

**TWIGWORTH PARISH COUNCIL
ANNUAL MEETING OF THE COUNCIL
TO BE HELD AT 7.00PM ON 7th May 2025
IN THE DOWN HATHERLEY VILLAGE HALL**

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome and introductions – by the present Chairman 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
2.	Election of Chairman, followed by signing of acceptance of office papers
3.	Election of Vice-Chairman, followed by signing of acceptance of office papers
4.	Attendance to be recorded (anticipated as Parish Councillors, George Sharpley, Graham Bocking, John Redfern, Mike Davies and members of the public, Borough and County Councillors
5.	Apologies for absence to be received accepted and recorded (Cllr R Harris)
6.	Declaration of Interest for matters on the agenda to be invited
7.	Minutes of the previous Parish Council Meeting held on 5th March to be approved-
8.	Council to agree delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held
9.	Council to approve financial reports
10.	Council to agree any changes required to the asset register
11.	Council to approve AGAR reports and to delegate to Chair of meeting to sign
12.	Council to move to closed confidential session to discuss legal and code of conduct matters
13.	Council to agree if any alterations to standing orders & financial regulations are to be considered at July 2026 meeting
14.	Council to agree alterations to the adopted 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
15.	Council to agree representation on outside organisations and lead responsibilities and that all decisions are only to be made by the Parish Council at its legally convened meetings <ul style="list-style-type: none"> • Cllr Sharpley– flood warden and cluster of PC flood committees • Cllr Harris -TBC Garden Communities • Cllr Harris -GRCC • Cllr Harris -GAPTC • Cllr Harris -Police and Crime Commissioner Group/Police Liaison • Cllr Bocking – Planning Committees and Flood Warden Group • Cllr Redfern -Twigworth Green

	<ul style="list-style-type: none"> • Cllr Redfern – Website and newsletter • Cllr Redfern – Defibrillator • Cllr Sharpley – Flood groups
16.	Council to confirm it wishes to renew its subscription to GAPTC & PATA Payroll
17.	Council to agree that its meeting schedule shall remain as 1 st Thursday of May, July, September, November, January, March commencing at 7.00pm
18.	Close of meeting followed at 8pm by the Parish assembly,

TWIGWORTH PARISH COUNCIL
Draft minutes
OF MEETING HELD AT 7.00PM ON 5TH MARCH 2026
IN THE DOWN HATHERLEY VILLAGE HALL
<https://twigworthparishcouncil.wordpress.com>

1.	Welcome by Vice Chair of Council
2.	Attendance recorded as Parish Councillors John Redfern, Graham Bocking & Rick Harris, 1 Members of the public, and Borough Councillor & County Councillor Hands , Police Officer Simon Williams and Claire Savory (GLA Trust)
3.	<p>Apologies received & recorded from Parish Councillors George Sharpley & Mike Davies</p> <p>No Apologies were approved from Parish Councillors The Council noted that where apologies are approved they are appropriate to LGA 1972 s85</p> <p>Borough Councillor Rojina Pardhan Rai did not attend.</p>
4.	<p>Council received report from County Councillor Hands/Borough Councillor Hands</p> <ul style="list-style-type: none"> • Budget at Borough /County • Sewage/STWA • 40mph on A38 implemented • TG Management company • Local school provisions
5.	Minutes of previous meeting held on 8th January 2026 agreed for accuracy
6.	Council invited Declaration of Interest for matters on the agenda -none
7.	Council noted that the potential developer does not wish to arrange a public meeting at this time to discuss a need for a community facility in Twigworth (Your Shout) email distributed with Master Plan prior to meeting
8.	<p>Council invited representative from the Police (PC Williams) to address the Council</p> <ul style="list-style-type: none"> • Introduction • Crime figures (on 6 monthly comparison basis) • Initiatives • Agreed to attend PC meetings where able to. (clerk to send agendas)
9.	<p>Council invited representatives from potential school academy trust to address the parish council</p> <ul style="list-style-type: none"> • Introduction • Process /consultations • Presentation document as emailed to Councillors • Groups to be introduced by the PC to Academy Trust
10.	<p>Member of the Public was invited to speak to the Council and then were invited to observe the remainder of the meeting</p> <p>Public session closed 19.38</p>
11.	<p>Council considered actions needed to meet assertion 10 digital and Data compliance (AGAR)</p> <ul style="list-style-type: none"> • Council agreed mail address for clerk and Councillors to be moved to

	<p>gov.uk via Parish Online</p> <ul style="list-style-type: none"> • Policies already in place but new updated policies to be agreed at AGM (clerk) IT, Data Protection, Privacy notices, publication scheme • Does the website meet WCAG 2.2. AA standards? – Cllr Redfern will look into this and advise at May AGM
12.	Council agreed financial reports as attached Council noted HMRC update
13.	Council received update from Clerk on waste bin in bus shelter on A38 funded by S106
14.	Council received update from Cllr Redfern in that the developers agreed to install a dual litter bin in the new bus shelter on TG but are not responding to recent requests- Clerk to email S106 officer at TBC and contacts at Vistry as the s106 bus shelter included a bin.
15.	Cllr Harris requested that PC install a large dual waste bin on the footpath leading through Fallow Fields from A38 to Brook lane under s106 – Council agreed for clerk to request s106 monies for this.
16.	Cllr Harris requests that the PC install a noticeboard by the playing field at Fallow Fields . PC agreed to bid via GCC grass routes. Cllr Harris to obtain permission to install and inform Clerk – Clerk has been given delegated authority to bid for same size /style as TG
17.	Cllr Redfern requests that the Pc install a new dog waste bin in Ironbridge Road- via Vistry
18.	Cllr Harris (delegated authority to Cllr Harris) agreed to requests that First Point replace small capacity waste bins by fallow fields play area with more suitable containers to achieve parity with TG.
	Meeting closed due to non-quorate and to be put on AGM
19.	Council to note email/correspondence received by Clerk & approved actions taken – <ul style="list-style-type: none"> • Household bins on Twigworth Green updates as distributed via email and no actions by PC • Ongoing correspondence regarding bin storage facilities on Twigworth Green and it was noted that TBC are aware and no action by PC • Road markings on TG- Clerk responded and referred to County Councillor Hands – no further actions by PC • Down Hatherley Village Hall booked to May 2027
20.	Council to discuss updates on other issues raised by Councillors <ul style="list-style-type: none"> • Drainage and flooding issues on west side of A38 reported by resident being followed up by Cllr Sharpley • Sewage issues in Longford/Innsworth • To request that STWA install pump failure alarms (that can also be seen by residents) on the pumping stations that can inform a central office in the case of failure of systems • Cllr Harris to attend CIL/S106 workshop • TG saplings • A38 bus shelter repairs
21.	Council to consider any outstanding planning matters <ul style="list-style-type: none"> • At the January 2027 meeting, Council noted comments submitted for 25/00199/CONDIS - Land Parcels 1635 1730 And 2043 Brook Lane , does Council wish to submit further comments?

22.	Council to note reports received from Councillors prior to meeting and to take as read
23.	Council to consider if it wishes to respond as a corporate body to the LG reorganisation consultation process
24.	Council to review 4 year plan (Y2) targets as attached
25.	Date of next meeting confirmed as Thursday 7th May 2026- AGM and Parish Assembly – Council to agree if it wishes to have a focus for the Parish Assembly
26.	Close of meeting

Financial reports

01/04/25-31/03/2026 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				7595.25
b h salary	10/04/2025	710	-810.12	6785.13
hmrc april	10/04/2025	711	-366.34	6418.79
bh expenses	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 may/june	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 July	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 sept	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
b holder salary so	30/10/2025	so	-158.61	26730.78
b holder salary so	30/11/2025	so	-158.61	26572.17
b holder salary so	30/12/2025	so	-158.61	26413.56
b holder salary	05/11/2025	736	-707.39	25706.17
fair licesing	13/11/2025	737	-421.88	25284.29
rbl wreath	05/12/2025	738	-25.00	25259.29
hmrc nov	05/12/2025	739	-384.30	24874.99
b holder	05/12/2025	740	-840.04	24034.95
hmrc -historic	09/12/2025	741	-148.90	23886.05
b holder expenses	18/12/2025	742	-40.03	23846.02
b holder	28/01/2025	so	-158.61	23687.41
b holder	28/02/2026	so	-158.61	23528.80

b holder	08/01/2026	743	-839.80	22689.00
hmrc dec/historic	12/01/2025	744	-769.78	21919.22
hmrc jan	03/02/2026	745	-384.50	21534.72
b holder feb	05/02/2026	746	-850.71	20684.01
hmrc feb	05/03/2026	747	-384.30	20299.71
down hatherley village hall	16/02/2026	748	-162.00	20137.71
b h expenses	26/02/2026	749	-40.03	20097.68
b holder march	04/03/2026	750	-840.00	19257.68
hmrc march	04/03/2026	751	-384.30	18873.38
parish online	30/03/2026	753	-192.00	18681.38
b holder	31/03/2026	so	-158.61	18522.77

Bank reconciliation

BANK RECONCILIATION			
01/04/2025	OPENING BANK BALANCE		<u>7595.25</u>
	EXPENDITURE FOR PERIOD	19371.76	
	INCOME FOR PERIOD	30299.28	
	NET EXPENDITURE		
as at above	BANK BALANCE AS ABOVE		<u>18522.77</u>
as at 30/3/26	BAL PER S/M		18876.77
	LESS U/P CHEQUES		
		748	162.00
		753	192.00
			<u>354.00</u>
	<u>reconciled balance</u>		<u>18522.77</u>
	<u>Total bank balance</u>		<u>18522.77</u>

Employment reconciliations

RECONCILIATIONS

		31/03/2026		
PAYROLL		PATA	CASH BOOK	DIFFERENCE
	NET	11670.68	11670.68	0.00
	ees ni	178.84		
	PAYE	2962.20	4612.24	0.00
	epers ni	1471.20		
	GROSS	<u>14811.72</u>	<u>16282.92</u>	<u>0.00</u>

Budget against actual

	<u>BUDGET</u>	<u>ACUTAL</u> <u>YEAR</u> <u>TO</u> <u>DATE</u>	<u>BALANCE</u> <u>AVAILABLE</u> <u>TO SPEND</u>	
budget to date				
PRECEPT	25000	25000		
grants		1200		TO RESERVES
CIL		4099		
WAYLEAVE		0		
VAT to be reclaimed		0		
OTHER RECEIPTS		0		
GRANTS		0		
INCOME	25000	30299		
EMPLOYMENT COSTS	16460	16283	177	
ADMIN	625	598	27	
INSURANCE	400	150	250	
previous HMRC underpayment		534	-534	
WEBSITE & emails	400	728	-328	
SUBSCRIPTIONS	250	361	-111	
repairs and replacements	500	204	296	TO RESERVES
EQUIPMENT (CAPITAL)	1200	0	1200	TO RESERVES
VENUE HIRE	350	162	188	
AUDIT	160	160	0	
TRAINING	200	0	200	
PAYROLL COSTS	130	166	-36	
COMMUNITY ENGAGEMENT	630	25	605	
LCA	50		50	
VAS	400		400	TO RESERVES
VILLAGE GATEWAYS	2500		2500	
ENVIRONMENT POLICY	0		0	
NEWSLETTERS	0		0	
WASTE BINS	0		0	
TRO FOR 20MPH property				
Expenditure	24255	19372		
contingency/balance	745	10928		
expenditure	25000	30299	4883	

AGAR

AGAR report		2025	2026	variance
balances b fwd	box 1	7219	7596	
precept	box 2	20000	25000	5000
other receipts	box 3	164	5299	5135
staff costs	box 4	15413	16283	870
loan repayments	box 5	0	0	0
all other payments	box 6	4375	3089	-1286
balances c fwd	box 7	7596	18523	10928
bank and cash balances	box 8	7595	18523	10928

Variance reports

Employment

		gross	ers	total	gross	ers	total
		24/25		cost	25/26		cost
employment							
april		1155.70	54.88	1210.58	1192.71	116.36	1309.07
may		1155.70	54.88	1210.58	1192.71	116.36	1309.07
june		1155.70	54.88	1210.58	1192.71	116.36	1309.07
July		1155.70	54.88	1210.58	1192.71	116.36	1309.07
aug		1155.70	54.88	1210.58	1192.71	116.36	1309.07
	25/26 national increase plus						
sept	backpay	1155.70	54.88	1210.58	1442.31	153.8	1596.11
oct		1155.70	54.88	1210.58	1234.31	122.6	1356.91
	24/25 national increase plus						
nov	backpay	1451.78	95.74	1547.52	1234.31	122.6	1356.91
dec	24/25 overtime pay	1526.93	106.11	1633.04	1234.31	122.6	1356.91
jan		1192.71	59.99	1252.70	1234.31	122.6	1356.91
feb		1192.71	59.99	1252.70	1234.31	122.6	1356.91
mar		1192.71	59.99	1252.70	1234.31	122.6	1356.91
		14646.74	765.98	15412.72	14811.72	1471.2	16282.92

Admin

24/25 25/26

Milage	186	112
Printing	140	84
Wfh	312	338
Stationery	2	11
Cllrs reimb	41	0
Post and stationery	23	64

Other

		<u>24/25</u>	<u>25/26</u>
website	website costs	113	114
	copyright infringement		422
	gov.uk emails		192
		<u>113</u>	<u>728</u>
subscriptions	increase in poputlation GAPTC	<u>242</u>	<u>361</u>
r &R	noticeboard repairs	281	204
	defibrillator pads	168	
	flag replacement	11	
		<u>460</u>	<u>204</u>
capital	defibrillator	1698	
	noticeboard	1062	
		<u>2760</u>	