

**Draft minutes of
MEETING HELD AT 7.00PM ON 1ST FEBRUARY 2024
IN THE DOWN HATHERLEY VILLAGE HALL**

<https://twigworthparishcouncil.wordpress.com>

	Welcome and introductions
	Attendance recorded as Parish Councillors, Elaine Watson, John Redfern, Rick Harris, Mike Davies & Graham Bocking, & 1 Member of the public
	Apologies received to be recorded and accepted Borough Councillor Hands and, County Councillor Paul McLain. Borough Councillor Ockelton did not attend
	Declaration of Interest for matters on the agenda were invited -none
	Member of the Public was invited to speak to the Council & then member of the public was invited to observe the remainder of the meeting Flooding in January 2024 update received –specific gauges to be used Historic measures also discussed
	Reports from Borough Councillor Hands distributed via email -noted Borough Councillor Ockelton did not send a report
	Report from County Councillor McLain not received
	Minutes of the previous Parish Council Meetings held on 2nd November 2023 approved
	Payment list approved resident printing costs approved in the sum of £25 (planning hearing costs) – Cllr Harris will organise and be reimbursed
	Financial reports approved
	Council considered Council assets updates (Cllr Harris/Cllr Redfern) <ul style="list-style-type: none"> • Noticeboards- ongoing following discussions with retail units • Defibrillator- £2500 grant from GCC “Build-back better” agreed and monies should be distributed in the next month- retail unit permissions in process – Specifically Zoll AED Plus Fully Automatic £1821 with locked external cabinet from British Heart Foundation • BHF CPR on line access • bus stop – update details have gone to Highways Legal dept for approval

	<p>Council noted process of working towards Local Council Award Scheme (Cllr Redfern) -standard agenda item until project completed</p> <ul style="list-style-type: none"> • Council agreed to apply for scheme in September (6th) (Cllr Redfern) • Draft policies on website to be agreed at May 2025 AGM meeting • Council asset list to be agreed at May 2025 • Insurance policy to be agreed at May 2025 (distribute policy) • Councillors Training record to be put on website • Register of interests waiting to be updated on website when received from TBC
	<p>Council agreed to adopt the draft 4-year plan specifically noting any financial implications for 24/25 (Cllr Redfern)</p> <ul style="list-style-type: none"> • Climate Change fund grants £4999 considered especially those that fall within the environment pillar – signposts for cycle routes /styles for kissing gates agreed – Cllr Redfern to submit
	<p>Council considered role and responsibilities of flood warden/representation of parish and/or parish council</p> <ul style="list-style-type: none"> • Cllr Harris volunteered to be GRCC flood representation for Twigworth PC • Resident GS will be invited to resume his role as Flood Warden via GRCC– Cllr Harris will feedback at next meeting. • Community Flood Plan with history is being produced by Cllr Redfern.
	<p>Council agreed to adopt the draft community emergency plan</p> <ul style="list-style-type: none"> • GRCC to be added into the plan • Contact details listed to be monitored • Plan to be reviewed in May 2024 AGM meeting
	<p>Council considered Highway matters (Cllrs Harris and Cllr Davies)</p> <ul style="list-style-type: none"> • VAS sign at roundabout- hedgerow cleared. VAS not working being investigated by Glos Highways. 2nd VAS not working due to electrical wiring not working –now has been taken away and relocation to be considered by Glos Highways • TRO project led by Down Hatherley Parish Council- Council agreed to support the TRO project – Clerk to email DHPC • Highway signs – noted

	<p>Planning Matters (whole council)</p> <ul style="list-style-type: none"> • Update on enforcement matters noted • Council agreed its planning policy as described in Pillar 5 of the adopted 4- year plan • Council agreed to support a review in principle of the adopted NDP and nominated Cllr Harris as lead Councillor (clerk has emailed DHPC/NPC) • Council agreed its response to Borough Councils' strategic review by nominating Councillor Harris as lead Councillor • Council agreed its response to outstanding planning applications Brook Lane application lead officer change noted 23/001178/FUL – Norton Garden centre- TPC not consulted Chestnut Tree Farm -ongoing • S106 updates noted – to be updated on Councillors Action List
	<p>Community engagement matters update (Cllr Redfern).</p> <ul style="list-style-type: none"> • Twigworth Newsletter update noted • Website update noted • Occupancy numbers discussed
	<p>Council agreed working party on standing orders and financial regulations (Cllr Watson to host and to confirm dates in February and April)</p>
	<p>Council received update on infrastructure matters (Cllr Redfern)</p> <ul style="list-style-type: none"> • Additional or repositioned Post box for Twigworth Local Centre- noted • 3 Dog bin from local developer updates noted
	<p>Council received update on Action Tracking programme (Cllr Redfern)</p>
	<p>Council received update on feedback regarding 6th June 2024 events for 80th anniversary of D-Day Cllr Redfern – remove from agenda</p>
	<p>Environment updates (whole Council)</p> <ul style="list-style-type: none"> • Ash Dieback tree replacement scheme update (Cllr Harris)- scheme received and Cllr Harris has been supporting the planting- Vistry have not supported the initiative – completed – remove from agenda • Council agreed to amend the draft bio-diversity policy (next meeting) • Environmental policy adopted as per website
	<p>Date of next meeting confirmed as (meetings commence at 7pm) 7th March 2nd May (AGM/Parish assembly)- hall no longer available – new date to be agreed- seeking 9th May or 16th May</p>
	<p>Close of meeting at 20.36</p>

