

**TWIGWORTH PARISH COUNCIL
AGENDA/SUMMONS
MEETING TO BE HELD AT 7.00PM ON 18TH JULY 2024
IN THE DOWN HATHERLEY VILLAGE HALL**

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome and introductions
2.	Attendance to be recorded (anticipated as Parish Councillors, Elaine Watson, John Redfern, Rick Harris, Mike Davies & Graham Bocking, County Councillor Paul McLain, Borough Councillor Ockelton, Borough Councillor Hands, & Members of the public
3.	Apologies to be received, recorded and accepted
4.	Declaration of Interest for matters on the agenda to be invited
5.	Members of the Public are invited to speak to the Council & then members of the public are invited to observe the remainder of the meeting Public session to be closed
6.	Verbal Report to be invited from Borough Councillor Hands Verbal Report to be invited from Borough Councillor Ockleton
7.	Verbal Report to be invited from County Councillor McLain
8.	Minutes of the previous Parish Council Meetings held on 9th May 2024 to be approved
9.	Payment list to be approved
10.	Council to note that the banking mandate has been amended to include Cllr Redfern
11.	Council to note that independent internal audit report has been received with no matters to be reported to Council
12.	Financial reports to be approved
13.	Council to adopt 2024 Financial regulations as recommended by NALC and tailored to TPC
14.	Council to consider Council assets updates (Cllr Harris/Cllr Redfern) <ul style="list-style-type: none"> • Noticeboards- ongoing following discussions with retail units- (Cllr Harris) • Defibrillator- including policy to be approved (Cllr Redfern) • Brick Bus Shelter (Cllr Harris) • Bus Stops by the Church (Cllr Harris) • TG S106 Bus shelter (Cllr Harris) • Council to note asset register on financial reports • Council to consider asset policy • Council to consider using notice board in lay-by as this has now been confirmed as a GCC asset (Cllr Harris)
15.	Council to note any update on working towards Local Council Award Scheme (Cllr Redfern) -standard agenda item until project completed
16.	Council to receive/agree updates on the 4-year plan (Cllr Redfern) <ul style="list-style-type: none"> • Consultation document feedback • Year 1 targets (see brief summary attached)
17.	Council to receive updates on Flooding matters (whole Council) <ul style="list-style-type: none"> • Community Flood History record update noted (Cllr Redfern) • update from flood group (Cllr Harris)
18.	Council to consider updates on Highway matters (Cllrs Harris and Cllr Davies) <ul style="list-style-type: none"> • VAS sign at roundabout-

	<ul style="list-style-type: none"> • 2nd VAS not working due to electrical wiring not working – • TRO project led by Down Hatherley Parish Council- no further updates • Highway signs cleaning • Drop kerbs being pursued • Other Highway matters
19.	Council to consider updates on Planning Matters (whole council) •
20.	Council to note update on Community engagement matters update (Cllr Redfern). <ul style="list-style-type: none"> • Twigworth Newsletter • Website update
21.	Council to consider update on infrastructure matters (Cllr Redfern) <ul style="list-style-type: none"> • Dog Bins on Fallow Fields discussed • Dog bins- on Twigworth Green • Application for replacement of trampoline at Twigworth Green – response submitted
22.	Council to note update on Action Tracking programme (Cllr Redfern)
23.	Council to receive feedback from any organisation present who wishes to address the Council
24.	Council to receive back from Councillors on any other meetings attended on the BEHALF of the Parish Council
25.	Council to note update on Environmental matters (whole Council)
26.	Date of next meeting confirmed as meetings commence at 7pm 5 th September 2024
27.	Close of meeting

DRAFT MINUTES
ANNUAL MEETING OF THE COUNCIL
HELD AT 7.00PM ON 9th May 2024
IN THE DOWN HATHERLEY VILLAGE HALL

<https://twigworthparishcouncil.wordpress.com>

1.	<p>Welcome and introductions – by the present Chairman</p> <p>Meeting noted that the AGM is a different agenda to a normal PC meeting. Borough and County Councillors are invited to present reports in the Parish assembly which directly follows the AGM. Members of the public are also invited to speak at the Parish Assembly</p> <p>Subject to the discretion of the Chair of the Council, matters not covered during the AGM (due to time restraints or not being on the agenda) may be carried forward to the next scheduled meeting or an additional meeting may be called</p>
2.	<p>Election of Cllr Harris as Chairman was followed by signing of acceptance of office papers</p>
3.	<p>Election of Cllr Redfern as Vice-Chairman was followed by signing of acceptance of office papers</p>
4.	<p>Attendance recorded as Parish Councillors, Rick Harris, Graham Bocking, John Redfern and Elaine Watson, Parish Councillor Mike Davies attended at 19.19 and 1 member of the public</p>
5.	<p>Apologies for absence received accepted and recorded from Borough Councillors Hands & County Councillor McLain</p> <p>And Borough Councillor Ockleton did not attend</p>
6.	<p>Declaration of Interest for matters on the agenda were invited- none</p>
7.	<p>Minutes of the previous Parish Council Meeting held on 7th March 2024 were approved</p>
8.	<p>Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held</p>
9.	<p>Council agreed to review standing orders & financial regulations at July 24 meeting following the publication of new standard Financial Regulations from NALC</p>
10.	<p>Council adopted the Complaints, Freedom of Information, Data protection, Code of conduct, planning, environmental, risk management, biodiversity, communication, training and development, social media, disciplinary, grievance and privacy policies as displayed on the website</p>
11.	<p>Council noted changes are required to the asset register</p> <ul style="list-style-type: none"> • Brick bus shelter £7k • Notice Board in bus shelter £800 • Notice Board in lay-bye £800 • 2 Dog bins by bus stop £800 • At some point the defibrillator will be added • No other fixed assets have been purchased or adopted
12.	<p>Council agreed representation on outside organisations</p> <ul style="list-style-type: none"> • Cllr Harris – flood warden and cluster of PC flood committees • Cllr Harris – TBC Garden Communities • Cllr Harris -GRCC • Cllr Harris – GAPTC

	<ul style="list-style-type: none"> • Cllr Harris -Police and Crime Commissioner Group/Police Liaison • Cllr Bocking – Planning Committees and Flood Warden Group
13.	Council agreed no changes are required to insurance policy for the coming year
14.	Council agreed to complete the addition of Cllr J Redfern to the bank mandate and no other changes are required at this time
15.	Council approved Ian Selkirk as its independent internal auditor as last year
16.	Council confirmed it wishes to renew its subscription to GAPTC £241.62 & PATA Payroll £125.20
17.	Council approved the financial reports and payment list as attached
18.	Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms
19.	Council noted update on action plan for Councillors -see supporting papers
20.	<p>Council noted 4-year plan review as at the end of year 1 of current Council-</p> <ul style="list-style-type: none"> • Environmental survey within parish consultation • See policies adopted • Ash-Die Back project completed • Protection of Green Spaces – no longer available • Parish Notice Board in community centre • Newsletters distributed • Website upgrade • D Day celebrations now including flag purchased for flying at St Matthews Church • Twigworth PC has also purchased new flag • Remembrance Day celebration noted • Royal Mail postbox – remove • Dog/Waste Bins installed by Developers • Twigworth Green bus shelter on going • S106 issues on going • Planning – all applications to be commented on including no comment
21.	Council agreed delegation to Cllr Redfern for postings on to the website, newsletter and parish council Facebook page
22.	Council agreed that its meeting schedule shall remain as 1 st Thursday of May, July, September, November, January, March commencing at 7.00pm
23.	<p>Council agreed to purchase defibrillator and to have it installed at Janes Pantry using Janes Pantry electrical contractor with the permission of Robert Hitchens obtained in email (owner of land) – Grant via build back better scheme very much appreciated and will be recognised when installed.</p> <ul style="list-style-type: none"> • TPC to pay for the purchase of BHF Zoll AED fully automatic with exterior cabinet in the sum of £1698- clerk place order on invoice basis • Council agreed to pay installation costs – name and cost to be confirmed • Council agreed to pay annual maintenance and inspection fees as required • Council delegated monthly inspection report submission -Cllrs

	Harris/Redfern
24.	Council considered planning matters – noted no comment to be submitted
25.	Council noted verbal flood updates from Cllr Harris
26.	Council noted verbal dog bin updates from Cllr Redfern including issue of emptying by Suds Pond dog bin and the dumping of waste near it.
27.	Council noted noticeboard update from Cllr Harris -ongoing
28.	Close of meeting at 19.53 followed at 8pm by the Parish assembly,

Financial reports for July 2024 meeting

Cash book

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>CURRENT A/C TOTAL FOR YEAR TO DATE</u>
opening current account balance				7218.87
b holder	30/04/2024	so	-158.61	7060.26
b holder	31/05/2024	so	-158.61	6901.65
b holder	30/06/2024	so	-158.61	6743.04
b holder	31/07/2024	so	-158.61	6584.43
precept	28/04/2024	receipt	20000.00	26584.43
b holder april	28/04/2024	684	-594.10	25990.33
pata	28/04/2024	685	-125.20	25865.13
bhf defib	06/06/2024	686	-1698.00	24167.13
b holder july	12/07/2024	687	-578.67	23588.46
hmrc - july	12/07/2024	688	-525.50	23062.96
b holder may	01/05/2024	485	-552.07	22510.89
hmrc - april/may	02/05/2024	486	-1051.40	21459.49
b holder april/may	01/05/2024	487	-74.46	21385.03
gaptc	01/05/2024	488	-241.62	21143.41
insurance	10/05/2024	489	-143.12	21000.29
b holder june	05/06/2024	490	-578.27	20422.02
I selkirk	06/06/2024	491	-155.00	20267.02
hmrc june	06/06/2024	492	-525.90	19741.12

Bank reconciliations

BANK RECONCILIATION

01/04/2024	OPENING BANK BALANCE		7218.87	
	EXPENDITURE FOR PERIOD	7477.75		
	INCOME FOR PERIOD	20000.00		
	NET EXPENDITURE			
as at above	BANK BALANCE AS ABOVE		19741.12	0.00
as at 28/6/24	BAL PER S/M		21531.55	
	LESS U/P CHEQUES			
		681	-527.65	
		so	-158.61	
		687	-578.67	
		688	-525.50	
			-1790.43	
	<u>reconciled balance</u>		<u>19741.12</u>	0.00

Other reconciliations

Reserves

	Mar-22	Mar-23	Aug-23	Mar-24
reserves				
defib	3145	871	3277	2500
SWAG			575	575
PRECEPT		1500	1500	2500
EQUIPMENT			200	200
BUS SHELTERS			3000	300
NDP	585	585	585	585
contingency				500
EARMARKED	3730	2956	9137	7160
general	-846	4263	10604	59
bank balance at Y/E	2884	7219	19741	7219

Payroll

31/07/2024					
PAYROLL		PATA	CASH BOOK	DIFFERENCE	
NET		2959.04	2739.52	219.52	
ees ni		34.48			
PAYE		1848.80	2102.80	0.00	0.00
epers					
ni		219.52			
EXPENSES	GROSS	4842.32	4842.32	0.00	0.00

Expenses

MAY	april	may	july
MILEAGE	18.63	18.63	6.20

PRINTING	15.00	15.00	8.00
STATIONERY			4.00
POSTAGE	8.00		8.00
		33.63	26.20

Fixed assets

prior to 2022/23 but confirmed at 2024 agm				2024	2025
fixed assets					
Brick bus shelter				7000	
Notice Board in bus shelter				800	
Notice Board in lay-bye				800	0
2 Dog bins by bus stop				800	
1 defibrillator					1600
			total	9400	

not owned
by pc

budget to date PRECEPT	<u>BUDGET</u> 20000	<u>ACUTAL</u> <u>YEAR TO</u> <u>DATE</u>	<u>BALANCE</u> <u>AVAILABLE</u> <u>TO SPEND</u>	
		20000		
SWAG		0		TO
ADVERTISING		0		RESERVES
WAYLEAVE		0		
VAT to be reclaimed		0		
OTHER RECEIPTS		0		
GRANTS		0		
INCOME	20000	20000		
EMPLOYMENT COSTS	13055	4842	8213	
ADMIN	625	272	353	
INSURANCE	190	143	47	
GRANTS		0	0	
WEBSITE	110	0	110	
SUBSCRIPTIONS	125	242	-117	
BUS SHELTER		0	0	TO
				RESERVES
EQUIPMENT (CAPITAL)	1200	1698	-498	TO
VENUE HIRE	210	0	210	RESERVES
AUDIT	160	155	5	
TRAINING	200	0	200	
PAYROLL COSTS	125	125	0	
COMMUNITY ENGAGEMENT	630	0	630	
LCA	50		50	
VAS	400		400	
VILLAGE GATEWAYS	0		0	
ENVIRONMENT POLICY	0		0	
NEWSLETTERS	0		0	
WASTE BINS	0		0	
TRO FOR 20MPH				
Expenditure	17080	7478		
contingency/balance	2920	12522		
expenditure	20000	20000	9602	

Summary of 4 year plan review – year 1 targets

Pillar 1- environment

task	updates
Conduct environmental survey	
Develop and adopt environmental policy	
Deliver ash-die back project	
Protect & enhance green spaces	

Pillar 2 – community engagement

Share 4 year plan	
Parish noticeboard for local centre	
Upgrade website	completed
Publish monthly newsletter	completed
DD 80 th commemorations	completed
Annual Remembrance Day	
Community events diary on website	

Pillar 3 – Services and amenities

Parish noticeboard at TG	
Defibrillator at TW	purchased
Royal mail post box	Unattainable -remove
Dog waste bins and signs	ongoing
Evaluate opportunities for MUGA	

Pillar 4 – Highways & PROW

TG bus shelter	
A38 Road safety & speed awareness	Working with DHPC/NPC
A38 pavements and kerbs	
A38 Village gates and signage	
Dog /Litter bins & signs	

Pillar 5 – Planning

TPC to submit comments on all applications	ongoing
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Pillar 6 - Governance

TPC to consult on 4 year plan	ongoing
TPC to adopt 4 year plan	completed

