

FULL COUNCIL

TWYFORD PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

Held on Thursday 4th January 2024 at 7.30pm

In the Gilbert Room, Twyford Parish Hall

Present:

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

In attendance:

Clerk

Minute

Business Transacted

146/23

Chairman's Comments

The Chairman wished everyone a Happy New Year and hoped all had a good break over Christmas. As the WCC councillor was going to be arriving late to the meeting, the Chairman indicated that their report would be received later in the meeting than published in the agenda.

147/23

Apologies for Absence

There were apologies from Cllr. Pain, Cllr. Pullen and Cllr. Greenberg (WCC).

148/23

Requests for Dispensation under Section 33 Localism Act

No requests were received.

149/23

Declarations of Interest

There were no declarations made.

150/23

Approval of Minutes

It was **Resolved** that the minutes of the Meeting of Twyford Parish Council held on 23rd November 2023 be approved.

151/23

Public Representation

There were no representations.

152/23

County Councillor's report

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

153/23

Clerk's report

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

In reply to a question about the Clerk's report at the October 2023 meeting of the Council, The Clerk confirmed that a meeting with the Hunter Park Tennis Court Association had not yet been arranged, there had been correspondence, and the Clerk would provide a report back to the Recreation Committee in due course.

154/23

Co-option

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

155/23 Schedule of Payments

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

The schedule is attached in the appendices.

156/23 Balance of the bank accounts

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

Ordinary Accounts		Interest rate
Unity Trust C/A	£1,346.53	0.0%
Nationwide	£14,426.67	2.20%
Redwood (35 day notice)	£88,295.74	3.20%
Unity Trust (Instant Access)	£8,709.40	2.75%
Short Term Investment Accounts		
Cambridge & Counties Bank	£50,000.00	4.2%
Total	£162,778.34	

Cllr. Cook arrived at the meeting at 7.45pm

157/23 District Councillors' report

Cllr. Cook explained her late arrival at the meeting because she had been assisting with residents and flooding in Colden Common.

Cllr. Cook had sent a report to the Clerk who would circulate it to Councillors and is attached in the appendices. Cllr. Cook also advised that culvert inspection work had taken place earlier in the week on Hazeley Road by the Post Office.

158/23 CIL Applications

It was Resolved to note a report on the outcome of CIL applications made to the SDNPA

The report is attached in the appendices. The Clerk advised that feedback on the applications was still being sought, he would also provide the paperwork to the Community Centre for them to apply for the successful CIL award.

159/23 RTPI Bus Stop Displays

The Parish Council was successful in obtaining a CIL grant of £10,000 towards installing Real Time Passenger Information (RTPI) displays at two bus shelters in Twyford. A report was received by members on the progress and next steps required.

It was Resolved to:

- Approve the bus shelter locations to install the Real Time Passenger Information displays as being the Post Office and Northfields (northbound).
- To proceed with HCC's framework contractor to install the displays.
- Approve use of the £10,000 CIL award from WCC and up to £2,000 Neighbourhood CIL receipts towards the work.

Proposed by Cllr. Cook and seconded by Cllr. Hoad

160/23 2024/25 Budget

The Clerk introduced the report, which is attached in the appendices, on the draft budget and highlighted where the Council had previously agreed to prioritise some projects. Allocations into capital projects had been reassigned to a possible loan repayment in order to fund these projects. There were still inflationary challenges to be met, especially as most of the previous year's inflation impact had been absorbed into the budget through reductions and cost savings in expenditure. Hiring Fees and other charges were suggested to increase by 7% except for some sports hire fees which had been reassessed and based on the actual cost of preparing the facility. The Clerk confirmed that the although the budget contained provision

for the annual Local Government Pay Review any further revisions to salaries would have to meet from the reserves.

Members asked questions and clarifications of several items in the budget and debated whether the number of projects could be reduced and noted that expenditure on the maintenance of Hunter Park was the second largest expenditure of the Council.

The Chairman thanked all members for their contributions.

It was Resolved to:

- Approve a revenue budget for 2024/25 of £135,826
- Set the precept for 2024/2025 at £119,666
- Approve the Schedule of Fees & Charges from 1st April 2024

Proposed by Cllr. Mitchell and seconded by Cllr. Lawton.

For: Seven. Against: None. Abstentions: Two

161/23 PWLB Application

A report was received, and the Clerk explained the purpose of the Public Works Loan Board and the process that is required to make an application. The report had provided figures for an indicative loan amount of £100k repayable over 15 years. It was anticipated that the process would take several months, will require demonstrable community engagement and further refining of the exact sum of monies to be borrowed before a final decision can be made by the Council.

It was Resolved to commence the process to apply for a PWLB loan to be used towards funding of the pedestrian crossing and flood mitigation projects in Twyford.

Proposed by Cllr. Hill and seconded by Cllr. Forder-Stent

Cllr. Cook requested a recorded vote.

For: Cllrs. Hill, Forder-Stent, Cook, Hoad, Percival, Corcoran, Lawton, Sellars, Mitchell.

Against: None. Abstentions: None

162/23 Planning Applications

It was **Resolved** to submit the following comments to the SDNPA on planning Applications received:

23/02507/OUT

Bushfield Camp, Badger Farm Road, Winchester

Object: The Council objects to the application in its entirety. The proposals would have a direct impact on Twyford and are not appropriate to the wider Winchester area. Cllr. Corcoran will prepare a fuller response, covering the various matters for the Clerk to submit, for ratification by the next meeting of the Planning Committee.

SDNP/23/05017/LDE /SDNP/23/05015/LDE

6 & 7 Northfields Cottages Northfields Twyford Hampshire SO21 1NZ

No objection to both LDE applications, however the Council requests the properties are considered as eligible for Community Infrastructure Levy.

163/23 Correspondence - Planning application SDNP/23/04351/FUL

Correspondence was received which offered the Council the opportunity to purchase the land.

It was Resolved to reply to the correspondence and decline the offer to purchase the land.

164/23 Groundwater Levels

Cllr. Forder-Stent provided an update on ground water levels and advised that current levels will reflect rainfall from about 2 weeks ago. Therefore, the very recent rainfall should not affect the levels for another week or so.

Measurements continue to be taken daily and the current level was slightly down on last week. Dry weather is forecast for the next week which is good news. There had been a report of foul sewers in the village surcharging with surface water but this related to heavy rain experience that day and should be reported to Southern Water. Cllr. Forder-Stent advised that some of the concrete filled bags around the culvert headwall on Hazeley Road had fallen into the ditch and had been removed. Highways may need to take a look at why the damage occurred.

Cllr. Forder-Stent said that a meeting of a response group would not be required unless the ground water level reached 17 metres. Sand bags and fillers are in store and the Clerk advised that he could authorise purchase of sand, if required, under emergency approval.

165/23 Street Name Plates

The Parish Council received a request from a resident to install a street name plate at Cox's Hill. There is currently no nameplate installed and no apparent history of one either. A report is attached in the appendices.

It was Resolved to write to Winchester City Council requesting that a street name plate be added to road named as Cox's Hill and listed in the National Streets Gazetteer.

166/23 Permissive Footpath

Members **noted** a report, attached in the appendices, on correspondence relating to the permissive footpath.

167/23 David Pumfrett Memorial

Cllr. Cook advised she had received enquiries as to the poor condition of the memorial stone.

It was Resolved that Cllr. Cook will contact the owner of the land to seek permission for access which will enable maintenance of the stone to take place in due course.

168/23 Hazeley Road Development Area Advisory Committee

Cllr. Corcoran advised there was little in the way of updates since the last meeting. However, the owners of the development site have provided written confirmation as to reserved rights relating to adjacent land which will enable ditch work as part of the Flood Mitigation Scheme to take place. The Clerk has a copy on file.

169/23 Traffic Solutions Advisory Committee

Cllr. Hoad advised a meeting of the committee that was due to take place in January will now take place in early February.

170/23 Climate Advisory Committee

Cllr. Forder-Stent provided a verbal update and advised that as two members of the group will be moving away from the village soon, she would like more people to be involved. Cllrs. Hill and Percival indicated they would be interested in joining the committee.

At the end of January there is a Climate Café event in Otterbourne, and Cllr. Forder-Stent suggested someone attend to understand more about the initiative. Cllr. Lawton said that he attended the climate training event organised by the Council at the end of November. The session was very interesting but he was disappointed that more Councillors hadn't attended.

The meeting closed at 10.02pm

COUNTY COUNCILLOR ROB HUMBY'S REPORT

DECEMBER 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

NEXT STEPS TOWARDS AN UPDATED HAMPSHIRE MINERALS AND WASTE PLAN

Hampshire's five minerals and waste planning authorities are entering the next stage in updating the Hampshire Minerals and Waste Plan – fulfilling their collective duty to ensure that the whole area can continue to provide a steady and adequate supply of minerals for building homes, schools, hospitals and roads, as well as provide sufficient waste resources and facilities.

[Next steps towards an updated Hampshire Minerals and Waste Plan | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

DON'T FACE MONEY WORRIES ALONE – SUPPORT IS AT HAND

Hampshire County Council is encouraging residents who are concerned about their financial situation to reach out and get the help they need.

[Don't face money worries alone - support is at hand | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

PUBLIC TO BE CONSULTED ON NEXT STAGE PLANS FOR HELP MEET FUTURE FINANCIAL PRESSURES

Proposals around the future of some local services will be among options set to be presented by Hampshire County Council for public consultation in the coming months, under next stage plans to help meet a £132 million budget shortfall faced by the local authority from April 2025

[Public to be consulted on next stage plans to help meet future financial pressures | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

PICK YOUR TOP THREE SCHOOL PREFERENCES WHEN APPLYING FOR SCHOOL PLACES IN YEAR R AND 3

Hampshire parents and carers with children due to start school in Reception Year or move to Year 3 at a junior school next year, can now apply for their child's school place for September 2024. School applications are open until 15 January 2024. Parents are being reminded to name three schools on their applications, to give them the best chance of being offered a place at one of their preferred schools.

[Pick your top three school preferences when applying for school places in year R and 3 | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

HAMPSHIRE CLIMATE CHANGE ACTION RECOGNISED IN NATIONAL AWARDS

Hampshire County Council has been recognised nationally for its work with communities to help tackle climate change, after being shortlisted for the Supportive Local Authority Award in the Community Energy Awards

[Hampshire climate change action recognised in national awards | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

HOLIDAY ACTIVITIES AND FOOD IN HAMPSHIRE – CHRISTMAS CHEER FOR LOW-INCOME FAMILIES

While most families anticipate a Christmas filled with socialising, treats and presents, for some on low incomes, the winter season and school holidays can put a strain on already tight household budgets.

[Holiday Activities and Food in Hampshire – Christmas cheer for low-income families | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

FOOD RESCUE PARTNERSHIP AIMS TO FEED THE VULNERBLE AND REDUCE WASTE ACROSS HAMPSHIRE

This month sees the launch of a new partnership aimed at reducing food waste and distributing surplus produce to where it's most needed across Hampshire.

[Food rescue partnership aims to feed the vulnerable and reduce waste across Hampshire | Hampshire County Council \(hants.gov.uk\)](#)

COUNTY COUNCIL WELCOMES £132M ADDITIONAL MONEY FROM GOVERNMENT TO LONG-TERM ROAD IMPROVEMENTS

Hampshire County Council has welcomed a funding package to fix potholes and maintain roads.

[County Council welcomes £132m additional money from Government for long-term road improvements | Hampshire County Council \(hants.gov.uk\)](#)

COUNTY COUNCIL MOVES FORWARD WITH FLAGSHIP PROGRAME TO SUPPORT CHILDREN WITH ADDITIONAL NEEDS

An ambitious programme to improve outcomes for children and young people with special educational needs and disabilities (SEND) has entered an important new chapter, with the launch of new resources to more than 450 of the county's headteachers and senior leaders. Hampshire County Council's Transforming SEND programme is working proactively with local schools to ensure they have the right expertise, tools and training to best support children and young people with complex needs.

[County Council moves forward with flagship programme to support children with additional needs | Hampshire County Council \(hants.gov.uk\)](#)

IT'S 2000 AND COUNTING FOR HAMPSHIRE COUNTY COUNCIL'S APPRENTICES

The achievements and commitment of Hampshire County Council's apprentices, trainees, interns and mentors have been celebrated by County Council colleagues at the Chairman's Apprenticeship Awards, on 22 November, with winners across eight different categories.

[It's 2000 and counting for Hampshire County Council's apprentices | Hampshire County Council \(hants.gov.uk\)](#)

FREE SKILLS BOOST FOR HAMPSHIRE AND SURREY

Free, fast-track training is now being offered to Hampshire and Surrey residents and employers, enabling both those in work and job seekers to gain further training and secure higher paid roles, with employers benefitting from upskilled employees.

[Free skills boost for Hampshire and Surrey | Hampshire County Council \(hants.gov.uk\)](#)

COULD YOU GIVE THE GIFT OF A LOVING HOME THIS WINTER?

Hampshire residents keen to make a difference are being urged to consider fostering a vulnerable child in need of a loving home this winter and beyond.

[Could you give the gift of a loving home this winter? | Hampshire County Council \(hants.gov.uk\)](#)

PARTNERS FORMALLY COMMIT TO REDUCE FLOOD RISK TOGETHER

In recognition of the joint responsibility to minimise the risk of flooding for Hampshire’s residents, Hampshire County Council, the Environment Agency, Coastal Partners, the Southern Regional Flood and Coastal Committee and Southern Water have signed a ‘Joint Leadership Statement’ – detailing the intent to work together to reduce flood risk and increase community resilience across Hampshire.

[Partners formally commit to reduce flood risk together | Hampshire County Council \(hants.gov.uk\)](#)

COUNTY COUNCIL SECURES £100,000 TO PLANT MINI-FORESTS AND COMMUNITY ORCHARDS IN CORONATION TRIBUTE

Thousands more trees are set to be planted across Hampshire as a permanent reminder of His Majesty King Charles III’s Coronation following a successful bid by the County Council for £100,000 from a national funding pot to mark the historic occasion.

[County Council secures £100,000 to plant mini-forests and community orchards in Coronation tribute | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE COUNTY COUNCIL’S HIGHWAYS SERVICE READY FOR COLD SNAP

With the chance of overnight frosts and even some snow, the County Council’s highway teams remain ready, day and night, to keep Hampshire’s main routes gritted, and to respond to surface water flooding and fallen debris on the roads.

[Hampshire County Council’s highways service ready for cold snap | Hampshire County Council \(hants.gov.uk\)](#)

FUNDING BOOST FOR CHILDCARE PROVIDERS IN HAMPSHIRE

Childcare providers in Hampshire are to receive a cash injection of more than £6 million from Hampshire County Council between now and March 2024. The funding comes from the Government’s new Early Years Supplementary Grant which is designed to increase the amount that early years providers receive for delivering free childcare to eligible children aged between two and four-years-old.

[Funding boost for childcare providers in Hampshire | Hampshire County Council \(hants.gov.uk\)](#)

EXCITING DEVELOPMENT PLANS FOR WINCHESTER’S HISTORIC GREAT HALL AND CASTLE

Exciting plans for investing Winchester’s cultural offer are on the horizon as Hampshire Cultural Trust could be set to take on responsibility for running The Great Hall with a vision to bring the city’s historic castle back to life as an integrated visitor destination for tourists and residents.

[Exciting development plans for Winchester’s historic Great Hall and Castle | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE SCHOOL CHILDREN VOTE FOR THEIR FAVOURITE BOOK FROM THE PAST 21 YEARS

Local children have chosen The Hunger Games by Suzanne Collins as their top book from among the winners of the Hampshire Book Awards from the last 21 years.

[Hampshire school children vote for their favourite book from the past 21 years | Hampshire County Council \(hants.gov.uk\)](#)

TACKLING LONELINESS AT CHRISTMAS WITH HAMPSHIRE LIBRARIES

In the run up to Christmas, residents are being reminded about the many activities on offer through Hampshire County Council's Libraries Service, where people can meet others, develop new skills and improve their wellbeing.

[Tackling loneliness at Christmas with Hampshire Libraries | Hampshire County Council \(hants.gov.uk\)](#)

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
- public clocks
- bus shelters
- community centres
- play areas and play equipment
- grants to help local organisations

- consultation on neighbourhood planning

Item 157/23

District Councillors' Report to Twyford Parish Council

HAMPSHIRE HOSPITALS CONSULTATION

Consultation is now open on the proposed changes to acute hospital services in and around Basingstoke and Winchester.

Details of the proposals, and the consultation itself, can be found at hampshiretogether.nhs.uk.

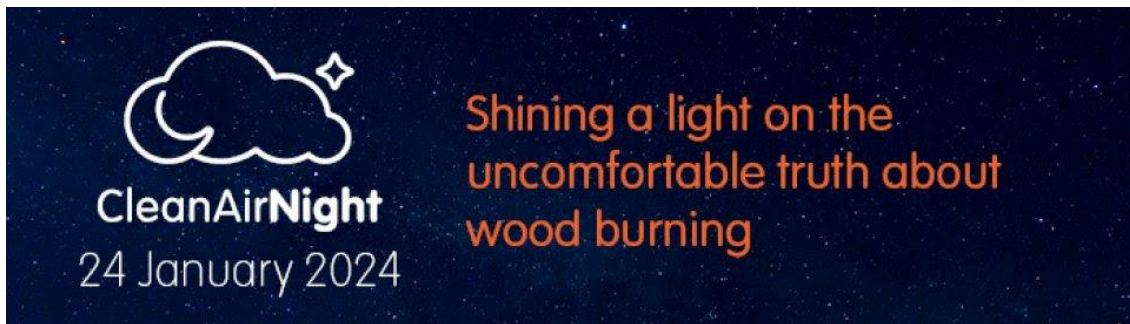
There are also a number of in-person listening events taking place across the county - details of upcoming events in the district are as follows:

- [Weeke Community Centre, 23 January 3pm - 5pm](#)
- [Jubilee Hall, Bishops Waltham - 22 February 6.30pm - 8.30pm](#)

There are also a series of online listening events [listed on their website](#).

Details of further online and in-person events can be found on the [NHS Hampshire website](#).

CLEAN AIR NIGHT 2024



We're supporting The Environment Centre and Global Action Plan campaign to raise awareness around the myths of wood burning.

The Environment Centre has a range of [resources available](#) to learn how to burn less, cleaner and better.

The campaign culminates in the first-ever [#CleanAirNight](#) on 24 January 2024, to shine a light on the uncomfortable truth about wood burning, urging residents to help protect themselves and their families from the harmful effects of wood burning.

IMPORTANT TELEPHONE NUMBERS

PLEASE MAKE A NOTE OF THESE TEL Numbers

NATIONAL HIGHWAYS

Reporting Line

0300 123 5000

SOUTHERN WATER 24/7

0330 303 0368

M3 JUNCTION 9 IMPROVEMENTS

National Infrastructure Planning

Helpline 0303 444 5000

HAMPSHIRE HIGHWAYS

0300 555 1388

Mon-Fri 08.30-17.00

OUT OF HOURS Call 101 Police

They have an out of Hours Number for Highways to Report all types of Incidents

From Accidents, Flooding, Trees on Carriaways.

The Police are extremely helpful and they call the out of hours immediantly.

Cllr Cook has personally experienced the speed in which they deliver the message ref a Dangerous Pot hole and Road Signs when there was flooding in the Area.

To report a flooding or drainage problem

Hants.gov.uk

WINCHESTER CITY OFFICES

01962 840222

Customer service@winchester.gov.uk

Mon-Thurs 08.30-17.00

Friday. 08.30-16.30

WARD COUNCILLORS

Cllr Sue J Cook SJCook@winchester.gov.uk

07884111916

Cllr Hannah Greenberg HGreenberg@Winchester.gov.uk

07866 935556



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 19th December
- WCC Parish Connect - December
- HCC – Your Hampshire newsletter
- South Downs Planning News Winter 23/24
- South Downs News – December
- The Clerk magazine
- Clerks & Councils Direct

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. Confirmed training sessions take place in January to those who signed up.
- 3) Additional copies of the newsletter were arranged to be printed at a cost of £30 for 100 copies.
- 4) Cleaning for the five bus shelters in the village will now be carried out by Externiture Ltd, who are a HCC approved contractor for carrying such works. The quarterly cleaning will commence in the Spring.
- 5) Work to clear the stream ditch adjacent to Finches Lane took place just before Christmas. The work cost £800, with a grant from the Environment Agency of £350 and the remainder coming from the Lengthsman budget.

Jamie Matthews
Parish Clerk
27th December 2023

Item 155/23

Schedule of Payments – December 2023

Recommendation:

Council to **approve** the schedule of payments.

Tx No.	Gross	Vat	Net	Details
235	175.00	0.00	175.00	Sarson Press - 600 A5 Newsletters
237	50.00	0.00	50.00	JG7 Coaching - Deposit return
251	53.16	2.53	50.63	Octopus Energy - Electricity - Pavilion
257	8.44	1.41	7.03	1&1 IONOS - Web hosting support
259	3.00	0.00	3.00	Lloyds Bank (Card) - Monthly charges
52	66.00	0.00	66.00	Winchester City Council - Business rates - December
238	93.60	15.60	78.00	Elite Playground Inspections - Quarterly Operational Inspections Hunter Park and Northfields play areas
253	2,073.44	345.58	1,727.86	Green Smile Ltd - Monthly grounds maintenance
239	73.10	12.18	60.92	Laptops & Spares - Replacement laptop battery
241	718.84	119.81	599.03	CCTV Direct UK Ltd - CCTV equipment for pavilion.
246	76.00	0.00	76.00	J.P. Matthews - November Mileage
245	42.80	0.00	42.80	Sue Nias - November mileage..
248	527.84	0.00	527.84	HMRC - PAYE and NI
242	34.35	0.00	34.35	Unity Trust Bank - Bank Charges Sep/Oct/Nov
243	54.90	9.15	45.75	The Printed Group Ltd - 2 x signs for HP car park
247	659.04	0.00	659.04	HCC Pensions - December Pension Contributions
249	2,041.46	0.00	2,041.46	Employee Salaries - December Salaries
244	2.58	0.00	2.58	Alex Cottrell - Allotment plot reimbursement Plot 19 for 40sqm from 22.12.2023 to 31.03.2024
240	42.00	7.00	35.00	Scot-Petshop Ltd - Dog poo bags
250	896.29	149.38	746.91	Shoreland Network Solutions - Monthly maintenance - October & November
252	57.60	9.60	48.00	HALC - Clerk Training - Sep 2023
258	120.00	20.00	100.00	Green Smile Ltd - Grass cutting in Berry Meadow
260	30.00	0.00	30.00	Sarson Press - 100 additional newsletters
261	960.00	160.00	800.00	Rookery Farm Partnership - Ditch digging - adjacent to Finches Lane
	£8,859.44	£852.24	£8,007.20	



Twyford Parish Council

Full Council 4th January 2024

Update on CIL Applications

Recommendation:

Council to **note** the report.

Background

In February 2023 Council agreed to submit CIL applications for various projects in the village. The outcome of the WCC applications was brought to Full Council in October 2023.

The SDNPA agreed at its Planning Committee meeting on 14th December the successful applicants for SDNPA CIL bids. The following bids had been submitted by the Council and HCC:

- Flood Mitigation Scheme - £56.3k
- Itchen Navigation towpath upgrades - £30k
- Berry Lane Footpath - £15k
- Landscaping – Shawford road gateway - £10k
- RTPI Bus Stop displays - £10k
- Community Centre Refurbishment - £20k
- High Street Controlled pedestrian crossings (submitted by HCC) - £200k

The SDNPA confirmed that the following two bids have been successful:

- Community Centre Refurbishment - £20k
- Berry Lane Footpath - £15k

No feedback on the unsuccessful bids has been provided by the SDNPA.

Jamie Matthews
Parish Clerk
15th December 2023



Twyford Parish Council

Full Council - 4th January 2024

Real Time Passenger Information (RTPI) at Bus Stops

Recommendation:

That Council **approve:**

- a) the bus shelter locations to install the Real Time Passenger Information displays as being the Post Office and Northfields (northbound).
- b) to proceed with HCC's framework contractor to install the displays.
- c) to approve use of the £10,000 CIL award from WCC and up to £2,000 Neighbourhood CIL receipts towards the work.

Background

The Parish Council was successful in obtaining a CIL grant of £10,000 towards installing Real Time Passenger Information (RTPI) displays at two bus shelters in Twyford. A second CIL application to the South Downs National Park Authority for an additional £10,000 was unsuccessful.

Following advice from HCC on the type of RTPI displays available and bus stop usage in Twyford, the proposal is that the northbound stops at the Post Office and Northfields locations are equipped with the RTPI equipment. The equipment is low powered and battery life is expected to be at least 3 years. A custom bracket will be required to mount the displays to the shelters. The cost of each display and installation is approximately £5,500





Twyford Parish Council

Full Council – 4th January 2024

Draft Budget 2024/25

Recommendation:

That Council **approve:**

- a) a revenue budget for 2024/25 of £135,826
- b) set the precept for 2024/25 at £119,666
- c) Schedule of Fees & Charges from 1st April 2024 (Appendix A)

Priorities

The Finance Committee met on 2nd November 2023 and considered priority items for the 2024/25 budget. The Committee also received and considered information in relation to employee pay settlements and reserves.

Prior to this in October 2023 Full Council agreed that its priority for funding of capital projects for 2024/25 was to be on the Flood Mitigation Scheme and Pedestrian Crossings. The level of funding required for these projects is now somewhat clearer, as the outcome of the SDNPA CIL applications has been confirmed as unsuccessful. However, the Council indicated that did not wish a significant rise in precept to support these projects and that a loan from the Public Works Loan Board should be investigated. The draft budget includes provision for a PWLB repayment of £100k repayable over a 15 year period.

Challenges

In November 2022, when the current year budget was set, inflation was at a record 30 year high at 10.7%. However, when setting the 2023/24 budget the Council, in order to mitigate impact of the cost of living crisis on residents, resolved to an absolute minimal increase in precept and a lower than inflation rises for facility hire fees and licences. Increases on facility hire fees were limited to 3% and 5% for licences. Savings were identified across many revenue budget codes and the capital contributions towards project expenditure were significantly reduced. As result the precept was limited to a rise 2.6%

In the year since the budget was set the rate of inflation has slowed and is now at just under 5%. However, increased costs in 2024/25 will still be incurred as result of the knock-on effects from inflation in 2023. Anticipated increases of 7% on staff costs, compared to the 2023/24 budget, 6.5% increase for grounds maintenance, along with increases in energy costs, IT services and general rises in the prices of supplies and materials all have an impact on the budget.

Fees & Charges

In order to provide sufficient amounts in the revenue budget, cost codes have been reviewed, certain items reduced and expenditure on capital projects paused and reallocated to a loan repayment cost code.

Income on some facilities, pavilion hires and personal trainer licences, for 2023/24 has been below forecast budget and I anticipate this situation to be the same in 2024/25. On the flip side, hires for both football and cricket facilities have been strong and contributed £5,500 in revenue against a forecast budget of £4,000.

The same challenges as last year, in relation to inflation, present themselves again in respect of ongoing expenditure on maintenance, energy and materials. In the budget report to Council in December 2022 it was reported 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. This work hasn't yet been implemented at scale, although a negligible amount has been received from occasional requests to use the car park.

It is recommended to apply a 7% increase to all fees and charges, with the exception of senior cricket pitch hires. This is in order to contribute towards the rise in the cost of maintenance of the facilities. In the two-year period 2023 to 2025 this will equate to a cumulative increase of 10% on the hire fees. For senior cricket pitch hires the fee is baselined at the cost of pitch preparation and is discounted, as usual, for regular and weekday hires.

Public Works Loan Board

In order to contribute towards infrastructure works, provisions has been included into the budget for a new £100k loan to be paid back over 15 years. £10k has been allocated for repayments in the 2024/25 year.

Precept

The budget for 2024/25 requires a precept of **£119,666**.

Based on the 2024/25 Tax Base this will represent an increase of 4.27% over the current precept. For a Band D dwelling this is equivalent to paying an additional £6.49 per year, with the total annual charge being £158.39.

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

- **Income**
- **Expenditure**
- **Earmarked Reserves**
- **Detail of Staffing Budget**
- **Fees & Charges**

Note: For the purposes of clarity anticipated CIL grants for projects are not shown in the budget.

Heading	Short Code	Description	2023/24	2024/25
			Approved	Draft
INCOME				
FINANCE				
100	FIN	Precept	£113,696	£119,666
105	FIN	VAT Refund	£0	£0
110	FIN	Bank Interest (Unity	£0	£500
116	FIN	Bank Interest (Nationwide)	£300	£150
117	FIN	Bank Interest (Redwood)	£1,500	£1,500
118	FIN	Bank Interest (Cambridge)	-	£1,052
120	FIN	CIL	£0	£0
			£117,495	£122,868
RECREATION				
200	REC	Pavilion Hire	£2,700	£800
205	REC	Sports Hiring Fees	£4,478	£5,800
210	REC	Allotments	£770	£1,088
215	REC	Deposits	£0	£0
220	REC	Grants & Donations	£0	£0
225	REC	Wayleaves & Rents	£2,000	£0
			£10,278	£8,188
PARISH FARM				
400	PF	Grants & Donations	£4,000	£4,520
			£4,000	£4,520
Total Revenue Income				£135,576

			2023/24	2024/25
Heading	Short Code	Description	Approved	Draft
EXPENDITURE				
FINANCE				
1000	FIN	Employment Costs	£33,641	£35,979
1010	FIN	Expenses	£1,570	£1,600
1020	FIN	Administration	£5,510	£6,315
1030	FIN	External Advice	£500	£500
1025/6/8	FIN	Bank Charges	£136	£140
1040	FIN	Training	£650	£650
1050	FIN	Insurance	£2,576	£2,800
1060	FIN	Grants and Donations	£0	£1,000
1070	FIN	Section 137	£3,000	£1,500
1080	FIN	Room Hire	£500	£600
1090	FIN	Newsletter	-	£900
1100	FIN	Audit Fees	£975	£950
1110	FIN	Subscriptions	£715	£758
1120	FIN	Street Lighting	£3,300	£3,600
1130	FIN	SLR/SID	£400	£1,600
1140	FIN	PWLB interest - Pavilion	£237	£174
1141	FIN	PWLB capital - Pavilion	£1,200	£1,200
1145	FIN	PWLB – Provision for new loan		£10,500
1150	FIN	VAT on payments	£0	£0
1160	FIN	Street Furniture	£1,800	£2,000
			£58,320	£72,802
RECREATION				
2000	REC	Employment Costs	£1,400	£1,400
2020	REC	Hunter Park Grounds	£31,554	£34,033
2030	REC	Hunter Park Pavilion	£4,320	£4,990
2040	REC	Northfields	£2,909	£2,868
2060	REC	Lengthsman & Other Parish Improvements	£4,359	£4,516
2070	REC	Allotments	£950	£1,267
2080	REC	Deposits returned	£0	£0
2090	REC	Tree Works	£3,000	£5,000
			£48,492	£54,074
PARISH FARM				
4010	PF	Water Meadow	£5,000	£5,000
4011	PF	Compton Lock	£0	£0
			£5,000	£5,000
PROJECTS (Move to Reserves)				
5015	PROJ	Car Park Expansion	£4,000	£0
5020	PROJ	Flood Mitigation	£4,000	£0
5030	PROJ	Hunter Park Masterplan	£12,000	£1,500
5035	PROJ	Traffic & Cycleway	£0	£0
5040	PROJ	Climate	£0	£0
5050	PROJ	Replacement Equipment	£1,004	£2,200
			£21,004	£3,698
Total Revenue Expenditure			£135,576	

Earmarked Reserves (at 2nd Nov 2023)

Minimum General Contingency Cash	£40,000.00
TIW held funds	£1,152.86
Parish Farm Legacy	£5,000.00
Compton Lock Security	£857.00
Deposits Held	£120.70
Neighbourhood CIL	£2,000
Allotment Maintenance Levy	£160.00
CAPEX - Car Park Expansion	£8,000.00
CAPEX - Flood Mitigation	£10,405.00
CAPEX - Hunter Park Masterplan	£1,000
CAPEX - Traffic & Cycleway	£28,644.05
CAPEX - Climate	£1,794.40
CAPEX - Replacement Equipment	£2,707.40
Total Earmarked Reserves	£101,841.41

Additional Detail - Staffing Budget

	2023/24	2024/25	
1000	£33,641	£35,979	Employment Costs
1000/1	£24,588	£22,050	Clerk
1000/1/1	£19,270	£17,200	Net Salary
1000/1/3/2	£4,068	£3,700	Employer Pension Contribution
1000/1/4/2	£1,250	£1,150	Employers NI
1000/2	£9,053	£13,929	Asst. Clerk Support
1000/2/1	£7,500	£11,229	Net Salary
1000/2/2	£1,553	£2,400	Asst Clerk Pension
2000	£1,400	£1,400	Cleaner Employment Costs

Appendix A - Fees & Charges – proposed from 1st April 2024

	Facility	Price per session
Pavilion Kitchen and Community Room		
Occasional User	per hour	£16.05
Regular User		£13.64
Twyford Charitable Groups		£11.02
SENIOR Football		
Regular User	Home and Away changing and Referee rooms Kitchen and Function room is NOT included. Hire Period 2.5 hours	£77.18
Occasional User		£90.80
JUNIOR Football (under 18s)		
Regular User	Home and Away changing and Referee rooms Kitchen and Function room is NOT included. Hire Period 2.5 hours	£32.61
Occasional User		£38.13
Pitch only	<i>No use of any Pavilion facilities</i>	£33.63
SENIOR Cricket		
Weekends and Bank Holidays		
Regular User	Home and Away changing rooms Kitchen and Function room 1 cricket pitch, outfield & nets Hire Period up to 8 hours	£97.62
Occasional User (Club/Association)		£114.85
Corporate User		£191.00
Weekdays		
Regular User -	Home and Away changing rooms Kitchen and Function room 1 cricket pitch, outfield & nets Hire Period up to 8 hours	£74.20
Occasional User (Club/Association)		£87.29
Corporate User		£150.00
Anytime		
Training	Outfield and nets. No use of pavilion Hire Period up to 3 hours	£5.45
Training	Outfield, nets and use of pavilion Hire Period up to 3 hours	£32.87

LADIES Cricket		
Weekday, Weekends and Bank Holidays		
Regular User	Home and Away changing rooms Kitchen and Function room 1 cricket pitch	£41.02
Occasional User	Hire Period up to 6 hours	£48.25
Training	Outfield and nets. No use of pavilion Hire Period up to 3 hours	£5.45
Training	Outfield, nets and use of pavilion Hire Period up to 3 hours	£32.87
JUNIOR Cricket		
Weekday, Weekends and Bank Holidays		
Regular User	Home and Away changing rooms Kitchen and Function room 1 cricket pitch	£33.08
Occasional User	Hire Period up to 4 hours	£38.91
Training	Outfield and nets. No use of pavilion Hire Period up to 3 hours	£5.45
Training	Outfield, nets and use of pavilion Hire Period up to 3 hours	£32.87
Personal Trainers and Fitness Group – Monthly Licences (exc VAT)		
Single client (1 to 1) session	Maximum of 8 sessions a week	£17.36
Groups of up to 3 clients	Maximum of 6 sessions a week	£28.93
Groups of up to 10 clients	Maximum of 3 sessions a week	£57.87

- A Regular User is where 5 or more bookings are made and paid for at the same time.
- Twyford Charitable Groups are those based or operating within the Parish of Twyford.

Allotments		
Returnable Deposit	per plot	£50.00
Annual Maintenance Levy	per plot	£10.00
Annual Rent	per sqm	£0.26

Car Park (by prior arrangement)		
Charge per vehicle	per occasion	£1.00

Item 161/23



Twyford Parish Council

Full Council 4th January 2024

Loan application to Public Works Loan Board

Recommendation:

That Council commences the process to apply for a PWLB loan to be used towards funding of the pedestrian crossing and flood mitigation projects in Twyford.

Background

The Parish Council has in recent times taken out two loans with the Public Works Loan Board (PWLB) to facilitate development of community assets. One of these loans was used to purchase the Berry Meadow and repayments were completed in 2022. The second loan was used to part fund the construction of the pavilion at Hunter Park and this loan matures in 2026.

At the October 2023 meeting of Full Council it was resolved to investigate the feasibility of applying for a fresh PWLB loan and I can confirm that the Council is eligible to make an application.

The PWLB lending facility is operated by the UK Debt Management Office (DMO) on behalf of HM Treasury and provides loans to local authorities, and other specified bodies, from the National Loans Fund, operating within a policy framework set by HM Treasury. This borrowing is for capital projects.

The Council must obtain a borrowing approval from the Department for Levelling Up, Housing & Communities (DLUHC) formerly the Ministry of Housing, Communities and Local Government (MHCLG), for which the Council will need to approach the Hampshire Association of Local Councils to seek such consent.

The PWLB interest rates are published daily. As such the indicative fixed term rates for a £100k loan payable over 15 years at Equal Instalments of Principle is currently about 4.39%

Jamie Matthews
Parish Clerk
22nd December 2023

Item 163/23



Twyford Parish Council

Full Council 4th January 2024

Planning Application SDNP/23/04351/FUL Correspondence

Recommendation:

Council to agree a response to the correspondent.

Background

Council has received the following correspondence from the owner of the land currently subject to a pending planning application, SDNP/23/04351/FUL:

SDNP/23/04351/FUL Address: Land at High Street Twyford Winchester



Ryan Punia [REDACTED]
To Clerk - Twyford Parish Council

Follow up. Completed on 21 December 2023.
You forwarded this message on 21/12/2023 18:37.

Dear Sir,

As you are aware I am the owner of the
Address: Land at High Street Twyford Winchester

We have recently submitted a planning application for the site.

However, I would like to present an opportunity for the parish council & it's members a opportunity to Purchase the Property:

It would be for a Fixed Price of £650,000

Therefore if this is in interest to the council please refer back to me. Otherwise we would seek your support and will proceed with our current proposals.

Thanks

Ryan Punia



Twyford Parish Council

Full Council 4th January 2024

Request for Street Name Plate

Recommendation:

That, should the Parish Council be supportive, it writes to Winchester City Council requesting that a street name plate be added to road named as Cox's Hill and listed in the National Streets Gazetteer.

Background

The Parish Council has received a request from a resident to install a street name plate at Cox's Hill. There is currently no nameplate installed and no apparent history of one either.

Cox's Hill is the name of part of B3335 between the junction with Shipley Road and the junction with Church Lane. To the north of the Church Lane junction the road is named Winchester Road.

Cox's Hill is listed in the Postcode Address File (PAF) and contains two properties. The PAF is regulated by Ofcom and lists every delivery point for postal services.

Street naming, and property name and numbering is the responsibility of Winchester City Council, who are the Street Naming and Numbering Authority for the administrative area of Winchester, and make the definitive entries into Land and Property Gazetteer (LLPG), which in turns feeds into the PAF.

One part of the LLPG is the National Streets Gazetteer, (NSG) and this is maintained by Hampshire County Council

It should be noted that Searls Hill, although featuring is in HCC's list of maintained roads, is not contained in the NSG, where the road is called High Street. Cox's Hill is included in the NSG and listed as road number 44301716 and as such is suitable for a street name plate.

Jamie Matthews
Parish Clerk
22nd December 2023



Twyford Parish Council

Full Council 4th January 2024

Permissive Footpath Correspondence

Recommendation:

Council to **note** the report.

Background

In September 2023 the Council was asked to consider a motion to support improvements to a permissive footpath south of Hunter Park on land owned by Wintershill Estates. Following consideration of the matter to Council resolved to write to the landowner seeking an update on earlier correspondence.

Update

Correspondence has been received from the Estate advising that:

“ [we] had already looked at the slippy permissive path and decided that we would as a starter put in some posts and a connecting rope which we hope to do this week. As to steps, we have discussed this before and Chris Corcoran then did mention the possibility of a work party from the village to help. Very happy to meet on site to discuss further, later this week perhaps ?

I will have a look at the growth, which has come back well as expected, and cut back as appropriate along the path. We will be spot replanting next winter when we can fully see where the gaps are between the regrowing hazel and other self sown trees.

I still intend to get a small digger in at some stage to improve the path in some places, but it may have to be next year now.”

I have replied to the Estate and put them in contact with HCC Countryside Services who are better placed, than the Parish Council, to advise on design matters relating to access improvements and maybe able to assist with providing HCC supervised volunteers to carry out such work. I indicated the Parish Council would be happy to put out a call for volunteers if required.

Jamie Matthews
Parish Clerk
22nd December 2023