

Twyford Parish Council

Minutes of the Meeting of the Council

Meeting held remotely on Tuesday 23rd June 2020 at 7:30pm.

Present: Mr R Mantel (Chairman), Mrs E Ashley, Mr J Bowley, Mr M Bray, Mrs B Ditcham, 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 & 1 member of the press.

Clerk present: Mrs L Moffatt (Clerk).

1. **Public Questions have been invited in advance of the meeting via email, telephone or in writing.** No questions.
2. **Apologies.** Mr R Abeywardana, Mr M Alder & Mrs J Duffield.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Parish Lands item carried forward:** To consider purchasing tractor gates for King George V – cost £5,050. No change in pricing for purchasing multiple gates. Agreed to wait and review the success of the Stanlake Meadow replacement gates first. Proposed Mr T Winchester, seconded Mr M Bray to put a hold on purchasing replacement gates for KGVR. Motion carried unanimously.

Mr T Winchester opened this part of the meeting.

Finance & General Purposes Matters

6. **CIL projects**
 - 6.1 Flooding defence – further information requested from Francesca Hobson. Carried forward.
 - 6.2 Possible projects (circulated 11.06.20). Noted.
 - 6.3 To consider funding of gates – CIL / Capital Funds / precept. Mr C Wickenden proposed using CIL funds for the new gates at Stanlake Meadow. Seconded by Mr R Mantel. Motion carried 9 for 1 against.
7. **Citizen of the year award** – nominations to be forwarded to the clerk.
8. **Website**
 - 8.1 Accessibility requirements (circulated 18.06.20) – proposed Mr C Wickenden, seconded Mrs S Wisdom to **RECOMMEND to Full Council** to approve the quote of £1,942 to bring the website up to current standards. Motion carried unanimously.
 - 8.2 Health and wellbeing page update (EA) – information has been forwarded to the clerk.
9. **Staffing matters**
 - 9.1 Job evaluation quote for the Clerk & Assistant Clerk roles £720 (circulated 18.06.20). Carried forward to be discussed at the end of the meeting under Part 2.
 - 9.2 Following approval of quote to agree a councillor to be involved in evaluation process
10. **Facilitated action planning session** – following last years training decision on how to proceed with action planning. Mr R Mantel proposed carrying forward the item until the Council can meet face to face. Motion seconded by Mr T Winchester. Motion carried unanimously.
11. **Neighbourhood Plan**
 - 11.1 Community led housing webinar – Mrs B Ditcham reported on the variety and a scope for community led housing. Wokingham have agreed to a community led housing scheme. Mrs Ditcham would like the item added to the Planning & Amenities agenda once meetings are back to the usual format.

11.2 Alex Cruickshank – offer of paid services. View to assisting with the production of the green infrastructure and nature conservation element of the Neighbourhood Plan (circulated 12/06/20). Mr C Wickenden to contact. Mr T Winchester reminded Mr Wickenden that 3 quotes would be required.

11.3 Grant submission process. Mr C Wickenden reported on the grant process and it was agreed that Mrs B Ditcham, Mr C Wickenden and Mr T Winchester will start the grant submission process. The proposal circulated was for engagement which will not be applicable under Covid-19.

- 12. Twyford in Bloom** Mrs B Ditcham reported. The hanging baskets are looking good and also the living lamppost donated by the David Brownlow trust. There are a further 3 living lampposts due to be installed. Mrs B Ditcham asked that the Assistant Clerk write to the list of volunteers to keep them on board and suggest that they get involved with the TRHA initiative, Twyford Together virtual bloom or Twyforward initiative.

Finance Committee items to note:

1. May balances
 - Bank balances as at the end of May 2020. Nat West current account £35,434.28, Unity Trust current account £61,247.07, deposit account £96,957.83, income bonds £37,000, national savings account £3,128.31 and Twycombe Lodge tenants deposit account £3019.49.
 - VAT return for May 2020 - £1,511.05.
2. Quarterly budget & capital statement to 31.03.20 circulated 18.06.20.
3. Purchase of USB headphones – Assistant Clerk £30.42

Full Council Matters

- 13. Minutes of the Full Council meeting held on 16th June 2020 (to be signed at a later date).** Approval of the minutes as a true and accurate record proposed Mrs T Ramsden, seconded Mr C Wickenden, motion carried unanimously.

14. Borough Councillor report

Email report from Mr L Ferris (circulated 22.06.20): He reported a series of briefings on the impact of Covid_19 on our area. He expressed concern as to the impact on our local Care Homes. At least 40% of all Covid_19 deaths have been in our care homes. He reported that Bridge House had some fatalities from this virus. The financial position for WBC is starting to look rather bleak. Mr S Conway & Mr Ferris have liaised with local businesses so that they could apply for the Govt Grants that have been made available. Not everyone was paid out, but they now have a discretionary grant which gives greater flexibility. A decision on this is due at Council on June 29. If some local businesses have currently been declined there may now be a further opportunity. Funds are limited however. They have had briefings on Adult Social Care activities, the Community Hub at St Crispins, schools and whether they would reopen, testing, PPE, Care Homes etc. Mr S Conway reported.

- Re-opening of the shops has gone well.
- Gearing up for the other businesses opening on 4th July.
- WBC are now considering applications from businesses that have applied for the bounce back loan.
- The Council virtual meeting was very difficult and lengthy.
- There is no planning meeting in June but there will be one in July.
- Planning applications are low.
- The libraries can hopefully be re-opened after 4th July.

- Local Plan will need to be restarted.
- Mr Conway strongly supported the suggestion of the Neighbourhood Plan carrying out a housing needs survey.
- The Christmas fayre may not be able to run.

There were no questions.

15. Clerks report

Councillor vacancy – a bye election has not yet been requested and as of tomorrow the vacancy can be filled by co-option.

Twitter messages – Reports that the KGVR playground ties securing the gates were being removed and the area was filled with litter, debris and smashed glass. Residents had been using the playpark assuming it had been opened. Ranger cleared and secured the area on Sunday morning. After the area had been broken into again the gates were secured with chains and padlocks. Notices have been placed on social media confirming that the Council are following government guidelines and the parks are closed.

Website – on the Covid-19 page we have added links to local resident Shirley Pearce's blogs on:

- Explaining Covid-19 to people with dementia
- How to keep in touch with them in care homes
- Dealing with their stress during lockdown

- Suggestion to create a page for the Stanlake Meadow Copse to record photos showing the progress in re-wilding, advertise for Friends of Stanlake Copse volunteers, volunteers to help with watering, colouring sheets for children. Possible QR code on the lectern.

16. Community Resilience program

16.1 Twyforward Arts and Crafts festival 2020 – leaflets are being distributed.

16.2 Health and wellbeing page – no further update.

16.3 Wokingham Community Hub Update – no report.

16.4 Green Prescriptions – Mrs Ramsden reported on a meeting with Fiona Price and Duncan MacKay. A meeting with the social prescriber is planned for Thursday.

17. Communication & liaison with other groups within the Parish

17.1 WBC meeting to support Twyford shops to re-open 11.06.20 & 19.06.20 Banners, posters, window stickers and A frames were delivered prior to the non essential shops opening. Twyford Together assisted with the distribution and retailers were pleased to receive the marketing material. Banners were put up by the Ranger. Further supplies of the banners and A frames have been ordered but the retail areas are well covered with the signage. The meeting on the 19th reviewed the re-opening of the retail areas and it was thought the start was slow but heading back to a new normal. The next meeting on this Thursday 25th will focus on pubs and restaurants. Rob Yeadon of Twyford together is gauging which businesses will re-open and a short questionnaire is being compiled by WBC which Rob will distribute. WBC will collate the responses.

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

Part 2 Confidential Information

9. Staffing matters

9.1 Job evaluation quote for the Clerk & Assistant Clerk roles £720 (circulated 18.06.20). 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 R Mantel, seconded Mrs B Ditcham, carried nem con.

The public left the meeting. Mr Mantel asked that the recording is stopped.

Mr R Mantel proposed that the clerk should also leave, seconded by Mr J Bowley. Motion carried with 8 in favour, 3 against.

Discussion took place on the quote for job evaluation of the Clerk and Assistant Clerk roles.

After discussion the council resolved that the job evaluation quote for the Clerk & Assistant Clerk roles not be accepted.

19. Date of next meeting: Tuesday 30th June 2020

Full Council items to note:

1. Correspondence circulated by email:

- 1.1** Neighbourhood Plan – Twyford - Suggestions for Improvements in traffic, pollution and the village environment by Mr R Sunley (circulated 9.06.20)
Jessecco Prosecco & Pancakes (circulated 11.06.20)
- 1.2** TVERC News Update June 2020 (circulated 12.06.20)
- 1.3** Twyford re-opening – Town centre recovery plan (circulated 12.06.20)
- 1.4** Citizens Advice & One Front Door (circulated 15.06.20)
- 1.5** Unauthorised Encampment off Chestnut Avenue, Woosehill (circulated 15.06.20)

Meeting closed at 20:30

Lucy Moffatt (Clerk), Twyford Parish Council, PO box 8250, Reading, Berks, RG6 9SZ.

Telephone 0118 9345444. An answer phone is available, please be prepared to leave your name and telephone number as the Clerk's hours are flexible. Associated reports are available from the Clerk on request.