

# Twywell Parish Council

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## Extraordinary Parish Council Meeting Minutes

<b>Date</b>	Tuesday 16 <sup>th</sup> April 2024	<b>Time</b>	19.00pm 20.46pm
<b>Meeting held at</b>	MacQueen House, Twywell, Kettering, NN14 3AH		
<b>Present (Parish Cllrs (PC))</b>	Councillor Wendy Brackenbury (Chair), Councillor Geoff Shacklock (GS), Councillor Marc Dryburgh (MD), Councillor James Totten (JT), Councillor Peter Moynehan (PM) Members of the public in attendance (6)		
<b>Apologies</b>	Councillor Seamus Leahy (SL), Councillor David Brackenbury (DB).		
<b>Minutes taken by</b>	Helen Keech - Clerk to Twywell Parish Council		
<b>Discussion</b>		<b>Action</b>	
0424.27	<p><b>Apologies</b> - to receive and approve apologies for absence. (LGA 1972 Sch12, para 40).</p> <p>Councillor David Brackenbury - Work commitments</p> <p>Councillor Seamus Leahy - Work commitments</p>	<p>RESOLVED: That Cllr's David Brackenbury &amp; Seamus Leahy absence be approved.</p>	
0424.28	<p><b>Declaration of interests</b> (Localism act 2011 and the relevant authorities (DPI) regulations 2012) – Members to declare any pecuniary or prejudicial interests in relation to items on the agenda.</p>	<p>RESOLVED: That none were given at this meeting.</p>	
0424.30	<p><b>Minutes of meeting</b> (LGA 1972 Sch12 P41(1) – <b>5<sup>th</sup> March 2024</b>. The minutes of the meeting confirmed as a correct record.</p>	<p>RESOLVED: Signed by the chair as a correct record of the meeting. (SL/GS)</p>	
0424.31	<b>PUBLIC SESSION</b>		

	<p>Concerns raised that villagers are paying for things that do not belong to the TPC with the increased precept.</p> <p>Why do we need licences to do the planned improvements (planter etc), when the villagers just do it.</p> <p>Street Light outside farm still not working</p>	<p>Clerk assured villagers that all outgoing costs were applicable to TPC.</p> <p>Clerk informed villagers that she would take on this task as it had not been resolved</p>
0324.32	<p><b><u>CLERKS UPDATE &amp; CORRESPONDANCE</u></b></p> <p><b>Updated / New policies</b></p> <p>Twywell Parish Council – ICO Publication Scheme – Updated by clerk and ready for approval by council.</p> <p>Twywell Parish Council – Grievance Policy – Updated by clerk and ready for approval by council.</p> <p>Twywell Parish Council – Disciplinary Policy – Updated by clerk and ready for approval by council.</p> <p>Twywell Parish Council Festival Committee Policy – Updated by clerk and ready for approval by council.</p> <p>Twywell Parish Council Scheme of Delegation – Updated by clerk and ready for approval by council.</p> <p>Twywell Parish Council Complaints Procedure – Updated by clerk and ready for approval by council.</p> <p><b>Website/Emails</b> – Twywell Parish Council are required to update to a <b>.gov.uk</b> 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>	<p>RESOLVED: Council accepted the new polices (PM/WB) – Clerk to upload polices onto the website.</p> <p>Festival committee requires two more TPC Cllr’s onto the committee.</p> <p>Discussion held and Cllrs decided to defer to next meeting, thus enabling to gain more information on this subject.</p>
0324.33	<p>The current account balance stands at £16,694.39 on 31<sup>st</sup> 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><b>Invoices</b> – 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>	

- 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, which despite all efforts Clerk has not been able to obtain.

RESOLVED:  
Unable to recover cost.

DATE	TO WHOM	REASON	COST	POWERS & DUTIES
09.01.24	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133
05.04.23	Npower	Street Lighting	£249.97	PCA 1957 S3 & HWA 1980 S301
05.07.23	Npower	Street Lighting	£323.74	PCA 1957 S3 & HWA 1980 S301
04.10.23	Npower	Street Lighting	£346.53	PCA 1957 S3 & HWA 1980 S301
04.01.24	Npower	Street Lighting	£564.91	PCA 1957 S3 & HWA 1980 S301
05.03.24	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133
01.06.23	S. Flanagan	Repairs to Allotment Gate	£93.49	SH & A Act 1908 – SS 23, 26, 42
15.03.24	NCALC	Yr End and Transparency Training (Clerk)	£39.60	LGA 1972 S175
29.03.24	Tata Steel	Allotment rent (09.23 – 03.24)	£196.87	SH & A Act 1908 – SS 23,26, 42
31.03.24	Unity Bank	Service Charge	£18.00	

RESOLVED: All Councillors approved costs.

04.04.24	Npower	Street Lighting	£590.11	PCA 1957 S3 & HWA 1980 S301
04.04.24	NCALC	NCALC Membership + Based of Electorate Internal Audit Service Data Protection Officer Service	£343.10	LGA 1972 S175
11.04.24	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133
16.04.24	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133

TPC only received one invoice for £40 for the two dates due only requiring the hall for 45 minutes in the 11.04.2024

**Income into Twywell Parish Account**

DATE	PAYEE	REASON	AMOUNT	POWERS & DUTIES
06.03.24	S Coales	Allotment Rent	£100.00	SH & A Act 1908 – SS 23, 26, 42
13.03.24	S Weston	Allotment Rent	£28.00	SH & A Act 1908 – SS 23, 26, 42
02.04.24	J Totten	Allotment Rent	£56.00	SH & A Act 1908 – SS 23, 26, 42
02.04.24	Mayes	Allotment Rent	£28.00	SH & A Act 1908 – SS 23, 26, 42
02.04.24	Oakley	Allotment Rent	£21.00	SH & A Act 1908 – SS 23, 26, 42
02.04.24	Bray	Allotment Rent	£56.00	SH & A Act 1908

NOTED by Cllrs

					– SS 23, 26, 42	
	02.04.24	Chell	Allotment Rent	£15.00	SH & A Act 1908 – SS 23, 26, 42	
	03.04.24	S Coales	Allotment Rent (Balance)	£40.00	SH & A Act 1908 – SS 23, 26, 42	
	03.04.24	Robertson	Allotment Rent	£14.00	SH & A Act 1908 – SS 23, 26, 42	
	04.04.24	Dryburgh	Allotment Rent	£28.00	SH & A Act 1908 – SS 23, 26, 42	
	<p><b>Savings Account</b> – information supplied at the last meeting (03.24.21) but no decision was made – Does the TPC require a savings account?</p> <p><b>Bank Signatories</b> – Work in progress with Cllrs SL &amp; JT. JT information sent to Unity Bank and awaiting approval. SL to sign paperwork and supply information requested by Unity Bank.</p> <p><b>External Audit</b> – 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</p> <ul style="list-style-type: none"> <li>• <b>Certificate of Exemption</b> – AGAR 2022/23 Form 2 – Completed by clerk – to be signed as correct by Chair and RFO when approved in meeting.</li> <li>• <b>Annual Governance Statement 2022/23</b> – Completed by clerk – to be signed as correct Chair and Clerk when approved in meeting</li> <li>• <b>Accounting Statements 2022/23</b> – Completed by clerk / RFO – to be signed as correct by Chair when approved in meeting.</li> </ul> <p>This has been completed by Clerk and shown to Chair, who requested it is emailed to all councillors.</p>					<p>RESOLVED: Council accepted having a savings account as long as no cost involved (PM/WB)</p> <p>Deferred to next meeting</p> <p>Deferred to next meeting</p> <p>Clerk has emailed to all Cllrs on 16.04.2024</p>
0324.34	<p><b><u>COMMUNITY MATTERS</u></b></p> <p><b><u>HIGHWAYS</u></b></p> <p><b>Applying for licences</b> – Need to prioritise which area in the village to apply for first (Pond, Trees, Village gates, Bottom</p>					<p>DEFERRED to next meeting</p>



	<p>and Design and Access statement   1 Home Farm Cottages Lower Street Twywell Kettering NN14 3AH</p> <p>The councillors were consulted via email due to the response date being 12.04.2024 – The council made the decision of '<b>Recommend Approval (Support)</b>' for the planning application NE/24/00233/LBC</p> <ul style="list-style-type: none"> <li>- <b>NE/24/00234/FUL</b>   External structural repairs and new roof, along with internal repair/alterations   2 Home Farm Cottages Lower Street Twywell NN14 3AH</li> </ul> <p>The councillors were consulted via email due to the response date being 12.04.2024 – The council made the decision of '<b>Recommend Approval (Support)</b>' for the planning application NE/24/00234/FUL</p> <ul style="list-style-type: none"> <li>- <b>NE/24/00235/LBC</b>   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</li> </ul> <p>The councillors were consulted via email due to the response date being 12.04.2024 – The council made the decision of '<b>Recommend Approval (Support)</b>' for the planning application NE/24/00235/LBC</p> <p>Outcomes of previous applications –</p> <ul style="list-style-type: none"> <li>- <b>Planning Application Consultation NE/23/01277/FUL</b> – Martins Yard (High Street) – Conversion of two attached disused agricultural barns to a residential dwelling (use class C3). <b>WITHDRAWN</b></li> <li>- <b>Planning Application Consultation NE/24/00103/FUL</b> – Replacement of external windows and doors. The Old Post Office Lower Street Twywell Kettering NN14 3AH <b>REFUSED</b></li> </ul>	<p>RESOLVED: Noted</p> <p>RESOLVED: Noted</p> <p>NOTED</p> <p>NOTED</p>
0324.35	<p><b>ALLOTMENTS - Allotments officer Cllr J Totten</b></p> <p><b>Email received from a villager</b> – '<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>RESOLVED: JT to report issue to street doctor and Clerk to email villager.</p>



0324.38	<b>Dates for future meetings -</b> 7 <sup>th</sup> May 2024 - Annual General Meeting 9 <sup>th</sup> July 2024 9 <sup>th</sup> September 2024 12 <sup>th</sup> November 2024	<b>RESOLVED:</b> all councillors agreed to the dates.  MacQueen house is booked
0324.39	<b>Close of Meeting</b> Due to no other business the chair closed the meeting at 20.46pm	

Approved & Signed by Cllr Wendy Brackenbury on 7<sup>th</sup> May 2024

Mrs Wendy Brackenbury  
 Chair to Twywell Parish Council

DRAFT