

Twyford Parish Council

Minutes of the Meeting of the Council

Meeting held at the Twyford Room, Loddon Hall, RG10 9JA on Tuesday 31st January 2024 at 7:45 pm.

Present: Mr M G Alder (Chairman), Mr M Andrea, Mrs E Ashley, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mrs L Jarvis, Mr F Newman, Mr C Wickenden, Mr T Winchester & Mrs S Wisdom.

In attendance: Mr P Cassidy (Ruscombe Parish Council) & 2 members of the public.

Speakers: Richard Alexander, Library Service Manager, WBC and Sarah O'Connor, Head of Community and Partnerships, WBC

Clerk present: Mrs L Moffatt (Clerk).

1. **Public Questions.** Mr G Wise asked whether the new library would have space for the History Society records which are currently stored at the current library site. What is happening to the existing library site?
2. **Apologies** – Mrs J Jagger & Mr J L Jarvis.
3. **Declaration of interest in items on the agenda** – none.
4. **Dispensations** – none.
5. **Minutes of the Full Council meeting held on Tuesday 28th November 2023**
Proposed Mr M Bray, seconded Mrs E Ashley to approve the minutes as a true and accurate record. Motion carried unanimously.
6. **Matters Arising**
 - 6.1 Councillor resignation letter 22.01.24 – to note receipt and that there are now two vacancies
Mrs H Winders resignation letter was noted.
The clerk reported that notice of the vacancy will be advertised. A by-election to fill the vacancy will be held if within 14 working days 10 electors from the Parish ward give notice in writing to the Returning Officer, WBC of a request for an election to fill the vacancy. The Council may co-opt the vacancy should a by-election not be called.
 - 6.2 To appoint a Twyford Together representative – Mr F Newman was proposed by Mr J Bowley, seconded by Mr T Winchester. Motion carried unanimously.
7. **Richard Alexander, Library Service Manager, WBC and Sarah O'Connor, Head of Community and Partnerships, WBC** to talk about the new Twyford Library Borough Council Matters
A presentation described the background to the library, discussions with Polehampton Trust on leasing the Old Polehampton Boys School building, plans for phase 1 and interior concept designs. A request was made to the Council to fill the funding gap by contributing 50% of the £30,000 furniture fit out costs.
Sarah O'Connor reported that WBC would be happy to talk further about History Society space.
Mrs E Ashley asked whether there would be extra capacity for more books. Whilst there will not be more books the additional space will make looking for books easier and give the feel of additional books.
Mr F Newman asked whether there would be parking for library users. What will happen to the old par parking and old site?
Mrs B Ditcham commented on the shortfall in funding stating that it should be noted that the present library was given by charity and the new library has also been provided by charity.
A Finance committee meeting and extraordinary Full Council meeting will be arranged to discuss the possibility of making a contribution towards the new library furniture.
A brief discussion took place on phase 2. This is dependent on a huge amount of additional funding.

8. Liaison with Ruscombe Parish Council

Mr P Cassidy reported on Ruscombes passing of the Neighbourhood Plan and current councillor vacancies.

9. Reports and to receive any recommendations from committees

9.1 Planning and Amenities Committee 05.12.23 & 09.01.24

Mrs B Ditcham reported on the minutes highlighting planning applications and requesting that councillors support the litter pick.

[Twyford in Bloom Working Group – meeting deferred to 29.02.24]

9.2 Parish Lands Committee 16.01.24

Mr M Bray summarised the minutes.

The committee **RECOMMEND to full Council** £5,000 to renovate the KGVR brick pillars. Motion carried unanimously.

[Skate Park Working Group 24.01.24]

[Stanlake Pavilion Working Group meeting deferred to 20.02.24]

9.3 Finance and General Purposes Committee 10.12.23 & 23.01.24

The committee **RECOMMEND to Full Council** approval of the following policies unamended. Motion carried unanimously.

- Anti Harassment & bullying policy
- CCTV policy
- Code of Conduct
- Community Engagement policy statement
- Data Protection policy
- Election protocol
- Financial Regulations
- Metal Detecting policy
- Pension Fund Policy
- Procedure for making cheque payments
- Publishing policy
- Risk Management Policy
- Snow/grit policy
- Standing Orders

The committee **RECOMMEND to Full Council** approval of the following revised policies. Motion carried unanimously.

- Disciplinary Procedure
- Document Management Procedures
- Electronic Mail Policy and Procedure
- Equal Opportunities Policy
- Health and Safety Policy
- Social Media Policy

The committee **RECOMMEND to Full Council** that the revised Handling Complaints Procedure should be available on the website as procedure rather than a policy. Motion carried unanimously.

The committee **RECOMMEND to Full Council** a 2024-25 budget of £226,609.25. Motion carried unanimously.

[Note: this includes ringfenced funds of £1,170 wildflower board and £4,375 hedge laying of hurst road allotment hedge]

The committee **RECOMMEND to Full Council** a 2024-25 precept of £221,064.25. Motion carried unanimously.

- 9.4 Community Events and Engagement Committee – no meeting
- 10. Other representative reports**
- 10.1 Meet your councillor session 13.01.24
[Mr M Bray, Mrs J Jagger & Mr F Newman]
A resident reported intimidating and antisocial behaviour. They were referred to the PCSO's who were holding a clinic outside Waitrose on the following day.
- 10.2 Borough Parish Liaison Forum (Mr M Alder & Mr J Bowley) 06.12.23
Mr J Bowley reported on a presentation by Graham Ebers Deputy Chief Executive and Chief Finance Officer at Wokingham Borough Council.
- 10.3 TRCA AGM (Mr J Jarvis) 22.01.24 – carried forward.
- 10.4 Northern Parishes Communication Group 24.01.24 (Mrs E Ashley)
Mrs E Ashley summarised the meeting minutes. Copies of which are in the Councillor one drive folder. The next meeting will be held on 22.05.24.
- 12. Clerk's report**
- 12.1 May 2023 WBC election costs £450.00 – noted.
- 13. Antisocial behaviour in the village centre**
- 13.1 Christmas tree vandalism – noted.
- 13.2 Vandalism to tree in Wellington Square – noted.
- 14. UKSPF Funding update** – report on expenditure was noted.
- 15. To consider quotes for a LCD screen for use at public events such as the Annual Parish Meeting following feedback from residents.** Costings to purchase screens and a trolley were considered. Agreed to rent an LCD screen for the forthcoming Annual Parish Meeting. Mr T Winchester proposed, Mrs S Wisdom seconded to **RECOMMEND to Full Council** a budget of £250 from capital to hire a screen and trolley for the 2024 APM. Motion carried unanimously.
- 16. WBC Overview & Scrutiny Suggestions for 2024-25**
Agreed for the clerk to form a response urging Wokingham Borough Council to adopt a uniform approach for residents, ensuring consistency in street lighting payments across all Town and Parish Councils. Currently, there is a noticeable gap among residents, where some pay for street lighting through their WBC Council tax, while others incur an additional premium via their Town and Parish precept. The variation extends further with Town and Parish Councils owning varying numbers of street lamps, ranging from zero to as many as 170. The majority of these Town and Parish streetlamps are situated on highways. Any further overview & scrutiny suggestions should be forwarded to the clerk by Friday 2nd February.
- 17. Strategic action plan** – to review the draft plan and consider committee suggestions (tracked copy in one drive). To consider the plan for approval at the next meeting.
- 18. Meeting Dates – to consider the frequency of Full Council meetings**
[Note at the September Full Council meeting it was stated that a business need should be stated to return to monthly Full Council meetings and a decision would need to be made as to which meetings could come out of the schedule to accommodate monthly meetings.] Agreed no change to the meeting schedule.
- 19. Car Parking in Twyford**
[Questions to be considered are to have been circulated in a report – item to be deferred pending questions being received /circulated]
- 20. Items to be discussed at the next meeting** no items.
- 21. List of authorised payments** – list dated 25.01.24 (in Councillor one drive folder)
Proposed Mr C Wickenden, seconded Mr M Bray to approve the cheque list dated 25.01.24. Motion carried nem con.
- 22. Correspondence** (all noted)
- 22.1 Wokingham Borough Schools' Carol Concert Mayors invite 10.12.23
- 22.2 Ruscombe Parish Council 06.12.23
- 22.3 Age Concern Twyford and District - Friday Roundup 08.12.23

- 22.4 Borough Parish Liaison Forum Agenda 06.12.23
- 22.5 CCB You're Invited! 2024 AGM & Community Halls Conference 25.01.24
- 22.6 BALC-Upcoming training January to March 2024
- 22.7 Ruscombe Parish Council Agenda Wednesday 10th Jan 2024
- 22.8 Age Concern – Friday Roundup
- 22.9 CCB You're Invited! Please come to our 2024 AGM & Community Halls Conference
- 22.10 CCB – We are recruiting

23. Dates of meetings:

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

Planning and Amenities Committee	06.02.24
Ruscombe Parish Council 7:30pm (MA / FN)	07.02.24
Skate Park – Public Meeting	07.02.24
Meet Your Councillor	10.02.24
Mr M Alder, Mr M Andrea & Mrs S Wisdom	
Stanlake Pavilion Working Group	20.02.24
Community Events and Engagement Committee	27.02.24
Twyford in Bloom Working Group	29.02.24
Planning & Amenities Committee	05.03.24
Public Speaking Training Session 7pm	06.03.24
All Councillors	
Ruscombe Parish Council 7:30pm (MA / FN)	06.03.24
Meet Your Councillor	09.03.24
Mr M Alder, Mrs L Jarvis, & Mr F Newman	
Parish Lands Committee	12.03.24
Skate Park Working Group	19.03.24
Twyford in Bloom Working Group	21.03.24
Annual Litter Pick 10am Loddon Hall Car Park*	23.03.24
Councillors required	

24. Recommendations under Part 2 (confidential)

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 M Bray, seconded Mr C Wickenden and carried unanimously.

24.1 Deputy Clerk annual review

The committee **RECOMMEND to Full Council** that Deputy Clerk Lynn Povey progress 1 SCP following her satisfactory performance review. Motion carried unanimously.

24.2 Citizen of the Year (Part 2)

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

25. Date of next Full Council meeting – 26th March 2024

Meeting closed at 21:26