

TWYFORD PARISH COUNCIL

2nd December 2022

Dear Councillor,

I hereby summon you to attend a meeting of the Twyford Parish Council, on **Thursday 8th December 2022 at 7.30pm**, to be held at the Gilbert Room, Twyford Parish Hall, Hazeley Road, Twyford, SO21 1QY.

Yours sincerely,



Jamie Matthews
Clerk to the Council

Meeting of the Twyford Parish Council

8th December 2022

AGENDA

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

Item	Agenda Item
1	Chairman's comments
2	To receive and approve apologies for absence
3	To consider the granting of a dispensation under Section 33 of the Localism Act 2011 to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.
4	To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, members may not participate in any discussion, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room when the meeting discusses and votes on the matter.
5	To approve as a correct record and authorise the signing of the minutes of the Annual Meeting of Twyford Parish Council held on 27 th October 2022.
6	Public Representation – Councillors to receive representation, including on agenda items, from members of the public provided they have given notice of their intention to the Clerk no later than 12 noon of the day of the meeting. The maximum time limit allowed per person is 3 minutes and the maximum time designated for this agenda item is 15 minutes. Questions shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
7	<u>To receive the County Councillor's report.</u>

- 8 [To receive the District Councillors' report.](#)
- 9 [To receive the Clerk's report.](#)
- 10 [To receive the draft minutes](#) from the Planning Committee meeting and approve recommendations contained therein.
- To receive and consider a representation on the draft Winchester Local Plan
 - To receive and consider a representation on the Bushfield Camp consultation
- 11 [To receive the draft minutes](#) from the Finance Committee meeting and approve recommendations contained therein.
- 12 [To receive the Schedule of Payments for November 2022.](#)
- 13 [To note the balance of the bank accounts as of 31st October and 30th November 2022](#)
- 14 [To receive the internal auditor's report for H1](#)
- 15 [To receive and consider the draft budget for 2023/24](#)
- 16 **To consider** writing to Winchester City Council asking that they comply with their Street Naming policy and seek the views of the Parish Council before making changes to existing street names. *Proposer: Cllr. T. Bronk*
- 17 **To receive** and consider a proposal to support a signalled road crossing to replace the informal adjacent to the Phoenix Inn on the B3335; and whether to contribute up to £5,000 towards the costs of Hampshire County Council's formal assessment that the site meets applicable requirements for signalled crossings. *Proposer: Cllr. T. Bronk, Seconder: Cllr. S. Cook*
- 18 **To receive** and consider a proposal to repair the memorial bench at the High Street crossroads. *Proposer: Cllr. S. Cook*
- 19 **To receive** and consider a proposal for the Parish Council to manage an allotment plot at Ballard Close Recreation Ground. *Proposer: Cllr. S. Cook*
- 20 **To receive an update** from the Highways Advisory Committee.
- 21 **To receive an update** from the Climate Advisory Committee.
- 22 [To receive a report in respect of tree feeling activities adjacent to Public Footpath 24.](#)
- 23 **To receive and note** the Air Quality Report for the 2nd Quarter of 2022 (*attached*)
- 24 **To consider** items for future meetings of the Parish Council.

Agenda Item 7

COUNTY COUNCILLOR ROB HUMBY'S REPORT

NOVEMBER 2022

Street Lighting

As the clocks have now gone back the darker evenings mean that HCC streetlights will be coming on earlier than is needed during spring and summer.

If you notice a fault, please report using the link:

<https://www.lightsoninhamshire.co.uk/Public/Default.aspx>

Hampshire Highways win awards

As we tackle climate change, we need to be as innovative as possible in doing so. I am delighted to tell you about innovative work of [Hampshire County Council](#) Highways being recognised.

Did you know that some of the material used for road repairs in Hampshire has been recycled from other roadworks, as part of an award-winning Carbon Strategy?

It's among the steps being taken by Hampshire Highways to reduce the carbon footprint of road maintenance operations and to make the 5,500 mile network more resilient to climate change. Their trailblazing work with partners has just earned two top industry awards.

The work to become carbon neutral won the Environmental Sustainability Award and the Judges' Special Merit Award in the national Highways Awards last week.

One of the ways Hampshire Highways is working to be carbon neutral is through this purpose-built recycling facility in Micheldever, where material dug up in road repairs is brought back to be processed and used elsewhere on the road network.

They are also continually trialling and adopting new, sustainable products and methods for highways maintenance.

These are an amazing achievement' and especially given the strong UK-wide competition.

It is great to see that with the Environmental Sustainability award, the County Council's trailblazing collaborative work with our partners has come under the national spotlight. It is particularly notable that the quality of work and good reputation of the Hampshire Highways partnership has been publicly recognised by their professional peers with the Highways Industry Special Merit Award.

My congratulations to all involved and thanks for their fantastic hard work and dedication

Redbridge Causeway Works

I'm very aware that the works on the Redbridge bridges have been causing much inconvenience for those who travel across it and also access Southampton via the Redbridge roundabout.

Work is progressing well to complete the refurbishment of the Redbridge Causeway bridges, which vary in age from 50 to 90 years, to ensure they remain fit and strong for the next 30 years.

The structures carry around 60,000 vehicles in and out of Southampton over Test Lane, the railway and the River Test on a regular day and the harsh marine environment has accelerated deterioration of the concrete bridges which hold the A35.

In the third and final phase of this challenging £25 million engineering scheme, engineers are working to steadily remove and repair defective concrete under the eastbound bridges and to replace the southern parapet on the Redbridge Viaduct.

Much of the work to the parapet is taking place behind the concrete crash barrier and beneath the Redbridge Viaduct away from view.

There is severe deterioration of the bridge structure in places. The work the team is doing not only repairs this but also places a cathodic system in place to extend the life of the repaired structures for decades to come.

Meals on Wheels – here to support this winter

To coincide with national Meals on Wheels Week this autumn, Hampshire County Council is reminding local residents that Meals on Wheels are available to anyone with a long term health condition who may struggle to shop for or prepare food for themselves.

[Meals on Wheels – here to support this winter | Hampshire County Council \(hants.gov.uk\)](#)

County Council to consider recommendations for future bus and community transport support

Recommendations for Hampshire County Council's passenger transport budget for the next financial year aim to ensure that within a reduced budget, the right support remains in place to keep vital bus and community transport services running

[County Council to consider recommendations for future bus and community transport support | Hampshire County Council \(hants.gov.uk\)](#)

County Council selects contractor to deliver the Botley Bypass

Hampshire County Council has appointed Milestone Infrastructure, a part of M Group Services' Transport Division, as their contractor for delivering the planned Botley Bypass

[County Council selects contractor to deliver the Botley Bypass | Hampshire County Council \(hants.gov.uk\)](#)

Keeping Hampshire moving in all weathers – highways teams get winter-ready

To keep Hampshire moving during the wetter and colder months of winter, Hampshire Highways are ready – with crews on standby 24/7, ready to salt the road in snow and icy conditions, as well as deal with the impacts of high winds, heavy rain and flooding, such as those seen on the weekend of 22 and 23 October

[Keeping Hampshire moving in all weathers – highways teams get winter-ready | Hampshire County Council \(hants.gov.uk\)](#)

Celebrating Hampshire's inclusive fostering community in Foster Focus Week

Fostering Hampshire Children is celebrating its inspiring foster carers and calling for more people to open their doors to some of Hampshire's most vulnerable children

[Celebrating Hampshire's inclusive fostering community in Foster Focus Week | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire groups invited to apply to Leader's Community Grant Scheme to create warm hubs this winter

Communities across Hampshire are being invited to apply to Hampshire County Council for support from the Leader's Community Grants Scheme in order to create a network of warm hubs this winter

[Hampshire groups invited to apply to Leader's Community Grant Scheme to create warm hubs this winter | Hampshire County Council \(hants.gov.uk\)](#)

Up to £5,000 available for communities to waste less

Repair cafes, libraries where people can borrow useful things for their home, projects and adventures, as well as reusable nappy libraries are some of the many creative ways communities are pulling together to waste less and help tackle climate change

Final decision on future of Firvale Residential Respite Unite

Hampshire County Council has taken the decision to close social care provision at Firvale Residential Respite Unit in Basingstoke, while committing to further investment in a range of tailored respite services that respond more effectively to families' needs

You could be a winner by helping plan Whitehill and Bordon travel schemes

Residents in Whitehill and Bordon are being asked to help Hampshire County Council plan and design potential future improvements to local roads and footways that will help local people travel in and around the area, more easily and actively, while helping to reduce carbon emissions

[You could be a winner by helping plan Whitehill and Bordon travel schemes | Hampshire County Council \(hants.gov.uk\)](#)

County Council pays tribute to vital role of Hampshire's farmers following year of challenges

Hampshire County Council has paid tribute to the vital role of the region's farmers following a year of intense financial and environmental challenges

[County Council pays tribute to vital role of Hampshire's farmers following year of challenges | Hampshire County Council \(hants.gov.uk\)](#)

Securing the best deal for residents: County Council prepares to put Pan-Hampshire County Deal plans to Government

Negotiations are poised to take place with central Government on plans for a Pan-Hampshire County Deal, with the aim of investing in Hampshire's economy and improving the lives of all residents and communities across the area – by bringing decisions and powers close to people and places in the region

[Securing the best deal for residents: County Council prepares to put Pan-Hampshire County Deal plans to Government | Hampshire County Council \(hants.gov.uk\)](#)

Award-winning carers got the extra mile in fostering child into adulthood

A couple from Hayling Island who decided to move house to better suit the needs of their disabled foster child have been recognised by Hampshire County Council in its 2022 Children and Families Awards

[Award-winning carers go the extra mile in fostering child into adulthood | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire fostering campaign scoops Pride award

Fostering Hampshire Children's winter 2021 campaign to find new foster carers has received a gold award in the 'Public Sector Campaign' category at this year's Pride awards for the South of England and Channel Islands

[Hampshire fostering campaign scoops PRide award | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire Welcomes Investment Zone opportunity to boost employment and local economy

With the potential to attract significant business investment and create more jobs for Hampshire residents, Hampshire County Council's Leader, Cllr Rob Humby, has set out the Authority's backing for new Investment Zones

[Hampshire welcomes Investment Zone opportunity to boost employment and local economy | Hampshire County Council \(hants.gov.uk\)](#)

Overnight repair for destroyed New Forest road surface

Hampshire Highways pulled out all the stops to repair and reopen a severely damaged main road through the New Forest – all within 48 hours of a serious vehicle fire

Head to the library this winter for a warm space and a warmer welcome

Hampshire County Council is reminding people to visit their local library to enjoy a warm, welcome, and supportive space to spend time this winter

[Head to the library this winter for a warm space and a warmer welcome | Hampshire County Council \(hants.gov.uk\)](#)

County Council selects contractor for M27 Junction 10 Upgrade

Hampshire County Council has appointed Volker Fitzpatrick as their design and build contractor for delivering the planned M27 Junction 10 improvement scheme

[County Council selects contractor for M27 Junction 10 upgrade | Hampshire County Council \(hants.gov.uk\)](#)

County Council sets out support package for pupils as cost rises force increase in school meal price

Hampshire County Council has set out a financial support package to help schools cover school meal costs and contribute towards school uniform for vulnerable families this winter

[County Council sets out support package for pupils as cost rises force increase in school meal price | Hampshire County Council \(hants.gov.uk\)](#)

Have your say on walking and cycling improvements around Andover Rail Station

Hampshire County Council wants to know what residents, commuters and businesses think of proposals to make it easier for people to walk and cycle to and from Andover rail station

[Have Your Say on walking and cycling improvements around Andover Rail Station | Hampshire County Council \(hants.gov.uk\)](#)

Work to start soon on road improvements in Farnborough

Residents, commuters and visitors to Farnborough will benefit from a range of improvements to the local road network that aim to reduce congestion, make walking and cycling easier and more appealing, and enable bus passengers to enjoy faster, more reliable journey times

[Work to start soon on road improvements in Farnborough | Hampshire County Council \(hants.gov.uk\)](#)

Proposals for future Firvale respite care to be considered

Proposals will be considered by Hampshire County Council later this month to permanently close Firvale Residential Respite Unit in Basingstoke, which has been temporarily closed since the start of the Covid-19 pandemic in March 2020

[Proposals for future Firvale respite care to be considered | Hampshire County Council \(hants.gov.uk\)](#)

Let's 'Chat About'...wellbeing on World Mental Health Day

This 'World Mental Health Day', Hampshire County Council is launching a new initiative to support people to have meaningful conversations to alleviate loneliness and improve wellbeing

[Let's 'Chat About'...wellbeing on World Mental Health Day | Hampshire County Council \(hants.gov.uk\)](#)

Work to start on Stubbington village centre highway improvements

Residents will soon be able to walk and cycle more easily and safely in Stubbington village when improvements to two roundabouts are completed

[Work to start on Stubbington village centre highway improvements | Hampshire County Council \(hants.gov.uk\)](#)

Speeding up bus journeys in Portchester

Bus passengers travelling in and around Portchester can look forward to more reliable journey times as Hampshire County Council has started work on a highway scheme to give buses priority at Castle Roundabout on the A27

[Speeding up bus journeys in Portchester | Hampshire County Council \(hants.gov.uk\)](#)

Reminder to use or exchange your 'old' stamps

Do you have a stock of stamps you are unlikely to use before 31 January 2023?

Royal Mail are introducing a new style of stamp at the end of January and current stamps will no longer be valid after that date.

There are only 100 days to go until non-barcoded stamps can no longer be used.

You can swap old style stamps via: <https://www.royalmail.com/sending/barcoded-stamps...> where a form can be printed or requested, call 03457 740740 to request a form or go to the Customer Service Point at your local delivery office.

Energy efficiency upgrades



How could £10,000 in energy-efficiency upgrades transform your home?

Check if you're eligible for fully-funded energy-efficiency upgrades.

Apply before:
31st December 2022

#STAYWARM&SAVE

Department for Business, Energy & Industrial Strategy

Sustainable Warmth

CityEnergy

Local residents could get support to manage energy-efficiency upgrades.

Government-funded Sustainable Warmth grants are designed to support those households most impacted by rising energy bills; residents can check if they are eligible here: <https://www.hampshire-applications.co.uk/>

Energy Support



HM Government

Help with energy bills is here for households

Help for Households

From 1 October, the Government's Energy Support began, although, this time the council has no role in administering

it, I still thought it would be helpful to try and explain how it works. I have tried to be as succinct as possible.

My main message though is to please be aware of any scams. I've received various texts in the last week encouraging me to apply for a discount. **YOU DO NOT NEED TO APPLY.**

There are three aspects to the scheme:

1. The Energy Price Guarantee. The government is helping every household by limiting the unit price paid for gas and electricity. Hence, a typical household will now pay around £2,500 a year for the next two years compared with a predicted average of £6,000 without this intervention. Please be aware though that your bill will still depend on how much you use.

2. The Energy Bill Support Scheme. This will provide every household with a £400 discount on bills this winter. With £66 discounts on the October and November bills and £67 off each month from December until March. The most vulnerable households will also continue to receive £1,200 of support provided in instalments over the year.

3. Businesses big and small, charities, schools, care homes etc will receive equivalent support through the Energy Bill Relief Scheme. This means that non-domestic customers will pay wholesale energy costs below half of expected prices this winter.

To reiterate, you do not need to do anything to receive this support. It will automatically be applied to your energy bill.

There is much more detailed information available here, including for those who are on pre-payment meters -

<https://bit.ly/3fCwn8g>

Warm spaces

Our library network offers warm space for anyone needing a place to spend some time, connect with others, to work or study. Libraries also provide support with the distribution of Warm Bags and Food Vouchers through the Household Support Fund

www.hants.gov.uk/librariesandarchives/library/libraryfinder

Food and essentials Families struggling with the cost of essentials - such as food and fuel - are encouraged to visit the connect4communities website below. You may be eligible for a Council Tax reduction.

www.hants.gov.uk/socialcareandhealth/childrenandfamilies/connectforcommunities

We offer a range of **grants** to community organisations working with residents to support their physical and mental wellbeing including grants up to £5,000 to support communities, for example by setting up a Warm Space. Further information is available here: www.hants.gov.uk/costofliving/community-support

Services provided by Hampshire County Council include:

- [Education and Learning](#) including supporting Hampshire schools. (excluding privately run Academy Schools)
- [Services for children and families](#) including adoption and fostering, safeguarding, and support for young people.
- [Maintenance of Hampshire's roads](#) (except motorways and trunk roads which are the responsibility of National Highways), [licensing](#) for providers who need to work on the highway, and support for operators of [public transport](#).
- [Planning](#) applications for mineral extraction, waste management and public buildings.
- Provision of [social care and health](#) in Hampshire.
- The [Hampshire Library Service](#).
- The [Countryside Service](#), looking after [rights of way](#), and many of the county's [important green spaces](#)
- [Household Waste Recycling Centres](#) where residents can dispose of unwanted items. (District, borough or city councils manage kerbside household waste collections)
- [Trading Standards](#), ensuring fair trading in Hampshire, by supporting the county's businesses and protecting Hampshire consumers.

District, borough and city councils

District, borough and city councils provide services such as:

- Household waste collection
- Domestic planning applications
- Council Tax collection
- Housing

[Find your local district or borough council](#)

Parish, community and town councils

These councils operate at a level below district and borough councils and in some cases, unitary authorities. They are elected and can help on a number of local issues, like providing:

• allotments	• play areas and play equipment
• public clocks	• grants to help local organisations
• bus shelters	• consultation on neighbourhood planning
• community centres	• play areas and play equipment

Agenda Item 8

District Councillors' Report to Twyford Parish Council

Report to follow

Agenda Item 9



Twyford Parish Council

Clerk's Report

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

General reading and information.

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

- Rural Service Network – Rural Bulletin 15th & 29th November
- Census newsletter for local authorities Issue 47
- Hampshire ALC - October Newsletter
- WCC Parish Connect November
- WCC Your Council News - December
- South Downs News – November
- CPRE Hampshire November newsletter
- November WeCAN News
- The Clerk - November

Other information

- 1) All members need to be aware of the disclosable pecuniary interest forms and consider whether there have been any changes since it was last written. If there was a need for any change to be made, please contact me and I will supply fresh document for completion.
- 2) Minor fly tipping of garden waste is still occurring at Hunter Park. I am arranging for letters and signage.
- 3) The new western Hampshire Parishes SDNPA representative is John Hyland, Chairman of Soberton Parish Council.

Jamie Matthews
Parish Clerk
2nd December 2022

Agenda Item 10

[Planning Committee Meeting Minutes November](#)

[Planning Committee Meeting Minutes December](#)

Agenda Item 11

[Finance Committee Meeting Minutes](#)

Agenda Item 12

Schedule of Payments – October 2022

Reference	Gross	Vat	Net	Details
236	£220.00	£0.00	£220.00	Winchester City Council - Business rates - Pavilion 21/22 - 22/23. Month 2
216	£147.42	£24.57	£122.85	Mid Hants Fire Protection - HP Fire extinguisher annual inspection
217	£409.44	£68.24	£341.20	Gladson UK Limited - Sack dispenser x 2, fixings and bags
218	£1,558.80	£259.80	£1,299.00	GL Jones Playgrounds Ltd - Inclusive swing seat
219	£32.38	£0.99	£31.39	Sue Merritt - Expenses Nov 2022
220	£3.00	£0.00	£3.00	Lloyds Bank (Card) - Monthly fee
221	£480.00	£80.00	£400.00	PKF Littlejohn - External Audit
223	£926.84	£0.00	£926.84	HCC Pensions - November Pension contributions
224	£941.57	£0.00	£941.57	HMRC - PAYE & NIC
225	£86.87	£0.00	£86.87	J.P. Matthews - Mileage - October
226	£219.95	£36.66	£183.29	Viking - Stationery - toners
227	£1,830.02	£305.01	£1,525.01	Green Smile Ltd - Monthly grounds maintenance
228	£86.69	£14.45	£72.24	Edge IT - Antivirus s/w - 1 year
229	£1,891.06	£315.18	£1,575.88	Hampshire County Council - Street Lighting - April to Sept
230	£25.96	£4.33	£21.63	Plus Net - Broadband & Phone
231	£2,170.88	£361.81	£1,809.07	Shoreland Network Solutions - Monthly maintenance
232	£36.00	£6.00	£30.00	Edge IT - Budget training
233	£280.00	£0.00	£280.00	Fair Account - H1 Audit
234	£50.00	£0.00	£50.00	Rebecca French, Twyford St Mary's PTA - Return of deposit
235	£173.93	£28.99	£144.94	Viking - Floor mats for pavilion and stationery.
237	£85.63	£14.27	£71.36	SSP Direct Ltd - No parking signs for Park Lane
238	£13.91	£2.32	£11.59	Hampshire County Council - Cleaning materials
	£11,670.35	£1,522.62	£10,147.73	

Agenda Item 13



Twyford Parish Council

Full Council Meeting – 8th December 2022

Bank Balances as of 31st October 2022

Ordinary Accounts		Interest rate
Unity Trust C/A	£6,940.80	0.0%
Nationwide	£84,132.00	0.35%
Redwood (35 day notice)	£85,787.11	1.6%
Total	£176,859.91	

Bank Balances as of 30th November 2022

Ordinary Accounts		Interest rate
Unity Trust C/A	£2,767.35	0.0%
Nationwide	£34,132.00	0.35%
Redwood (35 day notice)	£85,925.69	2.08%
Unity Trust (Instant Access)	£40,000.00	1.40%
Total	£162,825.04	



3 December, 2022

E-mail: paulreynolds48@hotmail.com

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

Dear Jamie

Twyford Parish Council 2022/23, Half Year Audit (4/22 to 9/22)

I have now completed the Internal Audit for the Council as at 30/9/22 & am pleased to report that the overall internal control procedures are adequate to meet the needs of the AGAR Practitioner's Guide 2022 and the Accounts & Audit Regulations 2015 (as amended).

A series of test checks on the Council's financial records, vouchers, documents, minutes, policies, insurance & assets register were done to ascertain efficiency & effectiveness of the Council's systems.

The attached Audit comments & recommendations will only enhance the current processes and procedures. This report should be noted & taken to the next meeting of the Council for discussion & formal minuting. I confirm that the next interim audit is set for 22/2/23 & will cover the 10/22 to 1/23 period.

I attach invoice 22/077 for the half year fee, as agreed.

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

Yours sincerely

PAUL REYNOLDS, FMAAT

AAT
ASSOCIATION
OF ACCOUNTING
TECHNICIANS

Audit Recommendations

1. I am pleased to report that the Composite Cashbook for the three Accounts held by the Council, has been fully agreed to the Bank reconciliations at an overall total of **£176,599.14**, as at 30/9/22.
2. Precept now fully received for 2022/23 at £112,315. Also received £665 from SDNPA (CIL money), and RPA income £1,112.
3. VAT claims have been refunded by HMRC for Qtr 4 of 21/22 & Qtr1 of 22/23. The claim for Qtr 2 was made at £2,805.49. These regular, quarterly claims greatly assist the Council's cashflow.
4. PWLB loan repayment of £757.50 made on 1/6/22.
5. The Asset register needs serial nos. added for all IT equipment & any other electrical items. This will provide the required data for Hiscox Insurance should any claims arise for these items.
6. Current insurance policy 1891378 is held with Hiscox (via Came & Co./Gallaghers) from 1/10/22, which covers the standard Local Council aspects. It is recommended that Cyber cover is reviewed, as malware attacks are now becoming more commonplace on Local Councils as stated in recent NAO report on Cyber-crime in UK.
7. Delegated powers to the Clerk to cover Covid-19/other issues will need periodic review ensuring they are upto date.
8. The possible introduction of the Corporate Credit card will need to be detailed in the Financial Regulations. This will require specific details of users, security of the card & monitoring of usage.
9. Recommend that Asst Clerk conducts regular, visual Play area inspections & notes on signed /dated logsheets, with any action needed. This will help mitigate any litigation claims on the Council.
10. All minutes should still be regularly signed within the Covid-19 arrangements, thus ensuring any decisions taken become lawful.

Agenda Item 15



Twyford Parish Council

Full Council Meeting – December 2022

Draft Budget 2023/24

The Finance Committee met on 3rd November and considered priority items for the 2022/23 budget. The Committee also received and considered information in relation to employee pay settlements and the unallocated reserves.

Anticipated increases of 15% on staff costs, compared to the 2022/23 budget, around a 10% increase for grounds maintenance, along with significant increases in energy costs and general rises in the prices of supplies and materials will have a material impact on the budget and the precept requirements at a time when inflation is the highest for more than 30 years. In order to develop a draft budget, the committee agreed to:

- Using the remaining unallocated reserves towards the capital projects budget in lieu of allocations from 2023/24 revenue budget. In practice this is estimated at around £3k, which is recommended to be assigned to the Traffic & Cycleway project.
- Remove annual revenue allocations for the Traffic & Cycleway and Climate projects.
- To include provision of £2.5k in the revenue budget for security patrols at Compton Lock
- To set a revenue budget of £5k for the Parish Farm
- To develop a draft budget which strives to achieve a minimum increase in precept.

In order to maximise income from alternative sources, other than the precept, it is recommended to apply increases to facility hire fees and licences of 3% and 5% respectively in order to contribute towards the significant rise in cost of maintenance of the facilities. The anticipated revenue from hiring fees has been set at ambitious, but realistic, levels in the draft budget. Additionally, the Recreation Committee has already agreed to examine the possibility of car parking fees, for non-park users, in order to bring in additional revenue.

Precept

This draft budget requires a precept of £115,696. Based on the 2022/23 Tax Base this equates to a rise of 2.99%. However, at the time of writing this report the Tax Base level had not yet been published by Winchester City Council and is expected in mid-December

A "tax base" is the number of Band D equivalent dwellings in a local authority area. To calculate the tax base for an area, the number of dwellings in each council tax band is adjusted to take account of any discounts, premiums or exemptions. The resulting figure for each band is then multiplied by its proportion relative to Band D. The tax base is used to determine the level of council tax an authority charges each dwelling.

The Tax Base has risen for the previous four years and the previous six years prior to that.

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

- **Income**
- **Expenditure**
- **Earmarked Reserves**
- **Detail of Staffing Budget**

For the purposes of clarity anticipated CIL grants for projects are no longer shown in the budget.

2022/23 2023/2024

Heading	Short Code	Description	Approved	Draft
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INCOME

FINANCE

100	FIN	Precept	£112,886	£115,696
105	FIN	VAT Refund	£0	£0
110	FIN	Bank Interest (current)	£0	£0
116	FIN	Bank Interest (Nationwide)	£35	£300
117	FIN	Bank Interest (Redwood)	£35	£1,500
120	FIN	CIL	£0	£0

	£112,956	£117,495
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RECREATION

200	REC	Pavilion Hire	£360	£2,700
205	REC	Hiring Fees	£4,660	£4,478
210	REC	Allotments	£770	£770
215	REC	Deposits	£0	£0
220	REC	Grants & Donations	£0	£0
225	REC	Wayleaves & Rents	£500	£2,000

	£6,220	£10,278
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PARISH FARM

400	PF	Grants & Donations	£8,000	£4,000
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	£8,000	£4,000
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	Total Revenue Income	£127,176 £131,773
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			2022/23	2023/2024
Heading	Short Code	Description	Approved	Draft
EXPENDITURE				
FINANCE				
1000	FIN	Employment Costs	£30,482	£33,641
1010	FIN	Expenses	£1,700	£1,570
1020	FIN	Administration	£4,584	£5,510
1030	FIN	External Advice	£500	£500
1025/6/8	FIN	Bank Charges	£0	£136
1040	FIN	Training	£650	£650
1050	FIN	Insurance	£2,513	£2,576
1060	FIN	Grants and Donations	£0	£0
1070	FIN	Section 137	£4,000	£3,000
1080	FIN	Room Hire	£1,000	£500
1100	FIN	Audit Fees	£975	£975
1110	FIN	Subscriptions	£686	£715
1120	FIN	Street Lighting	£3,500	£3,300
1130	FIN	SLR/SID	£250	£400
1140	FIN	PWLB interest - Pavilion	£299	£237
1141	FIN	PWLB capital - Pavilion	£1,200	£1,200
1150	FIN	VAT on payments	£0	£0
1160	FIN	Street Furniture	£4,600	£1,800
1170	FIN	Compton Lock Security	£0	£2,500
			£56,939	£59,210
RECREATION				
2000	REC	Employment Costs	£1,216	£1,400
2020	REC	Hunter Park Grounds	£28,940	£30,514
2030	REC	Hunter Park Pavilion	£3,340	£4,320
2040	REC	Northfields Lengthsman & Other Parish	£3,534	£2,750
2060	REC	Improvements	£2,000	£4,125
2070	REC	Allotments	£550	£450
2080	REC	Deposits returned	£100	£100
2090	REC	Tree Works	£1,500	£3,000
			£41,180	£46,559
PARISH FARM				
4010	PF	Water Meadow	£4,557	£5,000
4011	PF	Compton Lock	£0	£0
			£4,557	£5,000
PROJECTS (Move to Reserves)				
5015	PROJ	Car Park Expansion	£5,000	£4,000
5020	PROJ	Flood Mitigation	£0	£4,000
5030	PROJ	Hunter Park Masterplan	£10,000	£12,000
5035	PROJ	Traffic & Cycleway	£5,000	£0
5040	PROJ	Climate	£1,000	£0
5050	PROJ	Replacement Equipment	£2,500	£1,004
			£23,500	£21,004
Total Revenue Expenditure			£126,326	£131,773

Bus shelters, telephone boxes and defibr

Earmarked Reserves (at 30th Nov 2022)

Minimum General Contingency Cash	£40,000.00
TIW held funds	£1,048.60
Parish Farm Legacy	£5,000.00
Compton Lock Security	£857.00
Deposits Held	£50.00
Neighbourhood CIL	£5,274.60
Allotment Maintenance Levy	£160.00
CAPEX - Car Park Expansion	£8,000.00
CAPEX - Flood Mitigation	£10,405.00
CAPEX - Hunter Park Masterplan*	£20,127.26
CAPEX - Traffic & Cycleway	£28,644.05
CAPEX - Climate	£1,960.00
CAPEX - Replacement Equipment	£5,357.00
Total Earmarked Reserves	£126,883.51

* with commitment expenditure of £19,645 in 2022/23

Additional Detail - Staffing Budget

	2022/23	2023/24	
1000	£30,482	£33,641	Employment Costs
1000/1	£21,485	£24,588	Clerk
<i>1000/1/1</i>	<i>£16,743</i>	<i>£19,270</i>	<i>Net Salary</i>
<i>1000/1/3/2</i>	<i>£3,583</i>	<i>£4,068</i>	<i>Employer Pension Contribution</i>
<i>1000/1/4/2</i>	<i>£1,000</i>	<i>£1,250</i>	<i>Employers NI</i>
1000/2	£8,996	£9,053	Asst. Clerk Support
<i>1000/2/1</i>	<i>£7,473</i>	<i>£7,500</i>	<i>Net Salary</i>
<i>1000/2/2</i>	<i>£1,523</i>	<i>£1,553</i>	<i>Asst Clerk Pension</i>
2000	£1,216	£1,400	Cleaner Employment Costs

Agenda Item 22



Twyford Parish Council

Tree felling activities adjacent to Public Footpath 24

At October's Full Council meeting a report was requested to ascertain which authorities had a responsibility relating to the tree felling works that took place in late September 2022 on privately owned land to the south of Hunter Park and whether those authorities are satisfied that the works were carried out in compliance with the various licences or permissions.

There are five main authorities who may have an interest in the tree felling works; South Downs National Park Authority, Forestry Commission, Hampshire County Council, Winchester District Council and Hampshire Constabulary and each of these are considered in turn. The Parish Council has no powers of duties relating to the works.

South Downs National Park Authority

Whilst an interested party, the SDNPA would only have powers to deal with such work if it was considered a Planning matter, for example if planning permission was required for such work. The SDNPA local Rangers team advised that they would not be involved in such works and that the Forestry Commission is the regulatory body who issue and manage felling licenses.

Hampshire County Council

HCC's involvement in this work was through the granting of Temporary Traffic Regulation Order (TTRO) to allow the Public Right of Way to be closed during the works. Although the order only applied to footpath 24, HCC Countryside Services were advised that a further closure, without a TTRO, had been made on footpath 25. HCC Countryside Services acknowledged this and advised that they would speak with the contractor carrying out the works and advise them of the steps they must take in order to prevent the public from using the route if the works they are carrying out cannot be done safely.

Winchester City Council

Following a request from a district councillor, WCC's Tree Officers attended the site of the tree felling work. The officer observed that 337 cut stumps of Ash, Sycamore, Hawthorn & Hazel with stumps ranging from 75mm to 900mm.

The Officer made contact with the Forestry Commission who advised that they had given permission to the remove the Ash trees because they were infected with Ash die back. The removal of the other trees was necessary to allow access to the infected Ash. The view of the officer was that it was necessary to clear the surrounding trees in order to fell the tree safely. Where the trees grow close together any felled tree becomes hung up in the adjacent tree which damages the adjacent tree. It's impossible to fell trees that are growing close to smaller trees as the larger trees will squash the smaller ones. If a forwarder (machine) is being used to pick up the wood the machine require room to maneuverer to pick the tree stems etc,

The terrain which the trees where growing is not suitable for sectional felling as the wood of the infected Ash would be very brittle and a hazard for the operative.

The Hazel will re shoot and come back as this is a recognised management technique for hazel. The Hawthorn will also reshoot. Natural regeneration will occur in a short period of time.

WCC was not consulted on the works, as the Forestry Commission does not have a duty to consult the Local Planning Authority where the trees are not protected by a TPO or within a conservation area.

Forestry Commission

The F.C. confirmed that they did issue a felling licence which requires the landowners to re stock and maintain the new trees for the next 10 years.

The F.C can also investigate and act if no felling licence or other valid permission is in place, or if the wrong trees are cut down. There are a range of measures, including prosecution, that can be taken.

Hampshire Constabulary

The Police can use their powers to investigate wildlife crimes including those under the Wildlife and Countryside Act 1981. However, this does not directly relate to the tree work itself, but to potential damage to wildlife because of the manner in which the tree works may have been carried out.

J.P. Matthews
Parish Clerk
2nd December 2022