

TWIGWORTH PARISH COUNCIL
Approved MINUTES
MEETING HELD AT 7.00PM ON 7TH NOVEMBER 2024
IN THE DOWN HATHERLEY VILLAGE HALL

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome and introductions by Vice Chair of Council
2.	Council noted the resignation of Councillor Harris and expressed regret over his resignation. Council expressed thanks to Cllr Harris and agreed Cllr Redfern to chair the meeting to item 4
3.	Council noted that notice of vacancy has been published and subsequently Council have been informed that they can proceed with a co-option. Following the publishing of co-option notices, Chair of the meeting invited Mr Sharpley to address to the Council Council agreed the co-option of George Sharpley. The acceptance of office form was duly signed and Cllr Sharpley was invited to join the Council
4.	Council agreed Cllr Sharpley as Chair of Council who then took over the Chair of the meeting
5.	Attendance recorded as Parish Councillors, Elaine Watson, John Redfern, Mike Davies & Graham Bocking, Cllr Sharpley County , Councillor Paul McLain, and & 1 Member of the public
6.	Apologies received, recorded, and accepted from Parish Councillors-none It was noted that Borough Councillor Hands had sent apologies Borough Councillor Ockelton did not attend
7.	Council agreed to assign specific actions on the agenda rather than a global area of responsibility to make administration and delivery of targets easier to monitor
8.	Declaration of Interest for matters on the agenda were invited- none
9.	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 National Grid outage next Tuesday afternoon/evening (12 th November) in part of Twigworth Heavy rainfall end of September/early October flooded a resident's garden and sewers are flowing to the top of the pipework Environmental Health/Borough Councillor meeting has been arranged Question raised if one of the new developments is pumping into sewage system Noted new development on corner of Down Hatherley Lane has been pumping onto highway-Clerk informed meeting of Enforcement action Other properties reported as flooding this time Electricity to new properties is being affected by Chestnut Tree Farm application (statutory duty noted) Public session closed at 19.28
10.	Verbal update was invited from County Councillor McLain M5 Junction 9 and 10 updates Possible future housing developments Regional Flood Board /EA new flood map Planning committee process Sandhurst Lane resurfaced GCC budget being prepared

11.	Report distributed from Borough Councillor Hands noted and no report has been received from Borough Councillor Ockleton
12.	Minutes of the previous Parish Council Meetings held on 8th August 2024 were approved Draft minutes of 23rd July 2024 were approved
13.	Payment list approved
14.	Financial reports were approved
15.	Council approved its precept and budget for 25/26 - £25k agreed
16.	<p>Council considered Council assets updates</p> <ul style="list-style-type: none"> • Noticeboard- in the retail centre- not completed-Cllr Sharpley delegated to lead this project (RH previously leading) • Defibrillator- No invoices yet received following the installation at Jane's Pantry- costs agreed -Cllr Redfern leading £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 Council agreed delegation to Cllr Redfern for monthly checks and submissions on circuit • Brick Bus Shelter recently refurbished by volunteers- completed -remove from agenda • Bus Stops by the Church Max Kelly (Highways) has been asked to cut around ground – remove from agenda • TG S106 Bus shelter (Cllr Redfern) -see separate agenda items • 2 Bus Shelters on A38- the decision of the Council was emailed to GCC and correspondence will be dealt with by the Clerk- completed bus shelter on the North Side – pending South Side – Clerk to chase • GCC previously agreed to PC using notice board in lay-by – works done and paid within budget (remove from agenda)
17.	<p>Council received/agreed updates on the 4-year plan – (clerk)</p> <ul style="list-style-type: none"> • Consultation document feedback analysis distributed via email and summary of points raised are within supporting papers • Council discussed points raised • Year 1 targets review (see summary attached) • Council agreed that as the training portion can not be met, Council agreed to take LCAS out of the 4 year plan
18.	<p>Council received updates on Flooding matters (whole Council)</p> <ul style="list-style-type: none"> • Community Flood History record (Cllr Redfern) – remove from agenda • Council to agree if it wishes to delegate attendance of the following: local flood group - Cllr Bocking/Cllr Sharpley Flood warden seminars from GRCC – Cllr Bocking/Cllr Sharpley • On-line flooding meeting suggested by Cllr Sharpley – to be arranged
19.	<p>Council considered updates on Highway matters (Cllr Davies)</p> <ul style="list-style-type: none"> • VAS sign at roundabout- missing and no record of it. cfwd • TRO project led by Down Hatherley Parish Council- updates given by clerk • PROW going through Longford/Innsworth & dog bins update cfwd • Hedge cutting as it is obscuring highway signs-previously referred to Highways Manager cfwd • TRO double yellow lines Twigworth Green. Council noted that following discussions, the Clerk has taken a majority view under delegated planning authority (part of TG planning permissions) and informed TRO team, that the PC does not support this TRO by a majority decision. Council was asked to formally agree its statement to

	<p>support this view</p> <ul style="list-style-type: none"> • TRO 20mph within TG – Chair to write to other local PC’s to ask for joined up working on 20mph on new developments • S106 footpath widening – Cllr Sharpley delegated to follow up (standard item)
20.	<p>Council agreed updates on Planning Matters (whole council)</p> <ul style="list-style-type: none"> • Brook Lane response to include comment from Highways “Legal access to Brook Lane” from Cllr Bocking and add to Cllr Redfern comments-agreed • Innsworth Whittle Gardens Phase 7 comments agreed as proposed by Cllr Bocking • CIL update as distributed via email- There are no CIL monies due to TPC at the current time • S106 full timeline has been distributed via email to Councillors starting in 9/21- Apart from waste bins and signs, bus shelters on A38 which is the responsibility of the Integrated Transport Unit and Twigworth Green bus shelter (see separate item), path widening (Cllr Sharpley) there are no other specific TPC responsibilities/benefits • Clerk to research Chestnut Tree Farm Email chain -Council agreed to submit comments of Cllr Sharpley (Cllr Sharpley to submit)
21.	<p>Council considered GAPTC advice regarding website compliance with WCAG2.2 accessibility standards and recommendation to move to a gov.uk domain. GAPTC are recommending Parish Online. Clerk updated with further information. Council agreed to remain with the current website and accessibility standards</p> <p>Council agreed to suspend standing orders at 9pm</p>
22.	<p>GAPTC new website feedback following training attended by Clerk (cfwd)</p>
23.	<p>Council noted update on Community engagement matters update (Cllr Redfern). Cfwd</p> <ul style="list-style-type: none"> • Twigworth Newsletter • Website renewal done -see payment list • Website usage update • Remembrance Service on 9th November 2024 to be led by Cllr Redfern-update -Council previously approved budget £30 for wreath
24.	<p>Council noted bus shelter at Twigworth Green update</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 s106 agreement is signed by Robert Hitchens and GCC – not TBC in this specific case • The PC agreed at its meeting on 8th August 2024 that it would approve the design submitted in October 2021 and will adopt it • There is no monetary value in the s106 document and it was confirmed in email on 6/21 by GCC transport Unit Jonathan Roberts that the developers would be paying for it. • TPC were in discussions with the developer in 2021 and it is confirmed in an email on 28/9/21 that the bus shelter would be installed by the developers once it was delivered

	<p>Decisions agreed</p> <p>a) the PC wish the Clerk to follow up with the Developers to find out what is stalling this (no other delegated authority has been granted previously)</p> <p>b) Agreed the PC does not wish to hold consultation with residents immediately behind the proposed bus shelter</p>
25.	<p>Council received update on infrastructure matters (Cllr Redfern)</p> <ul style="list-style-type: none"> • Dog Bins on Fallow Fields update provided via email – only 3 bins fitted to date – remove from agenda • Dog bins- on Twigworth Green- Followed up by Cllr Redfern as not being emptied efficiently • Ash Die Back Scheme- no feedback from consultees -remove from agenda • Green infrastructure plan- cfwd
26.	Council update on Action Tracking programme (Cllr Redfern)- cfwd
27.	Council noted no other organisation were present
28.	Council invited feedback received from Councillors on any other meetings attended on the BEHALF of the Parish Council –
29.	Council noted update on Environmental matters (whole Council) cfwd
30.	Date of next meeting confirmed as meetings commence at 7pm 9 th January 2025
31.	Council agreed to move to close session to discussion employment matters- agreed
32.	It was requested that the agenda be cut down with specific actions/targets Close of meeting at 21.20

DRAFT MINUTES
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	9th January 2025
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Public survey responses

Points not covered in 4 year plan

OTHER POINTS RAISED IN PUBLIC SURVEY	descriptor	most supported	
Q1	Important factors in living in TPC	peace and quiet	81%
q2	important for future of parish	improve prow	55%
q3/q20	facilities that would benefit parish	doctors surgery	72%+74%
q3/q20	facilities that would benefit parish	pharmacy	77%+75%
q4	types of future development	none	72%
q5	types of future housing	individual	51%
q6	types of new homes	4-5 bedroom	34%
q7	new developments is sympathetic to	scale and size of surrounding buildings	65%
Q8	concerns over further development in parish	loss of countryside	79%
q8	concerns over further development in parish	increased flooding	70%
q8	concerns over further development in parish	increased traffic	74%
q9	concerns over infrastructure in parish	sewage/drainage	78%
q10	concerns over road safty on A38	cycle route	27%
q11	travel to work	car	73%
q12	how is your vehicle powered	petrol	49%
q13	number of vehicles	2	55%
q14	how many vehicles parked at individual property	2	48%
q15	public transport usage	rarely	41%
q16	encourage public transport usage	improved desinations	51%
q16	encourage public transport usage	improved frequency	40%
q17	cycle routes encouragment	no	53%
q17	cycle routes encouragment	yes	46%
q18	traffic issues	parking on new developments	59%
q18	traffic issues	parking on shared surfaces	49%
q18	traffic issues	more parking at local centre	40%
q21	natural environment policy	dark skys	46%

q21	natural environment policy	minimise noise levels	57%
q22	environment protection	improve flood prevention measure	78%
q23	environment protection	improve flood prevention measure	84%
q23	environment protection	enhanced protection of the landscape	64%
q24	importance of local spaces	prows/footpaths/bridleways	72%
q25	open spaces	leisure walking	75%
q25	open spaces	scenery/wildlife	66%
q25	open spaces	exercise	57%
q26	not using open spaces	too close to main road	21%
q26	not using open spaces	unsuitable facilities	25%
q27	domestic energy sources	solar	77%
q28	commerical energy sources	solar	58%
q29	problems suffered - 43 responses	sewage blocked	56%
q29	problems suffered -43 responses	drains blocked	40%
q30 q31	local information	facebook	60%+61%
q32	crime/community safety concerns	ASB	60%

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 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	completed
	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
	27	Parish Notice Board for Local Centre				DUPLICATION SEE TARGET 15
3 SERVICES AND AMENITIES	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
4 HIGHWAYS AND PROWS	31	Evaluate and consider the opportunity of the Multi-Use Games Area (MUGA) and Sports Fields -				DUPLICATION SEE TARGET 32
	36	Twigworth Green Bus Shelter			Jul-24	WITHIN S106 - FUNDED BY DEVELOPERS

	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
	39	A38 Village Gates and Signage	q22	61	Jul-24	LOOKING AT GRCC GRANTS- COUNCIL AGREED TO APPLY FOR GRANTS
	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

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	4/10/24	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

Cheque payment list- standard items as above

£168 for defibs pad replacement agreed

Backpay for pay award

Other payment agreed

Overtime for work on s106 and public survey responses – total hours spent over weekly hours = 17 hours- Council agreed for clerk to put in an overtime claim.

Reconciliations

		31/10/2024			
PAYROLL		PATA	CASH BOOK	DIFFERENCE	
	NET	4793.96	4793.96	0.00	
	ees ni	60.34			
	PAYE	3235.60	3680.10	0.00	0.00
	epers ni	384.16			
	GROSS	8089.90	8474.06	0.00	0.00

expenses	MAY	may	july	sept	nov
MILEAGE		18.63	6.20	12.40	12.42
PRINTING		15.00	8.00	8.50	8.50
STATIONERY			4.00	4.00	4.00
POSTAGE			8.00	8.00	8.00
		33.63	26.20	32.90	32.92

Fixed assets

	2024	2025	
Brick bus shelter	7000	7000	
Notice Board in bus shelter	800	800	
Notice Board in lay-bye	800	0	not owned by pc
2 Dog bins by bus stop	800	800	
1 defibrillator		1600	
total	9400	10200	

Council to confirm ownership of noticeboard on TG

Reserves

<u>reserves</u>	Mar-22	Mar-23	Aug-23	Mar-24
defib	3145	871	3277	2500
SVAG			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	10604	59
bank balance at Y/E	2884	7219	19741	7219

Budget against actual

	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>proposed 25/26</u>	<u>notes</u>
budget to date					
PRECEPT	20000	20000		25000	agreed
SWAG		0			
ADVERTISING		0			
WAYLEAVE		0			
VAT to be reclaimed		0			
OTHER RECEIPTS		0			
GRANTS		0			
INCOME	20000	20000		25000	
EMPLOYMENT COSTS	13055	8474	4581	16460	
ADMIN	625	383	242	625	
INSURANCE	190	143	47	450	incl 3 bus shelters
GRANTS		0	0		
WEBSITE	110	113	-3	400	if gov.uk
SUBSCRIPTIONS	125	242	-117	250	larger electorate
repairs and replacements (defib)		281	-281	500	
EQUIPMENT (CAPITAL) (notice board)	1200	1698	-498	1200	
VENUE HIRE	210	0	210	350	prev year
AUDIT	160	155	5	160	
TRAINING	200	0	200	200	
PAYROLL COSTS	125	125	0	130	
COMMUNITY ENGAGEMENT	630	24	606	630	4 YEAR PLAN
LCAS	50		50	50	remove
VAS	400		400	400	earmark
VILLAGE GATEWAYS	0		0	2500	4 YR PLAN y2
ENVIRONMENT POLICY	0		0	0	
NEWSLETTERS	0		0	0	
WASTE BINS	0		0	0	see capital
TRO FOR 20MPH					
Expenditure	17080	11639		24255	
contingency/balance	2920	8361		745	
expenditure	20000	20000	5441	25000	

Council to consider if its reserves are adequate and if there are any other projects to be included- see year 2 targets (25/26)

Targets for Year 2 of 4 year plan (May 25 to May 26)

pillar	target	scale	year	descriptor	PUBLIC SURVEY QUESTION	RESPONSE % support	
1 ENVIRONMENT	5	MT	25/26	Define the A38 entrances to our village	q22	61	
	6	MT	25/26	Enhance the A38 Tewkesbury Road appearance			
	7	MT	25/26	Council to consider developing a Green Infrastructure Plan and Map			
	8	MT	25/26	Create a list of sustainable “must haves” for our village	q27	77+64+58	
	9	MT	25/26	Seek to safeguard 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	Q2 q22	64+61	
	10	MT	25/26	Promote and provide opportunities for the reduction of waste and increase of recycling, for example by: upgrading litter bins to recycling bins			
	11	MT	25/26	Promoting the use of more sustainable materials within the Parish Council			
	2 COMMUNITY ENGAGEMENT	32	MT	25/26	Evaluate and consider the opportunity of the Multi-Use Games Area (MUGA) and Sports Fields - undertaking a cost vs benefit review of services that could be delivered by the Parish Council, in terms of value for money eg sports pitches/play facilities/community centres and identify potential revenues	q2 q3 q20 q24	44%+58% +36%+46% +43%+45% +33%+41% +37%
	4 HIGHWAYS AND PROWS	41	MT	25/26	Relocate GCC Vehicle Activated Speed sign (Nr. Twigworth Lodge)		
		42	MT	25/26	Twigworth Green 20 mph speed limit	q18	63
		43	MT	25/26	GCC have responsibility to regularly maintain street furniture i.e. cleaning of signage, removing redundant furniture (Lorry Information sign) etc.		
5 - PLANNING	48	MT	25/26	Promote positive planning and influencing local development, e.g by delivering the Norton, Down Hatherley & Twigworth Development Plan	q4/q5/q6/q7/Q8		
6 - GOVERNANCE	52	MT	25/26	Annual review of 4-Year Plan			
	53	MT	25/26	Work towards achieving Local Council Award Scheme - Foundation Award			

OTHER POINTS RAISED IN PUBLIC SURVEY

	descriptor	most supported	
Q1	Important factors in living in TPC	peace and quiet	81%
q2	important for future of parish	improve prov	55%
q3/q20	facilities that would benefit parish	doctors surgery	72%+74%
q3/q20	facilities that would benefit parish	pharmacy	77%+75%
q4	types of future development	none	72%
q5	types of future housing	individual	51%
q6	types of new homes	4-5 bedroom	34%
q7	new developments is sympathetic to	scale and size of surrounding buildings	65%
Q8	concerns over further development in parish	loss of countryside	79%
q8	concerns over further development in parish	increased flooding	70%
q8	concerns over further development in parish	increased traffic	74%
q9	concerns over infrastructure in parish	sewage/drainage	78%
q10	concerns over road safty on A38	cycle route	27%
q11	travel to work	car	73%
q12	how is your vehicle powered	petrol	49%
q13	number of vehicles	2	55%
q14	how many vehicles parked at individual property	2	48%
q15	public transport usage	rarely	41%
q16	encourage public transport usage	improved desinations	51%
q16	encourage public transport usage	improved frequency	40%
q17	cycle routes encouragment	no	53%
q17	cycle routes encouragment	yes	46%
q18	traffic issues	parking on new developments	59%
q18	traffic issues	parking on shared surfaces	49%
q18	traffic issues	more parking at local centre	40%
q21	natural environment policy	dark skies	46%

q21	natural environment policy	minimise noise levels	57%
q22	environment protection	improve flood prevention measure	78%
q23	environment protection	improve flood prevention measure	84%
q23	environment protection	enhanced protection of the landscape	64%
q24	importance of local spaces	prows/footpaths/bridleways	72%
q25	open spaces	leisure walking	75%
q25	open spaces	scenery/wildlife	66%
q25	open spaces	exercise	57%
q26	not using open spaces	too close to main road	21%
q26	not using open spaces	unsuitable facilities	25%
q27	domestic energy sources	solar	77%
q28	commerical energy sources	solar	58%
q29	problems suffered - 43 responses	sewage blocked	56%
q29	problems suffered -43 responses	drains blocked	40%
q30 q31	local information	facebook	60%+61%
q32	crime/community safety concerns	ASB	60%