

Twyford Parish Council Minutes of the Annual Meeting of the Council

Meeting held at The Loddon Hall, Twyford, on Tuesday 23rd May 2017 at 7.45pm.

Present: Mr R Mantel (Chair), Mrs E Ashley (until item 16), Mrs B Ditcham, Mrs T Ramsden, Messrs J Bowley, M Bray, D Fergusson, J Jarvis, R Morris, C Smith, T Winchester & D White.

In attendance: Clerk & Mrs C Bulman - RPC.

1. **Public questions** – there were no public questions.
2. **Apologies** - Mrs L Jarvis, Messrs M Boniface & C Wickenden.
3. **Election of Chairman & acceptance of office** Mr R Mantel nominated by Mrs B Ditcham seconded by Mr C Smith. Mr R Mantel elected nem con. Mr Mantel signed his acceptance of office.
4. **Election of Vice – Chairman.** Mr J Bowley nominated by Mr D Fergusson seconded by Mr C Smith. Mr J Bowley elected nem con.
5. **Appointment of Councillors to Committees**
Membership of the 3 main committees remained the same with the exception of the following additions:
Mr M Bray joined the Planning and Amenities committee.
Mr J Jarvis joined the Finance and General Purposes Committee.
Membership is detailed on list dated 24.05.17.
Motion carried unanimously.
Membership of the Parking Advisory Committee remains the same.
Membership is detailed on list dated 24.05.17.
Motion carried unanimously.

A one minute silence was held in memory of the 22 people killed and 59 injured in the Manchester terror attack.

6. **Appointment of Councillor Representatives**
BALC AGM representatives – Mr R Mantel & Mr J Bowley. Unanimously approved.
WDALC representatives – Mr R Mantel & Mr J Bowley with Mrs Ditcham as reserve. Unanimously approved.
WBC Borough / Parish Liaison Forum – Mr R Mantel & Mr J Bowley. Approved nem con.

Community Hub –

Mr J Bowley nominated by Mr Mantel, seconded Mr C Smith.

Mr J Jarvis nominated himself, seconded Mr T Winchester.

A vote took place with 10 in favour of Mr Bowley, 1 in favour of Mr Jarvis, 1 abstained. Mr Bowley was duly elected as Community Hub representative.

Mr J Jarvis nominated by Mr Fergusson as reserve Community Hub representative. Seconded Mr T Winchester. The suggestion of appointing a reserve was halted subject to the clerk enquiring as to whether this is possible. Also for the clerk to enquire as to whether two representatives may attend. Agreed to list as an agenda item for the June meeting.

Ruscombe Parish Council – Mrs L Jarvis. Approved unanimously.

TRCA (Loddon Hall) – Mr J Bowley. Approved unanimously.

Age Concern Twyford – Mrs T Ramsden. Approved unanimously.

Neighbourhood Action Group – Mr C Smith. Approved unanimously.
Twyford Together – Mrs B Ditcham. Approved unanimously.
Flood Action Group – Mr J Jarvis. Approved unanimously. Agreed to list as an agenda item for the June meeting to appoint Mr Boniface and Mrs Jarvis or other representatives.

7. Review and adoption of policies:

Bullying and Harassment policy 23.10.12
CCTV policy adopted 22.10.13
Code of Conduct adopted 25.09.12
Complaints Procedure adopted 26.03.13
Dignity at Work/Bullying and Harassment Policy adopted 23.10.12
Disciplinary Procedure adopted 27.11.12
Document Management Procedures adopted 25.09.12
Electronic Mail Policy and Procedure adopted 14.07.12
Equal Opportunities Policy adopted 26.03.13
Financial Regulations adopted 26.04.11
Health and Safety Policy adopted 24.09.13
Investment Policy adopted 26.11.13
Pension Fund Policy adopted 26.03.13
Publishing Policy 24.03.15
Risk Management Policy adopted 22.04.14
Social Media Policy 24.03.15
Standing Orders adopted 23.04.13
Policies noted and unanimously adopted. To be reviewed periodically by the Finance Committee.

8. Declarations of interests in items on the agenda – none.

9. Dispensations – none.

10. Minutes of the meeting held on 25th April 2017. Approval proposed Mr D Fergusson, seconded Mrs E Ashley, motion carried nem con.

11. Minutes of the Annual Parish Meeting 26.04.17. Noted. Committees to address any questions raised at the APM.

12. Matters Arising – none.

13. Borough Council Matters Lindsay Ferris had reported by email. He reported the change of WBC structure and that the Local Plan deadlines have been put back a month. John Jarvis reported on the purdah period. He reported that Rob Stanton had been elected mayor with Maureen Stanton Mayoress. Deputy Mayor is John Keiser with Gillian Keiser as Deputy Mayoress.

Mr C Smith raised a question for the Borough Councillors. He said that WBC are spending money on the centre of Wokingham. Where is the money for the Parishes?

14. Liaison with Ruscombe Parish Council. Mrs Bulman reported that Jeremy Hardman had retired from the Council. Karen Robson is Chairman with Mike Evans Vice Chairman and Planning Chairman. Mr Hook will attend the Twinning meeting and Parking Advisory Committee meetings on behalf of Ruscombe Parish Council. RPC would welcome a meeting of the Northern Parishes to talk about the Local Plan. Their question put forward was 'What is happening?' Mrs Bulman reported that RPC will be holding a meeting to discuss the planning application for the burial ground.

15. Reports:

15.1 Planning and Amenities Committee 02.05.17 Mrs Ditcham reported on item 5.5

– the decision to have forms available on the website. Mrs Ditcham summarised the planning applications highlighting application 170640 – 55, High Street – the committee commented on insufficient parking and appeal 163143 – 1 Kibblewhite Crescent – the committee submitted comments to the planning inspectorate. Other items highlighted were 6.5.1 – planned meeting of the Northern Parishes and 8.5 – progress with gateway signage.

Mrs Ashley asked if there was a planning application for the Nat West Building. Mrs Ditcham responded that one has not yet been received.

Mr Winchester asked for an update on the Speed Indication Device. An information session had been missed as it clashed with the APM and so training is awaited.

15.2 Parish Lands Committee & Twyford Village Fete 09.05.17 Mr Bowley reported.

He highlighted items 5.1 – Thames and Chilterns in bloom sign which has arrived and is awaiting installation, 10.2 - playpark installation delay due to equipment not arriving on schedule and 11.2 – permission given for a circuit training and boxfit sessions at Stanlake Meadow. Item 10.1 will be reported under PART 2 at the end of the meeting.

Mr Bowley reported on the Village Fete plans and Mr Bray, Mr Fergusson, Mr & Mrs Jarvis, Mr Mantel, Mr Morris & Mrs Ramsden volunteered to help run the inflatable ‘Danger Assault Course’.

15.3 Finance Committee 16.05.17 & Twinning Meeting (next meeting 25.05.17)

Mr T Winchester reported on the meeting. He highlighted item 6 – visit from Neil Cartwright from the Christmas Fayre to discuss future grant requests and 16 – approval of upgrades of the email mailboxes to 2 MB.

The Committee **RECOMMEND to full Council** a grant of £400 to Wokingham Citizens Advice. Motion carried unanimously.

Approval of the Assistant Clerk contract will be carried out under PART 2.

Mrs Ditcham reported that Twyford Together have approved a ‘Twinning’ table at the Donkey Derby. The twinning group will need to provide their own table.

15.4 Parking Advisory Committee 10.05.17 Mr Morris reported highlighting items 1- suggestion of an increased Courtney bus service, 7 – Civil Parking Enforcement – concerns over Twyford cover, 9 – suggestion of a commuter shuttle service from the potential Hurst Road car park and 11 – request for WBC to carry out a commuter traffic survey. Mr Winchester asked about solutions for the air quality at Twyford Crossroads. Mr Fergusson asked to see the WBC tender document for CPE. It was agreed for the clerk to request a copy of the tender from WBC and if not available to request under the Freedom of Information act.

15.5 Other Representatives reports

15.5.1 Meet your councillor – 13.05.17 Mrs Ashley and Mr Bray attended. Mrs Ashley reported that Waitrose were not initially aware of the ‘Meet your Councillor’ session and the ‘A frame’ has been lost in the Waitrose refurbishment. It was agreed for the Finance and General Purposes Committee to look at alternative venues for future meetings and to look into a replacement A Frame.

16. Clerk’s report

Stephanie the Assistant Clerk’s hours are 10 hours a week to include 2 evening meetings a month or as required covering for the Clerk.

Tuesday 9:30-11:30

Wednesday 9:30 – 12:30

Thursday 9:30-11.30

Friday 9:30-11:30

Stephanie Woods can be contacted at assistant.clerk@twyfordparishcouncil.gov.uk.

Her responsibilities are:

Planning & Amenities

Agenda

Minutes

Admin / action points

Street Lighting

Parking Advisory Committee

Local Plan Northern Parishes meeting (as required)

Photocopying

Website / twitter

Noticeboards

Allotments

Burial ground

The clerk also reported that the Ranger will be on holiday next week and the Park Warden will be covering by sweeping up the glass daily.

17. To approve the Annual Accounts and Annual Audit Return The figures had been circulated. The Council approved that the Chairman signs the accounting statements and annual governance statement 2016/17 as presented. Motion carried nem con.

18. Correspondence

18.1 WDALC Agenda 30.05.17 (sent to RM & JB)

19. Authorisation of payments – list to be circulated at meeting. List dated 23.05.17 . Approval proposed Mr J Jarvis, seconded Mr D Fergusson, motion carried unanimously.

20. Dates of meetings:

Twinning	25.05.17
Planning and Amenities Committee	06.06.17
Ruscombe Parish Council	07.06.17
Parish Lands Committee	13.06.17
Finance Committee	20.06.17
TVP awards evening	TBC
Meet your councillor	08.07.17 (3-4pm Waitrose café)
[Mrs T Ramsden, Mr J Jarvis, reserve Mr R Mantel]	

21. Date of next meeting 27th June 2017.

Part 2 Confidential Information

Item 10.1 Parish Lands – KGVR Resident Gate Access.

Item 12.0 Finance Committee - Assistant Clerk contract.

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 T Winchester, seconded Mr D Fergusson, carried 10 for, 1 against. The public left the meeting.

Discussion took place.

The meeting closed at 9:40 pm