

TWIGWORTH PARISH COUNCIL
Agenda
OF MEETING TO BE HELD AT 7.00PM ON 6th November 2025
IN THE DOWN HATHERLEY VILLAGE HALL
<https://twigworthparishcouncil.wordpress.com>

1.	Welcome by Chair of Council
2.	Council to note that following the resignation of Elaine Watson, and the due process being followed, a co-option vacancy now exists and Mr Richard Harris has applied and confirmed that he meets the criteria. Council to agree to co-opt
3.	Attendance to be recorded (anticipated as Parish Councillors, John Redfern Mike Davies & George Sharpley, Graham Bocking, Borough Councillor Hands, Borough Councillor Rojina Pardhan Rai, County Councillor Hands, & Members of the public
4.	Apologies received and to be accepted from Parish Councillors Apologies to be approved where appropriate (LGA 1972 s85 relates to apologies approved) Other Apologies received to be noted
5.	Council to consider election of Vice-Chair of Council following resignation of Cllr Redfern from the post
6.	Council to consider appointment of defibrillator lead Councillor following resignation of Cllr Redfern from the role
7.	Council to consider appointment of Remembrance Day lead Councillor following resignation of Cllr Redfern from the role
8.	Council to invite Declaration of Interest for matters on the agenda
9.	Members of the Public to be invited to speak to the Council and then members of the public are invited to observe the remainder of the meeting Public session to be closed at
10.	Council to note report from County Councillor Hands
11.	Council to note reports from Borough Councillor Hands and Borough Councillor Rai
12.	Minutes of previous meeting held on 3rd July 2025 to be agreed Clarification added that ASB policy relates to whole of the parish- item 10 of draft minutes. Council to note that once a policy is agreed it is not a draft policy and should be published as agreed in the minutes. Council to note at AGM in May 2025 all policies were agreed to remain as previously agreed
13.	Council to consider if it wishes to investigate the use of the sales office at twigworth green.
14.	Council to approve financial reports as attached Council to approve national pay scale increase in line with contract of employment
15.	Council to approve budget/precept for 2026/27
16.	Council to approve Iain Selkirk as independent internal auditor for 25/26
17.	Council to note email/correspondence received by Clerk & to approve actions taken - Council to approve: Litter/dual waste bin at new bus shelter on A38 using s106 monies Council to approve the use of website for publicising Community /Charity

	organisations
18.	Council to discuss updates on other issues <ul style="list-style-type: none"> • Clerk to advise of advice received from monitoring officer 14/7/25 • Email regarding sharing facilities with IHCAG • Bus shelter at Twigworth Green as per email • Twigworth Green development cross border with Down Hatherley.
19.	Council to consider any outstanding planning matters <ul style="list-style-type: none"> •
20.	Council to receive reports from Councillors and to take as read where distributed prior to the meeting Council to agree any actions required
21.	Council to note the year 2 of 4 year plan targets and to agree any actions required
22.	Council to note report from County Councillor Hands
23.	Council to note reports from Borough Councillor Hands and Borough Councillor Rai
24.	Date of next meeting to be confirmed as Thursday 8th January 2026
25.	Close of meeting

TWIGWORTH PARISH COUNCIL
Draft minutes
OF MEETING HELD AT 7.00PM ON 3rd JULY 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 Mike Davies & George Sharpley & 8 Members of the public
3.	Apologies received, and accepted from Parish Councillor Graham Bocking Apologies received from Borough Councillor Rojina Pardhan Rai /Sarah Hands & County Councillor Sarah Hands
4.	Council received Declaration of Interest for matters on the agenda – Cllr Watson planning item 25/0032/FUL Cllr Davies – dog barking item 10
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 <ul style="list-style-type: none"> Place of worship for Hindu faith requested, explained their community initiatives, wanting a community hall, history of twigworth green s106/CIL Twigworth Church current situation discussed Twigworth Court potential future planning application Council position on planning applications relating to Chestnut Tree Farm clause 12 Gateway areas relating to individual householders Road safety – the height of bushes towards new roundabout. Land belongs to Vistry and will be brought up at site meeting Newt run queries January 2024 flood Heck noted- Public session closed at 19.31
6.	Council noted no report from County Councillor Hands
7.	Council noted no reports from Borough Councillor Hands and Borough Councillor Rai
8.	Minutes of previous meeting held on 8 th May 2025 were agreed
9.	Council considered motion from Cllr Sharpley “Parish Councillors are required to respond to emails requesting approval for actions”. There was no decision made on this item. Cllr Redfern left the meeting at this point
10.	Council discussed updates on key issues <ul style="list-style-type: none"> Twigworth Green -dog waste bins-clerk- “Due to the on -going issues regarding the bins at the above development we are discussing this issue internally with Vistry in order to reach a solution as soon as possible”- Gateway Twigworth Green bus shelter – clerk- installation date 8th July 2025 Twigworth Green area within Down Hatherley Parish-Clerk-waiting response from Democratic Services but it should not be a major issue, as DHPC are very active in supporting the residents of the parish Anti-social behaviour on Twigworth Green including waste, abusive behaviour, dog barking (Cllr Sharpley) Council agreed a ASB policy for Twigworth Parish -clerk to seek multi-agency approach and forward any emails or reports to other agencies, Council to seek police liaison, clerk to collate statistics data, Council to

	<p>continue to use newsletter etc. Council may consider paper copies of newsletter in budget setting/annual report to seek to engage with all demographics</p> <ul style="list-style-type: none"> • Twigworth residents meeting to discuss ASB or failure of services (Cllrs Redfern/Sharpley)- waiting feedback • Community policing on Twigworth Green - clerk to email Cllr Bocking to seek police involvement – Clerk to email police officially including attending pc meeting/safer communities' team, TBC officers/ Borough Councillors • Meeting with Vistry site manager to take place on 17th July to discuss landscaping, tree replacement, planting etc (Cllrs Redfern/Sharpley) • STWA drainage upgrade including update on TBC position and action to be taken by MP (Cllr Sharpley) • Parish Council's stance on planning approvals in view of flooding/drainage (Cllr Sharpley)- Chestnut Tree Farm application clause 12 to be consistent on all applications • A38 speed limit – accident on DH junction on 23/6/25 (Cllr Watson) noted- Clerk will ask for accident data
11.	<p>Council noted responses to any outstanding planning matters</p> <ul style="list-style-type: none"> • Officer recommends approval of Brook Lane 23/00605/APP-clerk has queried Chestnut Tree Farm condition 12- DHPC will be attending to speak at the committee meeting. • 25/0032/FUL- Roseland – Clerk submitted support comments based on views expressed by Councillors
12.	Financial reports and payments list approved
13.	<p>Council noted updates on 4-year plan – (clerk)</p> <ul style="list-style-type: none"> • Year 2 targets review (see summary attached) • Target 39 Define the A38 entrances to our village by using Village Gates CIL funding received which could be used – identified as a priority target – Clerk to obtain quotes /position to be agreed by Glos Highways & bring to next meeting • Target 38 A38 pavement widening and kerbs- Cllr Sharpley- pavement /hedge cleared in May 2025 but uneven surface /narrow pavement still an issue – bring to the attention of County Councillor Hands
14.	Climate Change Community Fund – Council noted and agreed to hold a work shop to discuss 4 year plan targets that may benefit from grant applications (autumn 2025)
15.	Council received reports as read where attached
16.	<p>Council considered other updates</p> <ul style="list-style-type: none"> • 2 Bus Shelters on A38 PC are waiting invite to adopt from GCC (clerk) • Residents' observations- Individual correspondence to be forwarded to the Clerk who will respond, collate, forward to other agencies and put on the next agenda for PC decision on ACTIONS to be taken- see ASB agenda items
17.	Council noted feedback from Councillors on any other matters- see earlier agenda items
18.	Date of next meeting confirmed as Thursday 4 th September 2025
19.	Close of meeting 20.39

Correspondence received and actions taken by clerk

date	subject	outline	actions
15/7/25	ASB	PC support requested	Researched ASB on crime data base, researched information held on file by clerk since August 24 Letter submitted to resident
1/8/25	Additional bins on TG	S106 funding	Management company are responsible for managing bins and are not looking to install additional bins
6/8/25	TG Bus shelter	unable to install prepared design	New quote received that will avoid services. Waiting update
5/8/25	Community connexions	Promote services	To be approved by PC for website
21/8/25	A38 speed	Request for lower speed limit	Clerk responded quoting year 1 and year 4 targets of 4 year plan. Clerk has also submitted expression of interest for GCC community 20's and safer Roads initiatives – again quoting adoption on 1/2/24 of 4 year plan
12/8/25	Bin at bus stop of A38	Request for litter bin at bus stop on A38	TBC would install and empty, PC would need to purchase (from s106 funds). TBC wish is to install dual litter/dog waste bin. PC to approve
21/7/25 to 28/8/25	Dog barking	Noise complaint	Emailed env health, enforcement, Borough Councillors, County Council, Leader of Council, Chief executive. Record sheets to be completed by residents and returned to env health-spoke to env officer and can give verbal update - legal
4/7/25	ASB policy	Inter-agency working	Request for updates on any current interactions
11/7/25	Police attendance	Request for attendance	Email sent see above item. PC Simon Williams will attend PC meeting on 5/3/26
6/7/25	ASB policy	Actions from agreed policy	Email to confirm clerk able to hold residents' data- 2 officially held on record
12/8/25	TPC facebook	Information posted	Report of road closure via TPC Facebook-further information requested from TBC officers - information not received through PC so clerk unable to facilitate
8/7/25	Potholes	reporting	Confirmed by Highways manager that all reports must be made by fix my street portal and can then be viewed by accessing www.fixmystreet.com

Financial reports

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>CURRENT A/C BALANCE</u>
opening current account balance				7595.25
b h salary	10/04/2025	710	-810.12	6785.13
hmrc	10/04/2025	711	-366.34	6418.79
bh expensses	10/04/2025	712	-40.23	6378.56
pata	01/05/2025	713	-151.40	6227.16
gaptc	01/05/2025	714	-361.32	5865.84
qtec noticeboard inst	08/05/2025	715	-204.00	5661.84
I selkirk	15/05/2025	716	-160.00	5501.84
b h salary	27/05/2025	717	-783.92	4717.92
b h salary	05/06/2025	718	-809.92	3908.00
hmrc	05/06/2025	719	-733.08	3174.92
community first ins	26/06/2025	720	-147.24	3027.68
tbc precept	28/04/2025	rec	25000.00	28027.68
tbc CIL	28/04/2025	rec	4099.28	32126.96
b holder salary so	25/04/2025	so	-158.61	31968.35
b holder salary so	25/05/2025	so	-158.61	31809.74
b holder salary so	25/06/2025	so	-158.61	31651.13
build back better grant -noticeboard	01/05/2025	rec	1200.00	32851.13
b h expenses	26/06/2025	721	-69.21	32781.92
b holder salary so	31/07/2025	so	-158.61	32623.31
b holder salary so	31/08/2025	so	-158.61	32464.70
comm first ins	06/06/2025	722	-2.49	32462.21
b holder salary	03/07/2025	723	-810.12	31652.09
hmrc	03/07/2025	724	-366.34	31285.75
j redferm website	16/07/2025	725	-11.00	31274.75
b holder salary aug	04/08/2025	726	-809.92	30464.83
hmrc aug	04/08/2025	727	-366.54	30098.29
j redferm website	21/08/2025	728	-103.00	29995.29
b holder expenses	28/08/2025	729	-45.85	29949.44
b holder exp /sal	03/09/2025	730	-989.76	28959.68
pata	03/09/2025	731	-15.00	28944.68
hmrc	03/09/2025	732	-473.74	28470.94
b holder salary so	30/09/2025	so	-158.61	28312.33
b holder	07/10/2025	733	-998.41	27313.92
b holder salary so	31/10/2025	so	0.00	27313.92
hmrc oct	31/10/2025	734	-384.50	26929.42
b holder expenses	31/10/2025	735	-40.03	26889.39

BANK RECONCILIATION

	01/04/2025	OPENING BANK BALANCE		<u>7595.25</u>
		EXPENDITURE FOR PERIOD	11005.14	
		INCOME FOR PERIOD	30299.28	
		NET EXPENDITURE		
as at above		BANK BALANCE AS ABOVE		<u>26889.39</u>
as at 28/9/25		BAL PER S/M		28312.33
		LESS U/P CHEQUES		
			733	998.41
			735	40.03
			734	384.50
				<u>1422.94</u>
		<u>reconciled balance</u>		<u>26889.39</u>
		<u>Total bank balance</u>		<u>26889.39</u>

expenses	may	june	sept	oct/nov
mileage	18.63	18.63	18.63	18.63

printing	12.60	15.60	18.20	12.60
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post	9.00	9.00	9.00	8.80
	40.23	43.23	45.83	40.03

31/10/2025

PAYROLL		PATA	CASH BOOK	DIFFERENCE
NET		6807.83	6807.83	0.00
ees ni		104.34		
PAYE		1728.00	2690.54	0.00
epers				
ni		858.20		
GROSS		<u>8640.17</u>	<u>9498.37</u>	<u>0.00</u>

<u>reserves</u>	Mar-22	Mar-23	Aug-23	Mar-24	Mar-25
defib	3145	871	3277	2500	1000
SWAG			575	575	575
PRECEPT		1500	1500	2500	2500
EQUIPMENT			200	200	1000
VAS					400
BUS					
SHELTERS			3000	300	300
NDP	585	585	585	585	585
contingency				500	500
EARMARKED	3730	2956	9137	7160	6860
general	-846	4639	17752	59	735
bank balance at Y/E	2884	7595	26889	7219	7595

prior to 2022/23 but confirmed at 2024				
fixed assets	agm		2024	2025
Brick bus shelter			7000	7000
Notice Board in bus shelter			800	800
Notice Board in lay-bye			800	0
2 Dog bins by bus stop			800	800
Defibrillator				1600
Noticeboard at retail centre				1062
	total		9400	10200
2.00	bus shelters on A38 pending	£14k		

not owned by
PC

		<u>ACUTA</u>						
		<u>L</u>	<u>BALANCE</u>					
		<u>YEAR</u>	<u>AVAILABL</u>					
	<u>BUDGE</u>	<u>TO</u>	<u>E TO</u>		<u>propose</u>			
budget to date	<u>I</u>	<u>DATE</u>	<u>SPEND</u>		<u>d 26/27</u>			
						tax		
						base	612.3	40.8
PRECEPT	25000	25000		35500	25/26	1	2	£25k
					tax			
					base	494.9	40.4	
grants		1200		TO RESERVES	24/25	5	0	£20k
					tax			
					base	700.0	50.7	esti
CIL		4099			26?	0	1	mate
WAYLEAVE		0						
VAT to be								
reclaimed		0						
OTHER RECEIPTS		0						
GRANTS		0						
INCOME	25000	30299		35500				
EMPLOYMENT						14 HRS LC2		
COSTS	16460	9498	6962	17000		P28+ers ni		
ADMIN	625	351	274	625				
						incl 3 bus		
INSURANCE	400	150	250	400		shelters		
GRANTS		0	0					
WEBSITE	400	114	286	115				
SUBSCRIPTIONS	250	361	-111	500		larger electorate		
					TO			
repairs and				RESERVE				
replacements	500	204	296	S	500	increase in		
				TO		infrastructure		
EQUIPMENT				RESERVE				
(CAPITAL)	1200	0	1200	S	1200	to reserves if not spent		
VENUE HIRE	350	0	350		350	prev		
AUDIT	160	160	0		500	year		
TRAINING	200	0	200		200	will need stage 2		
PAYROLL COSTS	130	166	-36		175	audit		
COMMUNITY								
ENGAGEMENT	630	0	630		630			
						4 YR		
LCA	50		50			PLAN		
				TO				
VAS	400		400	RESERVE				
				S	400	ONGOING COSTS		
VILLAGE GATEWAYS	2500		2500		2500	4 YR		
ENVIRONMENT						PLAN		
POLICY	0		0			4 YEAR PLAN		
						COSTS?		
NEWSLETTERS	0		0			4 YEAR PLAN		
						COSTS?		
WASTE BINS	0		0			reserve		
						s?		

TRO FOR 20MPH				4 YEAR PLAN
property				COSTS?
			10000	running costs?
Expenditure	24255	11005	35095	
contingency/balanc				
e	745	19294	405	
expenditure	25000	30299	13250	35500

**4 year plan
Year 2 targets
as confirmed by Councillors at AGM**

pillar	target	descriptor	notes
1 ENVIRONMENT	4/7	Protect green spaces and promote/instigate environmental enhancement schemes for example tree planting, new ponds, water environments- develop a green infrastructure plan and map	Bfwd from year 1 Cllr Redfern/Sharpley Meeting with vestry re tree planting 8/25
		Create a list of sustainable “must haves” for our village	
	8		
	9	PC to monitor planning applications to protect the separate identities of the three villages and their environments, for example by: protecting green corridors to prevent coalescence and promoting distinctive characteristics and features of the individual villages	Cllr Bocking
3 AMENITIES			Bfwd from year 1- TG management company has no plans for installing/facilitation additional bins
	30	Dog waste bins and signage	
	10	Promote and provide opportunities for the reduction of waste and increase of recycling, for example by upgrading litter bins to recycling bins, working with developers	S106/CIL funding Request for bin at bus shelter on A38 9/25
4 HIGHWAYS	36	TG bus shelter	Bfwd from year 1
	38	A38 pavements and kerbs footpath widening –to seek work from Glos Highways to make this area safe	Bfwd from year 1 – additional definition added for year 2 -Cllr Sharpley
	39	Define the A38 entrances to our village by using Village Gates	CIL funding received-priority target – decisions 9/25
	42	Twigworth Green 20 mph speed limit	GCC expression of interest registered 8/25
	43	GCC have responsibility to regularly maintain street furniture i.e. cleaning of signage, removing redundant furniture (Lorry Information sign) etc.	PC to liaise/lobby
5 -PLANNING	48	Promote positive planning and influencing local development, e.g by delivering the Norton, Down Hatherley & Twigworth Development Plan	Cllr Bocking
6 - GOVERNANCE	52	Annual review of 4-Year Plan	