

# Twyford Parish Council - Meeting of the Council

## Agenda

To all members of the Council

21/09/22

**You are hereby summoned to attend the Full Council meeting of Twyford Parish Council, to be held at 7:45pm on Tuesday 27<sup>th</sup> September 2022, at Twyford Room, Loddon Hall, RG10 9JA.**

**The purpose is to transact the following business:**



Lucy Moffatt Clerk to the Council

One minutes moment of reflection will be observed to mourn the passing of Her Majesty Queen Elizabeth II and reflect on her life and legacy.

- 1. Public Questions**
- 2. Apologies**
- 3. Notification of Councillor resignation – Mrs A Evans (to note)**
- 4. Co-option of councillors [two vacancies – one South Ward and one North Ward]**
  - 4.1 Introduction of candidates and vote
  - 4.2 Decision on what committee he / she will serve on
  - 4.3 Signing of acceptance of office forms
- 5. Declaration of interest in items on the agenda**
- 6. Dispensations**
- 7. Minutes of the Full Council meeting held on 26<sup>th</sup> July 2022**
- 8. Matters Arising**
  - 8.1 To report costs of bailiffs for unauthorised encampment 14.08.22 £4,943.75  
[In line with the Council's policy the Clerk consulted with the Chairman and Vice-Chairman of the Council to agree this expenditure.]
  - 8.2 To report cost of wreath in memory of Queen Elizabeth II £60  
[Expenditure permitted under Financial Regulation 3.4]
  - 8.3 Twyford in Bloom representative
- 9. Borough Council Matters**
- 10. Liaison with Ruscombe Parish Council (meeting 14.09.22 cancelled)**
- 11. Reports and to receive any recommendations from committees**
  - 11.1 Neighbourhood Plan sub committee 02.08.22 & 06.09.22
  - 11.2 Planning and Amenities Committee 02.08.22 & 06.09.22

[Note: Parish Land Committee, Finance and General Purposes committee and Finance and General Purposes committee meetings were not held. The Local Government Act 1972, s.243 excludes days appointed for public mourning as clear days when calculating the three clear days' notice of a council meeting and therefore insufficient notice could be given.]

  - 11.3 In the absence of a Parish Lands meeting to consider the following:
    - 11.3.1 Tree work – to approve £375 admin fee (Lands Contingency budget)
    - 11.3.2 Goal sockets – to move sockets to make the pitch a different size - to approve £398 (within budget)
    - 11.3.3 Wildflower seeds- Stanlake Meadow £38.10 (within budget)
    - 11.3.4 Wildflower hay cut - £1,421 – Both locations KGVR and Stanlake Meadow however with Stanlake Meadow cuttings will be left on site. (within budget)
    - 11.3.5 Polehampton Benches – to agree whether the Council are happy to accept 3 'chatty' benches – the order can be placed and locations agreed later (1 in KGVR, 1 in Stanlake Meadow & 1 village centred (location to be agreed and permission sought))

- 11.3.6 Wooden memorial bench - to consider the plaque wording and 'brotherhood' carving.
- 11.3.7 Tractor gate update – gates to be replaced free of charge with a pair of double leaf gates that meet in the middle (to note).
- 11.3.8 Tennis Court plans - Decision as to the location of the mound of excavated soil and does the scheme meet with the Councils expectations. Are the Council happy for TTC to submit the plans for planning approval?
- 11.4 In the absence of a Finance and General Purposes Committee meeting to consider the following:
  - 11.4.1 External Auditor - To consider whether to remain as part of the SAAA sector-led appointment scheme or to opt-out of the central procurement and appointment its own external auditor for the next 5-year period. (email 30.08.22) [Note: Clerk recommendation is to remain part of the SAAA sector led appointment scheme]
  - 11.4.2 Approval of staff overtime – Hours (June – September) to include Neighbourhood plan overtime, Bloom, Fete, admin & encampment. Total cost £1,994.89. (within the salary contingency budget)
- 12. Other representative reports**
  - 12.1 Twyford in Bloom 2022
  - 12.2 Loddon Hall AGM 07.09.22 (JJ)
  - 12.3 Borough Parish Liaison Forum - 23 August (RA & MA)
- 13. Independent Remuneration Questionnaire** (RA) one drive folder
- 14. Strategic Action Plan** – circulated 03.08.22 – to approve the plan
- 15. Community Engagement**
  - 15.1 Meet your councillor session – 10<sup>th</sup> September
  - 15.2 Future Events – Ice Rink / outdoor cinema
- 16. Winter Crisis**
  - 16.1 How can we support residents – distribution centre / foodbanks / clothing
- 17. Clerk's report**
  - 17.1 Request for councillors to review their wording on the website 'Meet your Councillor' page [Mr M Brays & Mrs L Jarvis's has been updated]
  - 17.2 Request for councillors to check their 'Members Interest Forms' are correct.
- 18. Electoral review** – consultation to 7<sup>th</sup> November (powerpoint and technical guidance circulated 12.09.22)
- 19. Items to be discussed at the next meeting.**
- 20. List of authorised payments – list for August & September (in Councillor one drive folder)**
- 21. Correspondence**
  - 21.1 WBC – My Journey - Cycle September Wokingham specific promo kit and early bird prizes
  - 21.2 Dementia Friendly Wokingham project for Age UK Berkshire and Wokingham Borough Council - request to meet (one drive folder)
  - 21.3 Resident correspondence on co-option procedure
  - 21.4 Citizens Advice Wokingham Annual General Meeting - Friday 23<sup>rd</sup> September 2022
  - 21.5 Wokingham Mental Health First Aider forum 20.10.22
  - 21.6 Wokingham United Charities Grant Funders Forum – Invitation 12.10.22
  - 21.7 Connecting Communities in Berkshire August E-Bulletin
  - 21.8 WWB – California Country Park Lakeside Refurbishment S106/CIL Co-funding Bid Proposal zoom 20.09.22 2pm
  - 21.9 Connecting Communities in Berkshire September E-Bulletin
  - 21.10 The Wokingham Volunteer Centre Annual Meeting, Monday 3 October
  - 21.11 Citizens Advice - Cost of Living dashboard & funding letter
- 22. Dates of meetings:**  
**All meetings 7:45pm at Loddon Hall unless noted otherwise.**
  - Planning and Amenities Committee 04.10.22
  - Ruscombe Parish Council meeting (LJ & SW) 05.10.22  
(Loddon Hall Ruscombe Room)

Parish Lands Committee	11.10.22
Twyford Village Fete	05.10.22
Finance & General Purposes Committee	18.10.22
Borough Parish Liaison Forum 7pm (RA & MA)	08.11.22
BALC AGM 7:30pm (RA & MA)	09.11.22

**23. Date of next Full Council meeting – Tuesday 25<sup>th</sup> October 2022**

Members of the public are entitled to attend all Committee and Full Council meetings.

Lucy Moffatt (Clerk), Twyford Parish Council, PO box 8250, Twyford, Berks, RG6 9SZ.

Telephone 0118 9345444. An answerphone is available, please be prepared to leave your name and telephone number as the Clerk's hours are flexible. Associated reports are available from the Clerk on request.