

Twyford Parish Council Minutes of the Meeting of the Council

Meeting held remotely on Tuesday 22nd September 2020 at 7:30pm.

Present: Mr R Mantel (Chairman), Mr R Abeywardana, Mr M Alder, Mrs E Ashley, Mr J Bowley, Mr M Bray, Mrs A Evans, Mrs B Ditcham (from item 7 onwards), Mr J Jarvis, Mrs L Jarvis, Mr C Wickenden, Mrs S Wisdom (from item 7 onwards) & Mr T Winchester (from item 6 onwards).

In attendance: Mr P Cassidy (Ruscombe Parish Council), 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.** Mrs J Duffield & Mrs T Ramsden.
3. **Declaration of interest in items on the agenda** None.
4. **Dispensations** None.
5. **Minutes of the Full Council meeting held on 25th August 2020** Proposed Mr C Wickenden, seconded Mr M Bray to approve the minutes as a true and accurate record. Motion carried nem con.
6. **Matters arising** – no items.
7. **Borough Council Matters**

Borough Councillor Stephen Conway reported highlighting the following matters:

- Retail recovery meetings with WBC. The new Government restrictions on the hospitality businesses will be discussed this week.
- Government overhaul of the planning system which includes the ability to develop in certain zones with limited capacity for residents and the Council to object. Reduced obligations for social housing and for infrastructure payments. Mr Conway reported that algorithms have been used to calculate the housing requirements which sees new housing in the Wokingham Borough go from £800 a year to £1,600. There are between £300,000 and £1 million of planning permissions that have not been implemented.
- There are consultations for 'Changes to the Planning system' and the 'White Paper' and Mr Conway urged the Council to have their say.
- A meeting was held at the village centre with WBC's executive member for highways. They spoke about congestion and pollution. They also looked at Wellington Square and discussed the possibility that the Parish Council might take on the maintenance. Discussions are also being had with WBC's Bernie Pitch on improving the look of this area.
- WBC have purchased the Tesco express site for revenue purposes.
- Good progress with the library plans. Planning permission is in the process of being renewed and the finance has been confirmed.

Mr Mantel asked if Wellington Square is part of the lease between WBC and Waitrose. Mr Conway confirmed that it is.

Borough Councillor Lindsay Ferris was attending a Personnel Board meeting and had given his apologies. He sent a written report highlighting the planning consultations and asked if the Council had responded to these. He expressed concern about road sweeping reporting. Several roads have grass growing in the gutters and asked the councillors to report roads (to him) that

need sweeping. Mr Ferris also commended the Council on the management of the Stanlake Meadow wildflower area.

There was no report from Borough Councillor Wayne Smith.

8. Liaison with Ruscombe Parish Council Mr P Cassidy reported that Ruscombe Parish Council are progressing well with their plans for their neighbourhood plan, community orchard (which is being leased from WBC for a peppercorn rent), project to paint the Ruscombe Bridge and the bee highway which is to be planted in the Autumn.

9. Reports and to receive any recommendations from committees

9.1 Planning and Amenities Committee 01.09.20 & Neighbourhood plan Sub committee
Mrs B Ditcham reported on the minutes highlighting items 6.1, 6.2, 6.3, 16.9 & 17.6.

Mr C Wickenden reported on the Neighbourhood Plan sub committee meeting. Communications have recommenced with the working party. A grant application, approved by the Finance Committee, is being made for £1,650 which will fund visioning sessions with a consultant and the working party volunteers.

9.1.1 Changes to the current planning system – Mr C Wickenden reported. A submission has been made to NALC responding to the Planning System consultation. The Government document is complex and very much about making things better for developers and not focussing on the needs of the community. The Council need to submit comments on the consultations on reform of the planning system by 15th October. Mr Wickenden spoke about the calculation of housing numbers which seems to be based against the needs of the community and good at locating large amounts of housing where its commercially viable to do so. The report focusses on new developers and small developers not community led housing, social housing or affordable housing.

9.2 Parish Lands Committee 08.09.20

Mr J Bowley reported. He highlighted items 8, 9 & 10.

9.2.1 **Recommendation** – approval of quote for Stanlake Meadow tree works (next to the highway) £4,410. Motion carried unanimously.

9.3 Finance and General Purposes Committee 15.09.20

Mr T Winchester reported.

9.3.1 Review of Councillor one drive folder and whether councillors can access documents and emails. Three councillors are having difficulty accessing the outlook messages stored in the one drive folder. Agreed for the clerk to continue saving documents in the one drive folder but outlook messages to be saved as 'print to pdf'. Emails also to be circulated. Agreed this was not a long term plan and it will be reviewed in October.

9.3.2 **Recommendation** - to reply to Citizens Advice to say that the Council could not think of a suitable location for two telephones. Agreed this was for information only and did not require a vote.

9.3.3 **Recommendation** – upon reflections the committee feel that the recommendation still stands. [July recommendation - To propose no change to the standing orders and not to limit the term of consecutive office years for Council Chairman and Vice Chairman.]
Unanimously agreed for the Finance committee and then the Full Council meeting to consider this once they have all seen responses from HALC and trainer Kim Bedford which are in the Finance one drive folder. Information requested from the Finance committee at the last Council meeting on the pros and cons is still outstanding.

10. Other representatives reports

10.1 Mrs B Ditcham and Mr M Alder will be attending the Twyford Twinning meeting on 23.09.20

10.2 Mr J Jarvis reported a successful Covid-19 compliant summer at Polehampton Swimming Pool

11. Community Resilience program

11.1 Twyforward Arts and Crafts festival 2020 – no report.

12. Flytipping & Parking Photos concerning flytipping and parking had been circulated. Agreed for incidences to be reported to WBC or the clerk. This item is also to be referred to the Planning and Amenities committee in order to discuss a social media post to inform members of the public not to leave items to be collected on the public footpath. Clerk to check if there is a specific email address to report parking matters to the civil parking enforcement authority.

13. Communication & liaison with other groups within the Parish

13.1 WBC meeting to support Twyford retailers 10.09.20

A meeting was held with Bernie Pitch – WBC Head of Regeneration, Nigel Bailey – WBC Senior Strategy Officer, Mark Redfearn – WBC Head of Localities, Rob Yeadon - Twyford Together and clerk to TPC. It was felt that the Twyford village centre is busier and some restaurants are continuing the 'Eat out to Help out scheme' of their own accord. New posters and metal signs are available to promote the latest Government message 'Help stop the spread' and reminding of social distancing, face coverings, queuing, wash /sanitise hands & if you have symptoms stay at home. Supplies have been ordered for the Twyford shops as the last ones were very well received. More supplies of the footprints were ordered as it seems that the rules will be around for a while. Suggested locations were given for the metal signs.

14. Clerk's report – A forum of the Wokingham Clerks was held on 2nd September. Two representatives from WBC spoke about the fitness training permits. They are looking to regulate the trainers using their facilities and to promote good practise in terms of Covid-19 cleanliness, insurance, risk assessments and first aid training. They offered to extend the cover to assist the Towns and Parishes. There were a variety of schemes already in place throughout the Towns and Parish Councils and a mixed response to the offer. Other matters discussed were the voluntary sector strategy, climate change (clerks are working on a template for use by all Towns and Parishes) and sustainable transport initiatives. This month is cycle September and WBC has been doing lots of promotion around cycling and cycling courses. Woodley TC have a cycling working party and a new cycle shed is being installed at the Pinewood centre. Walk to School week is 5-9th October and Finchampstead PC have organised Living Streets packs for local school children. A brief discussion was held on Remembrance Day.

The Council discussed Remembrance day arrangements under Covid-19. Mr T Winchester proposed and Mrs S Wisdom seconded that a remembrance wreath should be ordered as usual. Motion carried unanimously. Mr Abeywardana suggested a piece of music or virtual song to be published on the Twyforward website. Mr Winchester suggested that Mrs Winchester might be available for a physical or virtual last post on the trumpet. Clerk to check arrangements with the church and scouts for a socially distanced wreath laying.

15. Items to be discussed at the next meeting

15.1 Mr J Bowley asked the Council to consider reverting back to the usual meeting start time of 7:45pm.

16. Correspondence (in Councillor one drive folder):

16.1 WBC - Unauthorised Encampment 20.08.20. Noted.

16.2 WBC - Unauthorised Encampment update 24.08.20. Noted.

16.3 Ruscombe Parish Council meeting 2nd September 2020 27.08.20. Noted.

16.4 The Wokingham Chain Newsletter 01.09.20. Noted.

16.5 Keep Mobile Newsletter 04.09.20. Noted.

16.6 John Halsall -An alarming new housing formula coming to Wokingham 07.09.20. Noted.

16.7 HALC - Consultations on reform of the planning system 08.09.20. Noted.

16.8 Quatro Planning White Paper webinar 10.09.20. Noted.

16.9 Clerk Forum / WBC Community response - Covid-19 10.09.20. Noted.

16.10 HALC Consultations on reform of the planning system 10.09.20. Noted.

16.11 BALC Newsletter September 2020 11.09.20. Noted.

16.12 The Wokingham Chain Newsletter 14.09.20. Noted.

17. List of authorised payments – list for September (in Councillor one drive folder)

Clerk to advise councillors about missing transaction 647.

Approval of list dated 16.09.20 proposed Mr J Jarvis, seconded Mr M Bray. Motion carried nem con.

18. Dates of meetings:

All meetings 7:30pm by Zoom unless noted otherwise.

Planning and Amenities Committee	06.10.20
Ruscombe Parish Council meeting (LJ)	07.10.20
P&A White Paper meeting (comments in advance to the Assistant Clerk)	08.10.20
Parish Lands Committee	13.10.20
Finance & General Purposes Committee	20.10.20

19. Staffing matters (part 2)

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 J Jarvis, seconded Mrs B Ditcham, carried unanimously.

19.1 Continuation of Clerks' annual review. Resolved that a bonus be paid to the Clerk of £500 and £200 to the Assistant Clerk in recognition of their efforts during this year.

19.2 Job Evaluation. Resolved that a Job evaluation be obtained from NALC for the Clerk and Assistant Clerk.

20. Date of next meeting of the Council Tuesday 27th October 2020.

Meeting closed at 22:02