

TWIGWORTH PARISH COUNCIL
Draft minutes
OF MEETING HELD AT 7.00PM ON 19TH MARCH 2025
IN THE DOWN HATHERLEY VILLAGE HALL

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome by Chair of Council
2.	Attendance recorded as Parish Councillors Elaine Watson, John Redfern & Graham Bocking, Cllr Sharpley, Borough Councillor Hands & County Councillor Paul McLain & 1 Member of the public
3.	Apologies received from Parish Councillor Mike Davies and were accepted and recorded under LGA 1972 s 85, to be reviewed at future meeting
4.	Council noted there were no Declaration of Interest for matters on the agenda
5.	The member of the public was invited to speak to the Council & then member of the public were invited to observe the remainder of the meeting Solar project reported delayed for a year Public session closed at 19.08
6.	Council received a report from County Councillor McLain including the following <ul style="list-style-type: none"> • Devolved Council update • Elections May 2025 • Budget • County Councillor individual budget for highways etc • Bus Shelter at TG non-progress noted • Flood/drainage water level site visit made • STWA response to local planning applications • TRO waiting restrictions TG • A38 footpath widening /clearing hedge line email correspondence – safety issues highlighted
7.	Council received a report from Borough Councillor Hands including the following <ul style="list-style-type: none"> • PC requested support on s106 Litter bins for TG • STWA response to local planning application discussed • Chestnut Farm update • WG on STWA in the south of the Borough to be set up after May 2025 • Devolved Council update • Budget • Council plan update • Meeting with MP • Resident update • Enforcement update requested • TG stagecoach service at rush hour (noting it is a CC matter)
8.	Minutes of previous meeting held on 9th January 2025 were agreed following discussion on the content of minutes. The Clerk advised Council that legally minutes are records of decisions and actions required. It was requested by the Chair that minutes should be clear and concise. The Clerk further advised that discussions need only to be recorded as to support the decision-making process- LGA 1972 s41 (PAGES

9.	Council decisions on Council assets, Noticeboard- (Cllr Sharpley) in the retail centre— <ul style="list-style-type: none"> • Build back better grant approved and now waiting funds • Cllr Sharpley confirmed that permissions received from R Hitchens to install the noticeboard. • Noticeboard will be received shortly by Cllr Watson • Councillors will then agree process on installation.
10.	Council approved Financial reports and payments list Council approved Iain Selkirk as independent internal auditor Council approved 5 additional hours for FOI work
11.	Council agreed to take reports as read where attached and made the following decisions <ul style="list-style-type: none"> a) Action approved for Evidence of sewage /drainage issues to being collated by Cllr Sharpley b) Decision approved on TRO A38 consultation with PC as supported and submitted c) Action approved for Clerk to add S106 footpath widening to year 2 of 4-year Plan – (Cllr Sharpley to lead) d) Decision approved to continue to follow up TG management company “Gateway” to be chased for delivery of agreed targets (Cllr Redfern) e) Action approved - FOI request and response dealt with by Clerk f) Action approved Flag replaced and costs approved g) Action approved for Clerk to Clerk is chasing every week. Update noted that Developers are looking at change of design to be approved h) Update noted on Action Tracking Programme as distributed i) Update noted on 4 year plan Year 1 targets review j) Update noted on Newsletter update k) Resident’s correspondence via email discussed and noted l) Action approved for Clerk to seek clarity from TBC s106 officer on additional Litter bins requested by residents
12.	Council noted feedback from Councillors on any other meetings attended on the behalf of the Parish Council – <ul style="list-style-type: none"> • Cllr Sharpley meeting with MP Cameron Thomas next week • Planning Committee attendance by Cllr Sharpley noted and appreciated
13.	Date of next meeting confirmed as Thursday May 8th 2025 (AGM/Parish Assembly)
14.	Close of meeting at 20.44

SUPPORTING PAPERS

Reports to be taken as read

Report from Cllr Redfern

Parish Council Report - January/February 2025

Unauthorised Business Activity

Following report by local residents, contacted TBC regarding the Portaloo business activities, dog barking and possible person living on premises (on 27 November) along Tewkesbury Road....

ASB Forms had been delivered/issued to neighbours regarding dog barking

Update 6 Jan - TBC have advised that there is an open enforcement case on this matter, the Council are considering exercising the investigative powers available to them to assess the alleged residential use.

Once the results of this are obtained then we will be in a better position to assess this possible breach of planning control.

With regard to the use of the land for outside storage, this is a breach of an existing Enforcement Notice. The Council are considering seeking prosecution for this offence.

TBC have stated that they will advise further as and when this case

progresses. **Orchard Park**

The TBC Planning Compliance Officer visited the site and spoke to the site office; the static homes are being updated and replaced and at the same time the layout is slightly changing; the end development resulting in less homes overall. This appears to be being completed in accordance with the site licence, however the plans that have been submitted were not available for them to view at the time, TBC plan to contact the licensing department to confirm, but so far all appears to be approved and permitted.

Website & Social Media

January/February/March Newsletters published

Noticeboard (Existing)

PC notices and newsletters have been posted... as previously reported, the lay-by noticeboard is damp and notices have been placed in plastic wallets to protect but they too fall - recommend await new noticeboard and then discontinue use, remove from assets and insurance.

Electric Bikes

There has been some ASB issues with electric bikes and young electric bike riders (must be 14+), riding irresponsibly tearing up the footpaths and grassed areas of the estate, some of which are wild flower areas, such as the Swale which have been cut back for the winter.

I called on their parents to make them aware of the issues, it was received well.... article in March Newsletter

Chestnut Tree Farm - Planning

Attended TBC Planning Committee with Cllr Sharpley, who challenged the variation to Condition 12 and the Planning Officers decision to "permit" despite the Planning Inspectorate Appeal decision not to allow development, until Condition 12 of that appeal was met - the application was refused.

Highways & PRow

1. Contacted GCC Highways Manager (Max Kelly) with reference to on-going concerns about pedestrian road safety along the A38 at Twigworth, i.e. crossing and narrow footpaths... favourable response received about the crossing... Road Safety have been asked to look at this
2. Max has also logged the issue of the narrowness of the footway to the Area Highways Representative to investigate in the first instance, landowners have a responsibility here too. Green - received confirmation about "siding out work of the footway" at this location. This job will be done, when and if resources allow.
3. Damaged PRow Sign Sandhurst Lane - reported damaged PRow Sign to GCC Highways - awaiting reinstatement by GCC - no change
4. Street Light not working A38 opposite "Leighton" - reported to GCC

Twigworth Green

Continuing dialogue with Vistry and Gateway Management about various issues at Twigworth Green, including:

- Dead or damaged saplings (photographed, dated, reported) - met with Gateway sub contractor to review 11 March.
- Dog Waste bin at SUDs Pond regularly overflows, despite weekly servicing, additional or larger bin required...currently being monitored by Gateway
- Road closures for resurfacing, traffic issues on development - Vistry poor in communications
- Neighbouring residents (Brian Boote) fencing post not secure, installed by Vistry, who have not attended despite further chasing up
- Flooding footpaths
- Littering on estate
- Rats - Two Rivers Housing communal waste area Barley Drive Flats
- Construction debris, barbed wire and fencing left in hedgerows

Severn Trent and the sewerage network

Chestnut Tree Farm 24/00457/FUL

I circulated information to the local community about the developer's application to downgrade Condition 12, which requires an upgrade to ST's local sewerage network prior to the connection of new houses to the sewer.

I addressed the Planning Committee (18.02.25), asking for a refusal (two documents attached).

Members rejected their own planning department's recommendation to permit, unanimously.

Briefed the press following the meeting.

Likely to be an appeal.

In conversation with Councillor Sarah Hands

- raised issue of planning issue and noise pollution at Portaloo site in Twigworth
- layby: she will update us at our meeting;
- arranged to brief MP, Cameron Thomas, over flooding, drainage and sewerage (28.03.25);
- invited/reminded Sarah ref our meeting in March.

Other matters

- Approached by Jim Watkins, farmer at Church Farm, with regard to a major increase in surface water flooding on his farm, which is immediately south of Twigworth Green: agreed with him to look at this more closely during the next flooding;
- gained relevant permissions to erect the PC noticeboard on wall of Coop;
- raised issue over pavement north of St Matthews with Cllr Paul Maclain:

improvement may happen, but not clear when. Cllr Redfern also working on this.

Review of year 1 targets of 4 year plan (May24 to May 25)

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 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%	Nov-24	Funding agreed by BBB and notice board ordered
	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			Nov-24	completed
	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 Waiting approval of location/design
	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 MOVE TO YEAR 2
	39	A38 Village Gates and Signage	q22	61	Jul-24	LOOKING AT GRCC GRANTS- COUNCIL AGREED TO APPLY FOR GRANTS – moved to year 2
	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

Financial reports for March PC Meeting

TO 19/3/25	<u>BUDGET</u>	<u>ACTUAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>		<u>agreed 25/26</u>
PRECEPT	20000	20000			25000
SWAG		0		TO RESERVES	
ADVERTISING		0			
WAYLEAVE		0			
VAT to be reclaimed		0			
OTHER RECEIPTS		0			
GRANTS		164			
INCOME	20000	20164			25000
EMPLOYMENT COSTS	13055	15413	-2358		16460
ADMIN	625	703	-78		625
INSURANCE	190	143	47		400
GRANTS		0	0		
WEBSITE	110	113	-3		400
SUBSCRIPTIONS	125	242	-117		250
repairs and replacements		449	-449	TO RESERVES	500
EQUIPMENT (CAPITAL)	1200	2760	-1560	TO RESERVES	1200
VENUE HIRE	210	162	48		350
AUDIT	160	155	5		160
TRAINING	200	0	200		200
PAYROLL COSTS	125	-387	512		130
COMMUNITY ENGAGEMENT	630	24	606		630
LCA	50		50		50
VAS	400		400		400
VILLAGE GATEWAYS	0		0		2500
ENVIRONMENT POLICY	0		0		0
NEWSLETTERS	0		0		0
WASTE BINS	0		0		0
TRO FOR 20MPH					
Expenditure	17080	19776			24255
contingency/balance	2920	388			745
expenditure	20000	20164	-2696		25000

Cash book

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>CURRENT A/C BALANCE</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
b h older sept	11/09/2024	689	-552.07	17525.38
hmrc sept	11/09/2024	690	-525.90	16999.48
b holder oct	03/10/2024	691	-552.47	16447.01
hmrc oct	04/10/2024	692	-525.50	15921.51
jr wreath	45539.00	500	-24.49	15897.02
b holder	30/09/2024	so	-158.61	15738.41
b holder	31/10/2024	so	-158.61	15579.80
hmrc march 24	31/03/2024	w/o	527.65	16107.45
b holder nov	30/10/2024	693	-32.92	16074.53
b holder nov	07/11/2024	694	-706.07	15368.46
j redfern def	08/11/2024	695	-168.00	15200.46
pata uk	21/11/2024	696	-15.00	15185.46
j redfrn im=nk	27/11/2024	697	-41.27	15144.19
b holder dec	05/12/2024	698	-745.21	14398.98
hmrc	05/12/2024	699	-1464.06	12934.92
b holder	30/11/2024	so	-158.61	12776.31
mid counties co-op	19/12/2025	receipt	164.00	12940.31
b holder	31/12/2024	so	-158.61	12781.70
b holder	31/01/2025	so	-158.61	12623.09
hmrc	02/01/2025	700	-548.77	12074.32
b holder salary/expenses - jan 25	02/01/2025	701	-604.24	11470.08

DHVVH	30/01/2025	702	-162.00	11308.08
hmrc	06/02/2025	703	-548.77	10759.31
b holder salary/expenses feb 25	06/02/2025	704	-594.59	10164.72
noticeboard	13/02/2025	705	-1062.00	9102.72
b holder salary/expenses - mar25	06/03/2025	706	-579.25	8523.47
hmrc	10/3/.25	707	-548.37	7975.10
b holder	31/02/2025	so	-158.61	7816.49
bholder	31/03/2025	so	-158.61	7657.88
b holder salary	10/03/2025	so	-51.39	7606.49

Payment list approved

Flag reimbursement £11.24

Expenses for FOI £98.30

Bank reconciliation

BANK RECONCILIATION

01/04/2024	OPENING BANK BALANCE		7218.87	
	EXPENDITURE FOR PERIOD	19776.38		
	INCOME FOR PERIOD	20164.00		
	NET EXPENDITURE			
as at above	BANK BALANCE AS ABOVE		<u>7606.49</u>	
as at 28/2/25	BAL PER S/M		8944.11	
	LESS U/P CHEQUES			
		706	-579.25	
		707	-548.37	
		so	-158.61	
		so	-51.39	
			-1337.62	
	<u>reconciled balance</u>		<u>7606.49</u>	0.00
	<u>Total bank balance</u>		<u>7606.49</u>	

Employment reconciliations

31/03/2025				
PAYROLL		PATA	CASH BOOK	DIFFERENCE
	NET	8622.65	8622.65	0.00
	ees ni	165.69		
	PAYE	5858.40	6790.07	0.00
	epers			
	ni	765.98		
	GROSS	14646.74	15412.72	0.00

expenses		april	may	july	sept	nov	jan	feb	march
	MILEAGE	18.63	18.63	6.20	12.40	12.42	12.42	12.42	12.42
	foi							16.35	
	PRINTING	15.00	15.00	8.00	8.50	8.50	8.50	8.50	8.50
	STATIONERY			4.00	4.00	4.00	4.00	4.00	4.00
UNDERPAID									
PREV YR	POSTAGE	8.00		8.00	8.00	8.00	8.00	8.00	8.00
OVERPAID			33.63	26.20	32.90	32.92	32.92	49.27	32.92

<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	2169	59
bank balance at Y/E	2884	7219	11306	7219

<u>fixed assets</u>	<u>2024</u>	<u>2025</u>
Brick bus shelter	£7000	£7000
Notice Board in bus shelter not owned by pc	£800	
2 Dog bins by bus stop	800	£800
1 defibrillator		1600
Pending		
2.x bus shelters on A38		£14000
Noticeboard at retail centre		£1000

APPROVED MINUTES OF MEETING HELD AT 7.00PM ON 9TH JANUARY 2025 IN THE DOWN HATHERLEY VILLAGE HALL

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome by Chair of Council
2.	Attendance recorded as Parish Councillors, Elaine Watson, John Redfern & Graham Bocking, Cllr Sharpley, Borough Councillor Hands, & 2 Member of the public
3.	Apologies received, and accepted from Parish Councillor Mike Davies recorded Borough Councillor Ockelton & County Councillor Paul McLain apologies noted
4.	There were no Declaration of Interest for matters on the agenda
5.	Members of the Public were invited to speak to the Council & then members of the public were invited to observe the remainder of the meeting Portaloos causing nuisance –potential of enforcement actions 12/00078/ENF- TBC aware of potential of use of land without permissions Dog barking – environmental protection act HOSSAI/25/00030/NODOM- TBC aware Sports facilities at TG discussed. Email received confirmed that it is to be passed to Gateway Management organization Management Fee information noted Hedges on TG are overgrown, and management has stated they will be cutting on first visit Public session closed 19.35
6.	Council noted report was emailed from County Councillor McLain
7.	Report from Borough Councillor Hands not received Cllr Sharpley attended meeting with Cllr Hands and resident regarding flooding. It was noted actions not completed and Cllr Sharpley will follow up
8.	Minutes of previous meeting agreed (November 2024)
9.	Council noted reports as read and lead Councillors answered questions to allow Council to make decisions at the meeting where specified
10.	Council considered decisions on Council assets, <ul style="list-style-type: none"> • Noticeboard- in the retail centre— Grant donation approved – waiting funds- Permissions needed from R Hitchens to install the noticeboard. Cllr Sharpley delegated to lead this project • Build back better grant for the noticeboard to be followed up by Clerk • Defibrillator -Cllr Redfern leading- sponsorship on replacement pads agreed • 2 Bus Shelters on A38 now installed and PC are waiting invite to adopt from GCC
11.	Financial reports and payments list approved
12.	Council noted update on 4-year plan – (clerk) <ul style="list-style-type: none"> • Year 1 targets review (see summary attached) • Correspondence from local football team forwarded to TBC s106 officers as TPC have not (or intending to) adopt football pitches under s106 for TG. TBC have informed Football team that they will hand over to Gateway Management Company in Summer 2025
13.	Council considered decisions on Flooding matters (Cllr Bocking/Cllr Sharpley) <ul style="list-style-type: none"> • Reports taken as read where attached • Leaflet distributed by Cllr Bocking asking residents for feedback on

	<p>flooding which has been sent to Director level at STWA</p> <ul style="list-style-type: none"> • Document compiled by Cllr Sharpley with feedback from all local parishes
14.	<p>Council considered decisions on Highway /PROW matters - Council noted as read reports attached</p> <ul style="list-style-type: none"> • TRO project led by Down Hatherley Parish Council- given by clerk • TRO Waiting restrictions- Twigworth Green. Response attached • TRO 20mph within new developments update given – Cllr Bocking • S106 footpath widening – Cllr Sharpley-GCC replied that it had been done and the Parish Council response is that it felt that nothing has been done and the path remains very dangerous –Clerk to add to 4 year plan to seek work from Glos Highways to make this area safe - Cllr Sharpley to contact Cllr P McLain. • Grass cutting responsibility on verges/highways – Parish Council agreed not to be involved but to monitor the ongoing situation • Council noted drop kerb installed near to northside bus shelter on A38, no others have been installed
15.	<p>Council considered decisions on Planning Matters Council noted report attached on other planning matters –taken as read</p> <ul style="list-style-type: none"> • Potential of enforcement actions requested by public to be followed up by Councillors • TG management company / "Gateway" delivery of agreed targets- PC to contact and to offer to liaise with them- Cllr Sharpley to lead • Solar Farm planning condition on drainage strategy requested to be discharged- PC to respond with original document re 23/000441/FUL • Chestnut Farm appeal no decision made yet • Council remains active on responding to sewage/flooding issuing • Laburnum Cottage update noted • Lighting on Frog Furlong Lane application noted
16.	<p>Council noted reports on Community engagement matters (Cllr Redfern) where reports are attached, Council will take as read</p> <ul style="list-style-type: none"> • Thanks were given for the Remembrance Service organised by Cllr Redfern • Flag, Flagpole and lanyard maintenance issue noted
17.	<p>Council noted update on bus shelter at Twigworth Green -clerk</p> <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 PC agreed at its meeting on 8th August 2024 that it would approve the design submitted in October 2021 and will adopt it • The Clerk is chasing every week
18.	<p>Council considered decisions on infrastructure matters (Cllr Redfern) where reports are attached, Council will take as read</p> <ul style="list-style-type: none"> • Green infrastructure plan- year 2 of 4 year plan – cfwd to May AGM
19.	<p>Council noted report on Action Tracking programme (Cllr Redfern) as distributed and taken as read</p> <ul style="list-style-type: none"> • The Council looked at specific targets – A38 footpath within the s106

	agreement and it was felt that several of the targets have not been done.
20.	Council noted feedback from Councillors on any other meetings attended on the behalf of the Parish Council – <ul style="list-style-type: none"> • Cllr Bocking attended meeting with the Military and Police joint working
21.	Council note update on Environmental matters where reports are attached, Council taken reports as read- see previous agenda items
22.	Date of next meeting confirmed 19th March 2025 (changed to Wednesday as a one-off) meetings commence at 7pm Council discussed its membership, potential for co-option etc
23.	Feedback requested by Clerk on the agenda following request that it be cut down with specific actions/targets – noting if matter is not specified on the agenda, decisions should not be taken- Positive feedback Close of meeting at 20.54