

# Twyford Parish Council

## Minutes of the Meeting of the Council

Meeting held at The Loddon Hall, Twyford on Tuesday 24th April 2018 at 7.45 pm.

**Present:** Mr R Mantel (Chairman), Mrs B Ditcham, Mrs J Duffield, Mrs E Ashley, Mrs L Jarvis, Mrs T Ramsden, Messrs M Alder, M Boniface, J Bowley, M Bray, D Fergusson, J Jarvis, C Wickenden & T Winchester.

**In attendance:** Inspector Alastair Loyd, Daniel Taylor PCSO & Mrs C Bulman (Ruscombe Parish Council).

**Clerk in attendance:** Lucy Moffatt.

1. **Public questions** – no questions.
2. **Apologies** – none.
3. **Declarations of interest in items on the agenda** – none.
4. **Dispensations** – none.
5. **Minutes of the meeting held on 27<sup>th</sup> March.** Approval of the minutes proposed by Mr J Jarvis, seconded Mr C Wickenden, motion carried nem con.
6. **Inspector Alastair Loyd & Daniel Taylor PCSO, Thames Valley Police.** A copy of the presentation will be circulated to councillors.
7. **Matters arising.** None.
8. **Borough Council Matters.** Mr Ferris's report by email:-  
"I have ascertained that there is £50,000 in the 2018/19 budget to cover the refurbishment of the current Twyford Library, primarily to cover a leaking roof. I have also been advised that this does not have an impact on the proposals for the Community Hub as the repairs are essential. The Council has still not made any financial commitment to the Hub.  
There are a number of roads that are due for resurfacing in Twyford.  
High Street - from cross roads to Polehampton junction  
London Road - from cross roads to Loddon Rd junction"  
Mr Jarvis will give his report at tomorrow's Annual Parish Meeting.
9. **Liaison with Ruscombe Parish Council.** Mrs Bulman reported that RPC have a number of applications for their clerk vacancy and will be carrying out interviews in due course.
10. **Reports and to receive any recommendations from committees:**
  - 10.1 **Planning and Amenities Committee & Neighbourhood Plan 03.04.18**  
Mrs Ditcham reported highlighting: 6.2 - meeting with Gareth Wiseman (WBC Highways) to discuss extending the footpath along Stanlake Lane; 7.1.4 – unclear plans reported to WBC; 7.1.7 – residents comments on planning application 180739 Jarvis Drive; 7.5 – query whether Stanlake Meadow is classified as greenbelt or greenspace; 7.7.1 – date set for the master planning feedback session; 7.7.4 – attendance to the Campaign to Protect Rural England meeting; 9.2 & 9.3 – progress with the village gateway signs and car park hanging posts; 9.5 – order placed for hanging baskets and brackets and 9.7 – engineers have now attended and fixed the time on the Golden Jubilee Clock.  
Mr Wickenden reported on the neighbourhood plan meeting – 23.05.18. A short address and display will take place at the Annual Parish Meeting. An advert and paragraph of information will be in the RG10 magazine. Further advertising of the event will take place on social media.

## 10.2 Parish Lands Committee & Fete sub-committee 10.04.18

Mrs E Ashley reported highlighting: 11.8 – permission given for a charity event on KGVR; 7.1 – Ranger works completed; 7.3 – KGVR tree works scheduled and enquiry for regular use of one of the football pitches - possible requirement to upgrade the KGVR football goals; 11.7 – consultation with residents to position bottle banks at Wargrave Road/Longfield Road car park; 14.0 – Mr Bray volunteered to co-ordinate the Classic car show at the Village Fete.

The Committee **RECOMMENDS to Full Council** payment of the invoice of £1,514.37 for the skate park electricity. Motion carried unanimously.

## 10.3 Finance and General Purposes Committee 17.04.18

Mr Winchester gave a summary of the Finance Committee meeting. The Budget and Capital Statement to 31.03.18 and Annual Parish Meeting Financial Report had been circulated.

The Committee **RECOMMENDS to Full Council** to increase the Assistant Clerk's hours by 6 per week. After a lengthy discussion Mr D Fergusson made a proposal to amend the motion to read 'The Committee **RECOMMENDS to Full Council** to temporarily increase the Assistant Clerk's hours by 6 per week to be reviewed after 6 months.' Mr M Boniface seconded the proposal. Agreed to amend the proposal carried nem con. A vote was then taken on the amended proposal.

The Committee **RECOMMENDS to Full Council** to temporarily increase the Assistant Clerk's hours by 6 per week to be reviewed after 6 months. Motion carried nem con.

The Committee **RECOMMENDS to Full Council** to use a TPC facebook profile as an electronic noticeboard. Motion carried 13 for, 1 against.

The Committee **RECOMMENDS to Full Council** approval of the amended Code of Conduct. Motion carried unanimously.

The Committee **RECOMMENDS to Full Council** amended Document Management Procedures policy. Motion carried nem con.

The Committee **RECOMMENDS to Full Council** approval of the Snow / Grit policy. Motion carried unanimously.

The Committee **RECOMMENDS to Full Council** to defer consideration of a grant to Twyford Tennis Club until after the outcome of the Lawn Tennis Association grant request is heard. After some discussion as to whether the LTA grant match funds it was proposed Mr D Fergusson, seconded Mr T Winchester to **RECOMMEND to Full Council** to refer the grant application back to the Finance Committee. Motion carried nem con.

The committee **RECOMMENDS to Full Council** to make no grant to Home Start. The decision was based on the Home Start reserves of £75,000. Motion carried unanimously.

The committee **RECOMMENDS to Full Council** to appoint a representative onto the judging panel for the Twyford Together Awards. Motion carried unanimously. To appoint a named representative at the May Annual Meeting of the Council.

A staffing matter will be discussed confidentially under part 2 at the end of the meeting.

## 10.4 Parking Advisory Committee (no meeting)

### 10.5 Other representatives reports

10.5.1 Twinning meeting – Mrs E Ashley reported on the Twinning weekend and gave a review of the recent meeting. Minutes have been circulated. Mr Mantel reported that according to the Twinning Association constitution there are two places to be filled by

TPC. Agreed to appoint a second representative. Mr R Mantel proposed Mrs B Ditcham, seconded Mr T Winchester and the motion was carried nem con.

10.5.2 Community Hub meeting – Mr J Bowley reported that a meeting had been held with the WBC Chief Executive and Mr Mantel had attended on his behalf. It was agreed to appoint a back up representative for the series of forthcoming meetings to attend if Mr Bowley is unable to. Mr C Wickenden proposed by Mr R Mantel, seconded Mr M Alder, carried nem con. The next meeting will be held on 16<sup>th</sup> May at 2pm.

10.5.3 Twyford in Bloom meeting 11.04.18 Mr M Bray reported. Julie Graham the area representative for Thames and Chiltern In Bloom gave information on improving on last years entry. A yearly log of what's going on in the village was suggested. Generally the WOW! factor is required. Mrs Ditcham reported that the Brownies are interested in being involved with the Polehampton Building garden tidy up. This will show educational/community involvement.

Mrs J Duffield commented on the general appearance of the long grass around the village saying that this must be detrimental to the village. Agreed to refer to Planning and Amenities.

10.5.4 Twyford Together AGM 17.04.18 – Mrs B Ditcham gave a brief overview of the AGM.

**11. Clerk's report** The clerk reported that the notice period for a byelection has passed and the councillor vacancy can now be filled by co-option. An allotment holder reported asbestos on a nearby plot and the clerk had obtained a quote for it to be removed and disposed of at a cost of £537.60. Agreed to refer to the Parish Lands Committee.

**12. Items to be discussed at the next meeting** – no items.

**13. Correspondence (circulated to councillors by email):**

13.1 Wokingham Borough Mayor' - Protocol Information For all Parish Councillors (circulated 27.03.18). Noted.

13.2 Twyford Twinning Meeting Agenda 12.04.18 (circulated 28.03.18). Noted.

13.3 WBC Joint public protection committee agrees priorities for 2018/19 (circulated 29.03.18). Noted.

13.4 WBC Local elections 2018 Fact Pack (circulated 29.03.18). Noted.

13.5 Police and Crime Commissioner Newsletter - April 2018 (circulated 04.04.18). Noted.

13.6 WBC News: Council Submits Planning Application For Second Phase Of Winnersh Relief Road (circulated 04.04.18). Noted.

13.7 Borough Parish Liaison Forum minutes 26.03.18 (circulated 06.04.18). Noted.

13.8 Community Conference (circulated 06.04.18). Noted.

13.9 WBC - Corrected version of news release: Infrastructure Funding Bid (circulated 06.04.18). Noted.

13.10 WBC News: Improvements to customer services for all residents (circulated 06.04.18). Noted.

13.11 Twinning Meeting 12.04.18 (circulated 12.04.18). Noted.

13.12 Ruscombe Map (circulated 18.04.18). Noted.

13.13 WBC NEWS: Easter bike bonanza gets 100 people on their bikes (circulated 18.04.18). Noted.

13.14 Borough Parish Liaison Forum - 26 March CIL slide (circulated 18.04.18). Noted.

13.15 Notification of statements of Persons Nominated (circulated 18.04.18). Noted.

**14. List of authorised payments** – list dated 24.04.18. Approval proposed Mr J Jarvis, seconded Mr T Winchester. Motion carried unanimously.

**15. Dates of meetings:**

**All meetings 7:45pm at Loddon Hall unless noted otherwise.**

Neighbourhood Plan 7pm	01.05.18
Planning and Amenities Committee	01.05.18
Ruscombe Parish Council meeting (LJ)	02.05.18
Fete sub committee 7pm	08.05.18
Parish Lands Committee	08.05.18
Meet your councillor session	12.05.18 (Waitrose café 3-4)
Mrs T Ramsden & Mr M Bray with Mr M Alder as reserve	
Finance Committee	15.05.18
Neighbourhood Plan Public Meeting	23.05.18 (Loddon Hall 7:30pm)

**16. Date of next meeting of the Council (The Annual Meeting of the Council)  
Tuesday 22<sup>nd</sup> May 2018.**

**Part 2 Confidential Information**

Item 10.3 discussion – Ranger request.

The Council agreed that as confidential items were to be discussed the Chairman invoked Standing Order 1C “That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw”. Proposed Mr J Jarvis, seconded Mr T Winchester, carried unanimously. The public left the meeting. Discussion took place on the Ranger request.

**The meeting closed at 21:53 pm.**