

# Twyford Parish Council

## Minutes of the Meeting of the Council

Meeting held remotely on Tuesday 26<sup>th</sup> January 2021 at 7:45pm.

**Present:** Mr R Mantel (Chairman), Mr R Abeywardana, Mr M Alder, Mrs E Ashley, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mrs J Duffield, Mrs A Evans, Mr J Jarvis, Mrs L Jarvis, Mrs T Ramsden, Mr C Wickenden, Mr T Winchester & Mrs S Wisdom.

**In attendance:** Mr P Cassidy (Ruscombe Parish Council) & Mr S Conway (Borough Councillor)

**Clerk present:** Mrs L Moffatt (Clerk).

1. **Public Questions have been invited in advance of the meeting via email, telephone or in writing.** No questions.
2. **Apologies.** None.
3. **Declaration of interest in items on the agenda.** Mr and Mrs Jarvis declared an interest in item 9.2.1 and withdrew from voting.
4. **Dispensations** None.
5. **Minutes of the Full Council meeting held on 10<sup>th</sup> December 2020** Proposed  
Mr J Jarvis, seconded Mr M Bray to approve the minutes as a true and accurate record. Motion carried unanimously.
6. **Matters arising.** None.
7. **Borough Council Matters**  
Mr S Conway reported. Wokingham Borough Council have made Covid-19 lateral flow testing available at the Wokingham Offices. Mr Conway reported that he has been pushing for access to this for nursery workers. Two more testing centres will be opened with the possibility of one at Twyford. The Council have made assurances that they will honour their commitment to provide school meals throughout half term and Easter. The Business Support Group have been meeting with Mr Conway and Rob Yeadon of Twyford Together discussing how they can support start up businesses. Mr Ferris and Mr Conway have been assisting residents access discretionary funding, re-schedule rent payments and assist with Council Tax. He reported on planning application 202499 on land opposite The Piggott School which is likely to go to the planning committee. No reports from Mr L Ferris & Mr W Smith.
8. **Liaison with Ruscombe Parish Council**  
Mr P Cassidy reported. Ruscombe Parish Council have reduced their precept by 7.5% due to the savings made on LED street lighting. Their Neighbourhood Plan is ready to be signed off in preparation for the Regulation 14 consultation. RPC have agreed to take on two of the Twyford Together defibrillators and are working with Mr R Abeywardana on joining the Green Prescription scheme.
9. **Reports and to receive any recommendations from committees**
  - 9.1. **Planning and Amenities & Neighbourhood Plan Committees 05.01.21**  
Mrs B Ditcham reported highlighting the following items: 6.2,6.5, 6.6, 8.3, 14, 16.2, 16.2.1, 16.2.2, 16.6, 16.8, and 19
  - 9.1.1 Supporting housing delivery and public service infrastructure consultation response – Mr C Wickenden had circulated the document and it was agreed with 14 in favour, 1 against to submit the consultation paper.

- 9.1.2 Recommendation: Gateways £6,194.44 (using £3000 ringfenced funds)  
The Committee **RECOMMEND to Full Council** approval of £6,194.22 from CIL funds for the village Gateways. Motion carried unanimously.
- 9.2. Parish Lands Committee 12.01.21**
- 9.2.1 Recommendation: To fund 20 weeks outreach youth work at £60 a session - total of £1,200. The Committee **RECOMMEND to Full Council** funding of £1,200 for youth outreach work. Motion carried nem con.
- 9.3. Finance and General Purposes Committee 19.01.21**
- 9.3.1 Budget & Capital Statement to 31.12.20. Noted.
- 9.3.2 Recommendation to approve the 2021/22 budget & precept of £116,140.  
The Committee **RECOMMEND to Full Council** a budget of £116,140. Motion carried unanimously.  
The Committee **RECOMMEND to Full Council** a precept of £116,140. Motion carried unanimously.
- 9.3.3 Annual Parish Meeting – to hold a webinar. The Council were unanimously in favour. Agreed the Planning and Amenities committee will approve the RG10 advert and agenda.
- 9.3.4 Recommendation of a grant of £750 to Citizens Advice Wokingham. The Committee **RECOMMEND to Full Council** a grant of £750 to the Citizens Advice. Motion carried nem con.
- 10. Other representatives reports**
- 10.1 WDALC AGM 21.01.21 Mr R Mantel reported that officers were elected along with BALC executive delegates.
- 11. Community Resilience program**
- 11.1 Twyforward Arts and Crafts festival 2020-21 Mr R Abeywardana reported that the Twyforward branding has been updated with '2020-21'. More submissions have been received following the snow theme. The 'Thank you to the NHS' video will be uploaded once complete.
- 12. Communication & liaison with other groups within the Parish – no reports.**
- 13. Clerks report**
- Mr M Bray, Mrs A Evans & Mr J Jarvis have been booked onto the Basic Planning course on 11<sup>th</sup> February. Agreed the cost of £45 for Mr R Abeywardana to also attend. The Clerk gave a presentation on the BIG Twyford Tree Planting project at the Wokingham Borough Council Climate Change drop in session. The session can be viewed on You Tube. The Clerk has made contact with the Twyford Bowling Club and Twyford Age Concern to make them aware that they may be eligible for a grant under the 'Local Restrictions Support Grant' scheme. An application has been made on behalf of Twyford Parish Council. The BALC AGM will be held on 24<sup>th</sup> February 2021 and Mr R Mantel and Mr J Bowley will attend.
- 13.1 NHS thank you video / Twyforward initiative – the deadline for Councillor videos is Thursday. Ideally at least a third of councillors will submit short videos.
- 14. To give consideration to a Community Engagement policy and return to the next Full Council meeting with proposals.** Mrs A Evans has drafted a proposal which will be discussed by the committees. Item carried forward.

- 15. Twyford Rethinks its Plastic (TRIP)** – to consider taking on the running & organisation – discussion took place. Mr R Abeywardana to consider the logistics. Agreed to carry forward.
- 16. Items to be discussed at the next meeting** - Mr M Alder suggested that Parish Lands consider installing a water softener to Stanlake Pavilion. Agreed to be discussed at the next meeting.
- 17. Correspondence (Noted)**
- 17.1 PPP Member's Bulletin 10.12.20
  - 17.2 BALC newsletter & information 15.12.20
  - 17.3 HALC Merry Christmas Message 15.12.20
  - 17.4 Involve 15.12.20
  - 17.5 WBC CIL statement 15.12.20
  - 17.6 Friendship Alliance 17.12.20
  - 17.7 CCB Merry Christmas & Training Opportunities in 2021 17.12.20
  - 17.8 Cancer Champions - Wishing you a safe and peaceful Christmas 🎅 17.12.20
  - 17.9 Action for All E-Bulletin🗨️ 17.12.20
  - 17.10 Wokingham Chain Newsletter 18.12.20
  - 17.11 Mayor Christmas wishes 22.12.20
  - 17.12 BALC AGM Annual General Meeting on Wednesday, 24 February 2021 from 19:00 - 21:00hr 22.12.20
  - 17.13 Happy Holidays From Involve! 🎉 23.12.20
  - 17.14 Action for all CCB 30.12.20
  - 17.15 Ruscombe PC minutes & Agenda 31.12.20
  - 17.16 2021 01 03 Reopening of Schools JH 04.01.21
  - 17.17 WBC statement – schools 05.01.21
  - 17.18 Cuincy Newsletter #5 07.01.21
  - 17.19 WBC Equality Consultation 07.01.21
  - 17.20 Covid-19 information from WBC 07.01.20
  - 17.21 PPG Newsletter 07.01.20
  - 17.22 CCB Online Learning Opportunities for 2021 11.01.21
  - 17.23 BALC Annual General Meeting Invite - 24 February 2021 (reminder circulated by email18.01.21)
  - 17.24 Involve Local Charity Sector Newsletter 📄 18.01.21
  - 17.25 WBC John Halsall - Covid-19 update Jan 15 19.01.21
  - 17.26 Local Charity Sector Newsletter 📄19.01.21
  - 17.27 WDALC minutes and agenda 25.11.20
  - 17.28 RPC agenda and November minutes 26.11.20
  - 17.29 Borough Parish Liaison Forum – November meeting minutes and presentations 27.11.20
- 18. List of authorised payments** – list dated 25.01.21. Approval proposed by Mr J Jarvis, seconded Mr C Wickenden. Motion carried unanimously.
- 19. Dates of meetings:**
- All meetings 7:45pm by Zoom unless noted otherwise.**
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|--------------------------------------|----------|
| Neighbourhood Plan Working Group     | 01.02.21 |
| Neighbourhood Plan Sub Committee 7pm | 02.02.21 |
| Planning and Amenities Committee     | 02.02.21 |
| Ruscombe Parish Council meeting (LJ) | 03.02.21 |
| Parish Lands Committee (Thursday)    | 09.02.21 |
| Finance & General Purposes Committee | 16.02.21 |
| Fete 7pm                             | 23.02.21 |

**20. Staffing matters (part 2)**

Part 2 recommendation from the Finance committee

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 M Bray and carried unanimously.

20.1 Assistant Clerk annual review

Resolved to **RECOMMEND to Full Council** that the Assistant Clerk be advanced 1 point on her salary scale to SCP 8.

20.2 NALC Clerk Job Evaluation

Resolved to **RECOMMEND to Full Council** to advance the Clerk to SCP 29, with effect from 26th December 2020.

**21. Date of next meeting of the Council Tuesday 23<sup>rd</sup> February 2021.**

**Meeting closed at 21:09**