

Twyford Parish Council

Minutes of the Meeting of the Council

Meeting held at the Twyford Room, Loddon Hall, RG10 9JA on Tuesday 27th September 2022 at 7:45 pm.

Present: Mr R Abeywardana (Chairman), Mr M Alder (Vice Chairman), Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mr J Jarvis, Mr R Mantel, Mr T Winchester & Mrs S Wisdom.

In attendance: Mr M Andrea, Mr P Cassidy (Ruscombe Parish Council), Mr B Evans, Mr J Hanbury, Mr P Kendall, Mr F Newman, Mrs H Winder & 1 member of the press.

Clerk present: Mrs L Moffatt (Clerk).

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

1. **Public Questions** Resident Mr P Kendall attended to answer any questions on item 11.3.6. Councillors unanimously agreed to move the item forward on the agenda. Proposed Mr J Jarvis, seconded Mr T Winchester to approve the plaque wording and 'brotherhood' carving. Motion carried unanimously. Agreed that the plaque size should be consistent with the other memorial benches. The Clerk will liaise with Mr Kendall.
2. **Apologies** Mrs E Ashley, Mrs L Jarvis, Mrs T Ramsden & Mr C Wickenden
3. **Notification of Councillor resignation** – Mrs A Evans. Noted. A copy of the resignation letter will be added to the correspondence folder in the Councillor shared folder.
4. **Co-option of councillors [two vacancies – one South Ward and one North Ward]**
 - 4.1 **Introduction of candidates and vote**

The candidates, Mr M Andrea, Mr F Newman & Mrs H Winder gave a brief introduction. All candidates had confirmed their eligibility to hold office as a councillor under Section 79 Local Government Act 1972 and are not disqualified under section 80 of the same act.

All candidates wished to be considered for both the south and north ward vacancies. The clerk described the voting as set out in sch 12 of the Local Government Act 1972. Voting for the south ward vacancy took place.

Mr M Andrea 3 votes, Mr F Newman 4 votes & Mrs H Winder 2 votes.

The second round of votes took place with Mr M Andrea receiving 5 votes and Mr F Newman 4 votes. Mr M Andrea was duly elected.

Voting for the north ward vacancy took place.

Mr F Newman 4 votes & Mrs H Winder 5 votes.

Mrs H Winder was duly elected.
 - 4.2 **Decision on what committee he / she will serve on**

Proposed Mr J Bowley, seconded Mrs S Wisdom that Mr M Andrea serves on the Planning and Amenities committee. Motion carried unanimously.

Proposed Mr J Bowley, seconded Mrs S Wisdom that Mrs H Winder serves on the Planning and Amenities committee. Motion carried unanimously.
 - 4.3 **Signing of acceptance of office forms** – Mr M Andrea and Mrs H Winder signed their acceptance of office forms and joined the table.
5. **Declaration of interest in items on the agenda** – none.
6. **Dispensations** – none.
7. **Minutes of the Full Council meeting held on 26th July 2022** Proposed Mr J Jarvis, seconded Mr M Bray to approve the minutes as a true and accurate record. Motion carried nem con.

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.] Noted. The Council noted their thanks to the Clerk and Assistant clerk.

8.2 To report cost of wreath in memory of Queen Elizabeth II £60

[Expenditure permitted under Financial Regulation 3.4] Noted.

8.3 Twyford in Bloom representative – agreed to amend the representative list to include Mrs B Ditcham and Mr M Bray as representatives.

9. Borough Council Matters

Mr S Conway had provided a written report:

- The new library now has a timetable for delivery. A project board has been established and preliminary work on tendering and conducting a bat survey is underway. Main building works will begin after Christmas and an opening date of October 2023 is the target.
- New parking schemes for various parts of the village will be put out to public consultation next month.
- WBC are working as part of the Hardship Alliance (an umbrella body of local charities and the borough council) to mobilize resources and money to help those who are going to be struggling over the coming winter. A fund will shortly be established to collect donations from local businesses, charities, councils, and individuals.
- WBC are rescheduling council tax and council rent payments to help those in difficulties, and offering holiday funding to children in receipt of free-school meals up to the end of the Easter holiday in 2023.
- WBC is being squeezed by double-digit inflation, rising demands for its services (especially homelessness and home-to-school transport) and a significant fall in anticipated income from fees and charges. Several local councils have effectively become bankrupt - such as Slough and Thurrock.

There were no reports from Borough Councillors Lindsay Ferris or Wayne Smith.

Mr S Conway's report was noted and there were no questions.

10. **Liaison with Ruscombe Parish Council** (meeting 14.09.22 cancelled). Mr P Cassidy reported that they have recruited a new clerk. There were no further items to report.

11. Reports and to receive any recommendations from committees

11.1 **Neighbourhood Plan sub committee** 02.08.22 & 06.09.22 – Mrs B Ditcham reported on the minutes highlighting a meeting on Friday 30.09.22 on the High Street regeneration.

11.2 **Planning and Amenities Committee** 02.08.22 & 06.09.22 - Mrs B Ditcham reported on the minutes.

[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). Proposed Mr M Bray, seconded Mrs S Wisdom to approve the admin fee of £375. Motion carried unanimously.

11.3.2 Goal sockets – to move sockets to make the pitch a different size - to approve £398 (within budget) Proposed Mr M Bray, seconded Mr M Alder to approve £398 for a new goal socket. Motion carried unanimously.

- 11.3.3 Wildflower seeds- Stanlake Meadow £38.10 (within budget)
Proposed Mr M Bray, seconded Mrs S Wisdom to approve £38.10 for wildflower seeds. Motion carried unanimously.
Mrs H Winder may be able to arrange supply of wildflower seeds in future.
- 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) Proposed Mr M Bray, seconded Mrs B Ditcham to approve £1,421 for a hay cut on KGVR and Stanlake Meadow. Motion carried unanimously.
- 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)) Proposed Mrs H Winder, seconded Mr T Winchester to accept the offer of three ‘chatty benches’ motion carried unanimously. Agreed that Polehampton Charities can liaise over the village centre bench and permissions. The benches should be a different colour – the colour choice being down to Polehampton Charities (within reason).
- 11.3.6 Wooden memorial bench - to consider the plaque wording and ‘brotherhood’ carving. Previously approved under item 1.
- 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. Noted.
- 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?
Proposed Mr M Bray, seconded Mr J Bowley to approve that the TTC may seek planning permission.
With reference to the mound of excavated soil, the Council do not wish for the curved part of the mound on the north side to extend beyond the existing line of the courts.
- 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]
Proposed Mr J Jarvis, seconded Mr M Bray, to **RECOMMEND to Full Council** to remain part of the SAAA sector led external auditor scheme. Motion carried unanimously.
- 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).
Proposed Mr J Jarvis, seconded Mr M Bray to approve staff overtime of £1,994.89. Motion carried unanimously.

12. Other representative reports

- 12.1 Twyford in Bloom 2022 – Mrs Ditcham reported that orders will be sought for the winter hanging baskets. The award ceremony for the RHS Thames and Chiltern in Bloom will be held tomorrow (28.09.22).

- 12.2 Loddon Hall AGM 07.09.22 – Mr J Jarvis reported on the membership and that a new committee has been elected. There were concerns over the previous administration. A brief discussion took place on the future of TRCA.
- 12.3 Borough Parish Liaison Forum - 23 August (RA & MA) Mr Abeywardana reported on the meeting, the minutes are located in the correspondence folder. Mr Abeywardana is standing on a Cost of Living task and finish group.
- 13. Independent Remuneration Questionnaire (RA)** one drive folder. The questionnaire responses were agreed and the clerk will return the completed document.
- 14. Strategic Action Plan** – circulated 03.08.22 – to approve the plan. Proposed Mr M Alder, seconded Mr J Jarvis to **RECOMMEND to Full Council** to approve the Action Plan. Motion carried nem con.
- 15. Community Engagement**
- 15.1 Meet your councillor session – 10th September. This was not able to be held as the Waitrose café was closed. Agreed to hold monthly ‘Meet your Councillor sessions’ and to provide a free tea or coffee for anyone attending. Councillors to provide receipts to the clerk for a refund.
- 15.2 Future Events – Ice Rink / outdoor cinema. Agreed for Mrs S Wisdom to provide information on outdoor cinema costings and Mr M Andrea to provide information on an ice rink for Stanlake Meadow. Councillors to provide information on costings and suitable times of year to be considered at the next meeting.
- 16. Winter Crisis**
- 16.1 How can we support residents – distribution centre / foodbanks / clothing. A discussion took place. Suggestions were coffee mornings / warm hall / church & board games and community fridge (concerns over food regulations). Mrs H Winder agreed to represent the Council and meet with representatives from Twyford Together, Polehampton Charities and the Borough Councillors who are forming a ‘Hardship Group’. Mrs S Wisdom suggested forming closer links with foodbanks, First Steps and Cow Shed. Social media could be used to promote charities that can help residents. Suggestion to invite Citizens Advice to a coffee session at the pavilion. Mrs H Winder wondered whether Dobbies Garden Centre / café might help. Ruscombe Parish Council are talking to their supermarket store manager to help identify those struggling. Mrs H Winder agreed to put a document together to help stores identify those in need.
- 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] Noted.
- 17.2 Request for councillors to check their ‘Members Interest Forms’ are correct. Noted.
- 17.3 The clerk reported that all mailboxes have been moved onto Microsoft 365.
- 18. Electoral review** – consultation to 7th November (powerpoint and technical guidance circulated 12.09.22) – Noted.
- 19. Items to be discussed at the next meeting.** Winter crisis / ice rink / cinema.
- 20. List of authorised payments – list for August & September (in Councillor one drive folder)** List dated 08.09.22. Proposed Mr J Jarvis, seconded Mr M Bray approval of the cheque list dated 08.09.22. Motion carried nem con.
- 21. Correspondence** – all noted.
- 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 23rd 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 (HW) (Loddon Hall Ruscombe Room)	05.10.22
Twyford Village Fete	05.10.22
Meet your councillor (3-4pm Waitrose) Mr J Jarvis and Mr M Andrea will attend	08.10.22
Parish Lands Committee	11.10.22
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 25th October 2022

Meeting closed at 21:20