

# Twyford Parish Council

## Minutes of the Meeting of the Council

Meeting held at Loddon Hall, Twyford on Tuesday 25<sup>th</sup> February 2020 at 7.45 pm.

**Present:** Mr R Mantel (Chairman), Mrs E Ashley, Mr J Bowley, Mr M Bray, Mrs J Duffield, Mrs B Ditcham, Mrs L Jarvis, Mrs T Ramsden, Ms C Scull, Mr C Wickenden, Mr T Winchester & Mrs S Wisdom.

**In attendance:** Mr S Conway – Borough Councillor, Mr W Smith – Borough Councillor, 1 member of the press.

**Clerk in attendance:** Mrs L Povey.

1. **Public questions.** - None.
2. **Apologies** – Mr M Alder, Mr R Abeywardana, Mr J Jarvis & Mr P Cassidy – Ruscombe Parish Council.
3. **Declarations of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Minutes of the meeting held on 28<sup>th</sup> January 2020.**  
Approval of the minutes as a true and accurate record proposed Mrs B Ditcham, seconded Mr M Bray, motion carried nem com.
6. **Matters arising – None.** Noted.
7. **Mr Michael Firmager, Deputy Executive Member for Environment & Leisure Chairman, Borough Parish Liaison Forum** Mr Firmager would like to improve communication between the Borough Council and Towns and Parishes and encourages ideas to make the forum more effective. Mr Firmager also hopes that the Forum will help to link common issues in surrounding Parishes to aid resolutions. Ideas to be sent to either [michael.firmager@wokingham.gov.uk](mailto:michael.firmager@wokingham.gov.uk) or [neil.carr@wokingham.gov.uk](mailto:neil.carr@wokingham.gov.uk)
8. **Borough Council Matters.**  
Mr W Smith reported:
  - Local Plan – He encourages residents to attend one of the consultations which are taking place throughout the Borough.
    - Mr J Bowley suggested that details relating to infrastructure would be beneficial.
    - Mrs B Ditcham & Mr C Wickenden suggested having control over the type of housing & roads in terms of structure & design and encourage sustainable living & community led housing – Linked with the Neighbourhood Plan.
    - Mr M Bray stated that according to the Local Plan that Twyford does not have any declared green spaces (Mr Smith informed Mr Bray that sites can be registered).
  - Speeding – This will be an ongoing battle. Whilst running recent speed checks, around 15% of road users were breaking the limit – the worst being caught doing 62mph in a 30mph zone.
  - Roads – Potholes are being mended but the roads still need improving. This will be an ongoing action for WBC.
  - Parking – Commuter parking is an ongoing battle. GWR have confirmed that they still intend to open the old coal yard for additional parking.
    - Mr M Bray asked about reports about potential park & ride facilities in Twyford and where they are to be located? – Mr Smith confirmed that sites are being investigated but nothing has been highlighted yet.

- Whistley Green – Many mature oaks were being cut down. Unfortunately, at the time, they were not protected by any protection orders (TPO's). TPO's for these trees are now in force to stop those remaining from being removed.

Mr S Conway reported:

- £640,000 was allocated to Polehampton Community Hub in the Wokingham Borough Council budget meeting however planning permission for the project needs to be renewed as this has now lapsed.
- Local Plan – Encourages any concerns to be raised through the consultations that are currently taking place across the Borough.
- He expressed concerns regarding the impact that any development will have on the local roads.
- He encourages the Neighbourhood Plan Committee to promote the vision for Twyford according to the survey completed by residents and raise considerations in terms of structure, traffic, amenities etc
- Commuter Parking – A suggestion has been raised for WBC to pay for a second deck to be built on the existing station carpark and in return WBC to receive a proportion of the revenue (Mr Conway will be following this up).

**9. Liaison with Ruscombe Parish Council.** No report. Noted.

**10. Reports and to receive any recommendations from committees:**

**10.1** Planning and Amenities Committee & Neighbourhood Plan 04.02.20.

Mrs B Ditcham highlighted items 7.5, 9.1, 10.1, 12, 15.1, 17.2-17.5, 19 (Mr J Bowley suggested asking for the Borough Councillors support in obtaining the Gateways quotes). Litter pick arrangements – 28.03.20 at 10am Loddon Hall Car Park. Mrs L Jarvis is organising the event with Mrs B Ditcham's support. Please can all Councillors attend if possible.

**10.2** Parish Lands Committee 11.02.20.

Mr J Bowley highlighted items 11.3, 13.3, 13.4, 14.2.1, 14.2.4, 14.4, 14.8.

Recommendations from 11.02.20:

- Recommendation amended from £1,900 to £850 following clarification of the works covered by the cheaper quote.  
The Committee **RECOMMEND to Full Council** £850 for Stanlake Meadow copse tree works. Motion carried unanimously.
- The Committee **RECOMMEND to Full Council** £1,891 to replace the Twyford & Ruscombe Horticultural Association fence. Motion carried unanimously.
- The Committee **RECOMMEND to Full Council** £250 for tree works on Jubilee Corner. Motion carried unanimously.

**10.3** Finance and General Purposes Committee 18.02.20

Mr T Winchester highlighted items 7, 9.

Recommendations from 18.02.20:

- The Committee **RECOMMEND to Full Council** to appoint Mr R Mantel as the Finance Committee representative to jointly carry out the quarterly internal control checks. Motion carried nem con.
- The Committee **RECOMMEND to Full Council** to approve the amended CCTV policy. Motion carried unanimously.
- The Committee **RECOMMEND to Full Council** to approve the amended Document Managements policy. Motion carried unanimously.
- The Committee **RECOMMEND to Full Council** to approve the unamended Snow / Grit policy. Motion carried unanimously.
- The Committee **RECOMMEND to Full Council** to approve the amended Social Media policy. Motion carried unanimously.
- The Committee **RECOMMEND to Full Council** to approve a grant of £160 to Berkshire Multiple Sclerosis Therapy centre. Motion carried unanimously.

Other items:

- To appoint the second councillor responsible for carrying out internal controls at the Full Council meeting - Proposed Mr J Bowley, seconded Mr M Bray to **RECOMMEND to Full Council** to approve Mrs J Duffield as the non-Finance Committee representative to jointly carry out the quarterly internal control checks. Motion carried nem con.
- Mr T Winchester reminded councillors to complete the paper audit questionnaire. He along with Mr J Bowley also highlighted relevant items from the Social Media policy.

**10.4** Fete Committee – no meeting held due to insufficient business. Noted.

**11. Other representatives' reports**

**11.1** Borough Parish Liaison Forum 10.02.20 (RM & JB) – minutes circulated 17.02.20. Mr J Bowley reminded the Council that any items that members wish to have raised, to pass them to either him or Mr R Mantel and they will raise it. Mr M Bray asked for clarity on the disposal of bulky items as this was not made clear within the minutes - Mr J Bowley to follow up with WBC and report back.

**11.1.1** Would the Council like to consider hosting a local author event? (£500) - Mrs B Ditcham advised the Council that the local schools already arrange these events. No further actions.

**11.2** Twyford Together (BD). Mrs B Ditcham reported that Twyford Together have concerns about the cost/upkeep of the defibrillators – a letter is due to be sent to the Council. Four more living lampposts are due – WBC need to authorise locations. New umbrellas with lights to be put up in the alleyway next to La Fontana and a wildflower noticeboard is due to be erected.

**12. Clerk's report** – no items to report. Noted.

**13. To consider agreeing a policy concerning the length of time a councillor may serve as Chairman or Vice Chairman to the council or committee.** Motion carried to refer this item to the Finance and General Purposes Committee for consideration to amend the standing orders to reflect this proposal. Once actioned, refer back to Full Council.

**14. Climate Change**

**14.1** To consider forming a Climate Emergency Action Plan - Mrs B Ditcham & Mr J Bowley met to discuss an Emergency Action Plan for Twyford. It was decided that although Wokingham's Plan has a lot of content, they feel that any plan Twyford wishes to promote needs to be actionable. Mr J Bowley had therefore asked the Clerk during the Parish Lands Meeting to supply an audit of where we are now – Mr Bowley asked for an excel list of the outstanding actions for all committees (not just climate relevant). The Assistant Clerk advised Mr J Bowley that the Clerk had sent an email requesting confirmation that the information supplied was what was wanted before the Clerk & Assistant Clerk spend time completing this task. Mr Bowley to liaise with the Clerk.

**15. Items to be discussed at the next meeting – None.** Noted.

**16. Correspondence (circulated to councillors by email):**

**16.1** Training Opportunities from CCB in 2020 (circulated 24.01.20). Noted.

**16.2** Action for All E-Bulletin (circulated 24.01.20). Noted.

**16.3** Ruscombe Parish Council meeting Wednesday 5th February 2020 (circulated 30.01.20). Noted.

**16.4** Borough Parish Liaison Forum - 10 February (circulated 31.01.20). Noted.

**16.5** The Chain Newsletter (circulated 03.02.20). Noted.

**16.6** February Events for Half term at Wokingham Borough Libraries (circulated 03.02.20). Noted.

**16.7** Overview & Scrutiny Work Programmes 2020/21 (circulated 03.02.20). Noted.

**16.8** Neighbourhood Policing - Have your say meeting (circulated 03.02.20). Noted.

**16.9** The Chain Newsletter (circulated 03.02.20). Noted.

**16.10** Local Plan Update Newsletter (circulated 04.02.20). Noted.

**16.11** Thames Valley Police - Vacancies for lay members of the Joint Independent Audit Committee (circulated 05.02.20). Noted.

**16.12** Fasthosts - Exchange Platform Upgrade - Account Migration (circulated 13.02.20). Noted.

**16.13** Community Police Team - Have your say meeting (Circulated 14.02.20). Noted.

**17.** The Chain Newsletter (circulated 14.02.20). Noted.

**17.1** Action for All E-Bulletin (circulated 17.02.20). Noted.

**17.2** For information: Lobby Day 2020 (circulated 17.02.20). Noted.

**17.3** Wokingham Town Mayors Charity Gold Day (circulated 17.02.20). Noted.

**18. List of authorised payments** – list dated 17.02.20. Approval proposed Mr M Bray, seconded Mr C Wickenden. Motion carried unanimously.

**19. Dates of meetings:**

**All meetings 7:45pm at Loddon Hall unless noted otherwise.**

Neighbourhood Plan Working Group meeting	02.03.20
7:30 pm Stanlake Pavilion	
Neighbourhood Plan Sub committee	03.03.20
Planning and Amenities Committee	03.03.20
Ruscombe Parish Council meeting (LJ)	04.03.20
Parish Lands Committee	10.03.20
Meet your councillor session	14.03.20
3-4 Waitrose café	
(MB, TR & BD reserve)	
Finance & General Purposes Committee	17.03.20
Fete Committee 7pm	24.03.20

**20. Date of next meeting of the Council Tuesday 24<sup>th</sup> March 2020.**

**The meeting closed at 21:20.**