

Twywell Parish Council

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Agenda for Parish Council Annual General Meeting on Tuesday 7th May 2024 from Helen Keech - Twywell Parish Clerk

Date	7 th May 2024	Time	7pm
Meeting held at	MacQueen House, Twywell, Kettering, NN14 3AH		
To the members of the council	Clr Wendy Brackenbury (Chair) Clr Marc Dryburgh, Clr Peter Moynehan, Clr James Totten	Clr David Brackenbury, Clr Seamus Leahy, Clr Geoff Shacklock.	
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			
0524.40	Election of Chair - members are asked to formally appoint a chair for the Twywell Parish Council for the forthcoming year		
0524.41	Election of Vice Chair - members are asked to formally appoint a vice chair for the Twywell Parish Council for the forthcoming year		
0524.42	Clerk and Section 151 Officer (RFO) - formally approve Helen Keech into the roles stated from the 8 th August 2023 and for the forthcoming year.		
0524.43	To receive and approve reasons for apologies - members to approve apologies for absence (LGA 1972 Sch12, para 40).		
0524.44	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).		
0524.45	Minutes of meeting - 16th April 2024. The minutes of the meeting to be confirmed as a correct record (LGA 1972 Sch12 P41(1)).		
0524.46	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 Twywell Parish Council Standing Orders.		
0524.47	Festival Committee - Sub-Committee to the Twywell Parish Council As per the new Festival Committee policy, we need to elect two more Cllrs onto this sub-committee.		

	<p>Clerk has raised a payment for approval to TFH Gazebos (approved in 16.04.2024 meeting) for items requested.</p> <p>Income from hire of lottery equipment - To be discussed</p>
0524.48	<p>Allotments - Allotments officer Cllr J Totten</p> <p>Councillors are concerned that the Allotments are running at a loss. Cllrs met on Monday 29th April to review the allotments area and discussed a plan regarding potential work required. Clerk has again gone over previous cash flow sheets for income to try to source where 'Ring fence' money has come from.</p> <p>Potential Asbestos - Update on removal</p> <p>Communication with TATA - Reference Allotments officer having communications with Tata - Tata has requested that all communication is through the clerk.</p>
05.24.49	<p><u>CLERKS UPDATE & CORRESPONDANCE</u></p> <p>Website/Emails (deferred from 16.04.2024 - 0324.32) - 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 we want them to provide and cost out an approved provider - Cllrs emailed this information on 18.03.2024 & 30.04.2024.</p> <p>Street Light outside Farm - Clerk has completed form and email to Western Power - It will take up to 28 days to be fixed.</p> <p>NCC Communications - Clerk attended a drop in sessions at 'Raund's Library' on Tuesday 30th April 2024 and spoke about drain cleaning and run off water at top of village.</p> <p>Community Governance Review (CGR) - only comes around every decade or so and it is an opportunity for updating boundaries, number of councillors etc (information emailed to councillors on 28.04.2024).</p> <p><u>POLICES - Yearly review and readopted</u></p> <p>Twywell Parish Council Financial Regulations 2019</p> <p>Twywell Parish Council Risk Assessment - need to look at Allotments on this or have a separate R/A for allotments</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>Twywell Parish Council Complaints Procedure</p> <p>Twywell Parish Council - Disciplinary Policy</p> <p>Twywell Parish Council Festival Committee Policy</p> <p>Twywell Parish Council Scheme of Delegation</p> <p>Twywell Parish Council - ICO Publication Scheme</p> <p>Twywell Parish Council - Grievance Policy</p>																														
0524.50	<p><u>FINANCES / ACCOUNTS</u></p> <p>The current account balance stands at £21,649.27 on 28th April 2024. (Accounts & Audit 2015 Reg 4)</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>The precept was of £7, 463.00 was received into the TPC bank account on 23.04.2024</p> <p>Invoices - received and payments to be raised for the following (Accounts & Audit 2015 Reg 4)</p> <table border="1" data-bbox="363 1227 1426 1742"> <thead> <tr> <th>DATE</th> <th>TO WHOM</th> <th>REASON</th> <th>COST</th> <th>POWERS & DUTIES</th> </tr> </thead> <tbody> <tr> <td>24.04.2024</td> <td>DK Payroll Solutions</td> <td>Payroll Lite Services</td> <td>£90.00</td> <td>LGA 1972 SS 111</td> </tr> <tr> <td>05.04.2023</td> <td>TFH Gazebos</td> <td>Lottery Grant Money</td> <td>£980.98</td> <td>L&AA 1976 S7</td> </tr> <tr> <td>05.07.2023</td> <td>Zeta Specialist Lighting</td> <td>Street Light Improvements</td> <td>£4,703.52</td> <td>LGA 1972 S226</td> </tr> <tr> <td>15.03.2024</td> <td>NCALC</td> <td>Planning - Nuts & Bolts & Lunchtime Lowdown</td> <td>£62.40</td> <td>LGA 1972 S175 S143</td> </tr> <tr> <td>07.05.24</td> <td>Girl Guides</td> <td>Hire of hall for TPC Meeting</td> <td>£40.00</td> <td>LGA 1972 S175</td> </tr> </tbody> </table> <p>Savings Account - Clerk has emailed website address to all Cllrs for Unity bank savings account, awaiting feedback from Cllrs.</p> <p>Bank Signatories - Work in progress with Cllrs SL & JT.</p> <p>External Audit - External Audit (deferred from 16.04.2024 (0324.33)) – Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.</p>	DATE	TO WHOM	REASON	COST	POWERS & DUTIES	24.04.2024	DK Payroll Solutions	Payroll Lite Services	£90.00	LGA 1972 SS 111	05.04.2023	TFH Gazebos	Lottery Grant Money	£980.98	L&AA 1976 S7	05.07.2023	Zeta Specialist Lighting	Street Light Improvements	£4,703.52	LGA 1972 S226	15.03.2024	NCALC	Planning - Nuts & Bolts & Lunchtime Lowdown	£62.40	LGA 1972 S175 S143	07.05.24	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 S175
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	<p>This has been completed by Clerk and shown to Chair, who requested it be emailed to all councillors (emailed on 16.04.2024). Information also emailed to internal auditor.</p> <p>Certificate of Exemption – AGAR 2022/23 Form 2 – Completed by clerk – to be signed as correct by Chair and RFO once approved in meeting by all Cllrs</p> <p>Annual Governance Statement 2022/23 – Completed by clerk – to be signed as correct Chair and Clerk once approved in meeting by all Cllrs.</p> <p>Accounting Statements 2022/23 – Completed by clerk / RFO – to be signed as correct by Chair once approved in meeting by all Cllrs.</p> <p>2024 Internal Audit Report for AGAR - Received back from auditor and action points noted for addressing read to all councillors. Place on village notice boards 30.04.2024 and website 28.04.2024</p> <p>Explanation of variances forms - Completed by clerk / RFO – to be noted by all Cllrs as correct in meeting.</p>
0524.51	<p><u>COMMUNITY MATTERS</u></p> <p><u>HIGHWAYS</u></p> <p>Applying for licences - ‘What do we want for the village’ (improvements (Gates, Village Sign, Tree Pruning). Clerk has email highways and they are asking NCC to look at the gate site asap.</p> <p>Clear Utility Solutions - Clerk has re-applied for another transfer due to Npower refusing to release us out of contract because of an outstanding balance (this is now clear).</p> <p><u>PLANNING APPLICATIONS</u> (Town & Country Planning Act 1990 Sch 1 para 8.) <u>(current information can be found on the TPC website under planning)</u></p> <p>To consider the following planning applications -</p> <p>None</p> <p>Outcomes of previous applications -</p> <p>None</p>
0524.52	<p>Items for next meeting or general interest</p> <ul style="list-style-type: none"> • Village Hall funds - Update required from charity. • Village benches and notice boards - looking tired (need some love and attention)

0524.53	<p>Dates for future meetings - McQueen House has been booked by clerk for</p> <p>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>
0524.54	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

	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
L&AA 1976	Lotteries & Amusements Act	S7
LGA 1972	Local Government Act	S226