

# Twywell Parish Council

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## Agenda for Parish Council Meeting on Tuesday 5<sup>th</sup> March 2024 from Helen Keech - Twywell Parish Clerk

<b>Date</b>	5 <sup>th</sup> March 2024	<b>Time</b>	7pm
<b>Meeting held at</b>	MacQueen House, Twywell, Kettering, NN14 3AH		
<b>To the members of the council</b>	Cllr Wendy Brackenbury (Chair) Cllr Marc Dryburgh, Cllr Peter Moynehan, Cllr James Totten	Cllr David Brackenbury, Cllr Seamus Leahy, Cllr Geoff Shacklock.	
<b>You are summoned to attend the</b>	Meeting of Twywell Parish Council to be held on the above date, time and place for transacting the following business.		
<b>Discussion / Agenda</b>			
0324.15	<b>Apologies</b> - members to approve apologies for absence.		
0324.16	<b>Declaration of interests</b> - members to declare any pecuniary or prejudicial interests in relation to items on the agenda.		
0324.17	<b>Minutes of meeting - 9<sup>th</sup> January 2024.</b> The minutes of the meeting to be confirmed as a correct record.		
0324.18	<b>Public Session (*)</b> - The council welcomes the participation of residents and will receive and process comments and questions from members of the public/press in accordance with the Standing Orders.		
0324.19	<b>Green Way Project</b> - Meeting on 24 <sup>th</sup> January 2024 (Cllr JT scheduled to attend)		
0324.20	<p><b><u>CLERKS UPDATE &amp; CORRESPONDANCE</u></b></p> <p><b>TRAINING</b></p> <p>Clerk is booked on 'The New Clerks Finance' provided by NALC on 28 February 2024 10:00-11:30 and 'Year End' provided by NALC on 7th March 2024 10.00 - 11am Cllr JT is booked on 'Off to a Flying Start' provide by NALC on 15 May 2024 6.30-9pm (online).</p>		

	<p><b><u>POLICES</u></b></p> <p>Twywell Parish Council Financial Regulations 2019 - Updated by clerk and ready to be approved by council (emailed to Cllrs on 27.10.2023 - Cllr JT on 20.02.2024)</p> <p>Twywell Parish Council Risk Assessment - Updated by new clerk and ready to be approved by council (emailed to Cllrs on 11.2023 - Cllr JT on 22.02.2024)</p> <p>Twywell Parish Council Standing Orders - Updated by new clerk and ready to be approved by council (emailed to Cllrs on 24.02.2024)</p> <p>Twywell Parish Council Declaration of acceptance of office - Updated by new clerk and ready to be approved by council (emailed to Cllrs on 01.12.2023)</p> <p>Twywell Parish Council Electronic Summons Consent Form - Updated by new clerk and ready to be approved by council (emailed to Cllrs on 01.12.2023)</p> <p>Twywell Parish Council GDPR Cllrs Resignation Checklist - Updated by new clerk and ready to be approved by council (emailed to Cllrs on 01.12.2023)</p> <p>Twywell Parish Council GDPR Cllrs Resignation Checklist - Updated by new clerk and ready to be approved by council (emailed to Cllrs on 01.12.2023)</p> <p>Twywell Parish Council Members Code of Conduct - Updated by new clerk and ready to be approved by council (emailed to Cllrs on 01.12.2023)</p> <p>Twywell Parish Council Members Register - Updated by new clerk and ready to be approved by council (emailed to Cllrs on 01.12.2023)</p> <p>Clerk is currently working on the below polices which are in place for the TPC but need to be revised for the audit</p> <ul style="list-style-type: none"> <li>○ <b>Terms of reference for committees</b></li> <li>○ <b>Officer delegated authority scheme</b></li> <li>○ <b>Publication scheme (FOI scheme)</b></li> <li>○ <b>Disciplinary and grievance policy</b></li> <li>○ <b>Complaints policy</b></li> </ul> <p><b>Website/Emails</b> - As per an NALC email the Twywell Parish Council are required to update to a <b>.gov.uk</b> domain name - The clerk has email the advisors for help with the changeover.</p>
0324.21	<p><b><u>FINANCES / ACCOUNTS</u></b></p> <p>The current account balance stands at £16,584.39 on 22<sup>nd</sup> February 2024. The figure above does not take into account any transactions below or the savings the current account is 'holding' for Lottery Grant, Transparency Code, Allotments etc.</p> <p><b>Invoices</b> - received and payments to be raised for the following:</p>

	<p>Payments were raised on Unity bank for 4x Npower bill and Girl Guide’s hall hire - however these have not gone through the account (query has been raised with bank) hence no change on the balance from last meeting. Awaiting outcome before creating duplicate payments as it is very clear from January’s invoice that no payments have not been processed.</p> <ul style="list-style-type: none"> <li>- Payments still waiting to be raised - Removal of Christmas Tree - Informed by SF that Tony paid Young Farmers at time of collection</li> <li>- Items to repair allotment gate - awaiting information from receipt</li> <li>- Costs of payments to be raise for training (Cllrs &amp; Clerk)</li> </ul> <p><b>Bank Signatories</b> - Work in progress with Cllrs SL &amp; JT. Clerk is also waiting on reply from Unity bank on costs for saving account.</p> <p><b>Precept</b> - Has been applied for 2024/25 of £7,463.00 to North Northants Council</p>
0324.22	<p><b><u>COMMUNITY MATTERS</u></b></p> <p><b>HIGHWAYS</b></p> <p><b>Street Lighting</b></p> <p><b>ELECTRIC BILL</b> (Street Lighting) - Clear Utility Solutions can save the TPC £761.00 a year, compared to the current supplier (Npower) with YU Energy (Council Basket Supplier). This is fixed for three years.</p> <p>YU Energy are one of our most trusted suppliers and are keen to take on UMS supplies, Clear Utility Solutions have placed a large number of councils with them and have always come up trumps. Their tech driven approach to the industry gives them the competitive edge over other suppliers, meaning you will more than likely get the cheapest quote from them.</p> <p>TPC have added you to the NALC Council basket meaning included in the above tariffs is a group discount. - Above is information received in an email.</p> <p><b>STREET LIGHTS</b> - have been upgraded / replaced on 23.02.2024 - Cllr MD has more information to bring to us on them.</p> <p><b>PLANNING APPLICATIONS</b></p> <p>To consider the following planning applications -</p> <p>Planning Application Consultation NE/24/00103/FUL The Old Post Office Lower Street - Replacement of external windows and doors. Location: Twywell Kettering NN14 3AH</p> <p>Outcomes of previous applications -</p> <ul style="list-style-type: none"> <li>- Planning Application Consultation NE/23/ 00843/LBC - Manor Farm - Approved</li> </ul>

	<ul style="list-style-type: none"> <li>- Planning Application Consultation NE/23/ 00843/FUL - Manor Farm - Approved</li> <li>- Planning Application Consultation NE/24/00017/TCA - The Old Bakery - no objection to the works proposed.</li> <li>- Planning Application Consultation NE/23/01328/FUL - Gardeners Cottage - Approved</li> </ul> <p><b>ALLOTMENTS</b></p> <p>Cllrs JT, MD and Clerk are trying to update the records they inherited for the two plots and create new tenancy agreements / plans for plots etc.</p> <p>Need to start April 2024 with a fresh approach and therefore the allotments need a good tidy up. We are proposing the hire of a skip to remove rubbish from the two sites, the skip will be placed in the bottom allotment to avoid road charges - Cost for a 8 yrd skip are</p> <ul style="list-style-type: none"> <li>• Waste online £312.00 including VAT (£260.00 without VAT)</li> <li>• Mick George £222.00 + VAT</li> <li>• Kettering Skip Hire £227 + VAT</li> </ul> <p>Points too be noted from discussion held on 08.02.2024 and for councillor to consider actions</p> <ul style="list-style-type: none"> <li>• Look at the allotment advisor for guidance on a survey of the allotments</li> <li>• Check sizing of allotments to determine an accurate measurements.</li> <li>• Rent to remain the same if allotment holders choose to pay via BACS transactions, if this is not possible then an additional twenty pence per pole applied to cover extra administrative tasks.</li> <li>• Investigate potential asbestos on site and arrange for removal if found.</li> <li>• Create new contracts for allotment holders and update database.</li> <li>• Refer to allotment advisor for proprietor’s commitments to boundary fencing and possible water for both allotments.</li> <li>• Ensure that the allotments are used according to tenancy agreements and if anyone found in breach of these rules will be requested to leave.</li> </ul>
0324.23	<p><b>Clerk</b> - Request by chair</p> <ul style="list-style-type: none"> <li>- Clerk hours.</li> <li>- DCK Payroll - Clerk has a contract of employment by council in the capacity of ‘Clerk and Responsible Finance Officer’ therefore they are required be paid by a payroll company. DCK is approved NACL.</li> <li>- Cllrs to bring ‘points’ to committee for clerk to investigate.</li> </ul>
0324.24	<b>Items for next meeting or general interest</b>
0324.25	<p><b>Dates for future meetings</b> - McQueen House has been booked by clerk for</p> <p>5<sup>th</sup> March 2024</p> <p>7<sup>th</sup> May 2024 - Annual General Meeting</p> <p>9<sup>th</sup> July 2024</p> <p>9<sup>th</sup> September 2024</p> <p>12<sup>th</sup> November 2024</p>
0324.26	<b>Close of Meeting</b>

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Signed

*Mrs H Keech*

Helen Keech  
Clerk to Twywell Parish Council

(\* Members of the public are encouraged to address the Council at this point in the meeting through the Chair in relation to any item on the Agenda. The maximum time limit for this item is 15 minutes, in accordance with the Standing Orders adopted by the Council.

Please note, this is a public meeting and you may be filmed, recorded and published.

Copies of all council papers are available to download at [www.twywellparishcouncil.co.uk](http://www.twywellparishcouncil.co.uk)