

# Twyford Parish Council

## Minutes of the Annual Meeting of the Council

Meeting held at the Twyford Room, Loddon Hall, RG10 9JA on Tuesday 24<sup>th</sup> May 2022 at 7:45 pm.

**Present:** Mr R Mantel (Chair), Mr R Abeywardana, Mr M Alder, Mrs E Ashley, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mrs J Duffield, Mrs A Evans, Mr J Jarvis, Mrs L Jarvis, Mrs T Ramsden, Mr C Wickenden, Mr T Winchester & Mrs S Wisdom.

**In attendance:** Mr S Conway (Borough Councillor), Clerk and 1 member of the press.

Mr Mantel suggested moving item **16 – Borough Council report** forward to enable Mr Conway to leave afterwards. The Council agreed to move the item to after item 4.

**1. Election of Chairman & signing of the acceptance of office**

Mr R Abeywardana proposed to be Chairman by Mrs Ramsden, seconded Mr J Jarvis. Mr Mantel proposed to be Chairman by Mrs B Ditcham, seconded Mr C Wickenden. Voting took place with Mr R Abeywardana receiving 10 votes and Mr R Mantel 5 votes. Mr R Abeywardana was elected as Chairman.

Mr R Abeywardana signed his acceptance of office.

**2. Election of Vice-Chairman**

Mr M Alder proposed to be Vice-Chairman by Mrs T Ramsden, seconded Mr M Bray. Motion carried nem con.

Mr M Alder was elected as Vice-Chairman.

**3. Public questions – none.**

**4. Apologies – none.**

**16 – Borough Council report**

Mr S Conway reported. He noted his thanks to Mr Roy Mantel describing him as a loyal servant to the parish. He reported on the Wokingham Borough Council annual council meeting following the local elections, where no party had overall control. The Liberal Democrats were able to reach an agreement with the Independent and Labour candidates resulting in a Liberal Democrat administration led by Clive Jones with Stephen Conway as his deputy. Lindsay Ferris will lead the planning portfolio and Stephen with lead housing. He reported that he had written to Michael Gove, Secretary of State for Levelling Up, Housing and Communities, asking him to lower the housing target for the Borough. Stephen and Lindsay will both be pushing for the new library to be moved back into the capital program and for plans to be progressed.

No reports from Mr L Ferris and Mr W Smith.

The Council congratulated Mr Conway on his new role.

**5. To reaffirm, by resolution, that the Council meets the criteria for the General Power of Competence**

The Council meet the criteria for eligibility in terms of the number of elected members & a CILCA qualified Clerk. The Council voted in favour of adopting the General Power of Competence. Motion carried unanimously.

**6. Review of committee terms of reference**

Committee terms of reference are detailed in the Standing Orders. Acceptance of the terms of reference were unanimously agreed.

## **7. Appointment of Councillors to committees**

**7.1** Planning and Amenities committee: Mr R Abeywardana, Mr M Alder, Mrs B Ditcham, Mrs A Evans, Mr J Jarvis, Mr R Mantel, Mr C Wickenden – membership approved unanimously.

**7.2** Parish Lands committee: Mr R Abeywardana, Mr M Alder, Mrs E Ashley, Mr J Bowley, Mr M Bray, Mrs J Duffield, Mrs L Jarvis, Mrs T Ramsden, Mr T Winchester & Mrs S Wisdom – membership approved unanimously.

**7.3** Finance and General Purposes Committee: Mr R Abeywardana, Mr M Alder, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mr J Jarvis, Mr R Mantel, Mr C Wickenden & Mr T Winchester – membership approved unanimously.

**7.4** Fete committee: Mr R Abeywardana, Mr M Alder, Mr M Bray, Mrs A Evans, Mr J Jarvis, Mrs S Wisdom – membership approved unanimously.

## **8. To appoint 2 councillors to carry out the quarterly internal checks**

(only one to be a member of the Finance & General Purposes Committee)

Mr J Jarvis and Mrs T Ramsden were unanimously appointed.

## **9. Appointment of Councillor Representatives on outside bodies**

Age Concern – Mrs T Ramsden was unanimously appointed.

BALC AGM representatives – Mr R Abeywardana & Mr M Alder with Mr J Jarvis as a reserve. Carried with 14 in favour, 1 against.

HBUG – Mr C Wickenden was unanimously appointed.

Northern Parishes Communication Group – Mrs E Ashley was unanimously appointed.

Ruscombe Parish Council – Mrs S Wisdom & Mrs L Jarvis were unanimously appointed.

TRCA (Loddon Hall) – Mr J Jarvis appointed with 14 in favour, 1 against.

TRIP – Mrs T Ramsden was unanimously appointed.

Twyford in Bloom – Mr M Bray was unanimously appointed.

Twyford Together awards judging panel – Mrs J Duffield was unanimously appointed.

Twyford Together Executive – Mrs B Ditcham was unanimously appointed.

Twyford Twinning Association – Mr M Alder & Mrs B Ditcham unanimously appointed.

WBC Borough / Parish Liaison Forum - Mr R Abeywardana & Mr M Alder were unanimously appointed. A vote took place as to whether to appoint a reserve. Voting took place with 6 in favour, 8 against and 1 abstention. A reserve was not appointed.

WDALC representatives - Mr R Abeywardana & Mr M Alder appointed, with no reserve, 14 in favour, 1 against.

Mr Mantel stands on the WBC Standards Committee & BALC Executive – noted.

## **10. Review and adoption of policies:**

*Policies can be viewed on the website.*

*Dates show the date policies were adopted / reviewed by the Finance and General Purposes committee. Policies are reviewed on a rolling basis.*

The Council voted to adopt the policies as listed. Motion carried nem con.

Bullying and Harassment policy 25.06.19

CCTV policy adopted 22.10.13

Code of Conduct adopted 24.04.18

Community Engagement policy 27.04.21

Data Protection policy 16.07.19

Disciplinary Procedure adopted 16.07.19

Document Management Procedures 25.02.20

Election protocol 26.10.21

Electronic Mail Policy and Procedure 23.10.18

Equal Opportunities Policy 24.07.19

Financial Regulations 22.03.22

Grant policy 26.03.19

Handling Complaints Procedure 25.06.19

Health and Safety Policy adopted 16.07.19

Investment Policy adopted 26.11.13

Metal Detecting policy 12.06.18  
Pension Fund Policy 16.07.19  
Procedure for making payments 28.01.20  
Publishing policy 28.01.20  
Risk Management Policy adopted 28.01.20  
Social Media Policy 25.02.20  
Standing Orders 26.04.22  
Snow/grit policy 25.02.20

Mrs B Ditcham will send a list of policies for reviewing to the clerk.

**11. Review of the council's subscriptions to other bodies**

To approve renewal of Connecting Communities in Berkshire membership [£40 paid July 2021] – unanimously approved.

To approve membership of Berkshire Association of Local Councils [£1,488.49 paid May 22] – unanimously approved.

**12. Declarations of interests in items on the agenda – none.**

**13. To record any dispensations – none.**

**14. Minutes of the meeting held on 26<sup>th</sup> April 2022** Minutes approved as a true and accurate record. Proposed Mr M Alder, seconded Mr J Jarvis. Motion carried nem con.

**15. Matters Arising**

**15.1** Publicity of Citizens Advice mobile unit – suggestions on ways to promote future visits included an A-frame directing residents and posters in local shop fronts and GWR. The Council's 'Meet your Councillor' meetings could coincide with the Citizen Advice visits. It was suggested that the clerk could contact Citizens Advice asking if they have posters available for use and to suggest they might work on a system of pre-bookable appointments. Agreed for the Community Engagement group to consider how they can help.

**16. Borough Council report** – dealt with previously.

**17. Liaison with Ruscombe Parish Council** – Mrs Jarvis reported on the Annual Parish meeting and a talk by guest speaker Laura Buck on the WBC Tree Project. She also summarised appointments made at the Annual meeting of the Council.

**18. Committee reports and to receive any recommendations:**

[Note: committee minutes can be found on the website]

**18.1** Planning and Amenities Committee & Neighbourhood Plan 03.05.22

Mrs Ditcham summarised the meetings as noted in the minutes.

**Recommendation:**

The committee propose acceptance of the quote of £2,640 for stress-testing of 220 columns (All TPC owned columns plus WBC columns that have baskets). Should the Council not be minded to accept the quote to accept a quote of £975 to cover those lanterns solely with baskets on.

Mrs Ditcham reported that this recommendation would be withdrawn on the basis that WBC have confirmed they will fund the testing of the lamps that hold hanging baskets. The committee may wish to have the remainder of the lamps stress tested and the Assistant Clerk is obtaining a quote for this.

**18.2** Parish Lands Committee 10.05.22

Mr Bray summarised the meetings as noted in the minutes.

18.1.1 To approve a 15 year lease with Twyford Tennis club. Further clarification was given. A new lease will be drawn up by a professional. The committee **RECOMMEND to Full Council** approval, in principle, for a 15 year lease subject to the approval of the lease by the Full Council. Motion carried unanimously.

18.2.2 To suggest a June Full Council action planning meeting. Unanimously agreed subject to dealing with urgent Council business. Agreed that committees should consider projects that are important and should be included in the action planning – clerks to add the item to the agendas.

**18.3** Finance Committee – no May meeting held.

**18.4** Twyford Village Fete 24.05.22 – Mr Bray summarised the meeting which had been held before the Full Council meeting. He gave a summary of the fete plans and the minutes will be available on the website in due course. The clerk will be contacting councillors to check availability to help on the day.

**19. Other representatives reports**

**19.1** Northern Parishes Communication Group – Mrs Ashley reported on the meeting summarising reports from the northern parishes. There were reports of antisocial behaviour, planning matters, speeding and Council projects and initiatives. The next meeting will be held on 13<sup>th</sup> September.

**19.2** Community Engagement working group 10.05.22 – Mrs A Evans reported. The group had met on 10<sup>th</sup> May and had looked at the community survey carried out by Woodley Town Council. More work and research needs to be done. The group discussed Youth Council and raising the profile of the Neighbourhood Plan. An initiative to video parts of the July Council meeting for a video taster to encourage footfall to the meeting minutes on the website was discussed.

**20. Clerk's report**

**20.1** Citizens Advice mobile unit visit – 06.05.22 - publicised by schools & social media.

**20.2** Polehampton Charities - wish to celebrate their 300<sup>th</sup> anniversary and would like to purchase 3 chatty benches and at least 2 trees – 1 each at KGVR and Stanlake Meadow with commemorative plaques. The clerk is assisting with this and, if to be on Parish lands, the Parish Lands committee will agree on the locations of the benches and trees.

**21. Action planning** – Councillors to consider council projects/activities and agree a strategy for forward planning. Agreed for the clerk to make an editable list of items in categories, to be discussed under action planning.

**22. Raising the profile of the Parish Council (CW)**

**22.1** Use of the gazebo for pop-ups

**22.2** Use of posters

These items will be added to the action planning discussions.

**23. Annual Accounts and Annual Audit Return 2020/21**

**23.1** The Council should confirm (by resolution) that at the June 2021 meeting the Council firstly completed and signed the Annual Governance Statement.

They then completed and signed the Annual Accounting Statement. This was not accurately recorded in the June 2021 minute.

Proposed Mr C Wickenden, seconded Mr J Jarvis to reaffirm that at the June 2021 Full Council meeting the Council firstly completed and signed the Annual Governance Statement and then completed and signed the Annual Accounting Statement. Motion carried unanimously.

**24. Annual Accounts and Annual Audit Return 2021/22**

**24.1** To consider and approve the Annual Internal Auditor report section of the Annual return. The Council reviewed the 2021/22 annual internal auditor report which had been circulated. The Finance committee will be considering this in more detail. Proposed Mr J Jarvis, seconded Mr T Winchester to approve the Annual Internal Auditor report section of the Annual Return. Motion carried unanimously.

**24.2** To consider, approve and sign the Annual Governance Statement (section 1). The Council reviewed section 1 - Annual Governance Statement 2021/22. Proposed Mr J Jarvis, seconded Mr T Winchester to approve the section 1 - Annual Governance Statement 2021/22. Motion carried unanimously.

**24.3** To approve and sign the Annual Accounting Statement 2021/22 (section 2) Proposed Mr J Jarvis, seconded Mr T Winchester to approve the Annual Accounting Statements 2021/22 (section 2). Motion carried unanimously.

**25. Correspondence** – all noted.

**25.1** WBC My Journey – Love to Cycle information & posters

**25.2** John Halsall - Ukrainian Refugees – 12.04.22, 29.04.22

**25.3** Connecting Communities in Berkshire April E-Bulletin

**25.4** Annual Meeting Ruscombe Parish Council 4th May 2022

**25.5** Your invitation to Twyford Comets 50th Dinner/Dance Celebration - Sat 14 May – attended by Mr R Mantel and Mr J Jarvis who reported on the successful evening.

**25.6** Being a Berkshire ALC Member

Agreed to forward the GWR funding email onto the Twyford Tennis Club and to re-submit last years application.

**26. Authorisation of payments** – list dated 24.05.22 proposed for approval by Mr J Jarvis, seconded Mr T Winchester. Motion carried nem con.

**27. Dates of meetings:**

Ruscombe Parish Council meeting 01.06.22

Neighbourhood Plan Sub committee 7pm 07.06.22

Planning and Amenities Committee 07.06.22

Parish Lands Committee 14.06.22

Finance Committee 21.06.22

Fete committee 7pm 28.06.22

Meet your councillor 02.07.22 (3-4pm Waitrose café)

Mr J Jarvis and Mrs T Ramsden to attend with Mr M Bray as reserve

Agreed to revert to the usual table layout.

Mr Abeywardana thanked outgoing Chairman Roy Mantel for his commitment and leadership. He commented on Mr Mantel's altruism, commitment and generosity of time. Councillors gave a round of applause in thanks to Mr Mantel.

**28. Date of next meeting 28<sup>th</sup> June 2022 (Action planning session and urgent business)**

Members of the public are entitled to attend all Committee and Full Council meetings. All meetings commence at 7.45pm and are held at the Loddon Hall, Twyford.

**The meeting closed at 9:23 pm.**