

FULL COUNCIL

TWYFORD PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

Held on Thursday 25th April 2024 at 7.30pm

In the Gilbert Room, Twyford Parish Hall

Present:

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

In attendance:

Clerk
1 member of the public

Minute

Business Transacted

222/23

Chairman's Comments

The Chairman had presided over the recent Annual Parish Assembly meeting which had had a good range of speakers, however attendance was lower than in the last two years. During the APA he had asked for a show of hands for those who would support the Parish Council in using its own financial resource to help deliver the pedestrian crossing project. There was a strong show of support with none objecting in principle.

223/23

Apologies for Absence

There were apologies from Cllr. Percival, Cllr. Pain and Cllr. Hoad.
Cllr. Greenberg (WCC) and Cllr. Humby (HCC) also sent their apologies.

224/23

Requests for Dispensation under Section 33 Localism Act

No requests were received.

225/23

Declarations of Interest

There were no declarations made.

226/23

Approval of Minutes

It was **Resolved** that the minutes of the Meeting of Twyford Parish Council held on 28th March 2024 be approved.

227/23

Public Representation

A member of the public expressed interest in being a co-opted member and gave a brief outline to members of their background and what they could bring to the council as a co-opted member.

228/23

County Councillor's report

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

229/23

District Councillors' report

Cllr. Cook advised that she had been unable to submit a written report this month, but has circulated a list of important contact information. Cllr. Cook highlighted the contact for Southampton Airport for reporting noisy aircraft and clarified that this can be used for reporting noise that is unusual.

230/23

Clerk's report

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

231/23 Co-option

One application had been received and the applicant had attended March's meeting of the Council and introduced herself and reasons for wanting to be a Councillor.

It was Resolved to appoint Ms. Priscilla Smith as co-opted Member to Twyford Parish Council.

The Clerk advised that Cllr. Smith would need to sign the Declaration of Office in due course to complete the formal appointment.

Planning Committee

232/23 The draft minutes of the meeting of the Planning Committee held on 11th April 2024 **were received.**

There were no recommendations from the committee. Cllr. Lawton reported that the current number of planning applications was low, but one for the removal of a large number of Ash trees protected by a Tree Preservation Order had little information contained in the application. Since the meeting further information had been uploaded onto the planning portal and so the application would be reconsidered at the next meeting of the committee.

233/23 Schedule of Payments

Cllr. Sellars introduced the report and highlighted that a payment to Edge IT wasn't on the list but also needed approving. The Clerk explained the payment of £1,770.05 was for annual subscription for accounting and administration software.

It was **Resolved to receive and approve** the Schedule of Payments for April 2024.

The schedule is attached in the appendices.

234/23 Balance of the bank accounts

The bank balances as of 31st March 2024 were **noted.**

Ordinary Accounts	Interest rate	
Unity Trust C/A	£546.43	
Nationwide	£28.02	
Redwood (35 day notice)	£80,205.88	3.20%
Unity Trust (Instant Access)	£33.22	2.75%
Short Term Investment Accounts	Interest rate	
Cambridge & Counties Bank	£50,000.00	4.2%
Total	£130,813.55	

235/23 Public Works Loan Board

A report was received and considered and is attached in the appendices. The Clerk highlighted the requirements to demonstrate community engagement and support for the projects that maybe part financed by a loan and gave some examples of where the Council had already done this, for example through the production of the neighbourhood plan and open event in the Parish Hall in 2023 for the highways initiatives.

Members considered the potential timescales and other dependencies that were required in order to make a decision in due course. It was requested that the item be made a standing item on the monthly meeting agendas.

It was Resolved to note the report.

236/23 Grounds Maintenance Contract

A report was received and considered and is attached in the appendices. The Council was asked to ratify the renewal of the new 5 year contract which had commenced in April 2023.

It was Resolved to renew the Grounds Maintenance Contract with Greensmile Ltd, for a period of 5 years from 1st April 2023. The Contract Fee is revised annually on 1st April and will be amended to reflect CPI inflation.

237/23 Cricket Square Maintenance Contract

The Chairman introduced the item. A report was received and considered on the subject and is attached in the appendices.

The report made a recommendation which essentially moves the contract from one supplier, Shoreland, to another supplier, Twyford Cricket Club, on the same terms.

Mr John Paine from the cricket club answered some clarifications asked by members.

Proposed by Cllr. Cook and seconded by Cllr. Lawton:

It was Resolved to:

- **note** the termination of the Hunter Park Cricket Square Maintenance Contract between the Council and Shoreland Network Solutions Ltd effective from 23:59 on 30th April 2024.
- **approve** a contract between the Council and Twyford Cricket Club for Hunter Park Cricket Square Maintenance, effective from 00:00 on 1st May 2024.
- **delegate** to the Clerk to agree with Twyford Cricket Club the Schedule 1 & 2 of the Hunter Park Cricket Square Maintenance Contract.

238/23 Grant Application – Twyford St. Mary’s School

A grant application was received and considered. Members were supportive of the application but, requested some further information.

It was Resolved to seek further information on the application and reconsider the application at the next meeting of Council.

239/23 Grant Application – Life Education Wessex & Thames Valley

A grant application was received and considered.

It was Resolved, under S137 of the Local Government Act 1972, to award a grant of £215 to Life Education Wessex & Thames Valley towards workshops at Twyford St. Marys School.

240/23 Safeguarding Policy

It was Resolved to approve the Safeguarding Policy with no amendments.

241/23 Hunter Park 60th Anniversary Fun Day

Cllr. Cook provided an update on the schedule of activities for the event on 28th April and asked for additional volunteers from councillors who can assist on the day.

242/23 Hazeley Road Development Area Advisory Committee

Cllr. Corcoran advised there were no further updates available.

243/23 Traffic Solutions Advisory Committee

Cllr. Cook advised on the process on to report potholes. Members noted the poor condition of roads generally, but especially Finches Lane.

244/23 Climate Advisory Committee

Cllr. Forder-Stent reported that good progress was being made on developing a trial of community recycling of aluminium cans which had been reported at the March meeting of Council.

Meeting closed at 9.20pm

Agenda Item 228/23

COUNTY COUNCILLOR ROB HUMBY'S REPORT

APRIL 2024

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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

NINE OUT OF TEN YEAR 6 PUPILS OFFERED FIRST PREFERENCE SECONDARY SCHOOL IN HAMPSHIRE

More than 98 per cent of parents in Hampshire (14,312) have been offered a place for their child at one of their three preferences for a secondary school in September 2024

[Nine out of ten Year 6 pupils offered first preference secondary school in Hampshire | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE COUNTY COUNCIL CONSIDERS CONSOLIDATING OFFICE SPACES ACROSS HAMPSHIRE

Proposals by Hampshire County Council to reduce its office accommodation in towns across the county will be considered next week, as part of efforts by the Local Authority to consolidate staff into fewer buildings and help save money on running costs

[Hampshire County Council considers consolidating office spaces across Hampshire | Hampshire County Council \(hants.gov.uk\)](#)

£300,000 OF ILLEGALLY SOLD VAPES AND FAKE TOBACCO SEIZED BY HAMPSHIRE COUNTY COUNCIL

Illegal vapes and fake tobacco products valued at £300,000 have been seized by Hampshire County Council's Trading Standards over the last 12 months – in their crackdown on retailers who sell vapes to under 18s

[£300,000 of illegally sold vapes and fake tobacco seized by Hampshire County Council | Hampshire County Council \(hants.gov.uk\)](#)

BOOST FOR 'BOYS NEED BINS' CAMPAIGN AS COUNTY COUNCIL ADDS SANITARY BINS TO ALL MALE TOILETS IN ITS PUBLIC AND OFFICE BUILDINGS

Male toilets in Hampshire County Council's premises, including Country Parks and libraries, will have sanitary bins added to cubicles, in support of Prostate Cancer UK's 'Boys Need Bins' campaign. This comes as the County Council confirmed it will install over 200 sanitary bins in male toilets across its buildings used by the public and staff

[Boost for 'Boys Need Bins' campaign as County Council adds sanitary bins to all male toilets in its public and office buildings | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE COUNTY COUNCIL TO CONSIDER ADDITIONAL SPECIAL EDUCATIONAL NEEDS SUPPORT FOR CHILDREN IN WATERLOOVILLE, WINCHESTER AND FARNBOROUGH

More children with special educational needs could soon benefit from additional specialist support, as Hampshire County Council seeks to progress proposals for three schools in Waterlooville, Winchester and Farnborough

[Hampshire County Council to consider additional special educational needs support for children in Waterlooville, Winchester and Farnborough | Hampshire County Council \(hants.gov.uk\)](#)

NEW HAMPSHIRE AUTISM STRATEGY UNVEILS RECOMMENDATIONS FOR BETTER SUPPORT FOR ALL AGES Issued on behalf of Hampshire Autism Partnership Board

[New Hampshire Autism Strategy unveils recommendations for better support for all ages | Hampshire County Council \(hants.gov.uk\)](#)

CHOOSE ‘WHAT YOU’LL USE’ TO SAVE MONEY AND THE PLANET

Hampshire County Council is calling on residents to become savvy food shoppers – helping reduce greenhouse gas emissions while also saving money

[Choose ‘what you’ll use’ to save money and the planet | Hampshire County Council \(hants.gov.uk\)](#)

MORE BUS SERVICES SET TO RUN IN HAMPSHIRE

Travelling by bus will soon become even more appealing for Hampshire residents when three bus companies introduce more frequent services on some of their commercially operated routes across the county

[More bus services set to run in Hampshire | Hampshire County Council \(hants.gov.uk\)](#)

CREATING A SMOKE-FREE GENERATION COMES A STEP NEARER

Up to £23 million will be spent from April 2025 over the following seven years to support Hampshire smokers to quit, and to help stop people taking up the habit in the first place

[Creating a smoke-free generation comes a step nearer | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE COUNTY COUNCIL TO SELL BUILDINGS IN WINCHESTER

Hampshire County Council will shortly be marketing three sites in Winchester for sale – Three Minsters House, on the High Street, Four Chimneys Family Centre, near the Andover Road, and property on the County Council’s Monarch Way site, near the Romsey Road

[Hampshire County Council to sell buildings in Winchester | Hampshire County Council \(hants.gov.uk\)](#)

COUNTY COUNCIL INVITES COMMUNITIES TO BID FOR FUNDING TO PLANT DISEASE RESISTANT ELMS

In a boost for nature recovery, communities across Hampshire are being invited to apply for funding to plant disease resistant elm trees. The once abundant species has been decimated by disease in recent decades, but new varieties are now taking root across the county

[County Council invites communities to bid for funding to plant disease resistant elms | Hampshire County Council \(hants.gov.uk\)](#)

NEW FORUM LAUNCHED TO ENCOURAGE YOUNG PEOPLE WITH ADDITIONAL NEEDS AND DISABILITIES TO SPEAK UP

Young people across Hampshire with special educational needs or disabilities (SEND) have an exciting opportunity to join a new youth forum to voice their opinions and share experiences directly with decision makers from the local authority on topics that directly affect them – such as education, training and employment opportunities

[New forum launched to encourage young people with additional needs and disabilities to speak up | Hampshire County Council \(hants.gov.uk\)](#)

Item 229/23

District Councillors' Report to Twyford Parish Council

IMPORTANT TELEPHONE NUMBERS

PLEASE MAKE A NOTE OF THESE TEL Numbers

NATIONAL HIGHWAYS

Reporting Line
0300 123 5000

SOUTHERN WATER 24/7

This telephone Number is staffed at all times so please if you see a leak or water running when it shouldn't be PLEASE Report it.

Please take the name of the Call Handler and the Ref Number.
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.

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

Reporting Noise from Flights Regarding

Southampton Airport

Tel No 03444 817777

24/7

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 9th April
- HALC Newsletter – April 2024
- WeCAN News April
- South Downs News – April
- WCC – Your Council News – 5th April 2024

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) CIL applications for the Flood Mitigation Scheme and Itchen Navigation access improvements have been submitted to the SDNPA in time for the deadline of 12th April.
- 3) The first tranche of 2024/25 precept has been received.

Jamie Matthews
Parish Clerk
19th April 2024

Item 233/23

Schedule of Payments – April 2024

Recommendation:

Council to **approve** the schedule of payments for April 2024

Tx					
No.	Gross	Vat	Net	Details	
1	220.49	0.00	220.49	Wyatt Electrical - March 2024 Caretaking duties	
5	78.00	13.00	65.00	Green Smile Ltd - Additional bin emptying Oct to Dec	
6	36.00	6.00	30.00	Vodafone - Mobile Telephones - March	
20	37.92	6.32	31.60	Viking - Stationery - Parish Farm	
21	232.56	38.76	193.80	Viking - Stationery	
23	13.58	2.26	11.32	Screwfix - Door bolt for Pavilion	
25	68.38	11.40	56.98	Toolstation - Replacement locks for pavilion	
27	9.50	1.58	7.92	Waitrose - Batteries for Speedwatch equipment	
28	33.97	5.66	28.31	Amazon - PoE Switch for CCTV	
29	3.00	0.00	3.00	Lloyds Bank (Card) - Monthly Fee	
34	8.44	1.41	7.03	1&1 IONOS - Monthly web host support	
37	67.18	0.00	67.18	Winchester City Council - Business rates	
2	965.47	160.91	804.56	Shoreland Network Solutions - Monthly maintenance - March 2024	
3	2,293.46	382.25	1,911.21	Green Smile Ltd - Monthly grounds maintenance	
36	143.43	6.83	136.60	Octopus Energy - Pavilion Electricity	
30	275.34	45.89	229.45	Pitchcare - Replacement sight screen nets	
4	113.82	18.97	94.85	Ecohound - Dog Poo Bags	
19	36.00	6.00	30.00	Vodafone - Mobile Telephones - April	
8	1,194.00	199.00	995.00	Elite Playground Inspections - Play area repairs	
9	388.00	64.67	323.33	Gladson UK Limited - New bin for Northfields	
10	150.00	0.00	150.00	Defibrillator awareness training session 18.04.2024	
11	50.00	0.00	50.00	Chandlers Ford Vets - Deposit return	
12	50.00	0.00	50.00	Hedge End Tigers - Deposit return	
13	50.00	0.00	50.00	Compton Football Club - Deposit return	
14	50.00	0.00	50.00	Pavilion Panthers - Deposit return	
35	8.44	1.41	7.03	1&1 IONOS - Monthly web host support	
15	210.00	0.00	210.00	Sarson Press - Newsletters	
16	2,474.30	0.00	2,474.30	Employee Salaries - April Salaries and expenses	
17	559.22	0.00	559.22	HMRC - PAYE & NI	
18	672.80	0.00	672.80	HCC Pensions - Pension Contributions	
24	25.00	4.17	20.83	The Petersfield Cobbler - Key Cutting for pavilion	
26	87.76	14.63	73.13	Waitrose - Refreshments for APA	
31	255.00	42.50	212.50	Externiture Ltd - Quarterley Bus Shelter cleaning	
32	553.00	0.00	553.00	HALC - Annual Subscriptions (HALC and NALC)	
33	1,137.00	0.00	1,137.00	Hampshire Isle of Wight Wildlife Trust - Grazing	
38	8.74	1.46	7.28	Business Stream - Pavilion water	
39	143.22	23.87	119.35	Philspace Ltd - Toilet hire	
40	144.00	24.00	120.00	Nick Horn Ltd - Woodchip for berry Meadow	
41	1,935.94	322.66	1,613.28	Hampshire County Council - Street Lighting Oct to March	
42	69.66	11.61	58.05	Simply Hi Viz Clothing UK - Hi Viz Vests	
53	£2,124.06	£354.01	£1,770.05	Edge IT – Annual software subscription	

Item 235/23



Twyford Parish Council

Full Council 25th March 2024

Potential Public Works Loan Board (PWLB) application.

Recommendation: That Council **note** the report.

Background

At the January 2024 meeting of Full Council, it was resolved that Council would commence the process to apply for a PWLB loan to be used towards funding of the pedestrian crossing and flood mitigation projects in Twyford.

The report the Council considered at the time set out the proposals 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.

Update

A request was made to the Hampshire Association of Local Councils, who have provided the necessary information and forms required to apply. The advice received includes the requirement to provide current and future budget information in order for the decision maker to be assured of affordability aspects and the provision of business case report to be presented to Full Council.

The Council is also required to demonstrate some public consultation on the relevant projects. This may include webpage and newsletter updates on the progress of the project, surveys to seek residents' views and any community workshops that have taken place.

If the Council intends to increase its council tax precept for the purpose of repaying the loan then it must show evidence of public support of this in order to get the loan approved by Department for Levelling Up, Housing and Communities. The evidence of public support can only come from a council tax precept increase survey, poll or consultation, which needs to be run at the earliest possible opportunity.

It should be noted that the proposal for a PWLB loan considered at the January 2024 meeting of Full Council did not result in a proposed increase in precept to make the payments, relying instead on a reallocation and reprioritise of existing budget spend.

Jamie Matthews
Parish Clerk
19th April 2024



Twyford Parish Council

Full Council 25th April 2025

Grounds Maintenance Contract

Recommendation: That Council ratify the extension to the Grounds Maintenance Contract with Greensmile Ltd, for a period of 5 years from 1st April 2023. The contract will include the matters determined under minute 26/22 and R38/22.

Background

In May 2022, Council approved in minute 26/22 the terms of an interim extension to the Grounds Maintenance Contract until the 31st March 2023 and that a new five-year contract, with annual RPI revisions, as set out in the report accompanying minute 26/22, will commence from 1st April 2023.

In October 2022, the Recreation Committee reviewed and approved the maintenance schedules which accompany the contract. This was resolved under meeting minute R38/22.

Greensmile Ltd have been working to approved schedules since 1st April 2023.

Council is asked to formally approve the signing of a contract which ratifies the status quo in respect of the relationship with the contractor.

Financial Implications

There is no implication to the budget for 2024/25. The annual budget for Grounds Maintenance for 2023/24 and 2024/25 has been calculated on the baseline figures agreed by Council in May 2022.

Equality Act implications

None identified.

Crime & Disorder implications

None identified.

Jamie Matthews
Parish Clerk
19th April 2024



Twyford Parish Council

Full Council 25th April 2024

Hunter Park Cricket Square Maintenance Contract

Recommendation: That Council:

- a) **note** the termination of the Hunter Park Cricket Square Maintenance Contract between the Council and Shoreland Network Solutions Ltd effective from 23:59 on 30th April 2024
- b) **approve** a contract between the Council and Twyford Cricket Club for Hunter Park Cricket Square Maintenance, effective from 00:00 on 1st May 2024
- c) **delegate to** the Clerk to agree with Twyford Cricket Club the Schedule 1 & 2 of the Hunter Park Cricket Square Maintenance Contract.

Background

Shoreland Network Solution have exercised their contractual right to serve notice to terminate the Hunter Park Cricket Square Maintenance contract. The notice was received on 1st April and would become effective no later than 30th June 2024.

The Twyford Cricket Club (TCC) have approached the Council and offered to perform maintenance of the Hunter Park Cricket Square on the same contractual terms as the current contract. TCC have also confirmed that they have relevant Public Liability and Employer Liability insurance of up to £10 million as required by the contract.

The contract was originally signed in 2018 for a fixed three-year period. Council agreed to extend the contract, on an open-ended, basis in September 2021 and reviewed the contract price.

Upon termination of the contract, Council is entitled to re-tender for the work if it so wishes. However, in this case, in order to ensure continuity of Council's services and taking into account that a better price, than the current contract price, is likely to be achieved, thus there is no negative financial impact, it is recommended that to waive the relevant Financial Regulations is justified in this situation.

Either party can give three months' notice to terminate the contract, which would allow the Council to re-tender in due course should it choose to do so.

Financial Implications

The 2024/25 budget provides up to £9,100 for maintenance of the cricket square, this is broken down into £7,300 for ongoing work to the square including preparation of up to 40 matches per season and £1,800 for the annual post-season renovation.

TCC have indicated that the cost of certain items of maintenance performed could be reduced by up to 10% on the current contract price.

Equality Act implications

None identified.

Crime & Disorder implications None identified.