

**TWIGWORTH PARISH COUNCIL**  
**Draft minutes**  
**MEETING HELD AT 7.00PM ON 8<sup>th</sup> August 2024**  
**IN THE DOWN HATHERLEY VILLAGE HALL**

<https://twigworthparishcouncil.wordpress.com>

	<b>Welcome and introductions</b>
	<b>Attendance recorded as</b> Parish Councillors, Elaine Watson, Rick Harris, Mike Davies, Graham Bocking & 1 Member of the public
	<b>Apologies received, recorded and accepted from Parish Councillor John Redfern</b> County Councillor Paul McLain, Borough Councillor Ockelton, & Borough Councillor Hands did not attend
	<b>Declaration of Interest for matters on the agenda were invited -none</b>
	<p><b>Member of the Public was invited to speak to the Council &amp; then he was invited to observe the remainder of the meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Sports centre – astro turf/community centre update – will be referred to TBC by Councillor Harris and will feedback to member of the public</b></li> </ul>
	<p><b>Council considered request from GCC</b></p> <ul style="list-style-type: none"> <li>• approved design of 2 bus shelters by hotel on A38 and</li> <li>• agreed adoption of the 2 specified bus shelters (additional to 4 year plan y1 targets)</li> </ul> <p><b>In accordance with Financial regulations, the Council considered</b></p> <ol style="list-style-type: none"> <li><b>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></li> <li><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</b></li> <li><b>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)</b></li> <li><b>Council considered if they wish to place these 2 bus shelters on the asset register if/when the ownership passes to TPC</b></li> <li><b>Council considered a risk assessment in ownership of these 2 specified bus shelters- damage, visibility, replacement</b></li> <li><b>Council agreed that as specified in the Financial regulations, the placing of any orders/purchase agreements should be communicated by the Clerk</b></li> <li><b>Council agreed delegation to Clerk to communicate with GCC- noting any further decisions must be made by Council</b></li> </ol> <p><b>Council agreed that these decisions apply to the 2 specified bus shelters only</b></p>

	<p><b>Council agreed the decisions taken in item 6 will apply to any request from GCC/<b>developer</b> 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</b></p>
	<p>Date of next meeting confirmed <b>as meetings commence at 7pm</b> 5<sup>th</sup> September 2024</p>
	<p>Close of meeting 19.24</p>

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
contigency				500
EARMARKED	3730	2956	9137	7160
general	-846	4263	10604	59
bank balance at Y/E	2884	7219	19741	7219

Fixed assets

fixed assets	prior to 2022/23 but confirmed at 2024 agm	2024	2025
Brick bus shelter		7000	
Notice Board in bus shelter		800	
Notice Board in lay-bye		800	not owned by pc
2 Dog bins by bus stop		800	
1 defibrillator			1600
total		9400	

<u>budget to date</u>	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>
PRECEPT	20000	20000	
SWAG		0	TO RESERVES

ADVERTISING		0	
WAYLEAVE		0	
VAT to be reclaimed		0	
OTHER RECEIPTS		0	
GRANTS		0	
<b>INCOME</b>	<b>20000</b>	<b>20000</b>	
<b>EMPLOYMENT COSTS</b>	<b>13055</b>	<b>4842</b>	<b>8213</b>
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 RESERVES
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			
<b>Expenditure</b>	<b>17080</b>	<b>7478</b>	
contingency/balance	2920	12522	
expenditure	20000	20000	9602

## Summary of 4 year plan review – year 1 targets -fyi

### Pillar 1- environment

task	updates
Conduct environmental survey	

<b>Develop and adopt environmental policy</b>	
<b>Deliver ash-die back project</b>	
<b>Protect &amp; enhance green spaces</b>	

## **Pillar 2 – community engagement**

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

## **Pillar 3 – Services and amenities**

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

## **Pillar 4 – Highways & PROW**

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

## **Pillar 5 – Planning**

<b>TPC to submit comments on all applications</b>	<b>ongoing</b>
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## **Pillar 6 - Governance**

<b>TPC to consult on 4 year plan</b>	<b>ongoing</b>
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TPC to adopt 4 year plan	completed
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