

## Twyford Parish Council Minutes of the Annual Meeting of the Council

Meeting held at The Loddon Hall, Twyford, on Tuesday 21<sup>st</sup> May 2019 at 7.45pm.

**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, Mr J Jarvis, Mrs L Jarvis, Mrs T Ramsden, Mr C Wickenden (from 8pm onwards) & Mr T Winchester.  
**In attendance:** Clerk, Assistant Clerk, Mr Stephen - Conway Borough Councillor and 3 members of the public.

The Chairman and Mr C Wickenden presented prizes to residents who had won the Neighbourhood Plan questionnaire prize draw. Mrs L Neville won the Castle Royle membership, Mr C Burt the La Fontana meal and Mr A Popkin won the bottle of Champagne which was donated to Daisy's Dream. Mrs Moore collected the prize on behalf of Daisy's dream.

1. **Election of Chairman & acceptance of office** Mr R Mantel proposed to be Chairman by Mrs B Ditcham, seconded Mr M Alder. Mr R Mantel elected nem con. Mr Mantel signed his acceptance of office.
2. **Election of Vice Chairman** Mr J Bowley proposed to be Vice-Chairman by Mrs B Ditcham, seconded Mrs T Ramsden. Mr J Bowley elected nem con.
3. **Councillor declaration of interest forms, web permissions and acceptance of office forms** – all complete.
4. **Public questions** – Mr S Conway raised 3 matters. 1- a request for a bus stop bench by 84, London Road – referred to Planning & Amenities, 2- resident from 16, Sycamore Drive reporting soil falling on from the path by Loddon Hall – referred to Parish Lands & 3- absence of lighting at the junction of Hermitage Drive with Wargrave Road – referred to Planning & Amenities.
5. **Apologies:** Ms C Scull.
6. **Review of committee terms of reference** Acceptance of the terms of reference proposed Mr R Mantel, seconded Mr T Winchester, carried nem con.
7. **Appointment of Councillors to Committees**
  - Planning and Amenities:** Mr M Alder, Mr J Bowley, Mrs B Ditcham, Mr M Bray, Mr J Jarvis, Mr R Mantel, Mr C Wickenden – membership unanimously approved. Ms C Scull has expressed an interest in joining the Planning and Amenities committee and will be added next month.
  - Parish Lands:** Mr R Abeywardana, Mrs E Ashley, Mr J Bowley, Mr M Bray, Mrs J Duffield, Mrs L Jarvis, Mr R Mantel, Mrs T Ramsden & Mr T Winchester – membership approved unanimously.
  - Finance and General Purposes:** Mr J Bowley, Mrs B Ditcham, Mr J Jarvis, Mr R Mantel, Mr C Wickenden & Mr T Winchester – membership approved unanimously.
  - Fete:** Mr M Alder, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mr J Jarvis, Mrs L Jarvis & Mr R Mantel – membership approved unanimously.  
Mrs S Wisdom (non councillor) to be co-opted at the first Fete meeting.

## **8. Appointment of Councillor Representatives**

Age Concern – Mrs T Ramsden approved unanimously.

BALC AGM representatives – Mr R Mantel & Mr J Bowley proposed Mr M Bray, seconded Mr C Wickenden, approved nem con.

Community Hub – Mr J Bowley and Mr C Wickenden reserve approved nem con.

Flood Action Group – Mr J Jarvis and Mrs L Jarvis were previous representatives.

Agreed for the clerk to follow up whether the scheme is still operating.

HBUG – Mr R Abeywardana & Mr C Wickenden, approved unanimously.

Hurst Parochial Charities (Almshouses) [TW - appointed in January 2018-22] Noted.

Neighbourhood Action Group – Mrs E Ashley & Mrs T Ramsden reserve, approved unanimously.

Ruscombe Parish Council – Mrs L Jarvis approved unanimously.

TRCA (Loddon Hall) - Mr J Jarvis approved unanimously.

Twyford in Bloom - Mr M Bray approved unanimously.

Twyford Together awards judging panel – Mrs J Duffield approved unanimously.

Twyford Together Executive – Mrs B Ditcham approved unanimously.

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

WBC Borough / Parish Liaison Forum – Mr R Mantel & Mr J Bowley approved nem con.

WDALC representatives Mr R Mantel, Mr J Bowley & Mrs B Ditcham reserve – carried nem con.

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

*Policies have been circulated to councillors. Dates show the date adopted / reviewed by the Finance and General Purposes committee.*

*Policies are reviewed on a rolling basis. Policies noted.*

Bullying and Harassment policy 23.10.12

CCTV policy adopted 22.10.13

Code of Conduct adopted 24.04.18

Data Protection policy 25.06.13

Disciplinary Procedure adopted 27.11.12

Document Management Procedures 24.04.18

Electronic Mail Policy and Procedure 23.10.18

Equal Opportunities Policy 26.03.13

Financial Regulations 26.09.17

Grant policy 26.03.19

Handling Complaints Procedure 26.03.13

Health and Safety Policy adopted 24.09.13

Investment Policy adopted 26.11.13

Metal Detecting policy 12.06.18

Pension Fund Policy 26.03.13

Procedure for making cheque payments 18.09.12

Publishing policy 24.03.15

Risk Management Policy adopted 22.04.14

Social Media Policy 13.12.18

Snow/grit policy 24.04.18

Standing Orders 26.03.19

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

To approve renewal of Connecting Communities in Berkshire membership £32 – Approval proposed Mr J Jarvis, seconded Mr C Wickenden, motion carried unanimously.

To approve membership of Berkshire Association of Local Councils £1,451.40 – Approval proposed Mr J Jarvis, seconded Mr C Wickenden, motion carried unanimously.

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

**12. Dispensations – none.**

**13. Minutes of the meeting held on 23<sup>rd</sup> April 2019** Minutes approved as a true and accurate record. Proposed Mr M Bray, seconded Mrs B Ditcham. Motion carried nem con.

**14. Minutes of the Annual Parish Meeting 24.04.19 (noted and public questions to be referred to the relevant committee)**

**15. Matters Arising – none.**

**16. Borough Council Matters** Mr L Ferris and Mr W Smith – no report. Mr S Conway reported several meetings with Wokingham Borough Council covering issues such as the 128 bus service and subsidy, Wokingham shuttle bus, recycling, air quality, commuter issues and library/community hub. He would like to be on the WBC planning committee and will be presenting a petition from Wessex Garden residents at the Council meeting.

Mr R Abeywardana commented that on the subject of air quality improving car parking would increase pollution. Better public transport is required and this needs to be pushed forward. Mr Conway reported that he has also been looking at ways of encouraging the use of cycles to the station. Mr Conway raised the issues Brook Street residents have and mentioned a government initiative where residents can legally park on pavements. Mrs B Ditcham reported a residents concerns on WBC grass cutting.

**17. Liaison with Ruscombe Parish Council.** There were no representatives from Ruscombe Parish Council. Mrs Jarvis reported on their meeting reporting that the following had been discussed: CIL money; parking at Penfields; loneliness project; Annual Parish Meeting.

Mr R Abeywardana commented that loneliness should be taken seriously as it is a real mental health issue. Mrs Ditcham has returned the CCB questionnaire on loneliness in Twyford. The research is being carried out by CCB in order to address loneliness in the area.

**18. Reports:**

18.1 Planning and Amenities Committee & Neighbourhood Plan 07.05.19

Mr C Wickenden summarised the minutes.

18.2 Parish Lands Committee - no May meeting held

18.3 Finance Committee – no May meeting held

18.4 Twyford Village Fete – no May meeting held

18.5 Other representatives reports

18.5.1 Meet your councillor – 11.05.19 Mrs Ditcham and Mrs Duffield attended and reported that the United Reformed Church Warden mentioned that their retaining wall is in a bad state of repair and they are applying to demolish the wall and create a plaza effect. They are in talks with the conservation officer as the building is listed. The pathway next to the church is dark and slippery and the clerk has reported this to WBC.

18.5.2 Community Hub – no meeting.

18.5.3 Twyford in Bloom - the route has been confirmed for the 22<sup>nd</sup> July.

18.5.4 Twyford Together AGM 04.05.19 – presentation circulated. It was agreed to invite Mr Gordon Holmes to talk on ‘Twyford Rethinks its Plastic’ at the June meeting.

18.5.5 Neighbourhood Action Group 16.05.19 – Mr Smith had reported that the following items were discussed: parking & speeding; a reduction in antisocial behaviour; builder parking on Ruscombe Road; volunteers requested for a new chair and secretary.

**19. Clerk’s report** – The clerk reported that Mr Michael Shirley, a newly elected councillor, has resigned. Members of the Council expressed their frustration. The bye-election notice has been published and if a bye election is not called for the vacancy can be advertised and filled by co-option at the June Council meeting. The clerk reported Clerk holiday dates & Assistant Clerk jury service dates.

**20. 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 2018/19 as presented. Proposed Mr J Jarvis, seconded Mrs B Ditcham. Motion carried unanimously.

**21. Correspondence**

21.1 Twyford Together AGM 04.05.19 agenda (circulated 25.04.19). Noted.

21.2 BALC Newsletter - April Edition (circulated 25.04.19). Noted.

21.3 QAVS 2020 Queens award for voluntary services 2019 (circulated 25.04.19). Noted.

21.4 Borough Parish Liaison Forum - 1 April (circulated 25.04.19). Noted.

21.5 Ruscombe Parish Council meeting 1st May 2019 Agenda and April minutes (circulated 25.04.19). Noted.

21.6 CCB Training Opportunities in Spring/Summer 2019 (circulated 01.05.19). Noted.

21.7 Wokingham Borough Libraries Newsletter May 2019 (circulated 01.05.19). Noted.

21.8 Wokingham Borough election results (circulated 03.05.19). Noted.

21.9 BALC - May Newsletter (circulated 08.05.19). Noted.

21.10 VE Day 75 (circulated 08.05.19). Noted.

21.11 Twyford Volunteer Drivers – AGM, 30 May (circulated 08.05.19). Noted.

21.12 Involve Cancer Champions information circulated to councillors. Noted.

**22. Authorisation of payments** –list dated 17.05.19 approval proposed Mr C Wickenden, seconded Mrs L Jarvis, motion carried unanimously.

**23. Dates of meetings:**

Neighbourhood Plan Working Group 03.06.19 (no clerk)

Neighbourhood Plan Sub committee 7pm 04.06.19

Planning and Amenities Committee 04.06.19

Ruscombe Parish Council meeting 05.06.19

Fete committee 7pm 11.06.19

Parish Lands Committee 11.06.19

Finance Committee 18.06.19

Fete Committee 7pm 25.06.19

Meet your councillor 13.07.19 (3-4pm Waitrose café)

Mrs T Ramsden & Mr M Bray with Mr M Alder as reserve

Neighbourhood Plan public meeting 12.09.19

**24. Date of next meeting 26<sup>th</sup> June 2018.**

**The meeting closed at 9:09 pm.**