



Twywell Parish Council

Minutes of the Parish Council Meeting held in
St Nicholas church on Thursday 29 May 2019, at 7.30pm.

		Action
	<p>Councillors Present: Cllr W Briggs Cllr T Green Cllr P Verity Cllr P Wren</p> <p>In Attendance: Mr Keith Sawford (Twywell PCC liaison), Miss D Boyes and Mr P Kelly (Clerk)</p>	
1.	Apologies for Absence: Cllr M Coales	
2.	<p>Declarations of Pecuniary Interest All members in respect of the Halls Fund, prejudicial. Cllr Green declared an interest in planning applications.</p>	
3.	<p>Election of Officers</p> <p>The Clerk asked for nominations for offices:</p> <ul style="list-style-type: none"> i. Chairperson: Proposed – Cllr Green Proposer – Cllr Verity Seconder – Cllr Wren Unanimously Agreed ii. Vice Chairperson: Proposed – Cllr Verity Proposer – Cllr Wren Seconder – Cllr Briggs Unanimously Agreed iii. Other Officers: Allotments Cllr Briggs iv. Co-option of councillor. Miss D Boyce was proposed by Cllr Verity and seconded by Cllr Wren. Unanimously Agreed <p>Cllr Green took the Chair for the rest of the meeting. Cllr Green thanked Cllr Briggs on behalf of Council for being an outstanding chairman over a long period.</p>	
4.	Issues raised by the parishioners present at the meeting None	
5.	<p>Minutes of the Meetings on 21 March 2019.</p> <p>The minutes were accepted at the Annual Parish meeting on 16 May 2019 as a true and accurate record of the meetings and duly signed by the Chair.</p>	
6.	<p>Matters Arising from the Minutes of meetings held on 17th January 2019</p> <ul style="list-style-type: none"> i. [5i] Repair of notice boards - Ongoing. ii. [5ii] Hall funds - On-going iii. [5iii] Allotment bank account to be set up. iv. [5vi] Allotment sign. Ongoing. v. [5ix] Printer Ongoing vi. [5x] Done 	<p>Cllr Briggs Cls PW, WB Cls PW, WB Cllr Briggs Clerk</p>

	<p>vii. [5xi] Done</p> <p>viii. [5xiii] Volunteers Ongoing</p> <p>ix. [5xv] Done</p> <p>x. [6.4] Marquee On Hold</p>																																	
6.	<p>Twywell Parochial Church Council (TPCC) Liaison</p> <p>Mr Sawford.</p> <p>6.1 TPCC thanked Cllr Verity for attending their meetings.</p> <p>6.2 Suggested holding the request for joint funding of a marquee.</p> <p>6.3 The TPCC to draft a letter setting out their vision for the future of the church building for the Parish Council's consideration.</p>																																	
7	<p>Village Neighbourhood Plan.</p> <p>The designation of the neighbourhood plan was accepted by East Northamptonshire Council on 9th May 2019.</p>																																	
8.	<p>Communications</p> <p>No report.</p>																																	
9.	<p>Parish Council Finances</p> <p>a) Invoices for payment:</p> <table> <tr> <td>ENC dog bins</td> <td>100923</td> <td>£ 73.22</td> </tr> <tr> <td>Laptop</td> <td>100924</td> <td>£ 670.98</td> </tr> <tr> <td>EOn</td> <td>100925</td> <td>£ 336.92</td> </tr> <tr> <td>NCALC subscription</td> <td>100926</td> <td>£ 188.67</td> </tr> <tr> <td>Insurance renewal</td> <td>100927</td> <td>£ 458.59</td> </tr> <tr> <td>ENC fete lottery renewal</td> <td>100928</td> <td>£ 20.00</td> </tr> <tr> <td>Community Heartbeat (Defib)</td> <td>100923</td> <td>£1675.00</td> </tr> <tr> <td>Room hire Macqueen house</td> <td>100923</td> <td>£ 45.00</td> </tr> </table> <p>Money received (allotment rent) £ 67.20</p> <p>b) Financial Report: NOTE the figures below may be subject to amendment as a result of the audit process Financial Report for period 1st April 2019 – 21 March 2020:</p> <table> <tr> <td>Brought Fwd at 01.04.2018</td> <td>£ 6872.00</td> </tr> <tr> <td>Income for the year to date</td> <td>£ 67.20</td> </tr> <tr> <td>Expenditure for the year</td> <td>£ 2724.18</td> </tr> <tr> <td>Balance on Current Account</td> <td>£ 2415.02</td> </tr> </table> <p>Allotment funds stand at £ 1070.91 Transparency Code stand at £ 1213.31</p> <p>c) Twywell Halls Fund: New mandate received and needs completing. Current Account Balance £ 3695.93 Balance Business Base Rate Tracker Account £ 7522.36</p> <p>d) Audit 2018-19. The internal audit had been completed on 15 March for the year 2018-19. The internal audit report was noted.</p> <p>i. The Clerk presented to the Council Section 1 the Annual Governance statement of the Annual Return for the Year ended 31 March 2019. Each of the eight questions were read out and approved by the committee. The Annual Governance statement was accepted by the council and the Annual Return Section 1 was signed by the Chair.</p> <p>ii. The Clerk presented to the Council Section 2 the Accounting statement of the Annual Return for the Year ended 31 March 2019. The Accounting statement was accepted by the council and the Annual Return Section 2 was signed by the Chair.</p>	ENC dog bins	100923	£ 73.22	Laptop	100924	£ 670.98	EOn	100925	£ 336.92	NCALC subscription	100926	£ 188.67	Insurance renewal	100927	£ 458.59	ENC fete lottery renewal	100928	£ 20.00	Community Heartbeat (Defib)	100923	£1675.00	Room hire Macqueen house	100923	£ 45.00	Brought Fwd at 01.04.2018	£ 6872.00	Income for the year to date	£ 67.20	Expenditure for the year	£ 2724.18	Balance on Current Account	£ 2415.02	Clerk/PW/ WB
ENC dog bins	100923	£ 73.22																																
Laptop	100924	£ 670.98																																
EOn	100925	£ 336.92																																
NCALC subscription	100926	£ 188.67																																
Insurance renewal	100927	£ 458.59																																
ENC fete lottery renewal	100928	£ 20.00																																
Community Heartbeat (Defib)	100923	£1675.00																																
Room hire Macqueen house	100923	£ 45.00																																
Brought Fwd at 01.04.2018	£ 6872.00																																	
Income for the year to date	£ 67.20																																	
Expenditure for the year	£ 2724.18																																	
Balance on Current Account	£ 2415.02																																	

	<p>iii. It was resolved to apply for a Certificate of Exemption for smaller authorities. Prop Cllr Wren seconded Cllr Verity, carried unanimously. The certificate was signed by the chair.</p> <p>e) Bank to be informed of new chairman.</p>	Cllr PW
10.	<p>Current Issues</p> <p>a) Code of Conduct. The code of conduct was read and signed by all councillors b) Defibrillator. Delivery 4-6 weeks after cheque received. c) Lorries in Village/Parking – proposed mirror. No report</p>	
11.	<p>Reports</p> <p>a. Footpaths: PA 13 overgrown with crop, Clerk to write to Fix my Street. Notification received of a Section 119 Diversion Twywell - Public Footpath PA3 (part) and Public Footpath PA4 (part). This being adjacent to Blackwells Barn. b. Tree: No report. c. Flood: No report d. Allotments: No report e. Planning Applications Cllr Green took no part in this section. . 19/00348/FUL Planning consent given 19/00867/FUL Notification of garage and landscaping at Old Normandy House received</p>	Clerk
12.	<p>Correspondence Received None</p>	
13.	<p>Matters for Discussion</p> <p>a. Councillor Responsibilities.- To be prioritised in the year ahead. b. Volunteer Task Force – Meeting to be arranged.</p>	
14	<p>Health and Safety</p> <p>a. Items within village No new issues b. Items for Parish Council No new issues It was suggested an asset register be prepared on the condition of the Council assets in the village.</p>	
15.	<p>Any other business</p> <p>a) Data protection officer (DPO). It was noted that NCALC was appointed as DPO for 2019-20, , however the council is the Data Controller, and as such, needs to have the relevant policies and procedures in place to ensure data breaches do not occur. It was resolved to agree to the Twywell Parish Data Protection Policy 2019-20. Prop Cllr Wern seconded Cllr Verity carried unanimously b) The clerk reported that East Northants Council had advertised that funding was available to community projects. c) Public spaces. Clerk to look into the status of the greens within Twywell</p>	Clerk
16.	<p>Next Meetings</p> <p>Next TPC meeting in in St Nicholas Church on Thursday 18th July 2019 at 7.30 pm.</p>	

There being no other business the meeting closed at 9.23pm.

Signed:

Chair

Date: