

Twywell Parish Council

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Interim Parish Council Meeting Minutes

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| Date | Tuesday 5 th March 2024 | Time | 7pm – 8.19pm |
| Meeting held at | MacQueen House, Twywell, Kettering, NN14 3AH | | |
| Present (Parish Cllrs (PC)) | Councillor Wendy Brackenbury (Chair), Councillor David Brackenbury (DB). Councillor Geoff Shacklock (GS), Councillor Marc Dryburgh (MD), Councillor Seamus Leahy (SL), Councillor James Totten (JT), Councillor Peter Moynehan (PM) Members of the public in attendance (11) | | |
| Apologies | None | | |
| Minutes taken by | Helen Keech - Clerk to Twywell Parish Council | | |
| Discussion | Action | | |
| 0324.15 | Apologies - to receive and approve apologies for absence. | RESOLVED: That none were given at this meeting. | |
| 0324.16 | Declaration of interests - members to declare any pecuniary or prejudicial interests in relation to items on the agenda. | RESOLVED: That none were given at this meeting. | |
| 0124.17 | Minutes of meeting - 9th January 2024. The minutes of the meeting confirmed as a correct record. | RESOLVED: Minutes signed by the chair as a correct record of the meeting. (SL/GS) | |
| 0324.18 | PUBLIC SESSION Street Lights - Residents expressed their happiness about the new lights and how they were working much better. Twywell Vicar - Came to the meeting to say 'Hello' to the villagers and TPC. | Clerk informed Vicar and Sean Flanagan that there is a page | |

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| | <p>Summer Festival - It has been a few years since Twywell has had its traditional fete on the second weekend in June. This also coincides with the 'D-Day celebrations' and will be a great community event. The church has asked if the lottery funds can be made available to help fund this.</p> | <p>dedicated to the church on the TPC website for their use.</p> |
| 0324.19 | <p>Green Way Project</p> <p>Cllrs JT was due to attend this meeting - however, he informed the council that the times had changed to 14.00-16.00hrs and therefore he was unable to attend.</p> <p>Cllr GS attended the meeting between 10-12hrs. It was a feasibility study through the Hills & Dales and Woodland Trust. Cllr DB commented that it was going to be quite a project.</p> | |
| 0324.20 | <p><u>CLERKS UPDATE & CORRESPONDANCE</u></p> <p>Update / New policies</p> <p>Twywell Parish Council Financial Regulations 2019</p> <p>Twywell Parish Council Risk Assessment</p> <p>Twywell Parish Council Standing Orders</p> <p>Twywell Parish Council Declaration of acceptance of office</p> <p>Twywell Parish Council Electronic Summons Consent Form</p> <p>Twywell Parish Council GDPR Cllrs Resignation Checklist</p> <p>Twywell Parish Council Members Code of Conduct</p> <p>Twywell Parish Council Members Register</p> | <p>RESOLVED: Council accepted the new policies (MD/SL)</p> <p>Clerk to upload policies onto the website.</p> |
| 0324.21 | <p><u>FINANCES / ACCOUNTS</u></p> <p>The current account balance stands at £16,584.39 on 22nd February 2024. The figure above does not take into account any transactions below or the savings the current account is 'holding' for</p> | |

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| | <p>Lottery Grant, Transparency Code, Allotments etc.</p> <p>Invoices - Clerk to re-raise the payments from January 2024 minutes.</p> <p>Clerk is still trying to get a receipt from young farmers for Christmas tree removal</p> <p>Savings account - There will be no cost to opening a savings account with Unity Bank and the interest will be around 2.77% AER.</p> <p>Bank Signatories - Work in progress with SL & JT.</p> <p>Precept - Has been applied for 2024/25 of £7,463.00 to North Northants Council</p> | <p>Clerk to action</p> <p>No outcome - bring to next meeting</p> <p>RESOLVED:</p> |
| 0324.22 | <p><u>COMMUNITY MATTERS</u></p> <p><u>HIGHWAYS</u></p> <p>Street Lighting - Cllr MD discussed the possibility of changing the photocells on the lights to timed one and having the lights off during the night (suggestion was 0.00 - 05.00 hrs).</p> <p>It was also stated by the public that the street light by the farm is still not working.</p> <p>ELECTRIC BILL (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>Cllrs MD, SL & Clerk met with Highways on 19th February 2024. The discussion was around the ongoing various issues within the village.</p> <ul style="list-style-type: none"> - Overflow water at top of village (0124.10) This is a hazard and needs urgent attention. - Pond and trees in middle of village. Informed that road side belonged to highways. We will need to apply for a special licence for the TPC to cut down | <p>RESOLVED: Cllrs disagreed to this proposal.</p> <p>Cllr SL said the power pack needs turning back on - SL to action</p> <p>RESOLVED: All councillors agreed to the change of supplier (PM/MD) - Clerk to action.</p> |

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| <p>0324.22</p> | <p>the trees, but this should be in September 2024.</p> <ul style="list-style-type: none"> - Christmas tree - Highways need to 'check the ground' before a permanent tree can be planted, although this has now changed to a tree only being placed during the festive period. - Village Gates - Inspection is need from highways, grants and licences to be applied for. <p>We are currently waiting email feedback to the above from highways.</p> <p><u>PLANNING APPLICATIONS</u></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"> - Planning Application Consultation NE/23/ 00843/LBC - Manor Farm - APPLICATION PERMITTED - Planning Application Consultation NE/23/ 00843/FUL - Manor Farm - APPLICATION PERMITTED - Planning Application Consultation NE/24/00017/TCA - The Old Bakery - no objection to the works proposed. - Planning Application Consultation NE/23/01328/FUL - Gardeners Cottage - APPLICATION PERMITTED <p><u>ALLOTMENTS</u></p> <p>Long discussion held over ordering two skips and the cost implications to the allotment fund to removed general rubbish from sites.</p> <p>Allotments officer to meet with Wayne Briggs to discuss ongoing events. Informed potential asbestos in overgrown hedgerow.</p> | <p>Clerk to chase.</p> <p>RESOLVED: No comment from Cllrs. Clerk to inform planning.</p> <p>RESOLVED: Noted</p> <p>RESOLVED: Noted</p> <p>RESOLVED: Noted</p> <p>RESOLVED: Noted</p> <p>RESOLVED: two skips to be ordered (GS/DB) - Clerk to action.</p> <p>Cllr JT to action</p> |
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| | Cllrs JT, MD and Clerk to meet and look at tenancy agreements and 'Rules & Regulations' for the allotments. | Cllrs JT/MD and Clerk to arrange. |
| 0324.23 | <p>Clerk - Request by chair</p> <p>Clerk Hours - It is clear that three hours are not adequate. Propose to increase to 5 hours a week.</p> <p>Clerk has worked 175 hrs since 08.08.2023 which includes extra hours. (Information available)</p> <p>DCK Payroll - Clerk has a contract of employment by council in the capacity of 'Clerk and Responsible Finance Officer'. DCK is approved NACL.</p> <p>Cllrs to bring 'points' to committee for clerk to investigate.</p> | <p>RESOLVED: All councillors agreed to increase clerk's hours (PM/SL).</p> <p>RESOLVED: All councillors agreed to clerk's hours (PM/SL).</p> <p>RESOLVED: Previously agreed for clerk to use as payroll company (0124.05)</p> <p>RESOLVED: Noted</p> |
| 124.12 | <p>Items for next meeting or general interest</p> <p>To approve the following policies</p> <p>TPC ICO Publication Scheme</p> <p>TPC Grievance Policy</p> <p>TPC Disciplinary Policy</p> <p>TPC Festival Committee Policy</p> <p>TPC Scheme of Delegation</p> <p>TPC Complaints Procedure</p> <p>Highways - Applying for licences - TPC to agree to prune trees in middle of village.</p> <p>Savings Account with Unity Bank - Do we want one?</p> | |
| 0124.13 | <p>Dates for future meetings -</p> <p>7th May 2024 - Annual General Meeting</p> <p>9th July 2024</p> <p>9th September 2024</p> <p>12th November 2024</p> | <p>RESOLVED: all councillors agreed to the dates.</p> <p>MacQueen house is booked</p> |
| 0124.14 | <p>Close of Meeting</p> <p>Due to no other business the chair closed the meeting at 8.19pm</p> | |

Approved & Signed by Cllr Wendy Brackenbury on 16th April 2024

Mrs Wendy Brackenbury
Chair to Twywell Parish Council