

FULL COUNCIL

TWYFORD PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

Held on Thursday 26th October 2023 at 7.30pm

In the Gilbert Room, Twyford Parish Hall

Present:

Cllr. Mitchell (in the Chair), Cllr. Forder-Stent, Cllr. Pain, Cllr. Lawton, Cllr. Corcoran, Cllr. Cook, Cllr. Pullen, Cllr. Sellars, Cllr. Hill, Cllr. Hoad, Cllr. Percival

In attendance:

Clerk

Minute

Business Transacted

100/23

Chairman's comments

The Chairman welcomed everyone to the meeting

101/23

Apologies for Absence

There were apologies from Cllr. Greenberg (WCC).

102/23

Requests for Dispensation under Section 33 Localism Act

No requests were received.

103/23

Declarations of Interest

There were no declarations made.

104/23

Approval of Minutes

It was **Resolved** that the minutes of the Meeting of Twyford Parish Council held on 28th September 2023 be approved.

105/23

Public Representation

There were no representations.

106/23

County Councillor's report

Cllr. Humby had submitted a report for October which was **received and noted** and is attached in the appendices.

107/23

District Councillors' report

A report was **received and noted** and is attached in the appendices.

Cllr. Cook also highlighted the Central Winchester Regeneration project and it was suggested by others that a TIS email could be sent out promoting awareness of the drop in event in Colden Common.

The Chairman thanked Cllr. Cook for her report and also for her efforts on the Recreation Committee, planning an event to help celebrate 60 years of Hunter Park. Cllr. Cook advised that the event was pencilled in for Sunday 28th April 2024 with more updates in the Recreation Committee meeting.

108/23

Clerk's report

The report was **received and noted** and is attached in the appendices. The Clerk also advised that a letter had been sent to the landowner of the permissive footpath south of

Hunter Park as agreed at the September Full Council meeting. A response had been received and the Clerk would introduce the landowner to HCC Countryside Services for further advice.

109/23 Co-option

No applications had been received, there are currently two vacancies.

110/23 Planning Committee

The draft minutes of the meeting of the Planning Committee held on 5th October 2023 **were received.**

Cllr. Lawton highlighted that progress is slow with many applications yet to be determined which are more than a year old. The application by Humphrey Farms Ltd had been updated and the Council had responded with a further representation. Cllr. Lawton also advised that he had meet with the Waterworks Trust who explained future plans which would require a planning application to be submitted in due course.

111/23 Parish Farm Advisory Committee

The draft minutes of the meeting of the Parish Farm Advisory Committee held on 18th October 2023 **were received.**

It was Resolved to approve a virement of £500 from general reserves to the Parish Budget in order to meet costs of preparation for tree planting project.

It was Resolved to ask the Clerk to investigate the feasibility of registering land at Berry Lane and prepares a report for a future meeting of Full Council.

112/23 Schedule of Payments

Cllr. Sellars presented the schedule and the Clerk answered questions.

It was **Resolved to receive and approve** the Schedule of Payments for October 2023.

The schedule is attached in the appendices.

113/23 Balance of the bank accounts

The bank balances as of 30th September 2023 were **noted.**

Ordinary Accounts		Interest rate
Unity Trust C/A	£ 5,060.69	0.0%
Nationwide	£14,373.78	2.20%
Redwood (35 day notice)	£ 87,825.05	3.20%
Unity Trust (Instant Access)	£ 75,209.40	2.75%
Total	£182,468.92	

114/23 Internal Audit

It was Resolved to receive the Auditor's Report for H1 and to approve the recommendations.

115/23 CIL Applications

It was Resolved to receive the report on progress of CIL applications

116/23 Funding for Infrastructure Projects

A report was received and is attached in the appendices. Members considered the options which would ensure adequate funding in place to deliver infrastructure works in the village and debated at length the priorities of the Council against concerns of a rising precept. The issue of the Parish Council making a substantial financial contribution towards infrastructure projects would only be required in the absence of successful CIL application bids.

It was Resolved:

- That the Flood Mitigation Scheme and Pedestrian Crossings would be the priority projects to receive capital in the 2024/25 budget.
- The Clerk would investigate the feasibility of obtaining a new PWLB loan.
- The Traffic Solutions Advisory Committee would carry out community consultation on the pedestrian crossing project, once the Parish Council's financial contribution was understood.
- The Clerk would develop two draft budgets based on the scenarios of successful and unsuccessful outcomes for the current CIL applications.

117/23 Newsletter

Full Council in September, 2023, had approved a trial newsletter. Cllr. Pullen had produced and circulated a draft newsletter and had spoken with a local printer who had provided advice on layout and style. He invited all members to contribute content and send it to him.

It was Resolved to approve expenditure, from general reserves, of up to £350 to print the first two editions of the newsletter.

118/23 Hazeley Road Development Area Advisory Committee

Cllr. Corcoran gave a verbal update and advised that progress was slow on the housing site planning application, so a decision is not expected this year. In the meantime the committee would meet to consider other matters under its remit including agreeing access arrangements from the Parish Hall car park to proposed car park extension.

119/23 Traffic Solutions Advisory Committee

Cllr. Hoad advised that the Finches Lane crossing work had been delayed due to contractors now requiring a road closure. This was now expected to take place during February half term. Road line marking had recently been carried out through the village, however a bus stop required additional work would be requested.

120/23 Climate Advisory Committee

Cllr. Forder-Stent advised that the group hadn't meet but had attended a session which examined the benefits of 20mph zones in built up areas.

121/23 Hampshire Association of Local Councils AGM

It was Resolved to receive the agenda for the Hampshire Association of Local Councils AGM and that Cllr. Corcoran and Cllr. Sellars would attend.

The meeting closed at 9.42pm

Item 106/23

COUNTY COUNCILLOR ROB HUMBY'S REPORT

OCTOBER 2023

[Keep updated at @hantsconnect](#)

[Hampshire County Council | Hampshire County Council \(hants.gov.uk\)](#)

[Subscribe to our resident newsletters | Hampshire County Council \(hants.gov.uk\)](#)

[Hampshire County Council | Winchester | Facebook](#)

[Hampshire County Council \(@hampshire_county_council\) • Instagram photos and videos](#)

New County Council Cabinet Portfolios

Adult's Health and Care:

- Executive Lead Member, Cllr Liz Fairhurst; and
- Executive Member, Cllr Jan Warwick

Children's Services:

- Executive Lead Member, Cllr Edward Heron; and
- Executive Member, Cllr Steve Forster

Universal Services:

- Executive Lead Member, Cllr Nick Adams-King; and
- Executive Member, Cllr Russell Oppenheimer

Hampshire 2050 and Corporate Services

- Leader, Cllr Rob Humby; and
- Deputy Leader, Cllr Roz Chadd

HR, Performance, Communications and Inclusion and Diversity

- Executive Member, Cllr Kirsty North

COUNTY COUNCIL CABINET TO CONSIDER FUTURE PLANS TO CLOSE £132M BUDGET GAP BY APRIL 2025

Hampshire County Council's Cabinet will next week have to consider a package of budget measures which could start to see all non-essential spending being withdrawn after April 2025, and the local authority limiting future spending on just the delivery of minimum service levels, required by law

[County Council Cabinet to consider future plans to close £132m budget gap by April 2025 | Hampshire County Council \(hants.gov.uk\)](#)

DON'T LET THE COST OF LIVING STOP YOU FROM BECOMING A FOSTER CARER

Compassionate Hampshire people interested in fostering a vulnerable child are reminded of the financial support provided to foster carers

[Don't let the cost of living stop you from becoming a foster carer | Hampshire County Council \(hants.gov.uk\)](#)

FUNDING AWARDED TO INITIATIVES TO HELP HAMPSHIRE FAMILIES IN NEED – MORE PROJECTS INVITED TO APPLY

Hampshire County Council has announced the allocation of more than £264,000 in community grants – through its connect4communities programme – to projects helping to ensure disadvantaged households do not go without necessities, such as food, fuel and warmth this autumn and winter

[Funding awarded to initiatives to help Hampshire families in need – more projects invited to apply | Hampshire County Council \(hants.gov.uk\)](#)

WORLD SUICIDE PREVENTATION DAY – KNOW WHERE TO FIND HELP

Hampshire County Council is working alongside Southern Health NHS Foundation Trust to remind people about Life Cards to ensure as many people as possible know where they can find help and support for themselves or a loved one who may be struggling with mental ill health or suicidal thoughts

[World Suicide Prevention Day – know where to find help | Hampshire County Council \(hants.gov.uk\)](#)

THREE IS THE MAGIC NUMBER WHEN APPLYING FOR SECONDARY SCHOOL PLACES FOR SEPTEMBER 2024

Parents and carers with children due to move to secondary school next year can now apply for their child's school place for September 2024. Secondary school applications are open from 11 September until 31 October

[Three is the magic number when applying for secondary school places for September 2024 | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE TO FURTHER INCREASE MONTHLY PAYMENTS TO LOCAL RESIDENTS HOSTING UKRAINIAN FAMILIES

Hampshire County Council has today announced that it will be paying an extra £200 per month to all Hampshire residents hosting Ukrainian guests as part of the Government's Homes for Ukraine Scheme, until the end of March 2024. This takes the monthly payment to £700

[Hampshire to further increase monthly payments to local residents hosting Ukrainian families | Hampshire County Council \(hants.gov.uk\)](#)

#BEEWELL YOUTH WELLBEING PROGRAMME SET TO BRING A HIVE OF ACTIVITY TO 130 LOCAL SECONDARY SCHOOLS THIS AUTUMN

Young people in over 130 secondary schools will be invited to have their say on the issues that matter to them most, as a pioneering youth-centred wellbeing programme gets underway in Hampshire, the Isle of Wight, Portsmouth and Southampton

[#BeeWell youth wellbeing programme set to bring a hive of activity to 130 local secondary schools this autumn | Hampshire County Council \(hants.gov.uk\)](#)

ON YOUR FEET HAMPSHIRE!

Hampshire County Council is highlighting the more than 100 'Steady and Strong' classes taking place across the county each week, helping people aged 65+ maintain and improve their strength and balance, enabling them to stay independent and keep doing the things they love

[On your feet Hampshire! | Hampshire County Council \(hants.gov.uk\)](#)

TUNBRIDGE UPDATE – NEW COMPLETION DATE FOR ENGINEERING WORKS ON BRIDGE IN GARNIER ROAD, WINCHESTER

Hampshire County Council has confirmed a revised date of February 2024 for the completion of the £1.4 million scheme to replace the 100 year old Tunbridge, in Garnier Road, Winchester

[Tunbridge update – new completion date for engineering works on bridge in Garnier Road, Winchester | Hampshire County Council \(hants.gov.uk\)](#)

District Councillors' Report to Twyford Parish Council

Ward Councillors Report Twyford Parish Council Meeting Thursday 26th Oct 2023

New round of grants for community projects

Applications are currently open for the latest rounds of grant funding. The Town Forum Small Grant scheme and District Small Grant schemes both provide one-off grants of up to £1,000 to local groups and organisations who may need new equipment, start-up assistance or help with events and activities in their communities.

The Project Grant Scheme offers grants of between £1,000 and £5,000 for town-based projects benefiting residents in the five unparished wards in Winchester town.

For further information, please contact the Winchester City Council Grants team by emailing grants@winchester.gov.uk or calling 01962 848 269.

Details of current open schemes, including the project grant scheme (Winchester town based) and small grant schemes (district-wide), are on [our website](#).

Next Central Winchester Regeneration meet and greets

Winchester City Council's is undertaking a regeneration of a circa four-acre area of the city with a wide-ranging mix of uses including flexible work and creative spaces, food and drink offerings, a hotel and new high-quality public spaces. The proposals also include new homes to suit people of all life-stages, with a range of tenures available including private sale, homes for rent and affordable housing.

The council's Central Winchester Regeneration [development partner](#) Jigsaw will be hosting a series of one-to-one meet and greets over the coming weeks. The next sessions will be on Wednesday 1 November 4-7pm Colden Common Community Centre; Wednesday 15 November 1-4pm Alresford Community Centre

The sessions are a chance for Jigsaw to listen to the thoughts and hopes of those interested in the future regeneration of the city and understand opinions ahead of any initial designs being developed. To attend, register at <https://www.winchester.gov.uk/regeneration/engagement-and-consultation>

Polling Places Review 2023 – No proposed changes for Twyford and Colden Common

Winchester City Council is undertaking its required review of polling districts, polling places, and polling stations that Parliamentary Constituencies must conduct every five years. WCC's next review will start on 2 October 2023 with a **consultation period is from Monday 2 October to 5pm on Monday 13 November 2023.**

No changes are being recommended to the ward's current polling stations - but feedback can be provided during the consultation period with details on how to contact Electoral Services

at <https://www.winchester.gov.uk/elections/polling-places-review-2023?fbclid=IwAR2Sbg101Em4ECiflSmpwr Ut U70-FAqTw0JGqCWyJcztzPuV6J-rwIjll>

Residents' Recycling Survey

Please take the time to read this and complete.

Your Opinion and Input REALLY DOES MATTER.

To make change we need to understand what's important to you.

With new government legislation and proposed changes to waste and recycling across Hampshire County Council, we would like to get more insight into residents' views on waste and recycling. Please take the time to complete this survey:

www.winchester.gov.uk/recyclingsurvey

Little Lunch Club



The poster features a dark purple header with the text 'Little Lunch Club' in white, accompanied by a white icon of a spoon and fork. Below the header, a date range 'Monday 23 October until Friday 27 October 2023.' is displayed in white on a dark purple background. The central image shows a young girl with curly hair eating a meal with a fork, while a woman smiles beside her. A QR code is positioned on the left side of the image. To the right of the image is a white icon of two hands holding a heart. The text below the image is organized into three columns, detailing the program's benefits, special dietary requirements, and collection points. At the bottom, the address for Projects Store & Kitchen is provided, along with a red silhouette of the Winchester skyline and the logos for 'PROJECTS' and 'Winchester Local Council'.

Little Lunch Club

Monday 23 October until Friday 27 October 2023.



FREE nutritious, freshly-made children's lunches available daily from Projects Store, for school-aged children from low-income families living in Winchester City and District, who receive free school meals. Also for families who are worried about affording food for their children throughout the Half Term. Just ask Projects' Staff for the Little Lunch Club menu.

Special dietary requirements? Use the QR code or link below to direct message Projects Café ahead of your visit and they'll happily cater to your needs. www.instagram.com/projectsstore

Can't get to Projects? No problem! Families from participating schools* can collect a food parcel from their school instead from 18 October. Each parcel contains ingredients for 10 x Little Lunches. Yum!

Want to stay and play? Kids craft activities available. No need to book. Available **Monday 23 October until Friday 27 October 2023**. Just ask staff for a Little Lunch Club menu.

Projects Store & Kitchen
6 Middle Brook St, Winchester SO23 8BQ



Tenant Survey

All Winchester City Council tenants for whom we have an email address on file will have received an invitation to complete an online survey asking, 'How can we engage with you better?'. Please see the QR code below or [link here](#) to the live survey.

We have an engagement plan to talk to our tenants, but we need to find out what methods would appeal or work best to talk to all tenants about how to improve the service they receive.

If you have any questions about this survey, please feel free to contact a member of the tenant involvement team, tenantinvolvement@winchester.gov.uk or 0800 716 987.

Contact Information

<https://www.southamptonairport.com/about-us/aircraft-noise/>

National Highways Reporting
0300 123 5000 (24 HRS)

Southern Water
0330 303 0368 (24 HRS)

M3 Junction 9 Road Improvements
National Infrastructure Planning
Helpline 0303 444 5000
Please Sign Up for Information

Hampshire Highways
0300 555 1388
Mon-Fri 08.30-17.00
OUT OF HOURS Call 101 There is an emergency line direct from the Police to Highways
24/7
To report a flooding or drainage problem
Hants.gov.uk

Winchester City Council Offices
01962 840222
Customer service@winchester.gov.uk
Mon-Thurs 08.30-17.00
Friday. 08.30-16.30

Ward Councillors Contact Details

Cllr Sue J Cook
Sjcook@winchester.gov.uk
Tel No 07884 111916

Cllr Hannah Greenberg
HGreenberg@winchester.gov.uk
Tel No 07354 944995



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 10th & 17th September
- WCC Parish Connect - October
- WCC Your Council News – August
- HCC – Your Hampshire newsletter
- South Downs News – October

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) Information on training sessions available to Councillors has been circulated. These sessions are run by Hampshire Association of Local Councils.
- 3) The Fixed Term Saving account with Cambridge & Counties Bank has now been opened and funds transferred.
- 4) Two dates, 9th and 30th November, for councillor climate change training have been circulated. Please let me know as soon as possible which date you can make.
- 5) I am meeting with HPTCA representatives soon to review the existing relationship between the Council and the Association. There has been a long outstanding matter to ensure that current arrangements are established as a written agreement.
- 6) The Parish Hall have advised that hire charges are being reviewed and will likely increase to £12 from April 2024. The current £10 p/h rate has been in place for many years without a review.
- 7) The next Lengthsman visit will take place in mid November. Any request for jobs need to be with Assistant Clerk before end of 3rd November.

Jamie Matthews
Parish Clerk
20th October 2023

PARISH FARM ADVISORY COMMITTEE

TWYFORD PARISH COUNCIL

Draft Minutes of a meeting held on Thursday 18th October 2023

7.30pm at The Pavilion, Hunter Park

Present	In attendance
Cllr Chris Corcoran	Sue Nias, Assistant Clerk
Cllr C Mitchell	
Cllr Sue Cook	
Andy Coates	
Jonathan McGill	

1.	<p>Apologies Apologies received from Aidan Bocci, Martin Locke and Cllr Steve Pullen. Cllr Pullen has elected to stand down from the Parish Farm Advisory Committee though would be happy to volunteer for work with notice.</p>
2.	<p>Approval of Minutes of meeting held on 18th March 2023 The minutes of the meeting held on 18th March 2023 were approved. Matters arising covered elsewhere on agenda.</p>
3.	<p>The Lock, towpath and river</p> <p>a) Review of period since last meeting – review impacts and management of summer period. Cllr Cook reported very little need for police and WCC supervision this summer, though they visit. No major incidents to report. The weather was poor in the key months of July and August. Di Thyrefall and Sue were the main litter pickers</p> <p>b) Update on progress of new bench Cllr Corcoran updated that progress was steady but slow. And needed to speed up. Tipping of Spoil work to fill the large void where the bench is to go has been commenced by grave diggers/ Agreed to negotiate further moving of spoil etc using Grave diggers as contractor, using Hunter Park spare subbase and purchasing as required > the spec of the top layer to be determined at a later date.</p> <p>c) Fishing A member of public had contacted the Clerk of Compton and Shawford Parish Council to ask why Twyford Parish Council had implemented the fishing policy. The response was that the river is owned by Twyford Parish Council and that no public right to fish existed. This is to be explained with care and tact to those who query the TPC policy. The policy would be reviewed in due course.</p> <p>d) Review any tree/winter work Cllr Corcoran said not too much was needed apart from the fence on the southern boundary to the lock (see below). Jonathan McGill said he would tackle the brambles with Ken and would remove some willows by the lock.</p>
4.	<p>The Meads</p> <p>a) Review of period since last meeting All members agreed that the grass is looking diverse as well as lush and green, and wildflowers look impressive too. Opinion from Jonathan McGill was that this is largely due to the cows being in Berry Meadow last winter until April and then moved to the Meads from April. Jonathan and Andy said they would set up a</p>

	<p>meeting with Jack to discuss continuing the current regime, Cllr Chris Mitchell said he would attend subject to availability.</p> <p>b) Fencing replacement Andy Coates confirmed he had now instructed RS fencing to do the work . However the fencing contractor said he wouldn't be able to carry out the work yet due to ground conditions. Cttee agree the ground adjacent to these fences was particularly soft ; the contractor warned that the price of materials would increase if it is not carried out until next spring/summer. Members debated if the materials could be purchased now and stored; Andy Coates will discuss possibility with contractor.</p> <p>c) Review any tree/winter work Cllr Corcoran suggested a walk round the Meads to see what work is needed. Members said they were impressed with the condition of the grass. Andy Coates put forward an idea to create panes to encourage water all year round, members indicated that it was a good idea and that Andy would put together a plan to start before Christmas, and to experiment .</p>
5.	<p>Berry Meadow</p> <p>a) Review of period since last meeting Members happy with the sward. Andy Coates said he would organise a meeting with Jack on site. He also reported that the biodiversity review has taken place though the report not yet received.</p> <p>b) Update on tree planting. Cllr Corcoran submitted a report providing an update , attached in the appendices. Cllr Corcoran further updated that the trees for the avenue and the clump promised by the SDNPA were on order to be provided free with stakes and guards. A landscape architect had been appointed by TPC to determine the best position of the Avenue Once the report is received Cllr Corcoran would circulate it to members and would take to full council. He also reported that the guards provided were not substantial enough to protect the trees against the cattle,. The SDNPA Trust had not included any provision for timber surrounds requested by TPC ; however the Grants Officer of SDNPA said that alternative funds were likely for funding adequate guards. If unsuccessful, he reported that there were other avenues available such as funds from the climate control budget or other possible grants. Cllr Corcoran said there would be additional items of expenditure and that £500 extra needed to be made available for costs over and above the timber specified including extra post length driving the posts in and topping the grass.</p> <p>Recommendation : That Council consider a virement of £500 from general reserves to the Parish Budget in order to meet costs of preparation for tree planting project.</p> <p>Cllr Corcoran said that trees would need to be planted in November and volunteers would be needed both for the planting and the erection of the timber surrounds</p> <p>Replacement of two gates; Berry Bridge and Shawford Road Cllr Corcoran reported that full council had approved the purchase of two metal gates. The contractor had been instructed and would install them as soon as the new gates were delivered Cllr Cook at TPC had expressed her views of wooden gates as opposed to metal. The possibility of painting the gates to blend in with the area would be brought to the next meeting for discussion, by which time the galvanising would have weathered</p> <p>d.) Winter work . Concern was expressed of trees and the possibility of falling branches between the Meads and Mr Gold's land, also big Ash affected by ash</p>

	dieback. Cllr Corcoran said he would email the landowner to request that a review of trees that border the meadow is undertaken.
6.	<p>Report on Berry Lane clearing</p> <p>Cllr Corcoran updated that Berry Lane was looking greatly changed not that the elms had been felled and the brambles ivy and other dead wood cleared ; the full 20m width of the Lane could now be seen ; there is now a possible new line for footpath to the right. Ownership of Berry Lane was discussed and it was proposed to request the item added to the agenda of the next meeting of full council, for the Clerk to investigate procedures to gain ownership.</p> <p>Recommendation: That Council agrees to the Clerk investigates the feasibility of registering land at Berry Lane and prepares a report for a future meeting of Full Council.</p>
7.	<p>Update on Stewardship and second application for Berry Meadow, The Neads and Churchfield Meadow.</p> <p>Andy Coates updated that he had a meeting with Penny and the result of the application is not yet known. He reported that there would be a significant budget increase if stewardship application is not successful, and he would reapply in February.</p>
8.	<p>Budget</p> <p>Cllr Corcoran said there would be £500 left after fencing works, though if the fencing is not done until April/May there would be ramifications.</p>
9.	<p>Any other business</p> <p>Cllr Cook updated on the pedestrian bridge. She had received an email from HCC saying that work was in the pipeline and that a survey had been carried out, though this had not been substantiated. Cllr Cook investigating further.</p>
	The meeting closed at 9.00pm.

Item 112/23

Schedule of Payments – October 2023

Tx No.	Gross	Vat	Net	Details
50	£66.00	£0.00	£66.00	Winchester City Council - Business rates - October
184	£6.00	£0.00	£6.00	Land Registry - Land Registry search
185	£40.26	£6.71	£33.55	DigDat (Anglian Water Services) - Wasterwater map search
186	£384.00	£64.00	£320.00	Hamsphire Heartwood - Tidying up - 2 large failed limbs
187	£438.00	£73.00	£365.00	Green Smile Ltd - Additional bin emptying over summer
188	£88.91	£14.82	£74.09	Viking - Printer Inks
189	£200.72	£33.45	£167.27	Wettons Cleaning Services Ltd - Bus shelter - quarterly cleaning
190	£150.00	£0.00	£150.00	Andrew Roberts - Repairs to Northfields bus stop
191	£1,233.71	£0.00	£1,233.71	OJS Plumb & Heat Ltd - Plumbing works in Pavilion to comply with legionella assessment
192	£60.18	£0.00	£60.18	Twyford Cricket Club - Return of overpayment
193	£200.81	£0.00	£200.81	Wyatt Electrical - September caretaking duties
194	£3.00	£0.00	£3.00	Lloyds Bank (Card) - Monthly charge
195	£58.65	£6.09	£52.56	Sue Nias - Reimbursements and mileage for September
196	£288.00	£48.00	£240.00	Green Smile Ltd - Allotment path strimming April - October 2023
197	£131.40	£0.00	£131.40	J.P. Matthews - Reimbursements and mileage for September
198	£295.00	£0.00	£295.00	Fair Account - H1 Internal Audit
199	£458.55	£0.00	£458.55	HMRC - PAYE and NI
200	£1,922.28	£0.00	£1,922.28	Employee Salaries - October Salaries
201	£612.99	£0.00	£612.99	HCC Pensions - October Pension Contributions
202	£5.40	£0.90	£4.50	TLC (Southern) Limited - Batteries
203	£2,073.44	£345.58	£1,727.86	Green Smile Ltd - Monthly grounds maintenance
204	£143.22	£23.87	£119.35	Philspace Ltd - Toilet Hire - September
205	£260.00	£0.00	£260.00	WCC - Dog bin & general waste emptying - Q2
206	£2,099.30	£349.88	£1,749.42	Shoreland Network Solutions - Monthly maintenance – Sept.
207	£775.00	£0.00	£775.00	Twyford Parish Council - Room Hire 2022 to 2023
208	£36.00	£6.00	£30.00	Vodafone - Mobile Telephones - October
209	£35.90	£5.98	£29.92	Plus Net - Phone & Broadband
210	£71.40	£11.90	£59.50	Westcotec - SLR bracket
211	£400.00	£0.00	£400.00	Citizen Advice Bureau (Winchester) - Grant. (minute 95/23)
212	£54.96	£9.16	£45.80	HCC – Cleaning Materials
	£12,593.08	£999.34	£11,593.74	

Item 114/23



2 November, 2023

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

Dear Jamie

Twyford Parish Council 2023/24, Interim Audit (4/23 to 9/23)

I have now completed the first interim Internal Audit of the Council for 2023/24, as at 30/9/23 & am pleased to report that the overall internal control procedures are adequate to meet the needs of the AGAR Practitioner's Guide 2023 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.

Any 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 audit is set for Thursday 11th January 2024, & will cover 10/23 to 1/24.

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



Audit Recommendations

1. I am pleased to report that the Composite Cashbook for the four Accounts held by the Council, has been fully agreed to the Bank reconciliations at an overall total of **£182,468.92**, as at 30/9/23.
2. Precept now fully received for 2023/24 at £113,696. Also received was £895.46 from RPA for Parish Farm.
3. VAT claims have been refunded by HMRC totalling at £8,194.34. The claim for Qtr 2 was made at £3,122.49. These regular, quarterly claims greatly assist the Council's cashflow.
4. PWLB loan repayment of £726 made on 1/6/23.
5. Total interest received from the 3 accounts currently held was £1,846.16. A new investment has been made with Cambridge & Counties
6. 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.
7. The new Play equipment, Bins & Fridge can now be added to asset register, ready for AGAR asset total in Box 9.
8. Current insurance policy 9658714 is held with Hiscox Insurance (via Gallaghers) from 1/10/23, 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.
9. The recommended Play area inspections are being conducted regularly, & notes kept with any action needed. This will help mitigate any litigation claims on the Council.
10. All Council risk assessments should be completed & minuted before 31st March 2024, to meet External Audit requirements.
11. It is noted that the Clerk & Asst Clerk have revised hours as approved at the 27/7/23 Council meeting. Also noted that the Clerk's role & scale point are to be reviewed.

Item 115/23



Twyford Parish Council

Full Council Meeting – 26th October 2023

CIL Application Updates

Winchester City Council (WCC) have approved one of the two applications that the Parish Council submitted earlier in the year. The successful application was that for the bus stop real time information displays. However, no decision has yet been reached on the WCC CIL application towards the pedestrian crossing works.

WCC did approve in July that 30% of all unallocated CIL will support HCC projects. There will be a number of demands on this funding in the near future, including schemes identified in the Winchester Movement Strategy and the Local Cycling and Walking Improvement Plan (LCWIP) for both the city and wider district. Until the schemes coming forward are known and the CIL funding priorities are decided for these strategies, WCC do not want to commit CIL 'ad-hoc' and have little left for future priorities. They are also keen to see what funding maybe forthcoming from the SDNPA CIL awards. To be clear, WCC have not rejected the application, however it is not yet clear when they will be in a position to make such a decision.

The SDNPA have indicated that they will be making their decision on their CIL awards at their meeting on 14th December 2023.

The applications that were submitted, or supported, by the Parish Council are:

Winchester City Council

- Twyford Parish Hall (submitted by TPH) – £26.4k
- RTPI Bus Stop displays - £10k
- High Street Controlled pedestrian crossings (submitted by HCC) - £250k

South Downs National Park Authority

- Flood Mitigation Scheme - £56.3k
- Itchen Navigation towpath upgrades - £30k
- Berry Lane Footpath - £15k
- Landscaping – Shawford Road gateway - £10k
- RTPI Bus Stop displays - £10k
- High Street Controlled pedestrian crossings (submitted by HCC) - £200k

Item 116/23



Twyford Parish Council

Full Council Meeting – 26th October 2023

Funding Arranging for Infrastructure Projects

The Council has two significant infrastructure projects which require funding to be able to take to the implementation stage. CIL applications have been submitted in order to finance these projects. However, there is a risk that either or both of the applications may not be successful. Therefore, the Council should consider alternative options and the timescales involved, taking into account that the budget for 2024/25 will be considered by Council in December

These projects are:

- Flood Mitigation Scheme, Hazeley Road
- High Street Controlled pedestrian crossings.

If Council is minded to confirm these projects as a priority for delivery, then consideration needs to commence on exploring funding mechanisms within its control which can be used to ensure the necessary resource is made available.

In January 2023, Council approved the use of earmarked reserves and the use of precept from 2024/25 budget towards meeting the funding of the pedestrian crossing projects. The Council has also supported, in principle, making an application for the Public Works Loan Board to ensure that sufficient.

Council should given consideration to various scenarios, such as planning to fund fully via a PWLB loan or precept or a mixture of both. It should also consider the timescales, for example whether funding can be drawn from precept over both 2024/25 and 2025/26 and still meet the anticipated delivery timescales. If an amount drawn from precept would lead to a significant increase, then consideration should be given as to how to engage with the community and setting out the rational as to this increase.

Item 117/23



Twyford Parish Council

Full Council Meeting – 26th October 2023

Trial Newsletter

At the September 2023 meeting of Full Council approval was given to start a trial of a quarterly newsletter, of which the first two editions would be circulated to all households in the village. The distribution would be arranged by the Parish Council.

Residents would be asked to sign up to receive future printed editions of the newsletter.

A printing company has provided a quote to design and set out the content (typesetting) and then print 700 copies of the newsletter. The content itself would be created by the council and provided to the printer.

The newsletter would be printed in colour, on a single A3 sheet, folded in half on 250gsm paper. The cost would be £450. Future print runs at a lesser rate, say 350 copies, would be £300.

Although this item is unbudgeted for win the 2023/24 budget, there are sufficient funds available within general reserves to meet this expenditure should members approve it.