

Twyford Parish Council Minutes of the Annual Meeting of the Council

Meeting held at The Loddon Hall, Twyford, on Tuesday 22nd May 2018 at 7.45pm.

Present: Mr R Mantel (Chair), Mrs E Ashley, Mrs B Ditcham, Mrs J Duffield, Mrs L Jarvis (from item 5 onwards), Mrs T Ramsden, Messrs M Alder, J Bowley, M Bray, D Fergusson, J Jarvis & C Wickenden.

In attendance: Clerk and 2 members of the public.

1. **Public questions** - none.
2. **Apologies:** Messrs M Boniface & T Winchester.
3. **Election of Chairman & acceptance of office** Mr R Mantel proposed to be Chairman by Mrs B Ditcham, seconded Mr J Bowley. Mr R Mantel elected nem con. Mr Mantel signed his acceptance of office.
4. **Election of Vice – Chairman** Mr J Bowley proposed to be Vice-Chairman by Mr D Fergusson, seconded Mr C Wickenden. Mr J Bowley elected nem con.
5. **Appointment of Councillors to Committees**
 - Planning & Amenities Committee – unanimously approved no change to the committee membership.
 - Parish Lands Committee – unanimously approved no change to the committee membership.
 - Finance Committee – unanimously approved no change to the committee membership.
 - Parking Advisory Committee – committee held in abeyance.
6. **Appointment of Councillor Representatives**
 - BALC AGM representatives – Mr J Jarvis proposed appointing a reserve. There being no seconder the motion fell. Agreed to appoint a reserve as and when required. Mr R Mantel and Mr J Bowley were proposed to be BALC AGM representatives by Mr M Alder, seconded Mrs B Ditcham. Motion carried nem con.
 - WDALC representatives - Mr R Mantel, Mr J Bowley and Mrs B Ditcham as reserve proposed by Mr D Fergusson, seconded Mr C Wickenden. Motion carried unanimously.
 - WBC Borough / Parish Liaison Forum - Mr R Mantel & Mr J Bowley proposed by Mr M Bray, seconded Mrs E Ashley. Motion carried unanimously.
 - Community Hub – Mr C Wickenden with Mr J Bowley as deputy proposed by Mr J Jarvis. Seconded Mrs L Jarvis. 2 for, 7 against, 3 abstained. Motion fell.
 - Mr J Bowley with Mr C Wickenden as deputy proposed Mrs E Ashley, seconded Mr M Bray. 8 for, 1 against, 3 abstained. Motion carried.
 - Ruscombe Parish Council – Mrs L Jarvis proposed by Mr D Fergusson, seconded Mr C Wickenden. Motion carried unanimously.
 - TRCA (Loddon Hall) – Mr J Bowley proposed Mr C Wickenden, seconded Mrs T Ramsden. Motion carried unanimously.
 - Twyford Age Concern – Mrs T Ramsden proposed by Mrs B Ditcham, seconded Mr J Bowley. Motion carried unanimously.
 - Neighbourhood Action Group – Mrs E Ashley & Mr C Smith proposed by Mr D Fergusson, seconded Mr J Jarvis. Motion carried unanimously.
 - Flood Action Group - Mr J Jarvis, Mrs L Jarvis & Mr M Boniface proposed by Mr C Wickenden, seconded Mr M Bray. Motion carried nem con.
 - Twyford Together Executive – Mrs B Ditcham proposed by Mr J Jarvis, seconded Mr M Bray. Motion carried unanimously.

Twyford Together awards judging panel – Mrs J Duffield proposed by Mrs B Ditcham, seconded Mrs T Ramsden. Motion carried unanimously.

Twyford Twinning Association - Mrs E Ashley & Mrs B Ditcham proposed by Mr C Wickenden, seconded Mr D Fergusson. Carried nem con.

Hurst Parochial Charities (Almshouses) - noted that Mr T Winchester was appointed in January for a 4 year term.

7. Review and adoption of policies:

Bullying and Harassment policy 23.10.12

CCTV policy adopted 22.10.13

Code of Conduct adopted 24.04.18

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 24.04.18

Electronic Mail Policy and Procedure adopted 14.07.12

Equal Opportunities Policy adopted 26.03.13

Financial Regulations adopted 26.09.17

Health and Safety Policy adopted 24.09.13

Investment Policy adopted 26.11.13

Pension Fund Policy adopted 26.03.13

Publishing Policy 24.03.15

Risk Management Policy adopted 22.04.14

Social Media Policy 24.03.15

Standing Orders adopted 23.04.13

Proposed Mr J Jarvis, seconded Mr D Fergusson to adopt the above policies for the following year. Policies noted and unanimously adopted. 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 24th April 2018 Minutes approved as a true and accurate record. Proposed Mr D Fergusson, seconded Mrs E Ashley. Motion carried nem con.

11. Minutes of the Annual Parish Meeting 25.04.18 – minutes had been circulated and were noted.

12. Matters Arising – none.

13. Borough Council Matters – Mr J Jarvis reported on the Council elections and the subsequent changes. Appointments will be made at the Thursday Council meeting.

The new executive leading on the local plan will be appointed on Thursday and the Local Plan will be proceeding throughout this financial year.

14. Liaison with Ruscombe Parish Council. Mrs L Jarvis reported on the appointments at Ruscombe's Annual Parish Meeting. She reported on their GDPR actions. Mr Turner is going to make a presentation on the Community Hub at the next meeting and Ruscombe's Annual Parish Meeting to be held on Wednesday 23rd May. A discussion then took place on the shared use of the Polehampton Library car park by the patrons of the Duke of Wellington. A 5 year lease with a 30 day break clause has been agreed with WBC with free car parking no longer available to library users. The Council asked why residents had not been consulted on this loss of amenity. Agreed to be discussed at the next Planning and Amenities Committee meeting.

15. Reports:

Mr Mantel asked the committees to look at the public questions raised at the Annual Parish Meeting and to consider questions falling within the committee's remit. These should be considered at the next committee meetings.

15.1 Planning and Amenities Committee & Neighbourhood Plan 01.05.18

Mr C Wickenden reported. He highlighted the following items: 6.2 – feasibility of extending the rural footpath on Stanlake Lane in front of Ruscombe Down; 6.3 invitation to WBC's David Lee (and now his successor) to attend and talk to councillors; 7.1.3 Waitrose planning application for cameras to control parking; 7.3.1 notice of refusal for plans to the rear of 20 & 22 Station Road for a workshop; 7.6 - CPRW funding request referred to the Finance committee; 7.7.3 Haweli premises licence not supported; 9.1 website update; 9.2 - gateway signage update; 9.2.1 - Twyford vintage sign reinstated; 9.7 – Golden Jubilee clock repairs complete and 10.2- speed sign not working.

Mr Wickenden spoke about the plans for the Neighbourhood Plan meeting. Invitations have been sent to local organisations and promotions have been carried out on Facebook and twitter. A meeting was held on 17th May to approve the slides for the presentation. Dates have been set for two further meetings on Monday 11th June and Monday 2nd July. Agreed to check when the boundary will be approved by WBC.

Mr R Mantel appealed for all parish councillors to show support and attend the Neighbourhood Plan meeting on 23rd May. Setting up will be from 6:45pm.

15.2 Parish Lands Committee & Twyford Village Fete 08.05.18

Mr J Bowley reported. He highlighted the following items: 6.1 – skate park lighting times; 8.1 – allotment inspections; 8.2 – allotment availability; 11.8 – telecoms proposal.

Mr J Jarvis gave a brief update of the fete plans.

15.3 Finance Committee 15.05.18

Mr J Bowley reported. He highlighted the following items: 8 – the amended Twinning constitution has been circulated; 13.1 – a grant was not considered appropriate given that the Parish Council will be applying for the Lawn Tennis Association grant.

The committee **RECOMMEND to Full Council** approval of the amended Social Media policy (circulated by email). Motion carried unanimously.

15.4 Parking Advisory Committee (no meeting)

Mr D Fergusson reported that the committee has not fulfilled the Council's terms of reference. Agreed to list on next months Full Council agenda.

15.5 Other representatives reports

15.5.1 Meet your councillor – 12.05.18 Mr M Bray and Mrs T Ramsden reported. 4 visitors had attended. One resident asked as to why parking in Brook Street isn't permit holder only. This was referred to the Planning & Amenities committee. Two residents remarked on their objections to development around Twyford. Another resident asked why buses between Twyford and Sonning top at 18:30. Agreed to refer this item to Planning and Amenities committee – could later buses be subsidised.

15.5.2 Community Hub 16.05.18 Mr Wickenden, who attended as Mr Bowley was unavailable, reported on the meeting with Mr J Jarvis, Mr J Halsall, David Turner, WBC's Charlotte Haitham Taylor, Manjeet Gill & Mark Redfearn. They have a business case and budget proposal and are keen for police involvement (meeting 14th June). Discussion took place on sources of income, sustainability and ownership.

15.5.3 Twyford in Bloom 02.05.18 Mr M Bray reported. Minutes of the recent meeting had been circulated. Mr Bray reported on the route the judges will take and updated the Council on planting by the railway line near Polehampton Close, Tesco token scheme,

plants on the window sill of the bank, high street weeding and street furniture improvements.

15.5.4 Twyford Together Exec 14.05.18 Mrs B Ditcham reported on the recent meeting which was chaired by Alexander Barfield. Items discussed were the volunteering scheme, treasurer report, Twyfest, annual awards and the neighbourhood plan.

16. Clerk's report The clerk reported that Councillor privacy notices had been sent by email.

17. To approve the Annual Accounts and Annual Audit Return The figures had been circulated. Agreed to **RECOMMEND to Full Council** that the Chairman signs the accounting statements and annual governance statement 2017/18 as presented. Proposed Mr D Fergusson, seconded Mr J Jarvis. Motion carried unanimously.

18. To consider forming a stand alone fete committee Proposed Mr J Bowley, seconded Mr D Fergusson to **RECOMMEND to Full Council** to set up a stand alone fete committee. Motion carried unanimously. To agree membership at next months meeting.

19. Correspondence

19.1 GWR - use your phone as a rail ticket (circulated 19.04.18). Noted.

19.2 Invitation to the next High Voltage Concert! (circulated 19.04.18). Noted.

19.3 Twinning agenda 09.05.18 (circulated 30.04.18). Noted.

19.4 WBC - Bulmershe Leisure Centre planning application submitted (circulated 30.04.18). Noted.

19.5 WBC - Council's Young Driver Programme Celebrates Win At First Car Awards (circulated 03.05.18). Noted.

19.6 WBC NEWS: Make sure you know how to have your say on Thursday (circulated 03.05.18). Noted.

19.7 Policing in the Thames Valley April 2018 - Sajid Javid, announced as new Home Secretary, announced... (circulated 03.05.18). Noted.

19.8 WBC - Election results (circulated 04.05.18). Noted.

19.9 BALC - Training Update/Newsletter 3 May 2018 (circulated 04.05.18). Noted.

19.10 GWR - Check before you travel this Bank Holiday weekend – improvement work on the Great Western network (circulated 04.05.18). Noted.

19.11 Bracknell College - Drop In Interview Session | 16 May | 3-5pm (circulated 10.05.18). Noted.

19.12 Minutes of TTA meeting on the 9th May (circulated 11.05.18). Noted.

19.13 Twyford Together environment report (circulated 11.05.18). Noted.

19.14 WBC NEWS: Popular annual fun weekend back again at Dinton Pastures (circulated 11.05.18). Noted.

19.15 CCB Exciting New Training Opportunity (circulated 11.05.18). Noted.

19.16 Bluebird - Twyford Parish Council "Community Relations" (circulated 11.05.18). Noted.

19.17 Catch the volunteering bug – pianist request (circulated 11.05.18). Noted.

19.18 WBC News: Works on Denmark Street, Wokingham (circulated 11.05.18). Noted.

19.19 WBC News: Council Tax Exemption for Wokingham Borough Foster Carers (Circulated 11.05.18). Noted.

19.20 WBC News; Multi-Million Pound Redevelopment of Gorse Ride Estate set for go ahead (circulated 11.05.18). Noted.

19.21 WBC News: New leisure contract begins this month (circulated 15.05.18). Noted.

20. Authorisation of payments – list dated 21.05.18. Approval proposed Mr J Jarvis, seconded Mr D Fergusson. Motion carried unanimously.

21. Dates of meetings:

Neighbourhood Plan Public Meeting	23.05.18
Neighbourhood Plan	05.06.18
Planning and Amenities Committee	05.06.18
Ruscombe Parish Council	06.06.18
Fete sub committee	12.06.18
Parish Lands Committee	12.06.18
Finance Committee	19.06.18
Meet your councillor	14.07.18 (3-4pm Waitrose café)
Mrs E Ashley & Mr C Wickenden with Mr D Fergusson as reserve.	

22. Date of next meeting 26th June 2018.

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 9:36 pm.