

Twyford Parish Council Minutes of the Meeting of the Council

Meeting held at the Twyford Room, Loddon Hall, RG10 9JA on Tuesday 26th April 2022 at 7:45 pm.

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

In attendance: Mr P Cassidy – Ruscombe Parish Council

Clerk present: Mrs L Moffatt (Clerk).

Mr R Abeywardana opened the meeting.

1. **Public Questions** - no questions.
2. **Apologies.** None.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Minutes of the Full Council meeting held on 22nd March 2022**
Proposed Mr M Bray, seconded Mr J Jarvis to approve the minutes as a true and accurate record. Motion carried unanimously.

Mr R Mantel commenced chairing the meeting.

6. **Matters Arising.** None.
7. **Borough Council Matters.** Mr S Conway had given his apologies. He reported by email that following on from the Annual Parish meeting, he had contacted the anti-social behaviour unit at WBC. Members of the team visited KGVR and found no broken glass or bad behaviour. However, they will be making periodic spot checks over the next few weeks. Mr Conway hopes to speak with the head of Polehampton Infants about the parking problems in due course. There were no reports from Mr L Ferris or Mr W Smith. There were no questions for the Borough Councillors.
8. **Liaison with Ruscombe Parish Council.** Mr P Cassidy reported.
Mr Mike Evans had chaired the April meeting.
 - The Neighbourhood Plan is currently held up by Wokingham Borough Council due to appointing an examiner that Ruscombe Parish Council agrees to. Ruscombe Parish Council has taken advice from O'Neill Homer who has worked directly with all three potential examiners and would like to make a different appointment.
 - The Council are distributing packs of red/white/blue seeds to residents by way of commemorating the Platinum Jubilee.
9. **Reports and to receive any recommendations from committees**
 - 9.1 Planning and Amenities Committee 05.04.22
Mrs Ditcham reported summarising the minutes.
 - 9.2 Neighbourhood Plan subcommittee 05.04.22
 - 9.2.1 Neighbourhood Plan consultation 30.03.22
Mrs Ditcham urged councillors to make individual comments on the plan.
 - 9.3 Parish Lands Committee 12.04.22
Mr Bray reported summarising the minutes.
Mrs Ditcham referred to item 11.1 - Mrs Duffield had suggested a strategic discussion within the Council to agree as to what Council projects to focus on. Agreed to discuss under item 15.
 - 9.4 Finance and General Purposes Committee 19.04.22

Mr Bowley reported summarising the minutes.

9.4.1 The committee **RECOMMEND to Full Council** to amend the standing orders 18 (a) v contracts for tendering limit from £60,000 to £25,000 in order to comply with the Public Contracts Regulations/Procurement Rules. Motion carried unanimously.

9.4.2 To amend the standing orders to formalise the documentation of Part 2 (confidential) discussions. The wording was available to Councillors in the one drive folder. The draft wording, suggested by Mr Abeywardana at the January Finance committee meeting, had since been amended by the Finance committee to omit the sentence: "Evidence must be presented to substantiate a point of view and this evidence must also be recorded."

Mr Abeywardana explained the importance of this wording detailing an experience that had prompted this. He reported that a decision had been made at a Part 2 Finance meeting based on unsubstantiated evidence. It was later found that the information, provided by a councillor, was incorrect. He felt that this had put him in an uncomfortable situation professionally and the Council at risk of litigation. He emphasised the need for transparency and reminded councillors that the Council is a public body and spending public money.

Mr Mantel quoted from Charles Arnold Baker 7.37 which mentioned 'Privilege' stating the councillors should be able to express their point of view without having to evidence it. Mr Abeywardana stated that this paragraph referred to defamatory statements and as such was not relevant. Mr Bowley expressed concerns that the requirement to provide evidence limited freedom of speech. A lengthy discussion took place on the recording of part 2 meetings and evidence to support discussions.

Mr J Jarvis proposed, seconded by Mr Abeywardana. to **RECOMMEND to Full Council** to reinstate the clause, with amended wording to replace 'point of view'.

Mr Mantel proposed, seconded by Mr Bray to **RECOMMEND to Full Council** to refer the wording to BALC to give the clause some validity. The vote took place with 5 in favour, 7 against, motion fell.

Mr J Jarvis proposed, seconded by Mr Abeywardana. to **RECOMMEND to Full Council** to reinstate the clause, worded as follows: "Evidence must be presented to substantiate a statement of fact and this evidence must also be recorded." The amendment was voted on. Mr J Bowley requested a recorded vote.

Those in favour (9): Mr R Abeywardana, Mr M Alder, Mrs E Ashley, Mrs B Ditcham, Mrs A Evans, Mrs L Jarvis, Mr J Jarvis, Mrs T Ramsden & Mrs S Wisdom.

Those against (3): Mr R Mantel, Mr J Bowley & Mr M Bray.

Motion carried.

A vote took place on the main, now amended, resolution to **RECOMMEND to Full Council** to amend the standing orders to formalise the documentation of Part 2 (confidential) discussions as follows:

Standing Orders (additional wording)

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Part 2

When confidential items are discussed, minutes must be taken of the discussion and the minutes should include as much relevant detail as possible, without compromising the confidentiality. Full regard should be given to the GDPR, in particular when the subject matter of the business being transacted involves personal or sensitive personal data.

The clerk is still legally required to record any decisions that the council makes and more details can be included within a separate note that is not published publicly with the minutes, but accompanies them confidentially.

ix. Part 2 – in the absence of the clerk

In the absence of the clerk a scribe must be appointed.

The recorded minute should include the discussion and a record of the vote if requested.

Evidence must be presented to substantiate a statement of fact and this evidence must also be recorded.

The minute wording will be agreed at the Part 2 meeting.

A record of who is responsible for carrying out any action with a deadline must be recorded.

An encrypted copy of the minutes will be stored, by the clerk, on the Councils records. All councillors will be able to access this minute, however, it will be confidential to the clerk and others.

Those in favour (9): Mr R Abeywardana, Mr M Alder, Mrs E Ashley, Mrs B Ditcham, Mrs A Evans, Mrs L Jarvis, Mr J Jarvis, Mrs T Ramsden & Mrs S Wisdom.

Those against (3): Mr R Mantel, Mr J Bowley & Mr M Bray.

Motion carried.

9.4.3 The committee **RECOMMEND to Full Council** to propose a grant of £500 to Twyford Together for the Platinum Jubilee Celebrations. Motion carried unanimously.

9.5 Fete Committee 26.04.22 – no meeting held.

10. Review of Annual Parish Meeting 20.04.22 – brief discussion took place on attracting a wider demographic of residents to the meetings. The minutes had been circulated and were noted.

11. Other representative reports

11.1 Twyford in Bloom 29.03.22 – Mrs Ditcham reported on the minutes. The meeting planned for Monday had been delayed. The application for the Twyford in Bloom categories has been submitted. Hanging basket orders are being coordinated and the Parish Council budget will be used for summer and winter hanging baskets.

11.2 Spring Clean 02.04.22 – organised by Mrs Ditcham, Mrs Jarvis and Mr Jarvis the event went well. Noted that glass was found by the Loddon Hall social club steps.

12. Climate Change representative – Mr J Jarvis was unanimously approved to take over the co-ordination from Mr Abeywardana.

13. Community Engagement plan - Mrs Evans reported on a meeting held with Mr Alder and Mr Mantel. Whilst the working group are not yet ready to make proposals they discussed engaging different age groups, regular communications through an email or e-newsletter and looking at other Parish Councils communications. Agreed for the 'Meet your Councillor' session to re-commence on Saturday 2nd July from 3-4pm at Waitrose. Clerk to seek permission from Waitrose. Mr Abeywardana suggested engaging with young people at schools through a youth council. He also suggested a survey to the community and short video updates. Mrs Wisdom suggested restarting Twyforward with pictures from the Platinum Jubilee celebrations. The working group will next meet on 10th May.

14. Clerk's report

14.1 Reminder of the election of Chairman and Vice Chairman [for the Council in May and committees in June with the exception of Fete committee in September]. Reminder of the election protocol:

www.twyfordparishcouncil.gov.uk/wpcontent/uploads/2021/10/Election_Protocol.pdf

14.2 The Citizens Advice mobile unit will be visiting Stanlake Meadow, offering drop in sessions, on Friday 6th May from 10:30 – 1pm. Other locations such as Loddon Hall car park and Waitrose were considered however Stanlake Meadow was thought to be the best location. Discussion took place on how the Council might promote the visit with suggestions to use social

media and the website. Mr Abeywardana offered to be the contact and to be involved with promotions.

14.3 Platinum Jubilee bunting – Twyford crafters have been busy making bunting for the village and it was agreed the following areas would be ideal to decorate: Jubilee Corner; Bell Corner; Stanlake Meadow; London Road shop fronts.

15. Items to be discussed at the next meeting

Action planning – Councillors to review all Council activities and to agree a strategy for planning. Suggestions on producing a Gantt chart / visual planner. Items to start the list included: Neighbourhood plan; Pavilion redevelopment; Skate park; Twyford in Bloom; Community engagement; Twyfordward; Climate change. Further items to be added to the list. Suggestion that by planning the meetings they would become more engaging and councillors would be better able to drive projects forward more efficiently.

16. List of authorised payments – list dated 26.04.22 containing transactions to 31.03.22. Approval proposed Mr J Jarvis, seconded Mrs E Ashley, carried unanimously.

17. Correspondence (all noted)

- 17.1 Wokingham Mental Health & Wellbeing Community Alliance - next meeting 12/04/22
- 17.2 Connecting Communities in Berkshire March E-Bulletin
- 17.3 The Wokingham Volunteer Centre E-News March22
- 17.4 Borough Parish Liaison Forum 07.02.22
- 17.5 John Halsall, WBC - Ukrainian Refugees 25.03.22
- 17.6 John Halsall Ukrainian Refugees 31.03.22
- 17.7 WBC New safety and enforcement service
- 17.8 Borough Parish Liaison cancellation of April meeting & Enforcement and Safety Service Update
- 17.9 WBC Ukraine response – clerk email 01.04.22
- 17.10 RPC Agenda Wednesday 6th April 2022
- 17.11 BALC - Star Council Awards
- 17.12 BALC – Make a change resource pack for elections
- 17.13 John Halsall - Ukraine Refugees 08.04.22
- 17.14 BALC April Newsletter 2022

18. Dates of meetings:

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

Neighbourhood Plan Sub Committee 7pm	03.05.22
Planning and Amenities Committee	03.05.22
Ruscombe Parish Council meeting (LJ) (Loddon Hall Ruscombe Room)	04.05.22
Neighbourhood Plan Working Group (7:30pm Zoom)	09.05.22
Parish Lands Committee	10.05.22
Ruscombe Annual Parish Meeting (8pm in Twyford Room)	11.05.22
Finance & General Purposes Committee	17.05.22
Fete 7:15pm	24.05.22

19. Date of Annual Meeting of the Council – Tuesday 24th May 2022

Meeting closed at 9:25 pm