

Twyford Parish Council Minutes of the Meeting of the Council

Meeting held at the Twyford Room, Loddon Hall, RG10 9JA on Tuesday 31st January 2023 at 7:45 pm.

Present: Mr M Alder (Vice-Chairman), Mr M Andrea, Mrs E Ashley (from item 6 onwards), Mr M Bray, Mrs B Ditcham, Mr J Jarvis, Mrs L Jarvis, Mr R Mantel, Mrs T Ramsden, Mr C Wickenden, Mrs H Winder (from item 6 onwards) & Mrs S Wisdom.

In attendance: Mr P Cassidy - Ruscombe Parish Council, Mr S Conway - Borough Councillor and 1 member of the press.

Clerk present: Mrs L Moffatt (Clerk).

1. **Public Questions** None
2. **Apologies:** Mr R Abeywardana & Mr J Bowley.
3. **Declaration of interest in items on the agenda** None
4. **Dispensations** None
5. **Minutes of the Full Council meeting held on Thursday, 15th December 2022**
Proposed Mr M Bray, seconded Mr J Jarvis to approve the minutes as a true and accurate record. Motion carried nem con.
6. **Matters Arising**
 - 6.1 Borough Parish Liaison - top three priorities to be included in the Forum's future work programme. Item to be discussed by committees and carried forward to the March Council meeting.
 - 6.2 Maze and monolith – would the Council be minded to extend the Twyford in Bloom project to include a monolith for the centre of the maze? To consider as a Coronation project. It was generally agreed to review the popularity of the maze in the first instance.
7. **Borough Council Matters** Mr S Conway reported summarising progress with the library works, Rural Pie seating on Wellington Square, Bridge Farm planning application and that the Borough are proposing that Twyford, Hurst and Ruscombe form a three member ward. The Bridge Farm planning application will be considered by WBC on Wednesday 8th February and it was agreed that the Council should be represented.
There were no reports from Mr L Ferris or Mr W Smith.
8. **Liaison with Ruscombe Parish Council** Mr P Cassidy reported on delays and WBC have just appointed another examiner. The Council hope to co-opt a new councillor at tomorrow's meeting.
9. **Reports and to receive any recommendations from committees**
 - 9.1 Planning and Amenities Committee 10.01.23 - Mrs B Ditcham reported on the minutes highlighting the litter pick on 25th March and asking that all councillors attend as an engagement event. Mr C Wickenden reported on the Neighbourhood Plan. Regulation 16 is complete and the plan is with the examiner. Responses have just been made on suggested revisions to text and policies. The next stage is the referendum. He urged councillors to read the plan and become familiar with the policy headings and content.
 - 9.2 Parish Lands Committee 17.01.23 – Mr M Bray summarised the minutes.
Recommendations:
 - 9.2.1 The committee **RECOMMEND to Full Council** payment of invoice £1,099.30 – skate park electricity – motion carried nem con with Mr J Jarvis abstaining from the vote due to his involvement with TRCA.

9.2.2 The committee **RECOMMEND to Full Council** to accept quote £21,839.14 – playground repairs and replacements – unanimously approved from CIL funding.

9.3 Finance and General Purposes Committee 13.12.22 & 24.01.23
Mr C Wickenden reported on the recommendations.

December Recommendations:

9.3.1 The Committee **RECOMMEND to Full Council** that Coronation event funds should be taken from capital – unanimously approved.

9.3.2 The Committee **RECOMMEND to Full Council** to approve £400 for Cost of Living social media promotions – unanimously approved.

9.3.3 The Committee **RECOMMEND to Full Council** to widen the remit of the Fete committee to form 'Community events and engagement Committee'- unanimously approved.

9.3.4 The Committee **RECOMMEND to Full Council** to approve £840 for BALC Councillor training on 25.05.23. As BALC have advised that the date is no longer available Mr C Wickenden proposed, Mrs S Wisdom seconded, to **RECOMMEND to Full Council** approval of the £840 for training with BALC. To be booked within a reasonable time, suggestion of 3 months, within the start date of the new Council. Motion carried unanimously. Agreed for the clerk to liaise with the Finance Chairman and Vice Chairman.

9.3.5 The Committee **RECOMMEND to Full Council** to approve £450 plus mileage for a facilitated action planning session in September. Motion carried unanimously. Clerk to circulate a doodle poll to councillors to check on the best dates.

9.3.6 The Committee **RECOMMEND to Full Council** not to allocate CIL funds to California Country Park. Motion carried nem con.

9.3.7 The Committee **RECOMMEND to Full Council** to approve a grant to Me 2 Club of £400 – motion carried unanimously.

January Recommendations:

9.3.8 The Committee **RECOMMEND to Full Council** to approve a 2023-24 budget of £179,097.51. Motion carried unanimously.

9.3.9 The Committee **RECOMMEND to Full Council** to approve a 2023-24 precept of £153,382. Motion carried unanimously.

9.3.10 The Committee **RECOMMEND to Full Council** to approve the Election Protocol Policy. Motion carried unanimously.

9.3.11 The Committee **RECOMMEND to Full Council** to approve the Risk Management Policy. Motion carried unanimously.

9.3.12 The Committee **RECOMMEND to Full Council** to approve the Publishing Policy. Motion carried unanimously.

9.3.13 The Committee **RECOMMEND to Full Council** to approve a grant to Citizens Advice Wokingham of £2,000. Motion carried unanimously.

10. Other representative reports

10.1 Meet your councillor session 14.01.23 – Mrs Ditcham reported that due to the adverse weather the session took place in the Waitrose café. Residents enquiries have been recorded and have been followed up by the Clerk/Deputy. Mr Alder thanked the councillors that had attended.

10.2 TRCA reconvened AGM 25.01.23 – Mr J Jarvis reported on a positive meeting. Accounts have been submitted to the Charity Commission. Mr R Mantel and Mrs B Ditcham have been elected onto the TRCA Council. Mr M Bray is also willing to be co-opted. Mr Jarvis expressed concerns over the increased energy prices and he is investigating the possibility of having ground source pumps installed. Mr C Wickenden suggested a joint

project, combed with nearby buildings, so that they can all benefit from ground source heat pumps.

11. Community Engagement

11.1 Coronation of King Charles III 06.05.23

The event

11.1.1 Awards for All – Lottery Grant application submitted - noted

11.1.2 LED screen – to approve the additional costs of mileage & generator costs – Proposed Mrs E Ashley, seconded Mr M Bray to **RECOMMEND to Full Council** up to £800 from capital to cover the generator and mileage costs. Motion carried unanimously.

11.1.3 Quote for toilets - £450 – unanimously approved from capital.

11.1.4 Quote for band - £500 – unanimously approved from capital.

11.1.5 Advertising for the event (RG10) and leaflet – Twyford Together to fund? Noted.

11.1.6 Marquees – booking with scouts – email 23.01.23. Noted.

11.1.7 Staffing required for the day – agreed for 4 staff subject to availability.

The following councillors agreed to help on the day: Mr M Alder, Mr M Andrea, Mr M Bray, Mr R Mantel & Mrs T Ramsden.

11.1.8 Update from Round Table – the clerk will contact to ask if they can help on the day.

School gift

11.1.9 Options and costings for a gift for the 730 primary school children. The Council were in favour of the mug design by Sally Castle. Proposed Mr R Mantel, seconded Mrs H Winder to **RECOMMEND to Full Council** purchase of 1,000 mugs at a cost of £5,268 from capital. Motion carried nem con.

11.1.10 The clerk reported on a resident's initiative to make a painted, plywood cut out of the Coach and Horses from the Twyford Sign with images of the King and Queen Consort added. It's to be located on Bell Corner throughout the Coronation. Unanimously agreed to reply positively to the resident.

12. Winter Crisis

12.1 How can we support residents?

12.1.1 Hardship meeting – pay it forward initiative being discussed by Twyford Together. Mrs H Winder agreed to provide some more social media support.

12.1.2 Warm Space – Mr J Jarvis reported that Loddon Hall are unable to help at present. Reports from the Youth Centre confirm that the Tuesday session is running successfully. Is there capacity for an additional session at the Youth Centre? Agreed for the clerk to enquire.

13. Citizens Advice Wokingham – Jake Morrison presented. Jake reported on the Citizens Advice service and the number/type of issues from Twyford residents. There has been a huge increase in enquiries with 1 in 10 households in the Borough being helped over the last 24 months. Twyford residents are initially being helped by telephone however there are opportunities to meet face to face in Woodley, Wokingham, using the mobile unit or a home visitor. It is hoped that with the development of the library there will be the opportunity to book a room to meet residents. Mr Alder thanked Jake for his presentation.

14. To elect a representative – Twyford Together – Awards.

Unanimously agreed for Mrs H Winder and Mrs S Wisdom to be the Council's representatives.

15. Clerk's report

15.1 Streamlining meetings update – the clerk summarised the progress being made with streamlining the meetings. The more recent NALC model Financial regulations have been approved which gives powers to the Clerk and chairmen to authorise budgeted expenditure within certain limits. The remit of the Fete committee has been widened to include other Council events and community engagement. The meeting schedule has been reviewed with less frequent Council and committee meetings to enable time for the working groups to meet. The next step is for the Council to review the Terms of Reference of the committees. These can be found at the end of the Standing Orders. Updating the Terms of Reference would enable the committees to make decisions within their speciality. A short discussion then took place.

The Clerk also updated councillors on hedge and tree works taking place around the Parish.

16. Standing Orders – amendments to Committee Terms of Reference – these will be considered by each committee.

17. Annual Parish Meeting

17.1 Format of Annual Parish Meeting – agreed that reports should be short with power point slides to accompany the presentation.

17.2 Annual Parish Meeting Speaker – agreed no speaker.

18. Strategic Action Plan update – draft, for review, in Sharepoint – carried forward.

19. Items to be discussed at the next meeting – no items.

20. List of authorised payments – List dated 30.01.23. Proposed Mr J Jarvis, seconded Mr R Mantel to approve the cheque list dated 08.12.22. Motion carried unanimously

21. Correspondence - all noted.

- 21.1 HALC Christmas message and office closure
- 21.2 Letter of thanks for £210 donation – Age Concern Twyford
- 21.3 Letter of thanks for £210 donation Twyford & District Youth and
Community Centre
- 21.4 Christmas Wishes – WBC mayor
- 21.5 Hardship Alliance Action Group Newsletter
- 21.6 Ruscombe Parish Council Agenda – January
- 21.7 Citizens Advice - Can you help questionnaire
- 21.8 HAAG Newsletter!
- 21.9 HALC - King's Coronation Saturday 6th May 2023

22. Dates of meetings:

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

Ruscombe Parish Council meeting (LJ or SW) (Loddon Hall Ruscombe Room)	01.02.23
Neighbourhood Plan Working Group	06.02.23
Neighbourhood Plan sub committee (7:15pm)	07.02.23
Planning and Amenities Committee	07.02.23
Meet Your Councillor session (Waitrose 10am-1pm)	11.02.23
*Mrs E Ashley, Mr M Andrea, Mrs S Wisdom & Mrs H Winder Mr R Mantel will organise the A frame.	
Stanlake Pavilion Working Group	21.02.23
Community Events and Engagement Committee	28.02.23
Ruscombe Parish Council meeting (LJ or SW) (Loddon Hall Ruscombe Room)	01.03.23
Planning and Amenities Committee	07.03.22
Meet Your Councillor session (Waitrose 10am-1pm)	11.03.23
*Mr M Andrea, Mr M Bray, Mr J Jarvis, Mrs T Ramsden, Mrs H Winder & Mr C Wickenden	

Parish Lands Committee	14.03.23
Skate Park working group	21.03.23
Annual Litter Pick 10am Loddon Hall car park	25.03.23
*All councillors to support if they are available, please	

23. Citizen of the Year Award (Part 2)

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 Mrs T Ramsden, seconded Mr W Wickenden and carried unanimously.

Any decisions will be noted on a separate set of confidential minutes.

24. Date of next Full Council meeting – 28.03.23

Meeting closed at 21:56