

TWIGWORTH PARISH COUNCIL
MEETING TO BE HELD AT 7.00PM ON 5TH SEPTEMBER 2024
IN THE DOWN HATHERLEY VILLAGE HALL

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome and introductions
2.	Council to note the resignation of Councillor Harris and to agree Chair of meeting/ election of Chair of Council Council to note that notice of vacancy has been published and further updates will be provided after 20th September 2024 Council to be asked to assign specific actions on the agenda rather than a global areas of responsibility to make administration and delivery easier to monitor
3.	Attendance to be recorded (anticipated as Parish Councillors, Elaine Watson, John Redfern, Rick Harris, Mike Davies & Graham Bocking, County Councillor Paul McLain, Borough Councillor Hands and Borough Councillor Ockelton, & Members of the public
4.	Apologies to be received, recorded, and accepted
5.	Declaration of Interest for matters on the agenda to be invited
6.	Members of the Public to be 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
7.	Verbal update to be invited from County Councillor McLain (report as per email)
8.	Verbal Report to be invited from Borough Councillor Hands and Borough Councillor Ockleton
9.	Minutes of the previous Parish Council Meetings held on 8th August 2024 to be approved
10.	Payment list to be approved
11.	Financial reports to be approved
12.	Council to consider Council assets updates <ul style="list-style-type: none"> • Noticeboard- in the retail centre- completed-Council to confirm if TPC now own this and should be added to TPC asset list • Defibrillator- No invoices yet received following the installation at Jane's Pantry- costs agreed £125.70 (invoice to be submitted to Clerk) electrical installation £35 (invoice to be submitted to Clerk) removal costs Janes Pantry – install and supply electrics and carry out annual inspections • Brick Bus Shelter recently refurbished by volunteers • Bus Stops by the Church Max Kelly (Highways) has been asked to cut around ground • TG S106 Bus shelter (Cllr Redfern) -see separate agenda items • 2 Bus Shelters on A38- the decision of the Council was emailed to GCC and correspondence will be dealt with by the Clerk • GCC previously agreed to PC using notice board in lay-by – works done and paid within budget
13.	Council to receive/agreed updates on the 4-year plan <ul style="list-style-type: none"> • Consultation document feedback analysis distributed via email and summary of points raised are within supporting papers

	<ul style="list-style-type: none"> • Council to discuss points raised • Year 1 targets review (see summary attached)
14.	Council to receive updates on Flooding matters (whole Council) <ul style="list-style-type: none"> • Community Flood History record (Cllr Redfern) • Council to agree if it wishes to delegate attendance of the following • local flood group • Flood warden seminar from GRCC
15.	Council to considered updates on Highway matters (Cllr Davies) <ul style="list-style-type: none"> • VAS sign at roundabout- missing and no record of it. • TRO project led by Down Hatherley Parish Council- updates via clerk • Other Highway matters • PROW going through Longford/Innsworth & dog bins update • Hedge cutting as it is obscuring highway signs-previously referred to Highways Manager
16.	Council to consider updates on Planning Matters (whole council) <ul style="list-style-type: none"> • No outstanding applications at time of agenda • CIL update as distributed via email- There are no CIL monies due to TPC at the current time • S106 full timeline has been distributed via email to Councillors starting in 9/21- Apart from waste bins and signs, bus shelters on A38 which is the responsibility of the Integrated Transport Unit and Twigworth Green bus shelter (see separate item) there are no other specific TPC responsibilities/benefits
17.	Council to note update on Community engagement matters update (Cllr Redfern). <ul style="list-style-type: none"> • Twigworth Newsletter • Website renewal done -see payment list • Website usage update • Remembrance Service on 9th November 2024 to be led by Cllr Redfern- update <p>Council approved budget £30 for wreath</p>
18.	Council to consider bus shelter at Twigworth Green update <ul style="list-style-type: none"> • The s106 agreement dated 7/7/17 item 5b -The provision of a bus shelter is part of bus turning head facility “ to provide bus stop and shelter at the access into the site prior to 100th occupancy or 2 years after first dwelling” • The s106 agreement is signed by Robert Hitchens and GCC – not TBC in this specific case • The PC agreed at its meeting on 8th August 2024 that it would approve the design submitted in October 2021 and will adopt it • There is no monetary value in the s106 document and it was confirmed in email on 6/21 by GCC transport Unit Jonathan Roberts that the developers would be paying for it. • TPC were in discussions with the developer in 2021 and it is confirmed in an email on 28/9/21 that the bus shelter would be installed by the developers once it was delivered <p>Decisions to be considered</p> <p>a) Does the PC wish the Clerk to follow up with the Developers to find out what is stalling this</p> <p>b) Does the PC wish to hold Consultation with residents immediately behind the proposed bus shelter</p>

19.	Council to consider update on infrastructure matters (Cllr Redfern) <ul style="list-style-type: none"> • Dog Bins on Fallow Fields update provided via email • Dog bins- on Twigworth Green
20.	Council to note update on Action Tracking programme (Cllr Redfern)
21.	Council to invite other organisation present who wish to address the Council
22.	Council to invite feedback received from Councillors on any other meetings attended on the BEHALF of the Parish Council
23.	Council to note update on Environmental matters (whole Council)
24.	Date of next meeting confirmed as meetings commence at 7pm 7 th November 2024
25.	Close of meeting

Draft minutes
MEETING HELD AT 7.00PM ON 8th August 2024
IN THE DOWN HATHERLEY VILLAGE HALL

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1.	Welcome and introductions
2.	Attendance recorded as Parish Councillors, Elaine Watson, Rick Harris, Mike Davies, Graham Bocking & 1 Member of the public
3.	Apologies received, recorded and accepted from Parish Councillor John Redfern County Councillor Paul McLain, Borough Councillor Ockelton, & Borough Councillor Hands did not attend
4.	Declaration of Interest for matters on the agenda were invited -none
5.	Member of the Public was invited to speak to the Council & then he was invited to observe the remainder of the meeting <ul style="list-style-type: none"> • Sports centre – astro turf/community centre update – will be referred to TBC by Councillor Harris and will feedback to member of the public Public session closed at 19.09
6.	Council considered request from GCC <ul style="list-style-type: none"> • approved design of 2 bus shelters by hotel on A38 and • agreed adoption of the 2 specified bus shelters (additional to 4 year plan y1 targets) In accordance with Financial regulations, the Council considered <ol style="list-style-type: none"> a) Budget requirements – RFO recommended that Council agree a maintenance budget for a) repair and b) general maintenance and that any costs incurred prior to April 2025 will need to be vired from other reserves b) RFO recommended that Council agree a replacement budget within the allocated reserves (pending and allowing for any insurance sums) in the 2025/26 budget setting process c) RFO recommended that Council agree that an increase in insurance premium will be included in 2025/26 budget (provisional sum of £75 per bus shelter) d) Council considered if they wish to place these 2 bus shelters on the asset register if/when the ownership passes to TPC e) Council considered a risk assessment in ownership of these 2 specified bus shelters- damage, visibility, replacement f) Council agreed that as specified in the Financial regulations, the placing of any orders/purchase agreements should be communicated by the Clerk g) Council agreed delegation to Clerk to communicate with GCC-noting any further decisions must be made by Council Council agreed that these decisions apply to the 2 specified bus shelters only
7.	Council agreed the decisions taken in item 6 will apply to any request from GCC/developer relating to a bus shelter on Twigworth Green (included in 4 year plan :y1 target 36) and

	agreed to grant the Clerk/RFO delegated authority to agree to adoption as the design has previously been agreed by Council
8.	Date of next meeting confirmed as meetings commence at 7pm 5 th September 2024
9.	Close of meeting 19.24

Public survey responses

Points not covered in 4 year plan

OTHER POINTS RAISED IN PUBLIC SURVEY	descriptor	most supported	
Q1	Important factors in living in TPC	peace and quiet	81%
q2	important for future of parish	improve grow	55%
q3/q20	facilities that would benefit parish	doctors surgery	72%+74%
q3/q20	facilities that would benefit parish	pharmacy	77%+75%
q4	types of future development	none	72%
q5	types of future housing	individual	51%
q6	types of new homes	4-5 bedroom	34%
q7	new developments is sympathetic to	scale and size of surrounding buildings	65%
Q8	concerns over further development in parish	loss of countryside	79%
q8	concerns over further development in parish	increased flooding	70%
q8	concerns over further development in parish	increased traffic	74%
q9	concerns over infrastructure in parish	sewage/drainage	78%
q10	concerns over road safety on A38	cycle route	27%
q11	travel to work	car	73%
q12	how is your vehicle powered	petrol	49%
q13	number of vehicles	2	55%
q14	how many vehicles parked at individual property	2	48%
q15	public transport usage	rarely	41%
q16	encourage public transport usage	improved destinations	51%
q16	encourage public transport usage	improved frequency	40%
q17	cycle routes encouragement	no	53%
q17	cycle routes encouragement	yes	46%
q18	traffic issues	parking on new developments	59%
q18	traffic issues	parking on shared surfaces	49%
q18	traffic issues	more parking at local centre	40%
q21	natural environment policy	dark skies	46%

q21	natural environment policy	minimise noise levels	57%
q22	environment protection	improve flood prevention measure	78%
q23	environment protection	improve flood prevention measure	84%
q23	environment protection	enhanced protection of the landscape	64%
q24	importance of local spaces	prows/footpaths/bridleways	72%
q25	open spaces	leisure walking	75%
q25	open spaces	scenery/wildlife	66%
q25	open spaces	exercise	57%
q26	not using open spaces	too close to main road	21%
q26	not using open spaces	unsuitable facilities	25%
q27	domestic energy sources	solar	77%
q28	commerical energy sources	solar	58%
q29	problems suffered - 43 responses	sewage blocked	56%
q29	problems suffered -43 responses	drains blocked	40%
q30 q31	local information	facebook	60%+61%
q32	crime/community safety concerns	ASB	60%

Review year 1 targets of 4 year plan

pillar	target	descriptor	PUBLIC SURVEY QUESTION	RESPONSE % support	last review date	update
1 ENVIRONMENT	1	Conduct Environmental Survey with residents	q21	99 responses	Jul-24	within public consultation
	2	Council to develop, agree and adopt Environment Policy	q22	100 responses	Jul-24	completed
	3	Deliver Ash Die-Back project to the community			Jul-24	completed within 23/24 scheme
	4	Protect green spaces, and promote and instigate environmental enhancement schemes, for example: new tree and shrub planting, new ponds and water environments	Q2 q21 q23 q23 q24	88+74+78+78+61+65	Jul-24	no action
2 COMMUNITY ENGAGEMENT	14	Share 4-Year Plan for comment and upgrade			Jul-24	within public consultation
	15	Parish Notice Board for Local Centre	q31/30	7%+12%	Jul-24	ongoing
	16	Upgrade Website	q30/31	60%+22%	Jul-24	completed
	17	Publish Monthly Newsletter	q30/q31	65%+65%	Jul-24	completed
	18	D-Day 80th Anniversary Commemorations			Jul-24	completed
	19	Represent the community on Remembrance Day annually			Jul-24	completed
	20	Create a Community Events Calendar and share on website/social media			Jul-24	on facebook - working on website
3 SERVICES AND AMENITIES	27	Parish Notice Board for Local Centre				DUPLICATION SEE TARGET 15
	28	Defibrillator for Local centre			Jul-24	PURCHASED - WAITING INSTALLATION
	29	Royal Mail Post Box	q20	0.41	Jul-24	UNATTAINABLE - REMOVE
	30	Dog Waste Bins & Signs	Q32	0.66	Jul-24	TG ADEQUATE/ FALLOW FIELDS ONGOING - FURTHER DISCUSSION ON PROW DOG BINS OUTSIDE OF TPC
	31	Evaluate and consider the opportunity of the Multi-Use Games Area (MUGA) and Sports Fields -				DUPLICATION SEE TARGET 32
4 HIGHWAYS AND PROWS	36	Twigworth Green Bus Shelter			Jul-24	WITHIN S106 - FUNDED BY DEVELOPERS

	37	A38 Road Safety and Speed Awareness	q2/q9	66+68	Jul-24	SEE TARGET 45
	38	A38 Pavements and Kerbs	q2/q9/q10	51+63+77	Jul-24	ONGOING
	39	A38 Village Gates and Signage	q22	61	Jul-24	LOOKING AT GRCC GRANTS- COUNCIL AGREED TO APPLY FOR GRANTS
	40	Dog Waste Bins & Signs				DUPLICATION SEE TARGET 30
5 -PLANNING	47	Council will proactively review and comment on all planning applications, even if formally replying "No Comment" if none forthcoming			Jul-24	COMPLETED
6 - GOVERNANCE	50	Consult with Community on 4-Year Plan for comments				DUPLICATION SEE TARGET 14
	51	Council to formally discuss, agree and adopt 4-Year Plan			Jul-24	COMPLETED

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
r h reimbursemnt bus shelter	18/07/2024	493	-59.92	19681.20
b holder aug	18/08/2024	494	-552.07	19129.13
r h reimbursemnt-laybye nb	08/08/2024	495	-23.99	19105.14
r h reimbursemnt- laybye nb	29/08/2024	496	-197.48	18907.66
j redfern website	28/08/2024	497	-112.80	18794.86
b holder	31/08/2024	so	-158.61	18636.25
hmrc aug	29/08/2024	498	-525.90	18110.35
b holder expenses	29/08/2024	499	-32.90	18077.45

Cheque payment list

b holder aug	18/08/2024	494	-552.07
r h reimbursemnt-laybye nb	08/08/2024	495	-23.99
r h reimbursemnt- laybye nb	29/08/2024	496	-197.48
j redfern website	28/08/2024	497	-112.80
b holder	31/08/2024	so	-158.61
hmrc aug	29/08/2024	498	-525.90
b holder expenses	29/08/2024	499	-32.90

Other payment to be discussed

Overtime for work on s106 and public survey responses – total hours spent over weekly hours = 17 hours

reconciliations

BANK RECONCILIATION

	01/04/2024	OPENING BANK BALANCE		7218.87
		EXPENDITURE FOR PERIOD	9141.42	
		INCOME FOR PERIOD	20000.00	
		NET EXPENDITURE		
as at above		BANK BALANCE AS ABOVE		<u>18077.45</u>
as at 28/7/24		BAL PER S/M		20268.77
		LESS U/P		
		CHEQUES	681	-527.65
			493	-59.92
			494	-552.07
			495	-23.99
			496	-197.48
			498	-525.90
			497	-112.80
			so	-158.61
			499	-32.90
				<u>-2191.32</u>
		<u>reconciled balance</u>		<u>18077.45</u>

		31/08/2024		
PAYROLL		PATA	CASH BOOK	
	NET	3424.20	3424.20	0.00
	ees ni	43.10		
	PAYE	2311.20	2628.70	0.00
	epers ni	274.40		
EXPENSES	GROSS	<u>6052.90</u>	<u>6052.90</u>	<u>0.00</u>
	MAY	may	july	sept
	MILEAGE	18.63	6.20	12.40
	PRINTING	15.00	8.00	8.50
	STATIONERY		4.00	4.00
	POSTAGE		8.00	8.00
		<u>33.63</u>	<u>26.20</u>	32.90

Fixed assets

	2024	2025	
Brick bus shelter	7000	7000	
Notice Board in bus shelter	800	800	
Notice Board in lay-bye	800	0	not owned by pc
2 Dog bins by bus stop	800	800	
1 defibrillator		1600	
total	<u>9400</u>	<u>10200</u>	

To confirm ownership of noticeboard on TG

Budget against actual

	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>
budget to date			
PRECEPT	20000	20000	
SWAG		0	
ADVERTISING		0	
WAYLEAVE		0	
VAT to be reclaimed		0	
OTHER RECEIPTS		0	
GRANTS		0	
INCOME	20000	20000	
EMPLOYMENT COSTS	13055	6053	7002
ADMIN	625	331	294
INSURANCE	190	143	47
GRANTS		0	0
WEBSITE	110	113	-3
SUBSCRIPTIONS	125	242	-117
repairs and replacements		281	-281
EQUIPMENT (CAPITAL)	1200	1698	-498
VENUE HIRE	210	0	210
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	9141	
contingency/balance	2920	10859	
expenditure	20000	20000	7939

Reserves

<u>reserves</u>	Mar-22	Mar-23	Aug-23	Mar-24
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