>Chairman's review of past civic year</p> <p>The Chairman welcome everyone to the meeting and congratulated County Councillor Humby for his recent appointment to Leader of Hampshire County Council.</p> <p>Simon Cooper, owner of the Post Office and Stores, had been presented with a Certificate of Appreciation from the Parish Council in recognition of the 30 years' work managing this important community asset.</p> <p>The Chairman had presented a report on the past year at the recent Annual Parish Assembly and a copy is attached in the appendices.</p>
2/22	<p>Apologies for Absence</p> <p>Apologies were received from Cllr. Corcoran.</p>
3/22	<p>Election of a Chairman for the municipal year 2022/23</p> <p>Nominations were invited for the post of Chairman. Cllr. Lawton proposed Cllr. Mitchell and this was seconded by Cllr. Pain</p> <p>It was Resolved that Cllr. Mitchell be elected as the Chairman for the municipal year 2022/23.</p> <p>The Chairman paid tribute to Cllr. Lawton, his passion for the community of Twyford and for his 12 years' service as Chairman of the Parish Council.</p> <p>Cllr. Lawton was presented with a certificate and engraved tankard as token of appreciation for his significant contribution in the work of the Council.</p>
4/22	<p>Election of Vice Chairman for the municipal year 2022/23</p> <p>Nominations were invited for the post of Vice Chairman. Cllr. Lawton proposed Cllr. Sellars and this was seconded by Cllr. Cook</p> <p>It was Resolved that Cllr. Sellars be elected as the Vice Chairman for the municipal year 2022/23.</p>
5/22	<p>Requests for Dispensation under Section 33 Localism Act</p> <p>No requests were received.</p>

6/22	<p>Declarations of Interest</p> <p>There were no declarations of interest made.</p>
7/22	<p>Twyford Neighbourhood Plan Advisory Committee</p> <p>Councillors heard that the work of this committee was now complete following the successful making of the Twyford Neighbourhood Development Plan earlier in 2022.</p> <p>It was Resolved that Twyford Neighbourhood Plan Advisory Committee be dissolved.</p>
8/22	<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. Lawton, Forder-Stent, Corcoran, Cook</p> <p>Reserves: Cllrs. Pullen & Bronk</p> <p>Planning Committee</p> <p>It was Resolved that the following Councillors be appointed to the Planning Committee: Cllrs. Lawton, Pullen, Corcoran, Hill</p> <p>Reserve: Cllr. 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, 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, Mr A. Bocci and Mr M. Locke</p>
9/22	<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.</p> <p>It was Resolved that Cllr. Lawton be elected as the Chairman of Planning Committee for the forthcoming year.</p> <p>It was Resolved that Cllr. Pullen be elected as the Chairman of Recreation Committee for the forthcoming year.</p>
10/22	<p>Appointment of Chairman for Parish Farm Advisory Committee</p> <p>It was Resolved that Cllr. Corcoran be elected as the Chairman of the Parish Farm Advisory Committee for the forthcoming year.</p>
11/22	<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.</p> <p>Minor amendments were made to include reference to Reserve committee members and the period of notice required for meetings.</p>

	<p>It was Resolved that the Terms of References for the Planning, Finance and Recreation committees and the Parish Farm Advisory Committee be approved.</p> <p>The appendices contain copies of the terms of references</p>
12/22	<p>Additional Committees</p> <p>It was Resolved to establish the following Advisory Committees with Councillor appointments:</p> <ul style="list-style-type: none"> • Climate Climate Cllrs. Forder-Stent (Chair), Pullen The Terms of Reference for the committee would be brought to a future meeting of the Council. • Traffic Solutions Focus Group Cllrs. Bronk (Chair), Pullen, Cook The Terms of Reference for the committee are attached in the appendices. • Hazeley Road Development Area Cllrs. Corcoran, Mitchell, Lawton The Terms of Reference for the committee would be brought to a future meeting of the Council.
13/22	<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
14/22	<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 • Southampton Airport Consultative Committee – Cllr. Lawton with Cllr. Bronk as Reserve.
15/22	<p>Policy Review</p> <ul style="list-style-type: none"> • It was Resolved to approve, with no amendments, the Health & Safety and Code of Conduct policy documents.
16/22	<p>Approval of Minutes</p> <p>It was Resolved that minutes of the meeting of Twyford Parish Council held on 28th April 2022 be approved.</p>

17/22	<p>County Councillor's report</p> <p>Cllr. Humby thanked Cllr. Lawton, as the previous Chairman, for his work over the past 12 years and congratulated Cllr. Mitchell on his appointment as the Chairman and looked forward to working with him.</p> <p>Cllr. Humby said he was very much looking forward to the challenge as the Leader of Hampshire County Council and that work of the HCC would be delivered under his banner of making Hampshire a great place to Work, Live and Play.</p> <p>Cllr. Humby had made changes to his Cabinet appointments and briefly went through these drawing attention to the role of Cllr. Nick Adams-King as responsible for Highways Operations.</p> <p>Cllr. Humby very much wants to demonstrate that Hampshire is open of business, and it is important that he works with partners to attract funding to this region. Cllr. Humby empathised the financial challenges faced by the authority and drew attention to the essential nature of social services, in particular children's services and that a significant portion of the authority's budget was spent on these resource intensive services.</p> <p>Cllr. Bronk asked a question about the ongoing work of the Parish Council in seeking a lowering of the speed limit on the B3335 at Hockley would which enable the ability to develop a safe cycling route into Winchester.</p> <p>Cllr. Humby replied that whilst he was supportive of such requests he couldn't always deliver on such matters if they went against HCC Officers' recommendations or policy. The development of Local Transport Plan 4 would see pedestrians and cycling prioritised above other forms of traffic.</p> <p>Cllr. Cook asked about the review of 20mph limits and Cllr. Humby advised this was in progress and the committee responsible would consult with parish councils on the review.</p>
18/22	<p>District Councillors' report</p> <p>The report was noted and is attached in the appendices.</p>
19/22	<p>Clerk' report</p> <p>The report was noted. The Clerk also advised that the application to the Secretary of State to issue a direction to HCC on the definitive map application for the right of way at New Barn has been submitted.</p>
20/22	<p>Update from the Recreation Committee</p> <p>The minutes of the Recreation Committee meeting held on 5th May 2022 were received. Cllr. Pullen thanked Trevor Wyatt for his work in transporting the new trees to Hunter Park.</p> <p>It was resolved to approve the purchase of 1 "Clifton" picnic table with wheelchair access at £725.47 and 1 "Clifton" regular picnic bench at £571.87 from Glasdon Ltd. Proposed by Cllr. Lawton, seconded by Cllr. Cook.</p> <p>Members also heard that there had been a break in and theft of machinery from a nearby recreation ground and therefore it was suggested the driveway gate at Hunter Park should be secured. The Clerk advised he would lock the gate that evening and Cllr. Cook offered to unlock it the following morning.</p>
21/22	<p>Update from the Planning Committee</p> <p>The minutes of the Recreation Committee meeting held on 5th May 2022 were received.</p>
22/22	<p>Schedule of Payments</p> <p>It was Resolved to approve the Schedule of Payments for May 2022</p>

	The schedule is attached in the appendices.																					
23/22	<p>Balance of the bank accounts</p> <p>The bank balances as of 30th April 2022 were noted.</p> <table border="1"> <thead> <tr> <th><u>Ordinary Accounts</u></th> <th colspan="2"><u>Interest rate</u></th> </tr> </thead> <tbody> <tr> <td>HSBC C/A</td> <td>£7,248.15</td> <td>0.0%</td> </tr> <tr> <td>Unity Trust C/A</td> <td>£44,378.76</td> <td>0.0%</td> </tr> <tr> <td>HSBC Savings</td> <td>£0.28</td> <td>0.01%</td> </tr> <tr> <td>Nationwide</td> <td>£44,062.56</td> <td>0.05%</td> </tr> <tr> <td>Redwood (35 days' notice)</td> <td>£80,256.06</td> <td>0.8%</td> </tr> <tr> <td>Total</td> <td>£175,945.81</td> <td></td> </tr> </tbody> </table>	<u>Ordinary Accounts</u>	<u>Interest rate</u>		HSBC C/A	£7,248.15	0.0%	Unity Trust C/A	£44,378.76	0.0%	HSBC Savings	£0.28	0.01%	Nationwide	£44,062.56	0.05%	Redwood (35 days' notice)	£80,256.06	0.8%	Total	£175,945.81	
<u>Ordinary Accounts</u>	<u>Interest rate</u>																					
HSBC C/A	£7,248.15	0.0%																				
Unity Trust C/A	£44,378.76	0.0%																				
HSBC Savings	£0.28	0.01%																				
Nationwide	£44,062.56	0.05%																				
Redwood (35 days' notice)	£80,256.06	0.8%																				
Total	£175,945.81																					
24/22	<p>Annual Internal Audit Report 2021/22</p> <p>It was Resolved to receive and note the Annual Internal Audit Report 2021/22.</p>																					
25.1/22	<p>Annual Governance Statement 2021/22 and Accounting Statements for 2021/22</p> <p>It was Resolved to approve and sign the Annual Governance Statement 2021/22</p> <p>Proposed by Cllr. Forder-Stent and seconded by Cllr. Pain</p>																					
25.2/22	<p>It was Resolved to approve and sign the Accounting Statements for 2021/22</p> <p>Proposed by Cllr. Mitchell and seconded by Cllr. Forder-Stent</p>																					
26/22	<p>Grounds Maintenance Contract</p> <p>Members received the report and considered the recommendations made. The Clerk confirmed that the detailed schedule of works to a new contract would be available when the Council considers the new contract document.</p> <p>It was Resolved to extend the current maintenance contracts with Greensmile Ltd for an interim period from 1st October to 31st March 2023 at annual charge of £18,305.80.</p> <p>A new five-year contract, with annual RPI revisions, will commence from 1st April 2023 subject to separate approval by Council in due course.</p>																					
27/22	<p>Locality Festival Grant Request</p> <p>Members considered a request to provide a grant to the organisers of the Locality festival. A grant and been provided for the same event last year. Members were of the view that the grant needed be for a specific item of expenditure, with invoices provided and that this year was likely to the final time a grant was provided to the event.</p> <p>It was Resolved that using powers under the Local Government Act 1972 s145 that £800 be granted to the organisers of the Locality Festival for the provision of entertainment.</p>																					
28/22	<p>Highways & Traffic</p> <p>Cllr. Bronk provide an update; that a letter to HCC is being followed up with the intention of providing responses as to why some of the requests from the Traffic Solutions group cannot be delivered by HCC.</p>																					

29/22	<p>HCC Temporary Roadside signs</p> <p>Members received a proposal, explained by Cllr. Bronk, to use posters to warn motorists of the presence of pedestrians on the highway between Queen Street and the western side of Norris's Bridge.</p> <p>It was Resolved to support, in principle, the proposals, subject to receiving fuller details of the location and quantity of signs and any potential funding commitment.</p>
30/22	<p>Items for consideration at a future Full Parish Council meeting</p> <ul style="list-style-type: none"> • Communications on Parish Council meetings and Planning Applications. • Climate Group update • Provision of benches adjacent to the highway.
	<p>The meeting closed at 9:40pm</p>

Parish Council Chairman's Report

It was a relief to return to a degree of normality during the course of the year whereby the Council could meet together as a body rather than having to conduct video link meetings. The lifting of covid restrictions hastened the successful completion of two significant projects in which the Council was engaged, upgrading the children's play areas in Hunter Park and Northfields and the adoption of the Twyford Neighbourhood Plan.

Twyford Neighbourhood Plan

After some considerable time in its formation, the Neighbourhood Plan was completed in draft and submitted for inspection in the summer of 2021. The Plan was subject to intense scrutiny by the inspector who accepted the proposed policies in general, but offered a number of suggestions for greater clarity and strength. Following the acceptance of these amendments by the Parish Council and the subsequent approval of the Plan by the SDNP, a parish referendum took place on 13th January to seek its adoption where it was overwhelmingly endorsed receiving 83% of the votes cast. Twyford's Neighbourhood Plan now takes precedence in all Parish planning matters.

The Plan itself has been shortlisted for the regional finals of the RTPA Awards for Planning Excellence which will take place on 30th June.

I would like to thank Cllr. Chris Corcoran, the administrator Hillary Frearson and the committee of volunteer parish residents whose advice, expertise and fortitude saw this through to a successful conclusion.

Hazeley Road – Housing, Parking and Flood Mitigation

The adoption of the Neighbourhood Plan has enabled the planning of development of the parcel of land by the surgery to proceed on to the next stage. The Parish Council has remained in regular contact with the developer of the site and at this stage everything is in order to make headway. The site will contain 20 houses, of which half will be affordable, green space in the north section by the trees and a car park for 40 vehicles bordering Hazeley Road. It is anticipated a pre-application plan will be submitted to SDNP for consultation later in the year and assuming all is well, a full application will follow in 2023.

In order to tie in with the developer's plans, the Parish Council has begun to secure funding to proceed with its section of the development, the flood mitigation ditch running along Hazeley Road up to the building site. The developer is responsible for the drainage along the site frontage and linking it to the existing and improved system in Hazeley Road near the Parish Hall car park entrance.

The support of HCC as Flood Authority in the design and co-ordination of the flood scheme with the other authorities involved has been invaluable and much appreciated.

The original estimate for the drainage ditch was £130000 of which £65000 was secured last year through a grant from Winchester Council on the basis that it was matched by SDNP. Unfortunately the Parish Council's bid to SDNP for a CIL grant for the remaining sum last October failed to receive support. A new and amended bid has been submitted, but its success will not be known until later in the year by which time it is assumed progress on the development site should have taken place. Should the funding be in place early next year and planning approval for the site granted, the two projects should be able to proceed as one.

Planning

It was heartening to record that SDNP took note of the Neighbourhood Plan while it was still in its draft and pre-submission stages when dealing with planning applications. In most instances the

applications considered this past year related to extensions to residences with one case for the demolition of a semi-detached house to be rebuilt as detached property. There were no applications of a large scale although the internal alterations within Orchard Close to prepare it for a children's boarding house were quite significant. However, being internal changes, no planning approval was required.

To date no further mention has been made by Hazeley Developments on the approved Care Home, nor on the subsequent pre-application for the building of retirement homes on the mill site. Both proposals lie dormant for the time-being. A communication from Humphreys Farms Ltd in March indicated that the mill and milling operations, Humphrey's Feeds and Pullets, had been sold to the Wynnstay Group, a Welsh company. They will proceed with Humphreys Feeds and Pullets original intention of moving their entire operations to the new mill at Calne which is currently being upgraded. Once the move has been completed, it is anticipated the Twyford mill will be demolished in about 2025. This will free up the land on which the mill stands for development by Humphreys who have retained its ownership.

Although Eastleigh's plans to undertake extensive new housing development was turned down last year, not all new housing plans to the south have been rejected. There are a number of schemes progressing such as in Hedge End, Bishops Waltham, Swanmore and Colden Common with more to come in the future. This will inevitably lead to an increase in traffic using the B3335 where already there are approximately 13000 traffic movements a day. WCC is now revising its Local Plan and although the parish is not within Winchester for planning purposes, the Parish Council is asking to be consulted as it moves forward.

Changes to Southampton Airport have been approved by Eastleigh Council, but the matter is not finalised as the consent is subject to a judicial review later in the year. Information regarding this will be provided at the Annual Parish Assembly on 18th May.

Recreational Facilities

It has been gratifying to see Hunter Park used extensively over the year for a variety of recreational activities for; walking, music practice under the trees, child play, exercise, sport or just for the enjoyment talking with a friend while sitting on a bench.

Work on the Two Park Strategy continued last year after the Covid restrictions were lifted and the planned programme for improvements in Hunter Park were completed with the construction of a log climbing frame and wall, a new hard surface court for ball games and improvements to the children's play area. These refurbishments have been much appreciated and the newly painted, bright, colours provide an attractive addition to the Park.

Tree management and felling was required in the copse following storm damage. This created an opportunity to conduct the removal of debris on the ground lying among the trees and tidy it for children to play and cycle there. The uncertain property boundary line on the south east corner was clarified with the owner of the neighbouring property and defined with fencing and new hedging. Further hedging has been planted along other parts of the Park's boundary.

With respect to other aspects of the Two Park Plan, a "wild" area near the south west boundary is planned where some trees, generously donated by WCC, have been planted to add colour in the spring. Discussions on the relocating the cricket nets as outlined on the Park Plan have begun.

The Park in Northfields received attention in 2021 with the equipment repainted and a new soft base laid. On-going other maintenance has taken place and following a tree inspection on the bank above the B3335, a number of trees are considered to be unsafe and will be felled.

Full use of the facilities for football and cricket were resumed and both sports had successful seasons. The Cricket Club is to be congratulated on establishing a women's team and a thriving junior group making it now the largest club in the village. The enthusiasm for the game by those running the cricket club, supported by the high standard of the preparation and maintenance of the pitch and field, is surely the main reason for the thriving state of the club.

I would like to thank Assistant Clerk, Sue Merritt, for the time she has put into managing the many varied aspects of the Recreation Committee and its members for the work they have done in the Park. I would also like to thank Darren Wyatt, who undertakes the maintenance work, and Green Smile, the grounds contractor, who have kept the park in a safe and attractive state. Furthermore the Parish Council is extremely grateful for the number of volunteers who have willingly given their time to tidy, plant or clear as needed.

Traffic

The quiet period during Covid lockdown has passed and the volume of vehicles passing through the village has risen to near pre-covid numbers. It would seem, through observation only, that there are more large vehicles on the road and inevitably the concerns about speed and safety continue to be expressed.

Ten years ago a Traffic Summit meeting took place, with the MP Steve Brine in attendance, where Twyford's traffic issues were discussed. The outcome of the gathering led to the installation of the pedestrian crossing near the Bourne Lane junction and thereafter very little else has followed to improve traffic safety.

The Parish Council decided it was now time to take action and set up a Traffic Focus Group consisting of a mixture of Councillors and residents. The Group's objectives are to establish the areas of major concern and engage Hampshire Highways in seeking how they may be resolved.

To date the Group has focused primarily on the main road from Manor Farm to Shipley Road and on Finches Lane to Norris's Bridge. A number of concerns were identified on both roads and put to HCC to seek improvements made to safety. HCC's responded to the issues raised with suggested alterations, but restricted them only to signage and road marking. Notification of the HCC proposals was made public in April via email and social media with a request for comments to be submitted following which over thirty submissions were made. The Focus Group extracted the key points and combined them with their analysis of the HCC proposals and has formed a reply. As a whole the Group feels the HCC proposals were of limited benefit, but they have accepted some of them and turned down those they felt counter-productive. In brief the Focus Group is extremely disappointed with HCC's support to improve safety in the targeted areas and the Focus Group will continue with their representations.

Aside from this, the Group's principle aim, supported by the Parish Council, is to reduce the speed limits on B3335/B33354 from the motorway to Colden Common: to 40mph from M3 to Hockley Cottages, to 20mph through the village and to 40mph from Manor Farm to Colden Common. This may take time to achieve but will be actively pursued. Twyford is not an isolated case suffering traffic issues and there is a national drive to establish "20 is Plenty" in many UK villages with similar problems. HCC, after a reluctant start, has acknowledged that there is pressure coming from numerous local parishes to adopt this strategy and it is hoped that the County Council is given it serious consideration.

Mention has been already made about the data collected from the SLR devices and the information collected from them can be viewed if required. Two new sites have been added to the location of the two devices bring the total to eleven. Speed camera signs have been installed on Hazeley Road and presence of the camera vehicle has been noted.

A record of the Group's activity can be viewed on the Parish Council's website.

Cycle Path

Progress on the cycle path has been very slow and not helped by the HCC/WCC draft Movement Strategy Proposals which promoted cycling, but did not include the B3335/B3334 as a potential route. Of the nine cycle routes looked at in Winchester, three were proposed for upgrading including that to the Hockley Link from either Chandlers Ford/Otterbourne, where the speed limit is no greater than 40mph, or from Colden Common/Twyford where two sections exceed 40mph. The concern is that only one of the two can be taken forward for funding applications to Central Government. The Twyford route is at a disadvantage because, if unchanged, the current speed limits on the road would require a new dedicated cycle path to be constructed at considerable expense, whereas this is not the case on the other route. Should the speed limit be reduced to 40mph, as proposed by the Parish Council, the pavements could be resurfaced and adapted for shared use by both pedestrians and cyclists at a more manageable cost. This seems to be the most logical way to proceed and Parish Council will keep seeking to move this forward.

Compton Lock and the Meadows

The water meadows and lock have remained extremely popular and well used by walkers, picnickers and swimmers. The area is managed by the Parish Council's Farm Committee which consists of Councillors and local residents. It is a relatively new committee and is currently concentrating on setting its objectives and deciding how best to manage the meadows in the face of significant challenges.

The subsidies received from DEFRA each year have provided sufficient income to cover the maintenance costs, a lot of which is undertaken by volunteers. The subsidy has been reduced and continued assistance in the future is uncertain at this time. It is hoped that this will not affect the ability to offer grazing to the attractive and docile loW Trust cattle whose addition to the meadows is much enjoyed. It is welcome to note that the cattle can return to grazing in The Meads now that the damaged gates on the navigation tow path have been replaced with sturdy ones made of steel.

The side walls of Compton Lock and the navigation path from Bridge Inn are both in poor condition and well worn. To repair either one is extremely expensive and neither is really within the remit of the Parish Council, but with which the Council has much interest in being addressed. On a similar note, a speedy resolution to the future of the privately owned sleeper bridge on Berry Lane is much desired. The boarding is unsightly, open to graffiti abuse and impedes the attractive views of the river. The owner is keen to have the bridge removed and is currently having plans drawn up for it to be replaced which is not entirely an simple exercise owing to its location in a sensitive area.

The popularity of the water meadows was evident when the recent bi-annual flooding or drowning took place. The cleared channels enabled the water to surge into the fields, as in days gone by, as a means of reviving the meadow grass prior to summer grazing. Twyford's working water meadow is almost unique within the country and its history is well displayed on the new attractive information board in The Meads.

It was refreshing to note last summer that the incidents of anti-social behaviour experienced in 2020 were reduced. It would seem that those who visited the lock were from more local places than the year before and were there to genuinely enjoy its ambience. This meant that there was no need to engage a security firm at the Council's expense to provide a patrol officer. Instead patrols by members of Winchester Council's Community Service and the police, from time to time, proved to be more than sufficient to show a security presence. The Parish Council is very grateful for the support they provided as were members of the public with whom they engaged in conversation. However the quantity of litter left behind after a warm weekend did not abate and the Council is most appreciative of the good work undertaken by the volunteers to tidy the meadows and also the paths and pavements around the village.

The hedging that borders Berry Meadow from the Fishing Club's grounds was trimmed in the spring. Concerns were raised that it was growing too high and blocking, some say, Twyford's most attractive view, that being from Shawford Road towards the church. However when it comes to hedge cutting, not everyone is so obliging and it is unfortunate that some residents, whose properties border a footpath or a pavement, need reminding to keep their hedge trimmed back to provide the full width of the path.

Finance

The Council's finances can be inspected in detail on the website. The overall position is sound with a healthy balance at the end of March of £117,772. This is a reduction of about £20,000 on last year's figures and accounts for expenditure on Hunter Park which overall takes a huge slice of the Council's outgoings. This year a little over £71,000 was spent on capital work improving the children's play areas as part of the Park Strategy. In addition, the general maintenance and upkeep of the two parks and pavilion totalled around £31,000. With over £5,000 spent on the water meadows, the Parish's annual expenditure on open space areas is significant, but on balance, they are perhaps Twyford's most treasured assets and their upkeep is justified.

Social Club

Decision making on the future of the Social Club stalled during the course of the year although it was pleasant to note that after being closed for a while, it did open again for use by a variety of activity groups. It appears clear that the Social Club itself is about to come to an end and the directors have wish to sell the site. Before placing the site on the market, they have provided time for a drive by parish residents to raise a sufficient sum to purchase the property with the intention of converting it into a community centre. The Parish Council is happy to support this venture.

Climate Change

The Council is most supportive of the action lead by St Mary's Church. A "Green Fayre" was held last summer which was well attended and another is planned this summer. The approach the Parish Council has taken is mainly through encouraging tree planting and to reduce the amount of felling taking place unless absolutely necessary.

A pollution monitor, supplied by Winchester City Council Environment Department, has been installed next to the B3335 by the Parish Hall. The data is regularly monitored in Winchester and the readings are passed on to the clerk. In due course a clear picture will emerge of the extent of vehicle pollution that lingers in that vicinity and which is also likely to be evident along the main road. If it is excessive, it could strengthen the Parish Council's proposals for reduced speed limits through the village centre. There is of course more to be done with spreading climate awareness, but it is very much to the fore in the Neighbourhood Plan and the South Down Local Plan which is taken into account when decisions are made.

Conclusion

There are vacancies on the Parish Council and I do urge residents to come forward and join the Council. The work is varied and stimulating and does provide pleasure when things undertaken to benefit the parish are completed successfully.

I would like to record my appreciation for the invaluable work done by County Councillor Rob Humby, District Councillors Sue Cook and Tony Bronk on behalf of the Parish. Twyford is extremely fortunate to have such a capable trio looking after its interests. Finally I would like to thank all members of the Parish Council for their support, the time they have given and their unity. It has been a pleasure working with them and I know they will support the new incoming Chairman in the same manner.

Item 5/22

FINANCE COMMITTEE

TERMS OF REFERENCE – 26th May 2022

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 Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.
3. Reserve members may be appointed and are entitled to receive meeting papers and attend all meetings but are not entitled to vote if all four appointed Councillors are present.
4. The Chairman is elected by the Full Council, but a Vice-Chair is to be elected annually by the Committee.
5. Draft budgets will be prepared for circulation to all committees of the Council no later than December each year.
6. 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.
7. The Committee is tasked with ensuring that all financial requirements and reserves are managed in line with the Council’s Financial Regulations.
8. 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.
9. The Committee will make recommendations to the Full Council for Annual Staff Salary Reviews.
10. To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery.
11. All correspondence shall be conducted through the Clerk of the Council wherever possible.
12. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
13. The Committee will meet as the workload requires, with a minimum of 3 clear days’ notice given.

RECREATION COMMITTEE

TERMS OF REFERENCE - 26th May 2022

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 and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.
3. Reserve members may be appointed and are entitled to receive meeting papers and attend all meetings but are not entitled to vote if all four appointed Councillors are present.
4. The Chair is elected by the Full Council but a Vice-Chair is to be elected annually by the Committee.
5. The Committee’s role is to manage the following open spaces:-
Hunter Park, Allotments, Northfields Play Area, Pumphret Bank memorial and the War Memorial bench and verge.
6. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual revenue budget of the Committee. The Committee shall be able to approach Full Council for additional funds should it become necessary to discharge its duties, however, funds are not to be automatically granted.
7. 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.
8. The Committee will initiate and approve tenders for all aspects of maintenance and ground works in accordance with the Council’s Financial Regulations.
9. The Committee will host periodic meetings with sports clubs and other users of the Hunter Park Playing Fields to seek mutual cooperation in managing and enhancing the park.
10. All correspondence shall be conducted through the Clerk of the Council wherever possible.
11. The day-to-day management of the Allotments and communications with tenants is delegated to the Clerk and Assistant Clerk. Councillors will be invited to attend allotment inspections.
12. The Committee will meet as the workload requires, with a minimum of 3 clear days’ notice given.
13. The management of bookings for the hire of facilities at Hunter Park is delegated to the Clerk and Assistant Clerk. One off bookings for large, or unusual events, will be referred to the Committee.

PLANNING COMMITTEE

TERMS OF REFERENCE - 26th May 2022

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 and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.
3. Reserve members may be appointed and are entitled to receive meeting papers and attend all meetings but are not entitled to vote if all four appointed Councillors are present.
4. The Chair is elected by the full Council but a Vice-Chair is to be elected annually by the Committee.
5. A record of all planning applications, the responses to consultation and eventual results shall be noted in the minutes of the Committee’s meetings.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. All correspondence shall be conducted through the Clerk of the Council wherever possible.
12. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
13. The Committee will meet as the workload requires, with a minimum of 3 clear days’ notice given.
14. All members shall attend a planning training session within a year of appointment and complete further training at least every four years.

PARISH FARM ADVISORY COMMITTEE

TERMS OF REFERENCE - 26th May 2022

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 Annual Meeting of the Council.

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.

ADVISORY COMMITTEE TERMS OF REFERENCE FOR THE TWYFORD TRAFFIC SOLUTIONS FOCUS GROUP

1. Objectives

To identify and promote potential solutions to traffic problems within the Parish of Twyford.

The Parish Council aims to support residents who are seeking to take forward initiatives that require action by public sector and other bodies responsible for highway infrastructure and safety of the public.

To assess the nature of identified problems and solutions, ascertain public opinion on their merits and prospects for delivery; determine priorities for action.

The Committee's recommendations will help the Parish Council to determine whether and to what extent it can contribute to the costs of preferred solutions.

2. Membership

The Committee shall comprise at least six but no more than twelve members; at least three members shall be Parish Councillors, the remaining members may or may not be Parish Councillors. At least two thirds of the Committee shall be residents of Twyford Parish.

Parish Councillor members of the Committee will be appointed by the Full Parish Council and be subject to annual reselection at the Council AGM in May. Other members of the Committee shall be invited by a Parish Councillor member to join the Committee after consulting all existing Committee members.

A quorum shall be required for every meeting of the Committee and shall be achieved with four members, at least two of whom shall be Parish Councillors.

The Committee may liaise with one or more Working Groups, of Committee members or other persons that focus on and progress any matters falling within the remit of the Committee. Such Working Groups shall be distinct from the Parish Council Advisory Committee and not act under its authority.

3. Chair

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

The Chair shall be elected at the first meeting of the Committee and then annually at the first meeting of the Committee after the May appointment of Parish Council members.

4. Powers

The Committee will prepare a plan and budget each year for the Parish Council's approval so that the Committee's objectives are addressed.

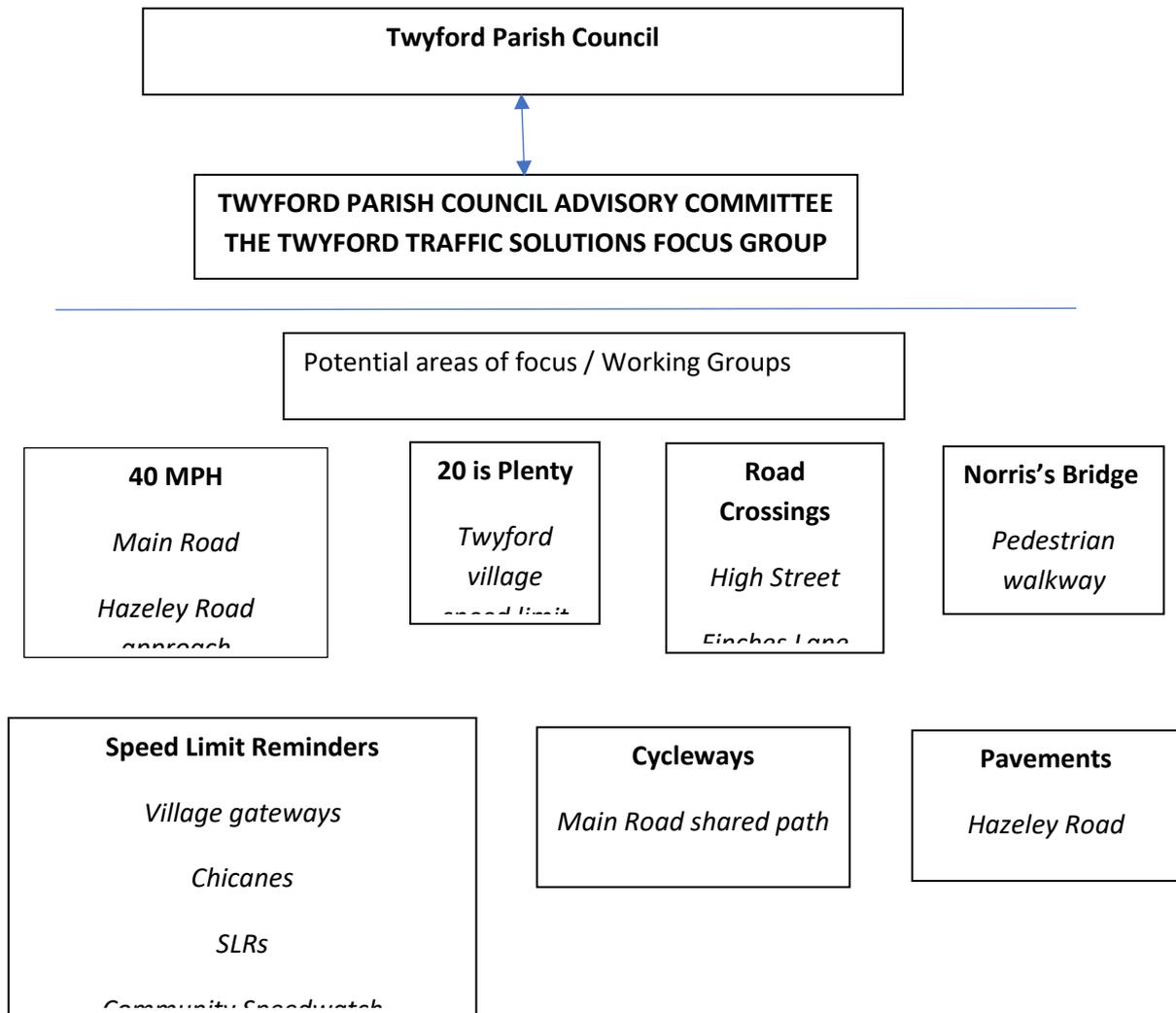
The Committee has powers delegated to it by the Parish Council so that it may carry out its agreed plan within budget. The Committee may not otherwise act formally on behalf of the Council.

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 and other written communications issued by the Committee shall be copied to the Clerk to the Council.



Agenda Item 21

District Councillors' Report to Twyford Parish Council

New Municipal Year

The new municipal year commenced on 18th May with a Mayor Making ceremony and approval of the postholders for roles in the new administration of the Council.

Mayor - Councillor Derek Green was confirmed as the 823rd Mayor of Winchester. The Mayor has selected the following charities for his specific support over the next year: Winchester Hospice, Trinity Winchester (addressing the effects of homelessness and vulnerability) and the British Heart Foundation. The Mayor has kindly agreed to attend the forthcoming Thanksgiving Service at Twyford St Mary the Virgin Church for the Queen's Platinum Jubilee.

Leader - Councillor Thompson the former Leader stood down and has been succeeded by Councillor Martin Tod (who is also a Hampshire County Councillor). Cllr Tod will also take direct responsibility in his Cabinet for Asset Management, reflecting the importance of the Central Winchester Regeneration project and other important asset management projects.

Cabinet –

Cllr Paula Ferguson - Deputy Leader and Cabinet Member for Community and Housing;

Cllr Kelsie Learney - Cabinet Member for the Climate Emergency;

Cllr Lucille Thompson - Cabinet Member for Business and Culture;

Cllr Margot Power- Cabinet Member for Finance and Value,

Cllr Jackie Porter - Cabinet Member for Place and the Local Plan; and

Cllr Russell Gordon-Smith - Cabinet Member for Service Quality.

Note – Cllr Learney's portfolio includes oversight of WCC's production of a draft Local Cycling and Walking Infrastructure Plan for Winchester District (which has commissioned HCC to do the work supported by Sustrans).

Councillor Cook has been confirmed as a member of The Scrutiny Committee and also the Health and Environmental Policy Committee. Cllr Cook is also a deputy member of the Planning Committee.

Councillor Bronk has been confirmed as the Chair of the Business and Housing Committee and member of the Audit and Governance Committee.

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

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

Agenda Item 22



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:

- Rural Service Network – Rural Bulletin 10 & 17th May 2022
- Census 2021 Partners update Issue 41
- SDNPA May Newsletter
- WCC Your Council news – May 2022
- HALC – May newsletter
- Clerks & Councils Direct May 2022

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) WCC have advised that air quality monitoring device outside of the Parish Hall has been temporarily removed for a repair.
- 3) The transfer paperwork for both telephone kiosks has been completed and work on refurbishing the Post Office kiosk is underway
- 4) The tree work adjacent to the B3335 at Northfields has been completed.
- 5) SEPD have provided Heads of Terms for the substation lease. Once these are confirmed Hampshire Legal Services will proceed with completion of the lease.

Jamie Matthews
Parish Clerk
22nd April 2022

Item 22/22 Schedule of Payments – May 2022

Reference	Gross	Vat	Net	Details
53	£231.70	£0.00	£231.70	Wyatt Electrical - March 2022 caretaking invoice
38	£50.00	£0.00	£50.00	Josh Willis, Hiltingbury Hurricanes - Return of Deposit from Inv 113
54	£366.74	£0.00	£366.74	Wyatt Electrical - April 2022 caretaking
39 29/04/2022	£41.76	£6.96	£34.80	Screwfix - Rope for wildflower fencing
64 13/05/2022	£36.00	£6.00	£30.00	Vodafone - Mobile Telephones - April
59	£1,663.65	£277.27	£1,386.38	Green Smile Ltd - Monthly grounds maintenance
40	£114.00	£19.00	£95.00	HALC - Training Session - Assistant Clerk
41	£2,676.00	£446.00	£2,230.00	C&D Trees Ltd - Tree works - Northfields
42 05/05/2022	£7.99	£1.33	£6.66	Screwfix - Tree marker spray
43 09/05/2022	£285.09	£47.52	£237.57	Hydrosure Global Ltd - soaker hoses, hosepipes, storage at Hunter Park
44	£487.89	£0.00	£487.89	HALC - Annual membership (inc NALC levy)
45	£757.50	£0.00	£757.50	Public Work Loan Board - Loan payment
46	£36.00	£6.00	£30.00	Green Smile Ltd - Allotment Paths
47 04/05/2022	£107.78	£17.96	£89.82	J.F Goodwillie Ltd - Wooden posts for Hunter Park
48	£1,822.14	£303.69	£1,518.45	Hampshire County Council - Street Lighting Oct 2021 to March 2022
49 25/04/2022	£235.48	£39.25	£196.23	X2 Connect Ltd - Parts for PO Telephone Kiosk
50 10/05/2022	£164.59	£27.43	£137.16	X2 Connect Ltd - Spare parts and signs for PO Telephone Kiosk
51	£34.96	£5.83	£29.13	Amazon - Decorations for HP Pavilion
52 13/05/2022	£37.39	£6.23	£31.16	EDF - Pavilion electricity - April
55	£23.96	£3.99	£19.97	Stamp Factory - Stationery
56	£48.00	£8.00	£40.00	Stamps4U.Co.Uk Ltd - Stationery
57 20/05/2022	£1,000.00	£0.00	£1,000.00	GOESA Ltd - S137 Grant. Minute 245/21
58 20/05/2022	£50.00	£0.00	£50.00	Victim Support - S137 grant. Minute 142/21
60 20/05/2022	£45.65	£0.00	£45.65	Adam Workman - Overpayment of Invoice 0172 Allotment rent
61 09/05/2022	£33.25	£5.54	£27.71	Drinksuff - Refreshments - glass hire - APA
65	£36.14	£6.02	£30.12	Vodafone - Mobile Telephones - May
62 16/05/2022	£287.87	£47.98	£239.89	X2 Connect Ltd - Spare parts for Northfields & Hazeley Road telephone kiosks
63	£3.00	£0.00	£3.00	Unity Trust Bank - Monthly fee - card
67	£12.58	£2.10	£10.48	Amazon - Stationary
68	£0.00	£0.00	£0.00	-
70	£149.27	£24.88	£124.39	Viking - Stationery and toner
71	£40.09	£6.68	£33.41	Hampshire County Council - Cleaning materials
72	£1,859.28	£309.88	£1,549.40	Shoreland Network Solutions - Monthly maintenance and cricket cove
73	£130.00	£0.00	£130.00	Fair Account - Internal Audit to 3/22
74	£97.57	£16.26	£81.31	APD Heating Ltd - Replace leaking valve in Pavilion
75	£4.74	£0.00	£4.74	Sue Merritt - White vinegar
76	£41.72	£0.00	£41.72	Sue Merritt - Mileage - April
77	£136.08	£0.00	£136.08	J.P. Matthews - Mileage - April
78	£1,881.55	£0.00	£1,881.55	Employee Salaries - May Salaries
79	£337.70	£0.00	£337.70	HMRC - PAYE & NIC
81	£34.26	£5.71	£28.55	EDF - Pavilion Electricity
	£15,409.37	£1,647.51	£13,761.86	

Annual Internal Audit Report 2021/22

TWYFORD PARISH COUNCIL

www.twyfordhants.org.uk

During the financial year ended 31 March 2022, 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 2021/22 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 or 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) 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 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

15/11/21, 14/2/22 & 9/5/22.

Name of person who carried out the internal audit

P. REYNOLDS F. MAAT. AUDITOR

Signature of person who carried out the internal audit

P. Reynolds

Date

9/5/22.

*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).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

TWYFORD 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 2022, that:

	Agreed		Yes	No*	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	✓	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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:

26/05/2022

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 2021/22 for

TWYFORD PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	142,727	139,357	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	107,027	109,489	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	22,947	67,380	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	24,443	29,219	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	5,027	3,242	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	103,873	165,993	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	139,358	117,772	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	139,358	117,772	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	479,473	554,745	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	8,867	6,000	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	N/A	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 2022 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

SIGNATURE REQUIRED

DD/MM/YY

Date

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

26/05/2022

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Item 26/22

Grounds Maintenance Contract

The Parish Council has a contract with Green Smile Ltd to provide maintenance of Hunter Park, Northfields and some public footpaths.

The fixed price contract was originally signed for a five-year period from September 2017, although work at Northfields and on public footpaths had been carried out for two years under a separate fixed price contract since 2015.

The current contract expires on 30th September 2022. The Chairman and Clerk met with Greensmile on 27th April to discuss work from October 2022. The Parish Council are satisfied with the quality of the work by Greensmile, their flexible approach and good working relationship with the representatives of Greensmile.

Both parties recognised that cost of providing the service by the contractor have increased over the 7 years lifetime of the current contracts and in order to maintain the same levels of service it is inevitable that there will be an increase in future contract price to the Parish Council.

A proposal was reached whereby the current contract would be renewed for a further five years from the 1st April 2023 with a uplift of CPI, as reported in the previous October, applied to the Contract Price for each year of the contract. Aligning the contract date with the financial year would assist the Parish Council in shaping the budget which takes place during the previous autumn.

In the interim period from 1st October 2022 to 31st March 2022, the current Contract Price would be uplifted by 10% thereafter the new Contract Price would have annual CPI reviews as set as above.

CPI is defined as the official national measure of inflation, or other such index should CPI cease to exist, as reported by the Office of National Statistics.

Annual current Contract Price and fuel surcharge - £16,998

From September 2022 - £18,305.80 which represents an annual increase of £1,669.8

For the six months October 2022 to March 2022 the additional cost to the Council would be £834.90 which would have to met from General Reserves.

An alternative option is that Parish Council could put the grounds maintenance work out to tender but is not required to do so. A tender exercise could reasonable be expected to take 6 months and there would be a significant amount of officer and professional time involved in producing and managing a tender exercise. Council must balance this cost of procurement exercise against the increased cost of the proposed increases set out in this year in demonstrating value for money.

Officer's Recommendation

That the Parish Council extend the current maintenance contracts with Greensmile Ltd for an interim period from 1st October to 31st March 2023 at annual charge of £18,305.80. A new five-year contract, with annual RPI revisions, will commence from 1st April 2023.

Jamie Matthews
Parish Clerk & RFO
22nd April 2022