

Twywell Parish Council

Parish Clerk
2 Gordon Terrace
Twywell
Northamptonshire
NN14 3AH

Telephone: 07960 214820
E-mail: clerk@twywellparish council.co.uk
Web: www.twywellparishcouncil.co.uk



Agenda for Extraordinary Parish Council Meeting on Tuesday 16th April 2024 from Helen Keech - Twywell Parish Clerk

Date	16 th April 2024	Time	7pm
Meeting held at	MacQueen House, Twywell, Kettering, NN14 3AH		
To the members of the council	Cllr Wendy Brackenbury (Chair) Cllr David Brackenbury, Cllr Marc Dryburgh, Cllr Seamus Leahy, Cllr Peter Moynehan, Cllr Geoff Shacklock. Cllr James Totten		
You are summoned to attend the	Meeting of Twywell Parish Council to be held on the above date, time and place for transacting the following business.		
Discussion / Agenda			
0424.27	To receive and approve reasons for apologies - members to approve apologies for absence (LGA 1972 Sch12, para 40).		
0424.28	To receive declaration of interests - members to declare any pecuniary or prejudicial interests in relation to items on the agenda (Localism act 2011 and the relevant authorities (DPI) regulations 2012).		
0424.30	Minutes of meeting - 5th March 2024. The minutes of the meeting to be confirmed as a correct record (LGA 1972 Sch12 P41(1)).		
0424.31	Public Session (*) - 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.		
0324.32	<u>CLERKS UPDATE & CORRESPONDANCE</u> <u>POLICES - To approve the following new polices</u> Twywell Parish Council - ICO Publication Scheme - Updated by clerk and ready to be approved by council (emailed to Cllrs on 27.10.2023 - Cllr JT on 20.02.2024) Twywell Parish Council - Grievance Policy - Updated by clerk and ready to be approved by council (emailed to Cllrs on 27.10.2023 - Cllr JT on 20.02.2024) Twywell Parish Council - Disciplinary Policy - Updated by clerk and ready to be approved by council (emailed to Cllrs on 27.10.2023 - Cllr JT on 20.02.2024)		

	<p>Twywell Parish Council Festival Committee Policy - 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 Scheme of Delegation - 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 Complaints Procedure - Updated by clerk and ready to be approved by council (emailed to Cllrs on 17.03.2024)</p> <p>Website/Emails - Twywell Parish Council are required to update to a .gov.uk domain name - The clerk attended a training session on this. Our next steps are to decide what the TPC want them to provide and cost out an approved provider - Cllrs emailed this information on 18.03.2024.</p>																																								
0324.33	<p><u>FINANCES / ACCOUNTS</u> (Accounts & Audit 2015 Reg 4)</p> <p>The current account balance stands at £16,694.39 on 31st March 2024.</p> <p>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>Invoices - received and payments to be raised for the following</p> <p>Payments re-raised on Unity bank for 4x Npower bill and Girl Guide’s hall hire.</p> <ul style="list-style-type: none"> - Payments still waiting to be raised - Removal of Christmas Tree - Informed by SF that Tony paid Young Farmers at time of collection - Need invoice from Young Farmers <table border="1" data-bbox="363 1301 1423 2087"> <thead> <tr> <th>DATE</th> <th>TO WHOM</th> <th>REASON</th> <th>COST</th> <th>POWERS & DUTIES</th> </tr> </thead> <tbody> <tr> <td>09.01.2024</td> <td>Girl Guides</td> <td>Hire of hall for TPC Meeting</td> <td>£40.00</td> <td>LGA 1972 SS 133</td> </tr> <tr> <td>05.04.2023</td> <td>Npower</td> <td>Street Lighting</td> <td>£249.97</td> <td>PCA 1957 S3 & HWA 1980 S301</td> </tr> <tr> <td>05.07.2023</td> <td>Npower</td> <td>Street Lighting</td> <td>£323.74</td> <td>PCA 1957 S3 & HWA 1980 S301</td> </tr> <tr> <td>04.10.2023</td> <td>Npower</td> <td>Street Lighting</td> <td>£346.53</td> <td>PCA 1957 S3 & HWA 1980 S301</td> </tr> <tr> <td>04.01.2024</td> <td>Npower</td> <td>Street Lighting</td> <td>£564.91</td> <td>PCA 1957 S3 & HWA 1980 S301</td> </tr> <tr> <td>05.03.2024</td> <td>Girl Guides</td> <td>Hire of hall for TPC Meeting</td> <td>£40.00</td> <td>LGA 1972 SS 133</td> </tr> <tr> <td>01.06.2023</td> <td>S. Flanagan</td> <td>Repairs to Allotment Gate</td> <td>£93.49</td> <td>SH & A Act 1908 -</td> </tr> </tbody> </table>	DATE	TO WHOM	REASON	COST	POWERS & DUTIES	09.01.2024	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133	05.04.2023	Npower	Street Lighting	£249.97	PCA 1957 S3 & HWA 1980 S301	05.07.2023	Npower	Street Lighting	£323.74	PCA 1957 S3 & HWA 1980 S301	04.10.2023	Npower	Street Lighting	£346.53	PCA 1957 S3 & HWA 1980 S301	04.01.2024	Npower	Street Lighting	£564.91	PCA 1957 S3 & HWA 1980 S301	05.03.2024	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133	01.06.2023	S. Flanagan	Repairs to Allotment Gate	£93.49	SH & A Act 1908 -
DATE	TO WHOM	REASON	COST	POWERS & DUTIES																																					
09.01.2024	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133																																					
05.04.2023	Npower	Street Lighting	£249.97	PCA 1957 S3 & HWA 1980 S301																																					
05.07.2023	Npower	Street Lighting	£323.74	PCA 1957 S3 & HWA 1980 S301																																					
04.10.2023	Npower	Street Lighting	£346.53	PCA 1957 S3 & HWA 1980 S301																																					
04.01.2024	Npower	Street Lighting	£564.91	PCA 1957 S3 & HWA 1980 S301																																					
05.03.2024	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133																																					
01.06.2023	S. Flanagan	Repairs to Allotment Gate	£93.49	SH & A Act 1908 -																																					

				SS 23,26, 42
15.03.2024	NCALC	Yr End and Transparency Training (Clerk)	£39.60	LGA 1972 S175
29.03.2024	Tata Steel	Allotment rent (09.23 - 03.24)	£196.87	SH & A Act 1908 - SS 23,26, 42
31.03.2024	Unity Bank	Service Charge	£18.00	
04.04.2024	Npower	Street Lighting	£590.11	PCA 1957 S3 & HWA 1980 S301
04.04.2024	NCALC	NCALC Membership + Based of Electorate Internal Audit Service Data Protection Officer Service	£343.10	LGA 1972 S175
11.04.2024	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133
16.04.2024	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133

Income into Twywell Parish Account

DATE	PAYEE	REASON	AMOUNT	POWERS & DUTIES
06.03.2024	S Coales	Allotment Rent	£100.00	SH & A Act 1908 - SS 23,26, 42
13.03.2024	S Weston	Allotment Rent	£28.00	SH & A Act 1908 - SS 23,26, 42
02.04.2024	J Totten	Allotment Rent	£56.00	SH & A Act 1908 - SS 23,26, 42
02.04.2024	Mayes	Allotment Rent	£28.00	SH & A Act 1908 - SS 23,26, 42
02.04.2024	Oakley	Allotment Rent	£21.00	SH & A Act 1908 - SS 23,26, 42
02.04.2024	Bray	Allotment Rent	£56.00	SH & A Act 1908 - SS 23,26, 42

02.04.2024	Chell	Allotment Rent	£15.00	SH & A Act 1908 - SS 23,26, 42
03.04.2024	S Coales	Allotment Rent (Balance)	£40.00	SH & A Act 1908 - SS 23,26, 42
03.04.2024	Robertson	Allotment Rent	£14.00	SH & A Act 1908 - SS 23,26, 42
04.04.2024	Dryburgh	Allotment Rent	£28.00	SH & A Act 1908 - SS 23,26, 42

Savings Account - information supplied at the last meeting (03.24.21) but no decision was made - Does the TPC require a savings account?

Bank Signatories - Work in progress with Cllrs SL & JT. JT information sent to Unity Bank and awaiting approval. SL to sign paperwork and supply information requested by Unity Bank.

External Audit - Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities Clerk has received email from PKF Littlejohn regarding the external audit and AGAR.

Completed by clerk

- **Certificate of Exemption** - AGAR 2022/23 Form 2 - Completed by clerk - to be signed as correct by Chair and RFO when approved in meeting.
- **Annual Governance Statement 2022/23** - Completed by clerk - to be signed as correct Chair and Clerk when approved in meeting
- **Accounting Statements 2022/23** - Completed by clerk / RFO - to be signed as correct by Chair when approved in meeting.

0324.34	<p><u>COMMUNITY MATTERS</u></p> <p><u>HIGHWAYS</u></p> <p>Applying for licences - Need to prioritise which area in the village to apply for first (Pond, Trees, Village gates, Bottom Green (planters and sign). Currently awaiting feedback from NNC from meeting in February (Clerk to follow up on).</p> <p>Clear Utility Solutions - Clerk has applied for transfer for change of energy supplier - Awaiting update.</p> <p><u>PLANNING APPLICATIONS</u> (Town & Country Planning Act 1990 Sch 1 para 8.) (current information can be found on the TPC website under planning)</p>
---------	--

To consider the following planning applications -

- **NE/24/00230/FUL** | Conversion of redundant barn to residential dwelling (Use Class C3). | Home Farm Buildings Lower Street Twywell NN14 3AH

The councillors were consulted via email due to the response date being 12.04.2024 - The council made the decision of '**Recommend Approval (Support)**' for the planning application NE/24/00230/FUL

- **NE/24/00235/LBC** | External structural repairs and new roof, along with internal repair/alterations to facilitate bringing the bathroom indoors and associated works as per submitted Schedule of works and Design and Access statement | Home Farm Buildings Lower Street Twywell NN14 3AH

The councillors were consulted via email due to the response date being 12.04.2024 - The council made the decision of '**Recommend Approval (Support)**' for the planning application NE/24/00235/LBC

- **NE/24/00232/FUL** | External structural repairs and new roof, along with internal repair/alterations | 1 Home Farm Cottages Lower Street Twywell Kettering NN14 3AH

The councillors were consulted via email due to the response date being 12.04.2024 - The council made the decision of '**Recommend Approval (Support)**' for the planning application NE/24/00232/FUL

- **NE/24/00233/LBC** | External structural repairs and new roof, along with internal repair/alterations to facilitate bringing the bathroom indoors and associated works as per submitted Schedule of works and Design and Access statement | 1 Home Farm Cottages Lower Street Twywell Kettering NN14 3AH

The councillors were consulted via email due to the response date being 12.04.2024 - The council made the decision of '**Recommend Approval (Support)**' for the planning application NE/24/00233/LBC

- **NE/24/00234/FUL** | External structural repairs and new roof, along with internal repair/alterations | 2 Home Farm Cottages Lower Street Twywell NN14 3AH

The councillors were consulted via email due to the response date being 12.04.2024 - The council made the decision of '**Recommend Approval (Support)**' for the planning application NE/24/00234/FUL

- **NE/24/00235/LBC** | External structural repairs and new roof, along with internal repair/alterations to facilitate bringing the bathroom indoors and associated works as per submitted Schedule of works and Design and Access statement | 2 Home Farm Cottages Lower Street Twywell NN14 3AH

	<p>The councillors were consulted via email due to the response date being 12.04.2024 - The council made the decision of 'Recommend Approval (Support)' for the planning application NE/24/00235/LBC</p> <p>Outcomes of previous applications -</p> <ul style="list-style-type: none"> - Planning Application Consultation NE/23/01277/FUL - Martins Yard (High Street) - Conversion of two attached disused agricultural barns to a residential dwelling (use class C3). WITHDRAWN - Planning Application Consultation NE/24/00103/FUL - Replacement of external windows and doors. The Old Post Office Lower Street Twywell Kettering NN14 3AH REFUSED 				
0324.35	<p>Allotments - Allotments officer Cllr J Totten</p> <p>Email received from a villager - <i>'I have previously written to mention that vehicular access to your allotments, from which you take income, has increased with contingent damage to The Lane. Thus, puddling is increasing. Perhaps you could contribute from the proceeds of allotment rental to the gravel surfacing protecting the route?'</i> Clerk and Allotments officer are working together on this.</p> <p>Skips - On hold as unsure of amounts in allotment funds, and cost of removing potential asbestos.</p> <p>Potential Asbestos - Update from allotments officer</p> <table data-bbox="357 1182 1070 1256"> <tr> <td>Oracle Solutions</td> <td>£1,075.00 + VAT</td> </tr> <tr> <td>TES Environmental Services Limited</td> <td>£495.00 + VAT</td> </tr> </table> <p>Communication with TATA - Cllr JT would like to discuss the possibility of buying the allotments and would like to start a chat with them about how we could go about either buying the allotments with a community-funded grant from the government or TATA 'gifting' the allotments to Twywell.</p> <p>Badger in the Plantation allotment - is creating havoc, we need to invest in animal proof fencing.</p>	Oracle Solutions	£1,075.00 + VAT	TES Environmental Services Limited	£495.00 + VAT
Oracle Solutions	£1,075.00 + VAT				
TES Environmental Services Limited	£495.00 + VAT				
0424.36	<p>Festival Committee - Sub-Committee to the Twywell Parish Council</p> <p>Lottery Grant - Decision on the future of the remaining funds to be made by the TPC</p> <p>Lottery Asset Register - Does any of the items bought in 2022 need adding to the register?</p> <p>The festival committee will now be a featured item on all TPC meetings so we can updated of any progress / feedback. Please see email update below from Dale (Sunday, March 17, 2024 8:55 AM)</p>				

	<i>'I understand that we should be reporting back to the PC. We have done this in the past but; apart from the annual audits, usually completed in November, and that we have given permission for the equipment to be used for village events, there has nothing to report since 2021. I shall ensure these audits, and any other Festival Committee information is reported back in future'.</i>
0324.37	Items for next meeting or general interest
0324.38	<p>Dates for future meetings - McQueen House has been booked by clerk for</p> <p>7th May 2024 AGM 9th July 2024 9th September 2024 12th November 2024</p> <p>All other committee meetings will be advised by way of a summons in the form of an agenda in line with statutory requirements.</p>
0324.39	Close of Meeting

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

FINANCE -	POWER & DUTIES	
KEY	ACT	Section
LGA 1972	Local Government Act	SS 133
PCA 1957	Parish Council Act 1957	S3
HWA 1980	High Ways Act 1980	S301
SH & A Act 1908	Small Holdings and Allotment Act 1908	SS 23,26, 42