

Twyford Parish Council

Minutes of the Annual Meeting of the Council

Meeting held at The Loddon Hall, Twyford, on Tuesday 24th May 2016 at 7.45pm.

Present: Mr R Mantel (Chair), Mrs E Ashley, Mrs B Ditcham, Messrs J Bowley, D Fergusson, C Smith & T Winchester.

In attendance: Clerk, Mrs C Bulman - RPC, 1 member of the public & 1 member of the press.

1. **Public questions** – there were no public questions.
2. **Apologies** - Mrs L Jarvis, Messrs M Bedford, M Boniface, J Jarvis, R Morris & C Wickenden.
3. **Election of Chairman & acceptance of office** Mr R Mantel nominated by Mrs B Ditcham seconded by Mr C Smith. Mr R Mantel elected unanimously.
4. **Election of Vice – Chairman.** Mr J Bowley nominated by Mr D Fergusson seconded by Mrs B Ditcham. Mr J Bowley elected unanimously.
5. **Appointment of Councillors to Committees**
Membership remained the same and is detailed on list dated 20.05.15.
Motion carried unanimously.
6. **Appointment of Councillor Representatives**
BALC AGM representatives – Mr R Mantel & Mr J Bowley
WDALC representatives – Mr R Mantel & Mr J Bowley with Mrs Ditcham as reserve.
WBC District/Parish Conference – Mr R Mantel & Mr J Bowley.
Mrs B Ditcham deputy.
Borough / Parish liaison forum – Mr R Mantel & deputy Mr J Bowley
Community Hub – Mr J Bowley
Ruscombe Parish Council – Mrs L Jarvis
TRCA (Loddon Hall) – Mr J Bowley
Age Concern – Mrs B Ditcham
Neighbourhood Action Group – Mr C Smith
Twyford Village Partnership – Mrs B Ditcham
Community Hub – Mr J Bowley
Appointments agreed unanimously.
Flood Action Group – Carried forward so that absent members and non-council members may be considered for this role.
7. **Review and adoption of policies:**
Bullying and Harassment policy adopted 23.10.12
CCTV policy adopted 22.10.13
Code of Conduct adopted 25.09.12
Complaints Procedure adopted 26.03.13
Dignity at Work/Bullying and Harassment Policy adopted 23.10.12
Disciplinary Procedure adopted 27.11.12
Document Management Procedures adopted 25.09.12
Electronic Mail Policy and Procedure adopted 14.07.12
Equal Opportunities Policy adopted 26.03.13
Financial Regulations adopted 26.04.11
Health and Safety Policy adopted 24.09.13
Investment Policy adopted 26.11.13
Pension Fund Policy adopted 26.03.13
Publishing Policy adopted 24.03.15
Risk Management Policy adopted 22.04.14

Social Media Policy adopted 24.03.15

Standing Orders adopted 23.04.13

Policies noted and to be reviewed periodically by the Finance Committee.

8. Declarations of interests in items on the agenda – none.

9. Dispensations – none.

10. Minutes of the meeting held on 26th April 2016 Subject to correction of typo 'parking' and replacement of the word 'exasperated' with 'exacerbated' minutes proposed by Mr D Fergusson seconded by Mr T Winchester and carried unanimously.

11. Minutes of the Annual Parish Meeting 27.04.16. Noted.

12. No matters Arising.

13. Borough Council Matters Borough Councillor Lindsay Ferris had given his apologies. He reported by email on complaints about grass cutting, yellow lines being refreshed ready for the introduction of Civil Parking Enforcement and WBC budget consultation due in the Autumn.

14. Liaison with Ruscombe Parish Council. Mrs Bulman reported. The Ruscombe Annual Parish Meeting will be held on Thursday 26th May, 7:30pm at St James Church. Superintendent Rob France, LPA Commander for the Bracknell & Wokingham local police will be speaking. The Annual Meeting of the Council was held, Mr Jeremy Hardman appointed as Chairman, Mrs Karen Robson Vice Chairman & Mr M Evans planning. McCarthy and Stone will be attending the June Council meeting.

15. Reports:

15.1 Planning and Amenities Committee 03.05.16 Mrs Ditcham reported. Mr Turner had spoken at the meeting asking for funding towards the traffic survey and tree survey. The committee agreed that there should be governance / structure / business plan in place before they will consider this expenditure. Mr Sherwill attended to talk about his village centre plans. It was agreed to carry forward this discussion to next month in order that all councillors could participate in the discussion. Mrs Ditcham also highlighted items 9.8 - Hurst / Twyford entrance gate and 9.10 - Station verge parking – the clerk has a meeting with WBC highways on 7th June. The committee **RECOMMEND to Full Council** a further £360 for the hanging basket brackets. Motion carried unanimously.

15.2 Parish Lands Committee – Mr J Bowley reported. He highlighted items 6.1 – improvements to the burial ground agreed in preparation for the Thames and Chiltern in Bloom competition, 6.2 – improvement (decrease) in the number of dog fouling incidents and 7.1 – steps being taken to prevent commuter parking at the allotments. The Family Picnic have suggested running a TPC stall and asked for members of the Council who are not already helping the sub committee to consider planning the stall. They would not have to be available on the day as the stall will be manned by councillor volunteers. Agreed to defer this until next month.

15.3 Finance Committee – no meeting held.

15.4 Other Representatives reports

15.4.1 Community Hub meeting. Mr Bowley reported that the group were now going to prepare a business plan. Discussion took place on how the construction will be funded. There was discussion on whether the Parish Council will pay for and own the whole project. WBC are not keen on the plans for the roof design.

15.4.2 TRCA meeting – 26.04.16. Minutes have been circulated.

15.4.3 Meet your councillor – 14.05.16 A resident had attended however there were no councillors there.

16. Clerk's report The clerk reported on the Town and Parish Clerk's and Officers Forum. Dee Maddoc-Hinton had made a presentation on the Asset Review and

Community Asset Transfer Policy. She would like to meet with the parish's and it was agreed that she will be invited to the July Finance meeting. Other discussions were on the CIL and paperless planning applications.

17. Councillors Questions - none.

18. Correspondence- none.

19. Authorisation of payments – list dated 24th May for approval. Proposed Mr T Winchester, seconded Mr C Smith. Carried unanimously.

20. Dates of meetings:

Annual Parish Meeting - Ruscombe PC	26.05.16
Website sub-committee	31.05.16
Ruscombe Parish Council	01.06.16
Planning and Amenities Committee	07.06.16
Family Picnic 7pm	14.06.16
Parish Lands Committee	14.06.16
Finance Committee	21.06.16
TVP awards evening	TBC
Meet your councillor	09.07.16 (3-4pm Waitrose café)
Provisional volunteers were Mrs Ashley and Mr C Smith.	

21. Date of next meeting 28th June 2016.

Part 2 Confidential Information

Item 15.2 discussion.

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 D Fergusson, seconded Mr T Winchester, carried unanimously. The public left the meeting.

Discussion took place.

The meeting closed at 8:52 pm.