

TWIGWORTH PARISH COUNCIL
Draft minutes of
MEETING HELD AT 7.00PM ON 7th SEPTEMBER 2023
IN THE DOWN HATHERLEY VILLAGE HALL

<https://twigworthparishcouncil.wordpress.com>

	Welcome and introductions
	Attendance recorded as Parish Councillors George Sharpley, Elaine Watson, John Redfern, Rick Harris & Mike Davies County Councillor McLain, 5 Member of the public
	Apologies received and accepted Borough Councillors Hands and Borough Councillor Ockelton did not attend
	Declaration of Interest for matters on the agenda were invited <ul style="list-style-type: none"> • Planning application 23/00724/FUL (Cllr Watson) • Dog field planning application 23/00685/CLP (Cllr Sharpley)
	Members of the Public was invited to speak to the Council & then members of the public will be invited to observe the remainder of the meeting <ul style="list-style-type: none"> a) Member of the public spoke on the application 23/00724/FUL, and sought the support of the PC in objections as explained b) Twigworth Green primary school circa 2026, trigger met to hand site over to GCC
	Minutes of the previous Parish Council Meetings held on 6th July 2023 were approved
	Financial reports were considered
	Council noted that independent auditor report has been completed with no matters to bring to the attention of the Council. Fee agreed
	Payment list approved as discussed at the meeting <ul style="list-style-type: none"> • PATA pension re-enrolment £30.00 • I Selkirk- audit fee £150.00 • Website upgrade fee £84 (reimbursement to Cllr Redfern) • HMRC£88.00 • Expenses £15.11 • Poppy wreath £23.98

	<p>Report was received from County Councillor McLain</p> <ul style="list-style-type: none"> • Pot Hole update • Designated Driver badges • Illegal vapouring • Special schools opening in the County • See also public session re Twigworth Green school anticipated start date 2026- capacity of approx. 250 • Brook Lane s106 charges placed on developers for transporting pupils to local schools • Access on Brook Lane and Bridleway – temporary access rights/ temporary stopping order should have been applied and CC McLain is speaking to PROW team – further discussion took place and the actions needed to stop further traffic • No deeds have been found showing private ownership, residents have right of access, it is now described as non-adopted land. Discussion on the installation of bollards as part of the Brook Lane development. • Responsibility of making good damage was discussed • Hardcore being filled in <p>Public session end at 19.40</p>
	<p>Report not received from Borough Councillor Hands</p> <p>Report not received from Borough Councillor Ockelton</p>

	<p>Highway matters discussed (Cllrs Harris and Cllr Davies)</p> <ul style="list-style-type: none"> a. Update on A38 Road Safety TRO feasibility study update from Down Hatherley Parish Council b. Bid for community speed watch - for fixed community speed VAS (Cllr Harris) – VAS not yet sited, SLA and other paperwork has been submitted and confirmation number received. Cllr Harris will follow up. Dave Holland has confirmed that the VAS is on the way. What3Word location agreed as birthdays proclaims passing c. Lowering the kerb at Twigworth bus shelter outside Orchard Park following residents' complaints-Cllr Harris has spoken to Max Kelly (Highway) and discussed the need for a new location. Remove from agenda pending further updates from Highways d. Utilising redundant HGV Information board at lay-by for Parish use-ownership to be established -Councillors felt that the noticeboard is not feasible – remove from agenda pending further updates from Highways e. Pavements on A38 from Church to Twigworth Green- Overgrowing hedges to be reported to Glos Highways (Cllr Harris) possibility of s106 obligation to be investigated. f. Down Hatherley Lane diversion traffic via Brook Lane (see public session) g. Public footpath updates (PROW) Ramblers association are taking access through the Park being fought by OP Residents association h. Newt pathway at Bloor Homes development was designated in planning documents. Some residents have taken over this land, Drone footage has been acquired showing the before/after effects of the “taking over” of this land. Residents have been informed at the time of ownership. Covenant documents have been seen. Cllr Harris will follow this up. i. Shared surfaces at Twigworth green (Cllr Redfern) concerns over interpretation have been raised in the Newsletter. Matters are showing signs of improvement
	<p>Planning Matters (whole council)</p> <ul style="list-style-type: none"> a. Enforcement action updates noted b. Updates on 1 Laburnum cottage (23/00724/FUL)- Council have objected to 22/00298/FUL and other residents have submitted. The history of the site was discussed Council agreed to recommend that the application goes to the Planning Committee for a detailed study of the plans due to the previous history of the applications on this site. Council agreed to ask CC to support PC in this request. c. 23/01343/OUT – Chestnut tree Farm (Objection and document submitted) d. 23/00685/CLP- Dog exercise field- application withdrawn. e. 23/00102/CONDIS- (part of 22/0364/APP) electric charging points- Council agreed to support- portal access not available to submit comments

	<p>Community engagement matters (Cllr Redfern)</p> <ul style="list-style-type: none"> a. Parish Councillor contact details and Communication channels between Councillors was discussed again. b. Parish Council local network review noted that GAPTC has started this initiative and TPC will not pursue this formally but continue to talk to local parishes c. Twigworth War Memorial (St Matthews) update on wreath (now paid for) residents will be encouraged to attend. d. Twigworth Newsletter –advertising update and latest instalment has been distributed e. Website update – fee agreed £84 (non- advertising version), Cllr Redfern will now take up the administration of the site. f. Sustainable transport – Gloucestershire Community rail partnership update g. NDP review due soon and potential funding source has been highlighted by Norton PC (joint plan with Norton/DHPC) h. Noticeboard at village centre- Cllr Redfern to cfwd
	<p>Council noted updates on s106 matters (Cllr Redfern)</p> <ul style="list-style-type: none"> a. Provision of children’s play area and equipment for the general Twigworth and new housing development areas- Part of s106 - work has started on phase 1B play area, phase 2 and phase 3 to follow b. Bus stop and shelter update – cfwd as waiting for road adoption c. Dog waste signs update (£1650.66 available) d. Dog waste bins- Council agreed proposal as distributed (£2567.70 available) supply and install agreed by parish and Cllr Redfern will discuss process with TBC officer. Emptying responsibility to be clarified. e. MUGA and other community facilities update from Cllr Redfern, present plan is for a management company to run, but could be transferred to pc for £1. The PC would be required to run community hall as charity and would require trustees <p>Information from TBC has been obtained and distributed to Councillors. – Separate meeting to be arranged</p> <p>Council agreed to suspend standing orders to allow for the meeting to continue</p>
	<p>Update on working party on 4 Year Plan (Cllr Watson) cfwd</p>

	<p>Council discussed infrastructure matters (Cllr Redfern)</p> <ul style="list-style-type: none"> a. Additional or repositioned Post box for Twigworth Local Centre- application submitted by member of the public and decision received from Royal Mail, that it was not possible to have an additional post box in the Village vicinity. Discussion on relocating either of the existing post boxes noted. Cfwd to next meeting b. Council considered provision of a Defibrillator for Twigworth (Cllr Redfern/ and Cllr Harris) Council agreed to proceed with proposal as distributed. Looking at funding from local businesses. Council noted funding availability from £1million defibrillator fund – details distributed via email <p>Council agreed to applying for bids – Clerk/Cllr Redfern to look at proposal as distributed (community funding and local fund) -</p> <ul style="list-style-type: none"> c. Action tracking programme has been set up and is being led by Cllr Redfern
	<p>Council noted Town and Parish Council seminar on 20th September 2023 (2 spaces available)</p>
	<p>Council noted 6th June 2024 events for 80th anniversary of D-Day (cfwd to next agenda) Cllr Redfern</p>
	<p>Environment updates (Cllr Sharpley)</p> <ul style="list-style-type: none"> a. Update from Flood response group meeting with STWA on 19th July 2023 noted b. Sponsor a tree scheme /Ash Dieback tree replacement scheme update noted including potential replanting and potential of new planting sites. Site visit to be made to look at locations. Project to be done on a volunteer basis as there is no budget (Cllr Harris/Cllr Sharpley)
	<p>Date of next meeting 2nd November 2023 at 7pm (budget /precept setting) 4th January (to be considered if alternative date would be more suitable) 7th March 2nd May (AGM/Parish assembly)</p>
	<p>Confidential business-Council agreed resolution to exclude press, public and other Council members Council considered confidential employment matters</p>
	<p>Close of meeting 21.28</p>

FINANCIAL REPORTS
CASH BOOK

DATE	CHQ NO	NAME	√	AMOUNT	BALANCE
BAL BFWD					3084.71
04/05/2023	662	B HOLDER	Y	-55.95	3028.76
18/05/2023	663	GAPTC	Y	-177.68	2851.08
18/05/2023	664	PATA	Y	-108.20	2742.88
18/05/2023	665	DHVB	Y	-162.00	2580.88
18/05/2023	666	COMMUNITY FIRST	Y	-143.12	2437.76
25/05/2023	667	DHVB	Y	-27.00	2410.76
07/07/2023	668	B HOLDER	Y	-12.55	2398.21
07/07/2023	669	HMRC	Y	-220.20	2178.01
27/04/2023	INCOME	SEVERN VALE ACTION GROUP	Y	575.00	2753.01
27/04/2023	INCOME	PRECEPT	Y	7345.00	10098.01
27/04/2023	S0	B HOLDER	Y	-185.81	9912.20
27/05/2023	S0	B HOLDER	Y	-185.81	9726.39
27/06/2023	S0	B HOLDER	Y	-185.81	9540.58
27/07/2023	S0	B HOLDER	Y	-185.81	9354.77
27/08/2023	S0	B HOLDER		-185.81	9168.96
18/08/2023	INCOME	2 RIVERS	Y	200.00	9368.96
31/08/2023	670	HMRC		-88.00	9280.96
01/09/2023	671	B HOLDER		-15.11	9265.85

RECONCILIATIONS

O/BALANCE	01/04/2023	3084.71
PAYMENTS		1938.86
RECEIPTS		8120.00
C/BALANCE	31/08/2023	<u>9265.85</u>
BALANCE PER STATEMENT	18/08/2023	9554.77
LESS UNPRESENTED CHEQUE	S0	-185.81
	670	-88.00
	671	-15.11
		<u>-288.92</u>

BALANCE AS ABOVE

9265.85

payroll				expense	01/05/202	01/07/202	01-Sep
	cash		owin				
	book	pata	g				
net	794.85	794.85	0.00	mileage	6.20	6.21	6.21
paye	308.20	308.20	0.00	printing	9.25	1.34	5.10
gros	1103.05	1103.0	0.00	year end	17.00		
		-		postage	8.00	5.00	8.00
					40.45	12.55	19.31
				U/PAD			
				PREV YR	15.50		
				OVERPAID			-4.20
					55.95	12.55	15.11

reserves	31/03/2022	31/03/2023	31/08/2023
general	3145	871	3277
svag			575
precept		1500	1500
equipment			200
Bus shelter			3000
NDP	585	585	585
current yr	-847	129	129
bank bal	2884	3085	9266

Electoral role 553 at 31/3/23
359 at 31/3/22

BUDGET/ACTUAL to
31/8/23

		<u>BUDGET</u>	<u>ACTUAL</u>	balance
Precept		7345	7345	0
SVAG	reserves		575	575
ADVERTISING			200	200
TOTAL INCOME		7345	8120	
Salary		2646	1103	1543
SUBSC		120	178	-58
payroll		120	108	12
website			0	0
bus shelter	reserves	3000	0	3000
insurance		180	143	37
admin		500	218	282
equip	reserves	200	0	200
audit		150	0	150
venue hire		200	189	11
training		100	0	100
TOTAL EXPENDITURE		7116.00	1939	5277
UNDER SPEND	To general reserves	229.00	6181	5277