

# FULL COUNCIL

## TWYFORD PARISH COUNCIL

### MINUTES OF A MEETING OF THE COUNCIL

Held on Thursday 28<sup>th</sup> April 2022 at 7.30pm

At the Gilbert Room, Twyford Parish Hall

**Present:**

Cllr. Lawton (in the Chair), Cllr. Corcoran, Cllr. Cook, Cllr. Pain, Cllr. Mitchell, Cllr. Forder-Stent, Cllr. Bronk, Cllr. Pullen.

**In attendance:**

J.P. Matthews – Clerk  
2 members of the public

<b>Minute</b>	<b>Business Transacted</b>
<b>229/21</b>	<b>Chairman's comments</b>  The Chairman welcomed everyone to the meeting. The end of an era is imminent at the Post Office & Stores with the departure of Simon Cooper who has owned and managed the shop for more than 30 years. The Parish Council wishes to send best wishes for the future and thank Simon for playing a key role in the village and the many years of serving the community, particularly during the difficult periods of flooding and the pandemic.  The Chairman thanked Andy Coates for all of his hard work on the Parish Farm committee and dealing with the complex matters of grants from the Rural Payments Agency.
<b>230/21</b>	<b>Apologies for Absence</b>  Apologies were received from Cllr. Sellars and Cllr. Hill
<b>231/21</b>	<b>Requests for Dispensation under Section 33 Localism Act</b>  No requests were received.
<b>232/21</b>	<b>Declarations of Interest</b>  Cllr. Bronk declared an interest in the grant application for GOESA Ltd as he had previously voiced support for the cause. Cllr. Forder-Stent also declared an interest in the grant application for GOESA Ltd as the named applicant was a family relation.
<b>233/21</b>	<b>Approval of Minutes</b>  It was <b>Resolved</b> that the minutes of the Meeting of Twyford Parish Council held on 24 <sup>th</sup> March 2022 be approved.
<b>234/21</b>	<b>Public Representation</b>  There was no public representation.
<b>236/21</b>	<b>County Councillor's report</b>  Cllr. Humby had submitted a report which was <b>noted</b> and is attached in the appendices.
<b>237/21</b>	<b>District Councillors' report</b>  The Chairman explained that report hadn't been submitted due to the purdah period for the local WCC elections. Cllr. Bronk did advise he had been in contact with the SDNPA making enquiries in respect of additional locations for national park boundary signs.

238/21	<p><b>Clerk's report</b></p> <p>The report was <b>noted</b> and is attached in the appendices. The Clerk provide further explanations on some of the items and advised that since writing the report matters had progressed with the substation lease.</p> <p>A question was asked on communication received from Winchester City Council regarding consultation on the new WCC local plan. The matter was scheduled to be considered at the next meeting of the Planning Committee.</p>																					
239/21	<p><b>Planning Committee</b></p> <p>The draft minutes of the meeting of the Planning Committee held on 6<sup>th</sup> April 2022 were <b>received</b>. There were no further updates.</p>																					
240/21	<p><b>Planning Application</b> SDNP/22/01114/FUL</p> <p>Members considered this retrospective application and supported the principle of a safe crossing on the lane. The design is an engineering solution only which does not appear to consider either recommended good practice for street design or nor mandatory highway design requirements such as visibility splays. The Traffic Signs Regulations and General Directions 2002 (TSRGD) is a regulatory document which details every traffic sign prescribed for use in the UK. It includes all of the prescribed road markings, as a road marking is legally a sign. TSRGD also stipulates the conditions under which each sign may be used. The proposed use of the user operated signs does not appear to be compliant with the TSRGD.</p> <p>As the lane directly bounds a school site the location is considered to be compliant with Hampshire County Council policy to implement a 20mph zone which would provide a further safety improvement to all users of the lane.</p> <p>It is recommended that the applicant seeks the professional advice of a Highways Consultant and that HCC Highways, as the Highways Authority are engaged with the planning application.</p> <p>In terms of landscape, the work has an adverse impact of the sunken lane and landscape proposals are requested to mitigate this damage.</p>																					
241/21	<p><b>Finance Committee</b></p> <p>The draft minutes of the meeting of the Finance Committee held on 6<sup>th</sup> April 2022 were <b>received</b>. There were no further updates.</p>																					
242/21	<p><b>Schedule of Payments</b></p> <p>It was <b>Resolved</b> to <b>approve</b> the Schedule of Payments for April 2022</p> <p>The schedule is attached in the appendices.</p>																					
243/21	<p><b>Balance of the bank accounts</b></p> <p>The bank balances as of 31<sup>st</sup> March 2022 were <b>noted</b>.</p> <table border="1" data-bbox="427 1644 1078 1868"> <thead> <tr> <th><b>Ordinary Accounts</b></th> <th colspan="2"><b>Interest rate</b></th> </tr> </thead> <tbody> <tr> <td>HSBC C/A</td> <td>£1,575.76</td> <td>0.0%</td> </tr> <tr> <td>Unity Trust C/A</td> <td>£1,930.81</td> <td>0.0%</td> </tr> <tr> <td>HSBC Savings</td> <td>£0.82</td> <td>0.01%</td> </tr> <tr> <td>Nationwide</td> <td>£34,061.24</td> <td>0.05%</td> </tr> <tr> <td>Redwood (35 day notice)</td> <td>£80,203.52</td> <td>0.8%</td> </tr> <tr> <td><b>Total</b></td> <td><b>£117,772.15</b></td> <td></td> </tr> </tbody> </table>	<b>Ordinary Accounts</b>	<b>Interest rate</b>		HSBC C/A	£1,575.76	0.0%	Unity Trust C/A	£1,930.81	0.0%	HSBC Savings	£0.82	0.01%	Nationwide	£34,061.24	0.05%	Redwood (35 day notice)	£80,203.52	0.8%	<b>Total</b>	<b>£117,772.15</b>	
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244/21	<p><b>Budget Virement</b></p> <p>The Clerk explained that Hunter Park general maintenance, for minor repairs etc, cost heading had inadvertently been allocated zero during the budget setting process.</p> <p><b>It was Resolved</b> to approve a virement of £1,500 from general reserves to Hunter Park general maintenance (cost heading 2020/10)</p>
245/21	<p><b>S137 Grant Application</b></p> <p>Cllr. Mitchell introduced this application and provided some background to the organisation and the work to progress a judicial review of the planning application at Southampton Airport.</p> <p><i>Cllr. Bronk left the room for the duration of the debate and vote.</i></p> <p>Members considered the merits of the application and following a debate it was:</p> <p><b>Resolved to approve</b> a grant of £1,000 to GOESA Ltd for the purposes of contributing towards funds to pursue a judicial review. This decision would be reported at the Annual Parish Assembly in May 2022.</p> <p>Proposed by Cllr. Corcoran, seconded by Cllr. Mitchell. There were 4 votes in support of the motion, 1 vote against and 1 abstention.</p> <p><i>Cllr. Forder-Stent did not participate in the vote.</i></p> <p><i>Cllr. Bronk returned to the room.</i></p>
246/21	<p><b>Highway Matters</b></p> <p>Cllr. Bronk provided an update on work of the advisory committee, the traffic focus group, on responses to proposals made by HCC.</p> <p>There was a general theme of disappointment on the proposals, mainly consisting of additional small signs and posts, which were felt not to contribute significantly to the issues that group had identified.</p> <p>Thirty-five responses had been received from the community in response to the drawing proposals by HCC and these responses also raised many additional issues.</p> <p>The group is working on a response to HCC and will report back to Full Council in due course.</p>
247/21	<p><b>Standing Orders, Complaints Policy, Financial Regulations and Financial Risk Assessment documents</b></p> <p>Members reviewed these documents, and it was:</p> <p><b>Resolved to adopt</b> the Standing Orders, Complaints Policy, Financial Regulations and Financial Risk Assessment documents.</p>
248/21	<p><b>Publication Scheme</b></p> <p>Members considered the draft document and the Clerk clarified certain aspects of the document.</p> <p>It was <b>Resolved to approve and adopt</b> the Publication Scheme.</p>
249/21	<p><b>Fishing Signs – Itchen Navigation</b></p> <p>Members received a proposal to install additional ‘no fishing’ signs on the land around the Itchen Navigation.</p> <p>Following a debate, <b>It was Resolved</b> that the matter of ‘no fishing’ signs be considered at the next meeting of the Parish Farm Advisory Committee.</p>

250/21	<p><b>Projects</b></p> <p><b>Flood Mitigation Scheme</b> – Cllr Corcoran advised that matters relating to an ecological method statement for the hedge translocation was progressing and that a further meeting was required with HCC to enable them to provide consent for the work.</p> <p><b>Climate Change</b> – The group had a meeting earlier in the week and welcomed two new members. Planning is well underway for the Green Fair on 16<sup>th</sup> July and promotion of the Queen’s Green canopy, encouraging people to plant a tree in their own garden, is continuing.</p>
251/21	<p><b>Winchester Representative of South Downs National Park Authority</b></p> <p>Members received the timetable for nominations and the voting process.</p> <p><b>It was Resolved</b> to nominate Cllr. Sue Cook, subject to eligibility, as a candidate for the election of the Winchester Representative of South Downs National Park Authority.</p> <p>The Clerk will provide the necessary paperwork to Cllr. Cook.</p>
	<p>The meeting closed at 9:25pm</p>

**COUNTY COUNCILLOR ROB HUMBY'S REPORT**

**APRIL 2022**

The countywide clear-up, following the severe storms in late February continued into March. Storm Eunice generated the largest number of highway enquiries for a single event for many years - for this event alone, the Highways team dealt with more than 5,000 reports! Many of the reports received resulted in the need to deal with multiple incidents – in one case up to 30 different sites were reported in a single call from the Police. We attended to almost 2000 fallen, damaged or dangerous trees, many of which needed emergency or urgent works. Our specialist teams continued to inspect and prioritise tree related issues throughout the month. This unplanned activity significantly impacted our business-as-usual highway maintenance service and also the Operation Resilience work programme but every effort has been made to get things back on track as quickly as possible. Spring is on its way but for Highways it is still our winter season (up to the end of April), so we need to continue to monitor the daily weather forecasts for snow, frost and ice – it is not unusual for winter gritting to be required in late April! Online reporting continues to be the preferred way of letting us know about routine highway issues: [hants.gov.uk/transport/roadmaintenance](https://hants.gov.uk/transport/roadmaintenance)

**Your Hampshire**

[https://smc-seb.s4hana.ondemand.com/eu/elastic-access/sap/seb/?\\_L54AD1F204\\_c2NlBmFyaW89U0VCJnRlBmFudD1teTMwMTI4MS5zNGhhbmEub25kZW1hbmQuY29tJkNhbxhBhaWduT3V0Ym91bmQ9Jzk5MDhFQTIFQUNCMTgyRjVDMTk2QkM0O0TYwQkQ0Mjc2OEExQTU4N0QnJkxpbmtUcmFja2luZ0lzRGZlYWJsZWQ9ZmFsc2U&K13=172&K14=7d40e07322eef916c3c6c4a6e2442fcd523e1c9134fde0d9d41afbcbcf00b](https://smc-seb.s4hana.ondemand.com/eu/elastic-access/sap/seb/?_L54AD1F204_c2NlBmFyaW89U0VCJnRlBmFudD1teTMwMTI4MS5zNGhhbmEub25kZW1hbmQuY29tJkNhbxhBhaWduT3V0Ym91bmQ9Jzk5MDhFQTIFQUNCMTgyRjVDMTk2QkM0O0TYwQkQ0Mjc2OEExQTU4N0QnJkxpbmtUcmFja2luZ0lzRGZlYWJsZWQ9ZmFsc2U&K13=172&K14=7d40e07322eef916c3c6c4a6e2442fcd523e1c9134fde0d9d41afbcbcf00b)

**Visit Hampshire**

[https://smc-seb.s4hana.ondemand.com/eu/elastic-access/sap/seb/?\\_L54AD1F204\\_c2NlBmFyaW89U0VCJnRlBmFudD1teTMwMTI4MS5zNGhhbmEub25kZW1hbmQuY29tJkNhbxhBhaWduT3V0Ym91bmQ9Jzk5MDhFQTIFQUNCMTgyRjVDMTk2QkM0O0NCRTg0RjE5NUVGQUI2NTU0QjlnJkxpbmtUcmFja2luZ0lzRGZlYWJsZWQ9ZmFsc2U&K13=173&K14=02522cc66620187f297ccd14ac181eee84679b3aec48ce4786b1101c62efa5ed](https://smc-seb.s4hana.ondemand.com/eu/elastic-access/sap/seb/?_L54AD1F204_c2NlBmFyaW89U0VCJnRlBmFudD1teTMwMTI4MS5zNGhhbmEub25kZW1hbmQuY29tJkNhbxhBhaWduT3V0Ym91bmQ9Jzk5MDhFQTIFQUNCMTgyRjVDMTk2QkM0O0NCRTg0RjE5NUVGQUI2NTU0QjlnJkxpbmtUcmFja2luZ0lzRGZlYWJsZWQ9ZmFsc2U&K13=173&K14=02522cc66620187f297ccd14ac181eee84679b3aec48ce4786b1101c62efa5ed)

**Local groups encouraged to apply to Leader's Community Grants Scheme for support with community projects**

Communities across Hampshire are being invited to apply to Hampshire County Council for support from the Leader's Community Grants Scheme – which can help fund projects designed to help communities thrive.

[Local groups encouraged to apply to Leader's Community Grants Scheme for support with community projects | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/transport/roadmaintenance)

### **Queen's Green Canopy first tree planting at River Hamble Country Park**

At the River Hamble Country Park, the Leader of Hampshire County Council, Cllr Keith Mans planted the first tree in the Queen's Copse, created as part of The Queen's Green Canopy initiative to mark Her Majesty The Queen's Platinum Jubilee 2022

[Queen's Green Canopy first tree planting at River Hamble Country Park | Hampshire County Council \(hants.gov.uk\)](#)

### **Covid-19: changes to testing**

Hampshire County Council is reminding residents that free Covid-19 testing is coming to an end next week – this includes PCR tests for those with symptoms and LFDs for those without

[COVID-19: CHANGES TO TESTING | Hampshire County Council \(hants.gov.uk\)](#)

### **Moving along – next stop for better bus services in Hampshire**

Hampshire County Council has reached the next important milestone in working with bus operators to bring about improved bus services and increases in bus use across the county, in response to the Government's Bus Back Better Strategy

[Moving along - next stop for better bus services in Hampshire | Hampshire County Council \(hants.gov.uk\)](#)

### **Green light for Hampshire's new natural environment 'road map'**

Hampshire County Council is embracing the extra steps needed to further protect and enhance the county's natural environment and tackle climate change now required under new laws

[Green light for Hampshire's new natural environment 'road map' | Hampshire County Council \(hants.gov.uk\)](#)

### **County Council agrees new strategy for highways maintenance management**

Hampshire County Council has developed a Highway Network Recovery Strategy for the continued effective management of highway maintenance services while overcoming the challenges of the impacts of Climate Change, the Covid-19 pandemic and long-term under-investment in local roads maintenance by successive Governments

[County Council agrees new strategy for highways maintenance management | Hampshire County Council \(hants.gov.uk\)](#)



## 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 – April e-newsletter
- Rural Service Network – Rural Bulletin 12 & 20<sup>th</sup> April 2022
- Census 2021 Partners update Issue 40
- South Downs April Newsletter
- WCC Your Council news – 14<sup>th</sup> April 2022
- Consultation – National Highways Special Engineering Difficulty Designation
- HALC – March newsletter

### 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 first tranche of the 2022/23 precept has been received from WCC.
- 3) Superfast fibre broadband. DCMS advise that the result of countywide procurement is known expected by the end of May. The situation for Twyford will be clarified once the outcome of the procurement is known.
- 4) The transfer paperwork for the telephone kiosk outside of the Post Office has been received and signed. Orders for refurbishment items for the kiosk will now be placed. The transfer of the kiosk at Northfields is not yet complete.
- 5) The tree work adjacent to the B3335 at Northfields is scheduled for the first week in May.
- 6) No response has been received from SEPD in respect of substation rent due and establishment of tenancy agreement. A further letter advising of likely County Court action has been sent and a copy sent to Dalcour Maclaren who deal with land matters on behalf of SEPD.

Jamie Matthews  
Parish Clerk  
22<sup>nd</sup> April 2022

## Item 242/21

### Schedule of Payments – April 2022

Reference		Gross	Vat	Net	Details
1	11/04/2022	£70.42	£11.74	£58.68	Shoreland Network Solutions - November, December & January - underpayment correction
2		£318.48	£53.08	£265.40	Viking - Monitor Screen for Assistant Clerk & Projector Screen
3	11/04/2022	£542.28	£90.38	£451.90	Shoreland Network Solutions - Cricket pitch maintenance Jan & Feb
4		£1,137.00	£0.00	£1,137.00	Hampshire Isle of Wight Wildlife Trust - Conservation Grazing - Apr21 to Mar22
5		£1,889.00	£314.83	£1,574.17	Community Heartbeat Trust (Solutions) - Defibrillator
6		£476.05	£0.00	£476.05	HMRC - March PAYE and NIC
7	13/04/2022	£36.00	£6.00	£30.00	Vodafone - Mobile Telephones - March
8	12/04/2022	£14.08	£2.35	£11.73	Business Stream - Water - Field Supply
9		£43.69	£7.28	£36.41	Business Stream - Water - Pavilion
11		£325.00	£0.00	£325.00	Winchester City Council - Dog bin emptying - January, February, March
12		£165.72	£27.62	£138.10	Winchester City Council - Rat treatments - HP
13	01/04/2022	£47.90	£7.98	£39.92	Wickes - Wooden posts & tape measure.
14		£525.00	£0.00	£525.00	Arbor-Eco Consultancy - Tree surveys
15		£428.24	£48.04	£380.20	Christopher Corcoran - Printed copies of neighbourhood Plan & preparation of meadow for drowning demo.
16	08/04/2022	£1,500.00	£0.00	£1,500.00	Twyford Itchen Water Meadow Ltd - Share of RPA payments
17	07/04/2022	£11.99	£2.00	£9.99	1&1 IONOS - Monthly hosting
18		£50.00	£0.00	£50.00	Colden Common Under 18S FC - Return of Deposit
19		£26.48	£0.00	£26.48	Sue Merritt - Mileage - March
20		£91.20	£0.00	£91.20	J.P. Matthews - Mileage - March
21		£1,663.65	£277.27	£1,386.38	Green Smile Ltd - Monthly grounds maintenance
22		£435.24	£72.54	£362.70	Green Smile Ltd - Additional Fuel cost for Apr 2022 to Mar 2023
23		£67.99	£11.33	£56.66	Boston Seeds Ltd - Wildflower seeds for HP
24		£357.20	£0.00	£357.20	HMRC - April PAYE & NIC
25		£1,947.17	£0.00	£1,947.17	Employee Salaries - April Salaries
26		£42.24	£7.04	£35.20	Hillier Nurseries Ltd - Tree Stakes & Ties
27		£594.00	£0.00	£594.00	HCC Pensions - April Pension contribs
28	22/04/2022	£23.58	£3.93	£19.65	Plus Net - Broadband & Phone
29		£95.88	£15.98	£79.90	Wel Medical - Replacement pads for defibrillators
30	20/04/2022	£117.83	£5.61	£112.22	EDF - March Electricity - Pavilion
31		£5.00	£0.00	£5.00	HSBC Bank - Monthly fees
32	20/04/2022	£3.00	£0.00	£3.00	Unity Trust Bank - Monthly fee - card
33	22/04/2022	£67.42	£11.24	£56.18	Printer Ink for Asst. Clerk
34		£112.50	£0.00	£112.50	TNP Admin – March 2022
35		£225.60	£0.00	£225.60	Microsoft annual 365 Office subscription
36		£11.99	£2.00	£9.99	1&1 IONOS - Monthly web host fee
37		£444.00	£0.00	£444.00	Microsoft - Annual subscription for cllr email accounts
		<b>£13,675.52</b>	<b>£938.69</b>	<b>£12,736.83</b>	

**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.

*We have yet to prepare annual accounts  
 I attach latest bank statements*

1	Name of Organisation ("the Applicant")	GOESA Ltd
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)	c/o ELLIS JONES SOLICITORS <del>LLP</del> LLP 302 Charminster Road BOURNE MOUTH BH8 9RU. Kevin Watson - DIRECTOR of GOESA Email: KEVIN.WATSON@LITTLEBOURNE.COM
3	If the Applicant is a registered charity please state its number	NA
4	Amount of grant requested	£1,000
5	What is the purpose or project for which the grant is requested?	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?	April 2022
7	If the total cost of the project is more than the grant, how will the balance be financed?	# Fundraising. Total cost of project £100,000. Funds so far £80,000.

8	Have you applied for a grant for the same purpose/project to another organisation? If so, which organisation and for how much?	NO.
9	Who will benefit from the project and how?	If we succeed all residents of Twyford.
10	Approximately how many of those who will benefit are parishioners of Twyford?	All Twyford Residents and those in the surrounding areas.

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

Signed.....  .....Date 11/3/22

Please print your name: KEVIN WATSON  
On behalf of GOESA Ltd.

Please send your completed form to:

## Publication Scheme

### Background

The [Freedom of Information Act 2000](#) received Royal Assent on 30<sup>th</sup> November 2000. The Act defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

### What is a Publication Scheme?

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme must set out how the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

### Model Scheme

Twyford Parish Council's publication scheme defines information that the Parish Council holds and which is accessible to members of the public. The Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

### What Charges are there?

Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

### Confidentiality Notice

Twyford Parish Council's policy is to be as open as possible and to supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential

information is exempt from public dissemination. Any exclusions as prescribed by law are referenced in the publication scheme.

### **Requests for Information**

Anyone can request information in writing or by e-mail.

The request must include details of the applicant's address in the Parish and the information sought.

The applicant has two rights, to be told whether the information is held by the Parish Council and to receive the information as a copy or summary, if considered to be in the public interest.

The Parish Council will respond within 20 days of the request. If a fee is required, the Parish Council can extend this period up to 3 months until the fee is paid.

Requests for information should be addressed to:-

The Clerk, Twyford Parish Council  
The Pavilion,  
Park Lane  
Twyford  
Hampshire  
SO21 1QS  
email: [clerk@twyfordhants.org.uk](mailto:clerk@twyfordhants.org.uk)

# Information available from Twyford Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 Sheet</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 Sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Web site</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Clerk</p>	<p>Free</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.)</p> <p>Current and previous financial year as a minimum</p>		
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 Sheet</p>

Finalised budget	Meeting Minutes Website Hard Copy	Free  10p per A4 Sheet
Precept	Meeting Minutes Website Hard Copy	Free  10p per A4 Sheet
Borrowing Approval letter	Not held	
All items of expenditure above £100	Meeting Minutes Website Hard Copy	Free  10p per A4 Sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per A4 Sheet
Grants given and received	Website Hard Copy	Free 10p per A4 Sheet
List of current contracts awarded and value of contract	Clerk	£12.45 per hour
Members' allowances and expenses	Clerk	£12.45 per hour
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website Hard Copy	Free 10p per A4 Sheet
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	Website Hard Copy	Free 10p per A4 Sheet
Quality status	Not held	

<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 Sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>Free</p>
<p>Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>Free</p>
<p>Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 Sheet</p>
<p>Responses to consultation papers</p>	<p>Clerk</p>	<p>£12.45 per hour</p>
<p>Responses to planning applications</p>	<p>Clerk</p>	<p>£12.45 per hour</p>
<p>Bye-laws</p>	<p>Not held</p>	
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 Sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> </ul>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 Sheet</p>

<ul style="list-style-type: none"> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Clerk	£12.45 per hour
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
Assets register, including details of public land and building assets	Hard Copy	10p per A4 Sheet
Register of members' interests	Hard Copy	10p per A4 Sheet
Register of gifts and hospitality	Hard Copy	10p per A4 Sheet
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	Website Hard Copy	Free 10p per A4 Sheet
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per A4 Sheet
Bus shelters	Hard Copy	10p per A4 Sheet
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	

Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Note held	
<b>Additional Information</b> Information not itemised in the lists above		
Fees for hire of facilities	Website Hard Copy	Free 10p per A4 Sheet

### Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost. Cost of paper & printing
	Photocopying @ 15p per sheet (colour)	Actual cost. Cost of paper & printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Clerk's Time	£12.45 per hour	Local Government Salary rate. Minimum charge one hour