

Twyford Parish Council

Minutes of the Annual Meeting of the Council

Meeting held remotely, on Tuesday 4th May 2021 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, Mr T Winchester & Mrs S Wisdom.

In attendance: Clerk and 1 member of the press.

1. Election of Chairman & acceptance of office

Mr R Mantel proposed to be Chairman by Mr C Wickenden, seconded Mr M Alder.

Mr R Abeywardana proposed to be Chairman by Mrs T Ramsden, seconded Mr T Winchester.

Mr R Abeywardana 6 votes, Mr R Mantel 8 votes. Mr R Mantel elected as Charman.

Mr Mantel signed his acceptance of office.

2. Election of Vice Chairman

Mr R Abeywardana proposed to be Vice Chairman by Mrs T Ramsden, seconded Mr M Alder.

Mr J Bowley proposed to be Vice-Chairman by Mrs B Ditcham, seconded Mr M Bray.

Mr R Abeywardana 9 votes, Mr J Bowley 5 votes.

Mr R Abeywardana elected as Vice Chairman.

3. Public questions – none.

4. Apologies: Mrs A Evans.

5. General Power of Competence

5.1 To agree that the Parish Council meet the criteria for eligibility (two thirds elected members & CILCA qualified Clerk)
13 Councillors are elected members and the clerk achieved her CILCA in November 2019. It was unanimously agreed that the Council is eligible to adopt the General Power of Competence.

5.2 To agree to adopt the General Power of Competence – the Council voted in favour of adopting the General Power of Competence. Motion carried unanimously.

6. Review committee terms of reference

Acceptance of the terms of reference unanimously agreed.

7. Appointment of Councillors to committees

Noted that Mrs A Evans was not in attendance and will be appointed to the relevant committees at the next meeting.

Planning and Amenities: Mr R Abeywardana, Mr M Alder, Mrs B Ditcham, Mr M Bray, Mr J Jarvis, Mr R Mantel, Mr C Wickenden – membership unanimously approved.

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 & Mrs S Wisdom – membership approved unanimously.

Finance and General Purposes: Mr R Abeywardana, Mr J Bowley, Mrs B Ditcham, Mr J Jarvis, Mr R Mantel, Mr C Wickenden & Mr T Winchester – membership approved unanimously.

Fete: Mr R Abeywardana, Mr M Alder, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mr J Jarvis, Mr R Mantel, Mrs S Wisdom – membership approved unanimously.

8. Appointment of 2 councillors to carry out the quarterly internal checks

(one Finance committee member and one other – existing RM & JD)

Proposed Mrs J Duffield by Mr R Mantel, seconded Mr T Winchester. Motion carried nem con.

9. Appointment of Councillor Representatives

Age Concern – Mrs T Ramsden proposed by Mr T Winchester, seconded Mrs B Ditcham, motion approved unanimously.

BALC AGM – Mr R Mantel & Mr R Abeywardana proposed Mr T Winchester, seconded Mr J Jarvis, approved unanimously.

Flood Action Group – in view of the uncertainty of this still running no representatives were elected.

HBUG – Mr C Wickenden proposed by himself, seconded Mrs B Ditcham, approved unanimously. Mr T Winchester nominated by himself, seconded Mrs E Ashley, carried unanimously.

Neighbourhood Action Group – Mrs E Ashley proposed Mr C Wickenden, seconded Mrs B Ditcham, carried unanimously.

Ruscombe Parish Council – Mrs L Jarvis proposed by Mr J Jarvis, seconded Mrs E Ashley, approved unanimously

TRCA (Loddon Hall) Mr J Jarvis proposed by Mr T Winchester, seconded Mr M Bray, approved unanimously.

TRIP Mrs T Ramsden, proposed by Mr J Jarvis, seconded Mrs E Ashley, carried unanimously.

Twyford in Bloom - Mr M Bray proposed by Mrs B Ditcham, seconded Mr C Wickenden, approved unanimously.

Twyford Together awards judging panel – Mrs J Duffield proposed by Mrs S Wisdom, seconded Mrs B Ditcham, approved unanimously.

Twyford Together Executive – Mrs B Ditcham proposed by Mr J Jarvis, seconded Mrs E Ashley, approved unanimously.

Twyford Twinning Association – Mr M Alder proposed by Mrs B Ditcham, seconded Mr C Wickenden, approved nem con.

Mrs B Ditcham proposed by Mr C Wickenden, seconded Mr T Winchester, approved nem con.

WBC Borough / Parish Liaison Forum – Mr R Mantel & Mr R Abeywardana proposed by Mr M Alder, seconded Mr M Bray, approved unanimously.

WDALC representatives Mr R Mantel & Mr R Abeywardana proposed by Mr J Jarvis, seconded Mrs B Ditcham, carried unanimously.

Mr J Jarvis proposed as reserve by Mrs S Wisdom, seconded Mr T Winchester.

Mrs B Ditcham proposed as reserve by Mr R Mantel, seconded Mr J Bowley.

Mrs B Ditcham 7 in favour, Mr J Jarvis 7 in favour. The Chairman used his casting vote in favour of Mrs B Ditcham to keep the status quo and Mrs D Ditcham was therefore appointed.

10. Review and adoption of policies:

Note: Policies have been circulated to councillors. Dates show the date adopted / reviewed by the Finance & General Purposes committee.

Policies are reviewed by the Finance & General Purposes committee on a rolling basis.

Proposed Mr M Bray, seconded Mr T Winchester to adopt the policies as listed. Motion carried unanimously.

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 28.01.20

Grant policy 26.03.19

Handling Complaints Procedure 25.06.19
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 payments 28.01.20
Publishing policy 28.01.20
Risk Management Policy adopted 28.01.20
Social Media Policy 13.12.18
Snow/grit policy 24.04.18
Standing Orders 26.03.19

11. Review of the Councils subscriptions to other bodies

- 11.1 To approve renewal of Connecting Communities in Berkshire membership (2020 fee was £35) Approval proposed Mr C Wickenden, seconded Mrs B Ditcham, carried unanimously.
- 11.2 To approve membership of Berkshire Association of Local Councils £1,479.00. Approval proposed Mr T Winchester, seconded Mrs S Wisdom, carried unanimously.

12. Declarations of interests in items on the agenda. None.

13. Dispensations. None.

14. Minutes of the Full Council meeting held on 27th April 2021 Minutes approved as a true and accurate record. Proposed Mr M Bray, seconded Mrs E Ashley. Motion carried nem con.

15. Minutes of the Annual Parish Meeting 21.04.21 - Noted.

16. Matters Arising – none.

17. Borough Council Matters – no report. Mr S Conway had sent his apologies. A short discussion took place on the Piggott School places and focus on next years intake. WBC are due to carry out a consultation with parents.

18. Liaison with Ruscombe Parish Council – no report. Mr P Cassidy had sent his apologies.

19. Reports and to receive any recommendations from committees:

- 19.1 Planning and Amenities Committee & Neighbourhood Plan 04.05.21
Mrs B Ditcham report. The committee had agreed delegation of decisions and made comments on three planning applications.
Neighbourhood plan – no meeting.
- 19.2 Parish Lands Committee – no meeting.
- 19.3 Finance Committee – no meeting.

20. Other representatives reports no reports.

21. Community Resilience Program

- 21.1 Twyforward Arts and Crafts festival 2020/21 - no report.

22. Communication and liaison with other groups in the Parish – no reports.

23. Clerk's report:

Permission for the Henley Art trail to display banners, for up to a month, on Jubilee Corner and the KGVR ball court were considered. Approval proposed Mr J Jarvis, seconded Mr M Bray, carried unanimously.

Permission for a refill van to use up to 3 parking spaces in the Parish Council part of the Loddon Hall car park on a Thursday morning was considered. Proposed Mr M Alder, seconded Mr J Jarvis, unanimously approved at no cost for 3 months.

Proposed Mr T Winchester, seconded Mrs S Wisdom to delegate the decision as to permission to hold a boot camp to Mr J Bowley and Mr M Bray. Motion carried unanimously.

24. To approve the Annual Accounts and Annual Audit Return – to be carried forward.

25. Election protocol (circulated 26.04.21) – Proposed Mr J Jarvis, seconded

Mr C Wickenden to refer this to the Finance committee. Motion carried unanimously.

26. Items to be discussed at the next meeting no items.

27. Correspondence – none.

28. List of authorised payments – none.

29. Dates of meetings:

Ruscombe Parish Council Annual meeting	05.05.21	
Ruscombe Annual Parish Meeting	27.05.21	
Ruscombe Parish Council	02.06.21	
Great British Spring Clean & Neighbourhood Plan	12.06.21	
Neighbourhood Plan working group	05.07.21	
Neighbourhood Plan Sub Committee 7pm	06.07.21	
Planning and Amenities Committee	06.07.21	
Ruscombe Parish Council	07.07.21	
Parish Lands Committee	13.07.21	
Finance Committee	20.07.21	
Meet your councillor & Neighbourhood Plan	10.07.21	(3-4pm Waitrose café)
[Agreed to appoint in June]		

30. Date of next meeting 22nd June 2021.

Mr Mantel reported that he and the Clerk will liaise over booking a spacious meeting room for June be that St Marys, the United Reformed Church or Loddon Hall. It was felt that the Twyford Room would be too small for the Full Council to meet.

The meeting closed at 8:57 pm.