

# Twyford Parish Council

## Minutes of the Annual Meeting of the Council

Meeting held at the Twyford Room, Loddon Hall, RG10 9JA on Tuesday 28<sup>th</sup> May 2024 at 7:45 pm.

**Present:** Mr M Alder (Vice Chairman & Borough Councillor), Mr M Andrea (Councillor & Borough Councillor), Mrs E Ashley, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mrs J Jagger, Mr F Newman, Mr C Wickenden, Mr T Winchester & Mrs S Wisdom.

**In attendance:** Mr S Conway (Borough Councillor), Mrs E Cameron & Mrs A Hasteed (Ruscombe Parish Council), Clerk and Deputy.

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

Mr M Alder proposed to be Chairman by Mr M Alder, seconded Mr T Winchester.  
Mr F Newman, proposed to be Chairman by Mr F Newman, seconded Mrs B Ditcham.

Voting took place with Mr M Alder receiving 6 votes, Mr F Newman 3 votes and 1 abstention.

Mr M Alder was duly elected as Chairman and signed his acceptance of office.

**2. Election of Vice-Chairman**

Mr J Bowley proposed to be Vice Chairman by Mrs B Ditcham, seconded Mr M Bray.  
Mr M Andrea arrived 19:50.

Mr J Bowley was unanimously elected as Vice-Chairman.

**3. To note 2 vacancies to be filled by co-option** – no emails of interest. Noted.

**4. Public questions** – Issues with human defecation in KGVR by the trees. Request for public toilets. Referred to Parish Lands for consideration.

**5. Apologies for absence:** Mr J Jarvis & Mrs L Jarvis.

**Agreed to move item 23 – Borough Council report forward.**

Mr S Conway reported on:

- Parking restrictions
- Library update
- Riverways planning application
- Local plan

Following councillor questions Mr S Conway left the meeting.

**6. 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.

**7. 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.

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

Due to Mr J Jarvis and Mrs L Jarvis absence it was agreed to co-opt them to the relevant committees in a future meeting when they are present.

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

- 8.2** Parish Lands committee: Mr M Alder, Mr J Bowley, Mr M Bray, Mrs J Jagger, Mr T Winchester & Mrs S Wisdom – membership approved unanimously.
- 8.3** Finance and General Purposes committee: Mr M Alder, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mrs J Jagger, Mr F Newman, Mr C Wickenden & Mr T Winchester – membership approved unanimously.
- 8.4** Community events and engagement committee: Mr M Alder, Mr J Bowley, Mr M Bray, Mrs J Jagger & Mrs S Wisdom – membership approved unanimously.
- 9. To appoint members to serve on the following sub-committee / working groups:**
- 9.1** Green Taskforce – Proposed by Mr J Bowley, seconded by Mr T Winchester to reabsorb the taskforce within the Parish Lands Committee. Unanimously approved.
- 9.2** Skate Park working group: Mrs B Ditcham, Mrs J Jagger, Mr C Wickenden, Mrs S Wisdom & Mr T Winchester – membership approved unanimously.
- 9.3** Stanlake Pavilion working group: Mr M Baker, Mr J Bowley, Mr R Brophy, Mr M Bray, Mr S Burr, Mr B Gilbert, Mr F Newman, Mr B Rogers, Mr T Winchester & Mrs S Wisdom – membership approved unanimously.
- 9.4** Twyford in Bloom: Mrs B Ditcham, Mr M Bray & Mrs J Jagger – membership approved unanimously.
- 10. To appoint 2 councillors to carry out the quarterly financial internal checks** (only one to be a member of the Finance & General Purposes committee) Mrs J Jagger & Mr F Newman were unanimously appointed. To refer to the Finance & General Purposes Committee the frequency of the internal checks.

**Agreed to move item 24 – Liaison with Ruscombe Parish Council forward to enable Mrs E Cameron & Mrs A Hasted to leave afterwards.** Ruscombe Parish Council representatives reported on:

- New benches around the church
- Bee highway
- Objections to plans for a care home on the Hydes Nursery site
- Village sign
- Annual Parish Meeting
- Church improvement plans
- Annual meeting of the Council - Mr P Cassidy was elected Chairman and Mrs A Hasted Vice Chairman.

- 11. To appoint councillor representatives to the following:**
- 11.1** Age Concern – Mr M Andrea was unanimously appointed.
- 11.2** BALC AGM representatives – Mr M Alder & Mr J Bowley were unanimously appointed.
- 11.3** Climate Change – Mrs J Jagger was unanimously appointed.
- 11.4** HBUG – Mr C Wickenden & Mr T Winchester were unanimously appointed.
- 11.5** Northern Parishes Communication Group – Mrs E Ashley was unanimously appointed.
- 11.6** Ruscombe Parish Council – Mr M Andrea and Mr F Newman were unanimously appointed.
- 11.7** TRCA (Loddon Hall) – Mr M Bray was unanimously appointed.
- 11.8** Twyford Together awards judging panel – Mrs S Wisdom appointed was unanimously appointed.
- 11.9** Twyford Together Executive – Mr F Newman elected unanimously.
- 11.10** Twyford Twinning Association – Mr F Newman & Mrs B Ditcham were unanimously appointed.
- 11.11** WBC Borough / Parish Liaison Forum - Mr M Alder & Mr J Bowley were unanimously appointed.

**12. 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 unanimously voted to adopt the policies as listed.

- 12.1 Anti Harassment & bullying policy - adopted 30.01.24
- 12.2 CCTV policy - adopted 30.01.24
- 12.3 Code of Conduct - adopted 30.01.24
- 12.4 Community Engagement policy statement - adopted 30.01.24
- 12.5 Data Protection policy - adopted 30.01.24
- 12.6 Disciplinary Procedure - adopted 30.01.24
- 12.7 Document Management Procedures – adopted 30.01.24
- 12.8 Election protocol – adopted 30.01.24
- 12.9 Electronic Mail Policy and Procedure – adopted 30.01.24
- 12.10 Equal Opportunities Policy – adopted 30.01.24
- 12.11 Financial Regulations – adopted 30.01.24
- 12.12 Grant policy – adopted 25.10.22
- 12.13 Health and Safety Policy - adopted 30.01.24
- 12.14 Investment Policy - adopted 26.11.13
- 12.15 Metal Detecting policy – adopted 30.01.24
- 12.16 Pension Fund Policy – adopted 30.01.24
- 12.17 Procedure for making payments – adopted 30.01.24
- 12.18 Publishing policy – adopted 30.01.24
- 12.19 Risk Management Policy - adopted 30.01.24
- 12.20 Snow/grit policy – adopted 30.01.24
- 12.21 Social Media Policy – adopted 30.01.24
- 12.22 Standing Orders – adopted 30.01.24

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

- 13.1 To approve renewal of Connecting Communities in Berkshire membership £42 (2023 price)
- 13.2 To approve membership of Berkshire Association of Local Councils £1,516.03
- 13.3 To approve renewal of the Institute of Cemetery & Crematorium Management £100

The Council unanimously approved the annual subscriptions 13.1 – 13.3.

**14. To review inventory of land and other assets including buildings and office equipment.** Noted.

**15. To receive confirmation of insurance arrangements for 2024-25.** Noted.

**16. To review and agree bank signatories**

[Unity Trust, National Savings, National Westminster Bank & Shares]

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**

**17. Declarations of interests in items on the agenda – None.**

**18. Dispensations - None.**

**19. Minutes of the meeting held on 26<sup>th</sup> March 2024**

Proposed Mr C Wickenden, seconded Mr M Andrea to approve the minutes as a true and accurate record. Motion carried nem con.

**20. Minutes of the Annual Parish Meeting 24.04.24 – Noted.**

**21. Minutes of the Extraordinary Meeting of the Council 30.04.24**

Proposed Mr F Newman, seconded Mrs S Wisdom to approve the minutes as a true and accurate record. Motion carried nem con.

**22. Matters Arising – None.**

**23. Borough Council Matters – previously reported.**

**24. Liaison with Ruscombe Parish Council – previously reported.**

**25. Committee reports and to receive any recommendations:**

**25.1 Planning & Amenities Committee 07.05.24**

The minutes have been published and there were no further reports.

**25.1.1 Twyford in Bloom Working Group**

Mrs B Ditcham reported of a well attended meeting with new volunteers. The meeting is a good show of community engagement.

**25.2 Parish Lands – no meetings**

**24.2.1** To consider ongoing funding for the continuation of Twyford Growers - £2,390

[Anticipated funding from Ruscombe Parish Council of £797 for 2 Twyford Growers spaces and Twyford Parish Council funding of £1,593.]

Proposed by Mr M Bray, seconded by Mrs B Ditcham **RECOMMEND to Full Council** £2,390 funding for Twyford Growers. Unanimously approved.

[Note – this amount is subject to a decrease subject to a decision made by Ruscombe Parish Council]

**24.2.2** Skate Park Working Group. Mr T Winchester provided an overview of the project progress.

**25.3 Finance & General Purposes – No meeting.**

**25.3.1** To consider a grant to Twyford Comets – Cuincy Exchange (email 16.05.24) £400 – Proposed by Mr C Wickenden, seconded Mr M Bray to **RECOMMEND to Full Council** £400 for Twyford Comets Cuincy Exchange. Unanimously approved.

**25.4 Community Events & Engagement – No meeting.**

**26. Other representatives reports**

**26.1** Meet your councillor – 12.04.24 (Mr M Alder, Mr M Andrea & Mrs E Ashley) & 11.05.24 (Mr M Alder, Mr F Newman & Mrs B Ditcham). No items to report.

**26.2** Northern Parishes Communication Group 22.05.24 (Mrs E Ashley). Report circulated. Agreed to invite Mr Dave Barks to the next Full Council meeting to talk about Berkshire Local Nature Recovery Strategy.

**27. Clerk's report – An Invite to visit Cuincy in June has been circulated. The clerk reported on the Skatepark crowdfunder and key dates to promote it.**

**28. To approve the Annual Accounts and Annual Audit Return 2023-24**

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

The Council unanimously approved the Annual Internal Auditor report section.

**28.2** To consider, approve and sign the Annual Governance Statement (section 1).

The Council unanimously approved Annual Governance Statement (section 1).

**28.3** To approve and sign the Annual Accounting Statement 2023/24 (section 2).

The Council unanimously approved Annual Accounting Statement 2023/24 (section 2).

The Clerk confirmed the period for the 'Exercise of public rights' being 3rd June to 12th July. A notice will be published on the website and noticeboard to this effect.

**29. Correspondence (all noted)**

**29.1** Invitation to Berkshire Local Nature Recovery Community Events – circulated 09.04.24

**29.2** Ruscombe Parish Council Agenda Wednesday 8th May 2024

**29.3** Community Vision Workshops – Jackie Whitney

- 29.4** Offer of a Health and Wellbeing talk – carried forward.
- 29.5** HALC - Committee on Standards in Public Life are currently undertaking a review into accountability in public life.
- 29.6** Berkshire Nature Recovery - May update
- 29.7** Launchpad's Big Sleep Out 2024 06.07.24
- 29.8** Safety of Lithium ion Batteries and e-bikes and scooters

Item 29.4 was requested for the next agenda.

**30. Authorisation of payments** – list dated 22.05.24. Mr F Newman proposed, Mrs B Ditcham seconded approval of the payments list dated 22.05.24. Motion carried nem con.

**31. Dates of meetings:**

All meetings 7:45pm at Loddon Hall unless noted

Planning and Amenities Committee	04.06.24
Community Vision Workshop (Mr M Alder)	04.06.24
14:00-16:00 Wokingham Town Hall	
Ruscombe Parish Council	05.06.24
Age Concern D Day event (Mr M Alder)	07.06.24
Beer Festival presence – to promote crowd funder	08.06.24
Martin, Bridget, Malcolm & Jackie – time to be agreed	
Donkey Derby	16.06.24
Martin & Tom	
* Councillors required 11:30am-6pm	
Stanlake Pavilion Working Group	18.06.24
Skate Park Consultation Meeting 7pm	19.06.24
Twyford in Bloom	20.06.24
Skate Park Working Group	25.06.24
Planning and Amenities Committee	02.07.24
Ruscombe Parish Council	03.07.24
Meet Your Councillor 10am – midday, Waitrose	13.07.24
* Mr M Alder, Mrs E Ashley, Mr C Wickenden & Mrs S Wisdom	
Parish Lands	09.07.24
Finance & General Purposes Committee	16.07.24

**32. Date of next meeting 23<sup>rd</sup> July 2024.**

**The meeting closed at 9:19 pm.**