

Twyford Parish Council

Minutes of the Annual Meeting of the Council

Meeting held at the Twyford Room, Loddon Hall, RG10 9JA on Tuesday 23rd May 2023 at 7:45 pm.

Present: Mr M Alder (Vice Chairman), Mr M Andrea, Mr J Bowley, Mrs B Ditcham, Mrs J Jagger, Mr J Jarvis, Mrs L Jarvis, Mr F Newman, Mr C Wickenden & Mrs S Wisdom.

In attendance: Mr S Conway (Borough Councillor), Mr P Cassidy (Ruscombe Parish Council), Mrs H Winder (candidate for co-option), Clerk and 1 member of the press.

1. Election of Chairman & signing of the acceptance of office

Mr M Alder proposed to be Chairman by Mr M Andrea, seconded Mrs S Wisdom.
Mr J Bowley, proposed to be Chairman by Mrs B Ditcham, seconded Mr C Wickenden.
Mr J Jarvis, proposed to be Chairman by Mrs L Jarvis, seconded Mr F Newman.

Voting took place with Mr M Alder receiving 4 votes, Mr J Bowley 3, Mr J Jarvis 3.
Mr J Jarvis withdrew his name from the vote.

Voting took place with Mr M Alder receiving 7 votes, Mr J Bowley 3 votes.
Mr M Alder was elected as Chairman.
Mr M Alder signed his acceptance of office.

2. Election of Vice-Chairman

Mr J Bowley proposed to be Vice Chairman by Mrs B Ditcham, seconded Mr J Bowley.
Mr J Jarvis proposed to be Vice Chairman by Mrs L Jarvis, seconded Mr M Andrea.

Voting took place with Mr J Bowley receiving 8 votes and Mr J Jarvis receiving 2 votes.

Mr J Bowley was elected as Vice-Chairman.

3. To confirm receipt of all Councillor declaration of interest forms, web permissions and acceptance of office forms. The clerk confirmed that all forms have been received. She requested new photographs for the website and for councillors to update their website bio.

4. To consider members for co-option – 2 vacancies

Mrs H Winder was unanimously co-opted onto the Council. She signed her acceptance of office and joined the table.

5. Public questions – none.

6. Apologies for absence: Mrs E Ashley & Mr M Bray.

Mr M Alder suggested moving item 23 – Borough Council report forward to enable Mr Conway to leave afterwards. Unanimously approved.

Mr S Conway's report had been circulated. He also reported on the discussions, with the Community Events and Engagement Committee, to facilitate entertainment in the village centre. Mrs B Ditcham reported residents concerns about the 2 hour parking limit at Waitrose. Mr S Conway will look into this. Mr M Andrea asked for an update on parking – Mr Conway reported that the highways department are working on this.
Mr S Conway left the meeting.

7. To reaffirm, by resolution, that the Council meets the criteria for the General Power of Competence

The Council meet the criteria for eligibility in terms of the number of elected members

& a CILCA qualified Clerk. The Council voted in favour of adopting the General Power of Competence. Motion carried unanimously.

8. To review and resolve to adopt the committee terms of reference
[See item 25.3.1]

Unanimously agreed that item 25.3.1 would be brought forward:

25.3 Recommendations:

25.3.1 The committee **RECOMMEND TO FULL COUNCIL** to approve the updated Standing Orders (updated terms of reference). Motion carried unanimously.

To review and resolve to adopt the committee terms of reference

Committee terms of reference are detailed in the Standing Orders. Acceptance of the terms of reference were unanimously agreed.

9. To appoint Councillors to serve on the following standing committees:

9.1 Planning & Amenities Committee: Mr M Alder, Mr M Andrea, Mrs E Ashley, Mr J Bowley, Mrs B Ditcham, Mr F Newman, Mr C Wickenden & Mrs H Winder – membership approved unanimously.

9.2 Parish Lands committee: Mr M Alder, Mr J Bowley, Mr M Bray, Mrs J Jagger, Mrs L Jarvis, Mr T Winchester & Mrs S Wisdom – membership approved unanimously.

9.3 Finance and General Purposes committee: Mr M Alder, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mr J Jarvis, Mr F Newman, Mr C Wickenden & Mr T Winchester – membership approved unanimously.

9.4 Community events and engagement committee: Mr M Alder, Mr J Bowley, Mr M Bray, Mrs J Jagger, Mr J Jarvis, Mrs S Wisdom & Mrs H Winder – membership approved unanimously.

Mr M Alder suggested moving item 24 – Liaison with Ruscombe Parish Council forward to enable Mr Cassidy to leave afterwards. Unanimously approved.

Mr Cassidy spoke about the Ruscombe Parish Council Annual Meeting, protection of the green belt, ward boundary changes and new village sign.

10. To appoint members to serve on the following sub committee / working groups:

10.1 Neighbourhood Plan sub committee: Mr M Andrea, Mrs E Ashley, Mrs B Ditcham, Mr J Jarvis, Mr F Newman & Mr C Wickenden.

10.2 Neighbourhood Plan working group: Mr M Andrea, Mrs E Ashley, Mrs B Ditcham, Mr J Jarvis, Mr F Newman & Mr C Wickenden.

10.3 Green Taskforce: Mr M Bray & Mrs J Jagger.

10.4 Skate Park working group: Mrs L Jarvis, Mrs S Wisdom & Mr T Winchester.

10.5 Stanlake Pavilion working group: Mr J Bowley, Mr M Bray, Mr J Jarvis, Mrs J Jarvis, Mr T Winchester, Mr F Newman & Mrs S Wisdom.

10.6 Twyford in Bloom: Mrs D Ditcham, Mr M Bray, Mrs J Jagger & Mrs H Winder.

11. To appoint 2 councillors to carry out the quarterly financial internal checks (only one to be a member of the Finance & General Purposes committee) Mr J Jarvis & Mrs H Winder were unanimously appointed.

12. To appoint councillor representatives to the following:

12.1 Age Concern – Mr F Newman was unanimously appointed.

12.2 BALC AGM representatives – Mr M Alder & Mr J Bowley were unanimously appointed.

12.3 Climate Change – Mrs J Jagger was unanimously appointed.

12.4 HBUG – Mr C Wickenden & Mr C Winchester were unanimously appointed.

- 12.5** Northern Parishes Communication Group – Mrs E Ashley was unanimously appointed.
- 12.6** Ruscombe Parish Council – Mr M Andrea and Mr F Newman were unanimously appointed.
- 12.7** TRCA (Loddon Hall) – Mr J Jarvis was unanimously appointed.
- 12.8** Twyford Rethinks its Plastic (TRIP) – Mrs J Jagger was unanimously appointed.
- 12.9** Twyford in Bloom – Mr M Bray & Mrs B Ditcham were unanimously appointed.
- 12.10** Twyford Together awards judging panel – Mrs H Winder & Mrs S Wisdom were appointed nem con.
- 12.11** Twyford Together Executive – Mrs H Winder was elected unanimously.
- 12.12** Twyford Twinning Association – Mr M Alder & Mrs B Ditcham were unanimously appointed.
- 12.13** WBC Borough / Parish Liaison Forum - Mr M Alder & Mr J Bowley were unanimously appointed.
- 12.14** WDALC representatives - Mr M Alder & Mr J Bowley were unanimously appointed.

13. To review and resolve to adopt the following policies:

Policies can be viewed on the website.

Dates show the date policies were adopted / reviewed by the Finance and General Committee. Policies are reviewed on a rolling basis.

The Council voted to adopt the policies as listed with the exception of 13.11 which was dealt with under item 25.3.2. Motion carried unanimously.

- 13.1** Anti Harassment & bullying policy - adopted 25.10.22
- 13.2** CCTV policy - adopted 25.10.22
- 13.3** Code of Conduct - adopted 26.07.22
- 13.4** Community Engagement policy statement - adopted 25.10.22
- 13.5** Data Protection policy - adopted 25.10.22
- 13.6** Disciplinary Procedure - adopted 16.07.19
- 13.7** Document Management Procedures – adopted 25.02.20
- 13.8** Election protocol – adopted 31.01.23
- 13.9** Electronic Mail Policy and Procedure – adopted 23.10.18
- 13.10** Equal Opportunities Policy – adopted 24.07.19
- 13.11** Financial Regulations – adopted 22.11.22
- 13.12** Grant policy – adopted 25.10.22
- 13.13** Handling Complaints Procedure – adopted 25.06.19
- 13.14** Health and Safety Policy - adopted 16.07.19
- 13.15** Investment Policy - adopted 26.11.13
- 13.16** Metal Detecting policy – adopted 25.10.22
- 13.17** Pension Fund Policy – adopted 16.07.19
- 13.18** Procedure for making cheque payments – adopted 28.01.20
- 13.19** Publishing policy – adopted 31.01.23
- 13.20** Risk Management Policy - adopted 31.01.23
- 13.21** Social Media Policy – adopted 25.10.22
- 13.22** Snow/grit policy – adopted 25.10.22
- 13.23** Standing Orders – adopted 26.04.22

14. To review the council's subscriptions to other bodies:

- 14.1** To approve renewal of Connecting Communities in Berkshire membership £42 (2022 price) – unanimously approved.
- 14.2** To approve membership of Berkshire Association of Local Councils £1,500.09 – unanimously approved.
- 14.3** To approve renewal of the Institute of Cemetery & Crematorium Management £95 (2022 price) – unanimously approved.

15. To review inventory of land and other assets including buildings and office

equipment – unanimously approved.

16. To receive confirmation of insurance arrangements for 2023-24 The clerk reported that, following consultation with the Finance Committee Chairman and Vice Chairman, the existing policy with BHIB will be renewed on a 3-year agreement at a cost of £1,765.91 – unanimously approved.

17. To review and agree bank signatories

[Unity Trust, National Savings & National Westminster Bank]

The existing signatories of Mr M Alder, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mr J Jarvis, Mr C Wickenden & Mr T Winchester were unanimously approved.

Full Council meeting business

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

19. Dispensations – none.

20. Minutes of the meeting held on 28th March 2023. Proposed Mr J Jarvis, seconded Mrs S Wisdom to approve the minutes as a true and accurate record. Motion carried nem con.

21. Minutes of the Annual Parish Meeting 19.04.23 – noted.

22. Matters Arising

22.1 WBC - Parish and Town Council Remuneration Report – noted.

23. Borough Council Matters – previously dealt with after item 6.

24. Liaison with Ruscombe Parish Council – previously dealt with after item 9.4.

25. Committee reports and to receive any recommendations:

25.1 Planning & Amenities Committee 04.04.23 & 02.05.23

Mrs B Ditcham highlighted the unfairness of the street lighting and Wokingham Borough Council's unwillingness to accept the asset transfer due to financial constraints. Twyford Parish Council own 169 LED lamps – this is the highest by far of all the Towns and Parishes. Twyford residents are funding these lamps from their Parish precept.

Mrs Ditcham also reported on the Twyford in Bloom labyrinth.

25.1.1 Neighbourhood Plan sub committee – the referendum will be held on 6th July.

25.2 Parish Lands – no meeting

25.2.1 To consider ongoing funding for the continuation of Twyford Growers throughout 2023/24 - £2,213.50. The clerk reported that Ruscombe Parish Council will continue to fund £740 for 2 Twyford Growers spaces. Proposed Mrs S Wisdom, seconded Mrs B Ditcham to **RECOMMEND to Full Council** £1,500 to fund the project for 2023-24. Motion carried unanimously.

25.3 Finance & General Purposes 18.04.23

Recommendations:

25.3.1 To approve the updated Standing Orders (updated terms of reference) – previously dealt with under item 8.

25.3.2 To approve the updated Financial Regulations (updated procurement figures) – unanimously approved.

25.4 Community Events & Engagement – no meeting

25.4.1 Coronation of King Charles III 06.05.23 – event and distribution of mugs. Mr Alder reported on the successful event and that the Coronation mugs had been well received on the school visits that he and Mrs B Ditcham had undertaken.

26. Other representatives reports

26.1 Meet your councillor – 13.05.23 (MGA, MA & BD) Residents queries have been recorded and responded to. Agreed to invite representatives from Ruscombe Parish Council and the Borough Councillors to attend future sessions. Ruscombe Parish Council would be welcome to add their banner to the gazebo.

27. Clerk's report

- It was unanimously agreed to gift a mug to each Councillor and staff member.
- The clerk reminded councillors of her email of 15th May reminding councillors of what they can or can't do through the Neighbourhood Plan referendum period.
- Councillors were thanked for attending the 18th May training session led by BALC.
- The remaining south ward vacancy will be filled by co-option at the next Full Council meeting.

28. To approve the Annual Accounts and Annual Audit Return

28.1 To consider and approve the Annual Internal Auditor report section of the Annual return.

The Council unanimously approved Annual Internal Auditor report section.

28.2 To consider, approve and sign the Annual Governance Statement (section 1). The Council unanimously approved the Annual Governance Statement (section 1) and the Chairman signed the form.

28.3 To approve and sign the Annual Accounting Statement 2021/22 (section 2). The Council unanimously approved the Annual Accounting Statement 2021/22 (section 2) and the Chairman signed the form.

The clerk confirmed the period for the 'Exercise of public rights' being 5th June to 14th July. A notice will be published on the website and noticeboard to this effect.

29. Correspondence – all noted.

29.1 Ruscombe Parish Council agenda 04.05.23, 10.05.23 & APM 24.05.23.

29.2 CLASP – charity – offer to attend to talk about the charity – agreed to invite to the July meeting.

29.3 LGBCE Consultation and WBC Response

29.4 BALC Newsletter March 2023

29.5 AS Cuincy Football and Twyford Comets Tour 2023

30. Authorisation of payments – list dated 18th May 2023. Mrs B Ditcham proposed, Mrs S Wisdom seconded approval of the payments list dated 18.05.23. Motion carried unanimously.

31. Retrospective approval of £600 licence fee for Coronation event (capital expenditure) – unanimously approved.

32. Dates of meetings:

All meeting 7:45pm at Loddon Hall unless noted

Ruscombe PC Annual Parish Meeting	24.05.23
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Twyford in Bloom working group	01.06.23
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Neighbourhood Plan Sub committee 7:15pm	06.06.23
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Planning and Amenities Committee	06.06.23
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Ruscombe Parish Council, 7:30pm	07.06.23
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Meet your councillor 10am – midday, Waitrose	10.06.23 - cancelled
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[Agreed not to hold as councillors will be at the Beer Festival talking about the Neighbourhood Plan]

Parish Lands Committee	13.06.23
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Stanlake Pavilion Working Group	20.06.23
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Skate Park Working Group	27.06.23
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Neighbourhood Plan Sub committee 7:15pm	04.07.23
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Planning and Amenities Committee	04.07.23
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Ruscombe Parish Council, 7:30pm	05.07.23
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Neighbourhood Plan referendum	06.07.23
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Meet Your Councillor 10am-midday, Waitrose	08.07.23
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[Mr J Jarvis, Mrs L Jarvis, Mr F Newman & Mrs H Winder]

Community Events and Engagement	11.07.23
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Finance & General Purposes Committee	18.07.23
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33. Date of next meeting 25th July 2023.

The meeting closed at 9:23 pm.