

TWIGWORTH PARISH COUNCIL
Approved minutes
MEETING HELD AT 7.00PM ON 18TH JULY 2024
IN THE DOWN HATHERLEY VILLAGE HALL

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome and introductions
2.	Attendance recorded as Parish Councillors, Elaine Watson, John Redfern, Rick Harris, Mike Davies & Graham Bocking, County Councillor Paul McLain, Borough Councillor Hands, & 2 Members of the public
3.	Apologies received, recorded, and accepted - none Borough Councillor Ockelton did not attend
4.	Declaration of Interest for matters on the agenda were invited - none
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"> • GCC initiative flooding survey for grant for funding – now being done in October 2024- timing not beneficial • TBC Officer changes effecting flooding/place agenda (Pete Tonge) • GCC hedgerow overgrowing -email to be sent to clerk who will forward it Highways Manager/CC McLain • Land designated for school at TG with raised profile now Public session closed at 19.12
6.	Verbal update was received from County Councillor McLain (report as per email) <ul style="list-style-type: none"> • Waste plant energy generated • Local planning • TRO led by DHPC update chased • Road Safety Team looking at A38 • DH Lane roadworks highlighted August/September • Visibility cuts ongoing • Primary hedge cutting scheduled for September onwards
7.	Verbal Report was invited from Borough Councillor Hands <ul style="list-style-type: none"> • Name change consultation • Flood officers change noted (see public session) • STWA input to planning applications No report was received from Borough Councillor Ockleton
8.	Minutes of the previous Parish Council Meetings held on 9th May 2024 were approved
9.	Payment list was approved
10.	Council noted that the banking mandate has been amended to include Cllr Redfern
11.	Council noted that independent internal audit report has been received with no matters to be reported to Council
12.	Financial reports were approved
13.	Council adopted 2024 Financial regulations as recommended by NALC and tailored to TPC
14.	Council considered Council assets updates (Cllr Harris/Cllr Redfern) <ul style="list-style-type: none"> • Noticeboards- ongoing following discussions with retail units- (Cllr Harris) Awaiting for Co-op refurb date

	<ul style="list-style-type: none"> • Defibrillator- Council approved policy (Cllr Redfern) Landlord (Hitchens) & Janes Pantry Manager agreed to install PC responsible for ownership/registering/monthly inspection/upkeep/communication with community/reimburse cost of installation £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 Clerk to email Cllr Redfern with details of supplier (passion) • Brick Bus Shelter (Cllr Harris)- working party has repainted and done some maintenance on notice board • Bus Stops by the Church (Cllr Harris) Max Kelly (Highways) has been asked to cut around ground • TG S106 Bus shelter (Cllr Redfern) update given. GCC s106 will be doing a report and Cllr Redfern will distribute. It was noted that this is not a PC asset • Council noted asset register on financial reports • Council considered asset policy as distributed – adopted • Council agreed to PC using notice board in lay-by as this has now been confirmed as a GCC asset (Cllr Harris). Sheet of Perspex/board needed £250 budget agreed in principle
15.	<p>Council noted update on working towards Local Council Award Scheme (Cllr Redfern) -standard agenda item until project completed</p> <ul style="list-style-type: none"> • Training issues noted
16.	<p>Council received/agreed updates on the 4-year plan (Cllr Redfern)</p> <ul style="list-style-type: none"> • Consultation document feedback • Year 1 targets (see summary attached)- Standard item for agenda to review
17.	<p>Council received updates on Flooding matters (whole Council)</p> <ul style="list-style-type: none"> • Community Flood History record nothing to be noted (Cllr Redfern) • Update from local flood group (Cllr Harris) • Flood warden seminar from GRCC – to be confirmed if it is a public document (Cllr Harris)
18.	<p>Council considered updates on Highway matters (Cllrs Harris and Cllr Davies)</p> <ul style="list-style-type: none"> • VAS sign at roundabout- missing and no record of it. • 2nd VAS not working due to electrical wiring – now working – off agenda • TRO project led by Down Hatherley Parish Council- updates • Highway signs cleaning – volunteer has cleaned some name signs and GCC have cleaned and repaired some - ongoing • Drop kerbs being pursued near Children’s nursery has been referred to GCC – remove from agenda • Other Highway matters • PROW going through Longford/Innsworth & dog bins update noted • Proposed PROW diversions noted (Orchard Park) • Hedge cutting as it is obscuring highway signs- Cllr Harris to refer to Highways Manager
19.	<p>Council considered updates on Planning Matters (whole council)</p> <ul style="list-style-type: none"> • Ivy cottage response 24/0067/FUL – objections agreed by Council- <ul style="list-style-type: none"> a) Access issue b) Increased traffic volume c) Lack of infrastructure

	<ul style="list-style-type: none"> d) Not part of strategic site plan e) Flooding concerns f) Reference Chestnut Tree Farm appeal (APP/G1630/W/23/3326538) condition 12 and the upgrading of sewage systems before any further developments g) Design not compliant NPPF section 12 & JCS policy SD4 of the JCS h) Loss of natural features i) Design of site including lack of clear pedestrian access j) Over -engineered road layout k) Effect on biodiversity /wildlife
20.	<p>Council noted update on Community engagement matters update (Cllr Redfern).</p> <ul style="list-style-type: none"> • Twigworth Newsletter ongoing • Website renewal update • Website usage update • Survey update will close at end of July – 16% return from residents (agenda item in September) • Remembrance Service on 9th November 2024 to be led by Cllr Redfern Council approved budget £30 for wreath
21.	<p>Council considered update on infrastructure matters (Cllr Redfern)</p> <ul style="list-style-type: none"> • Dog Bins on Fallow Fields discussed • Dog bins- on Twigworth Green discussed • Application for replacement of trampoline at Twigworth Green – response submitted- TBC commented
22.	<p>Council noted update on Action Tracking programme (Cllr Redfern)</p> <ul style="list-style-type: none"> • Councillors are asked to give feedback
23.	<p>Council noted no other organisation were present who wished to address the Council</p>
24.	<p>Council noted no feedback received from Councillors on any other meetings attended on the BEHALF of the Parish Council</p>
25.	<p>Council noted update on Environmental matters (whole Council)</p> <ul style="list-style-type: none"> • Member of the public reported flooding which has been reported to EA. It was noted that Horsebere Brook (A38) was blocked with litter. Reported in local press.
26.	<p>Date of next meeting confirmed as meetings commence at 7pm 5th September 2024</p>
27.	<p>Close of meeting 20.37</p>

**APPROVED MINUTES
ANNUAL MEETING OF THE COUNCIL
HELD AT 7.00PM ON 9th May 2024
IN THE DOWN HATHERLEY VILLAGE HALL**

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome and introductions – by the present Chairman Meeting noted that the AGM is a different agenda to a normal PC meeting. Borough and County Councillors are invited to present reports in the Parish assembly which directly follows the AGM. Members of the public are also invited to speak at the Parish Assembly 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 Cllr Harris as Chairman was followed by signing of acceptance of office papers
3.	Election of Cllr Redfern as Vice-Chairman was followed by signing of acceptance of office papers
4.	Attendance recorded as Parish Councillors, Rick Harris, Graham Bocking, John Redfern and Elaine Watson, Parish Councillor Mike Davies attended at 19.19 and 1 member of the public
5.	Apologies for absence received accepted and recorded from Borough Councillors Hands & County Councillor McLain And Borough Councillor Ockleton did not attend
6.	Declaration of Interest for matters on the agenda were invited- none
7.	Minutes of the previous Parish Council Meeting held on 7th March 2024 were approved
8.	Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held
9.	Council agreed to review standing orders & financial regulations at July 24 meeting following the publication of new standard Financial Regulations from NALC
10.	Council adopted the 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
11.	Council noted changes are required to the asset register <ul style="list-style-type: none"> • Brick bus shelter £7k • Notice Board in bus shelter £800 • Notice Board in lay-bye £800 • 2 Dog bins by bus stop £800 • At some point the defibrillator will be added • No other fixed assets have been purchased or adopted
12.	Council agreed representation on outside organisations <ul style="list-style-type: none"> • Cllr Harris – flood warden and cluster of PC flood committees • Cllr Harris – TBC Garden Communities • Cllr Harris -GRCC • Cllr Harris – GAPTC

	<ul style="list-style-type: none"> • Cllr Harris -Police and Crime Commissioner Group/Police Liaison • Cllr Bocking – Planning Committees and Flood Warden Group
13.	Council agreed no changes are required to insurance policy for the coming year
14.	Council agreed to complete the addition of Cllr J Redfern to the bank mandate and no other changes are required at this time
15.	Council approved Ian Selkirk as its independent internal auditor as last year
16.	Council confirmed it wishes to renew its subscription to GAPTC £241.62 & PATA Payroll £125.20
17.	Council approved the financial reports and payment list as attached
18.	Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms
19.	Council noted update on action plan for Councillors -see supporting papers
20.	<p>Council noted 4-year plan review as at the end of year 1 of current Council-</p> <ul style="list-style-type: none"> • Environmental survey within parish consultation • See policies adopted • Ash-Die Back project completed • Protection of Green Spaces – no longer available • Parish Notice Board in community centre • Newsletters distributed • Website upgrade • D Day celebrations now including flag purchased for flying at St Matthews Church • Twigworth PC has also purchased new flag • Remembrance Day celebration noted • Royal Mail postbox – remove • Dog/Waste Bins installed by Developers • Twigworth Green bus shelter on going • S106 issues on going • Planning – all applications to be commented on including no comment
21.	Council agreed delegation to Cllr Redfern for postings on to the website, newsletter and parish council Facebook page
22.	Council agreed that its meeting schedule shall remain as 1 st Thursday of May, July, September, November, January, March commencing at 7.00pm
23.	<p>Council agreed to purchase defibrillator and to have it installed at Janes Pantry using Janes Pantry electrical contractor with the permission of Robert Hitchens obtained in email (owner of land) – Grant via build back better scheme very much appreciated and will be recognised when installed.</p> <ul style="list-style-type: none"> • TPC to pay for the purchase of BHF Zoll AED fully automatic with exterior cabinet in the sum of £1698- clerk place order on invoice basis • Council agreed to pay installation costs – name and cost to be confirmed • Council agreed to pay annual maintenance and inspection fees as required • Council delegated monthly inspection report submission -Cllrs

	Harris/Redfern
24.	Council considered planning matters – noted no comment to be submitted
25.	Council noted verbal flood updates from Cllr Harris
26.	Council noted verbal dog bin updates from Cllr Redfern including issue of emptying by Suds Pond dog bin and the dumping of waste near it.
27.	Council noted noticeboard update from Cllr Harris -ongoing
28.	Close of meeting at 19.53 followed at 8pm by the Parish assembly,

Financial reports for July 2024 meeting

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

Bank reconciliations

BANK RECONCILIATION

01/04/2024	OPENING BANK BALANCE		7218.87	
	EXPENDITURE FOR PERIOD		7477.75	
	INCOME FOR PERIOD		20000.00	
	NET EXPENDITURE			
as at above	BANK BALANCE AS ABOVE		<u>19741.12</u>	0.00
as at 28/6/24	BAL PER S/M		21531.55	
	LESS U/P CHEQUES			
		681	-527.65	
		so	-158.61	
		687	-578.67	
		688	-525.50	
			-1790.43	
	<u>reconciled balance</u>		<u>19741.12</u>	0.00

Other reconciliations

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

Payroll

		31/07/2024			
		PATA	CASH BOOK	DIFFERENCE	
PAYROLL	NET	2959.04	2739.52	219.52	
	ees ni	34.48			
	PAYE	1848.80	2102.80	0.00	0.00
	epers ni	219.52			
EXPENSES	GROSS	4842.32	4842.32	0.00	0.00

Expenses

MAY	april	may	july
MILEAGE	18.63	18.63	6.20
PRINTING	15.00	15.00	8.00
STATIONERY			4.00
POSTAGE	8.00		8.00
		33.63	26.20

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	0
2 Dog bins by bus stop			800	
1 defibrillator				1600
total			9400	

not owned by pc

	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	
budget to date	20000	20000		
PRECEPT				
SWAG		0		TO
ADVERTISING		0		RESERVES
WAYLEAVE		0		
VAT to be reclaimed		0		
OTHER RECEIPTS		0		
GRANTS		0		
INCOME	20000	20000		
EMPLOYMENT COSTS	13055	4842	8213	
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
VENUE HIRE	210	0	210	RESERVES
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	7478		
contingency/balance	2920	12522		
expenditure	20000	20000	9602	

Additional payment – reimbursement for painting flap pole £59.92

Summary of 4 year plan review – year 1 targets

Pillar 1- environment

task	updates
Conduct environmental survey	See public consultation
Develop and adopt environmental policy	Completed
Deliver ash-die back project	Completed 2023/24
Protect & enhance green spaces	No action

Pillar 2 – community engagement

Share 4 year plan	See public consultation
Parish noticeboard for local centre	Ongoing
Upgrade website	completed
Publish monthly newsletter	completed
DD 80 th commemorations	completed
Annual Remembrance Day	Completed 23/24 now ongoing
Community events diary on website	On facebook – update via a table or via posts

Pillar 3 – Services and amenities

Parish noticeboard at TG	See minutes - ongoing
Defibrillator at TW	Purchased- policy adopted
Royal mail post box	Unattainable
Dog waste bins and signs	ongoing
Evaluate opportunities for MUGA	Not started yet

Pillar 4 – Highways & PROW

TG bus shelter	S106 team
A38 Road safety & speed awareness	Working with DHPC/NPC/Longford
A38 pavements and kerbs	Ongoing – with highway
A38 Village gateways and signage	See Norton PC – GRCC grants – September agenda Council agreed to apply for grant
Dog /Litter bins & signs	TG adequate / Fallow fields ongoing See minutes for discussions on PROW (o/s parish)

Pillar 5 – Planning

TPC to submit comments on all applications	ongoing
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Pillar 6 - Governance

TPC to consult on 4 year plan	ongoing
TPC to adopt 4 year plan	completed

