

Twywell Parish Council

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Annual General Meeting of Twywell Parish Council Meeting Minutes

Date	Tuesday 7 th May 2024	Time	19.00pm 20.37pm
Meeting held at	MacQueen House, Twywell, Kettering, NN14 3AH		
Present (Parish Cllrs (PC))	Councillor Wendy Brackenbury (Chair), Councillor Geoff Shacklock (GS), Councillor Marc Dryburgh (MD), Councillor James Totten (JT), Councillor Peter Moynehan (PM) Councillor Seamus Leahy (SL), Members of the public in attendance (8)		
Apologies	Councillor David Brackenbury (DB).		
Minutes taken by	Helen Keech - Clerk to Twywell Parish Council		
Discussion		Action	
0524.40	Election of Chair - members are asked to formally appoint a chair for the Twywell Parish Council for the forthcoming year	RESOLVED: That Cllr Wendy Brackenbury remain as Chair (SL, GS)	
0524.41	Election of Vice Chair - members are asked to formally appoint a vice chair for the Twywell Parish Council for the forthcoming year	RESOLVED: That Cllr James Totten is appointed as vice chair (MD,SL)	
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.	RESOLVED: All Cllrs agreed.	
0524.43	To receive and approve reasons for apologies - members to approve apologies for absence (LGA 1972 Sch12, para 40). Councillor David Brackenbury - Work commitments	RESOLVED: That Cllr David Brackenbury absence be approved.	

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).	RESOLVED: That none where given at this meeting.
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).	RESOLVED: Signed by the chair as a correct record of the meeting. All Cllrs agreed (PM/MD)
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. Overhanging trees on footpath by farm - Previous issues with this area and high ways have been involved. Oner previously has been invited to attend TPC meetings by Cllrs. Allotment Fencing - Cows are breaking through the fencing, although they have now moved fields. Woodford Turn - dangerous with cars pulling out of junction, all of residents in attendance agreed.	RESOLVED: Clerk to write a friendly letter to owner (PM,SL) Please refer to allotments section. Chair will email Highways
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. Clerk has raised a payment for approval to TFH Gazebos (approved in 16.04.2024 meeting) for items requested. Income from hire of lottery equipment - To be discussed	RESOLVED: Cllr's JT and SL where elected onto the committee. NOTED DEFERRED:
0524.48	Allotments - Allotments officer Cllr J Totten Councillors are concerned that the Allotments are running at a loss. Cllrs met on Monday 29 th April to review the allotments area and discussed a plan regarding potential work required. Clerk has	ONGOING: Allotment income covers rents but no other expenditure.

	<p>again gone over previous cash flow sheets for income to try to source where 'Ring fenced' money has come from.</p> <p>Potential Asbestos - Update on removal - Date booked for middle of May 2024</p> <p>Communication with TATA - Reference Allotments officer having communications with Tata - Tata has requested that all communication is through the clerk.</p>	<p>Allotments to be re-measured and polices to be updated.</p> <p>NOTED</p> <p>NOTED</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>Now fixed according to residents and they expressed their happiness that all the lights are now working in Twywell.</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>ONGOING: Clerk to look at cost and domain names</p> <p>RESOLVED</p> <p>RESOLVED: Drain has order no 474707 for jetting & CCTV. Regulations Team writing to land owner.</p> <p>RESOLVED: All Cllrs agreed to No change - Clerk to email CGR</p> <p>RESOLVED: All Cllrs agreed to readopt the policies with the exception of 'Twywell Parish Council Financial Regulations 2019' as a new policy has just been produce by NCAL.</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="365 1050 1220 1760"> <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 - Work in progress. Clerk to follow up.</p> <p>External Audit - External Audit (deferred from 16.04.2024 (0324.33) – Accounts and Audit Regulations 2015, the Local Audit</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	<p>NOTED</p> <p>RESOLVED: All Cllrs agreed to payments</p> <p>RESOLVED: All Cllrs agreed to Flexi Saver Account.</p>
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	<p>(Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.</p> <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.</p> <p>Audit report place on village notice boards 30.04.2024 and website 28.04.2024</p> <p>Cllrs wanted to address issues from internal audit,</p> <ul style="list-style-type: none"> - Clerk’s wages - Informed they are awaiting approval on the bank account, with DCK payroll now involved. - Debt Card - All Cllrs agreed the clerk should apply for card on the current account - clerk to look at required policy. - VAT126 - Informed Clerk had already applied for some VAT. Cllrs said we can claim for up to 4 years, Cllrs PM has taken on the task of finding previous invoices. - Allotments - continue to investigate funds <p>Explanation of variances forms - Completed by clerk / RFO – to be noted by all Cllrs as correct in meeting.</p>	<p>RESOLVED: All Cllrs agreed & signed by chair</p> <p>RESOLVED: All Cllrs agreed & signed by chair</p> <p>RESOLVED: All Cllrs agreed & signed by chair</p> <p>RESOLVED</p> <p>RESOLVED: All Cllrs agreed</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>ONGOING: Needs a grant application - Clerk to apply.</p> <p>RESOLVED: Change over happened today</p>

	<p>PLANNING APPLICATIONS (Town & Country Planning Act 1990 Sch 1 para 8.) (current information can be found on the TPC website under planning)</p> <p>To consider the following planning applications -</p> <p>None</p> <p>Outcomes of previous applications -</p> <p>NE/23/00962/OUT - Gordonville - Residential Development of 2 x No 4-bedroom single storey dwellings (All matters reserved except access) Re-submission of NE/22/01327/OUT - Refused</p>	NOTED
0524.52	<p>Items for next meeting or general interest</p> <ul style="list-style-type: none"> • Village Hall funds - Update required from registered charity. • Village benches and notice boards - looking tired (need some love and attention). <p>Twywell has three Unitary councillors on the parish council with access to empowerment funds for help with the above.</p>	<p>ONGOING: Council agreed to look at where funds sit.</p> <p>Clerk to investigate and apply for funds</p>
0324.38	<p>Dates for future meetings -</p> <p>9th July 2024 10th 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>	<p>RESOLVED: all councillors agreed to the dates.</p> <p>MacQueen house is booked</p>
0324.39	<p>Close of Meeting</p> <p>Due to no other business the chair closed the meeting at 20.37pm</p>	

Approved & Signed by Cllr Wendy Brackenbury on 9th July 2024

Mrs Wendy Brackenbury
Chair to Twywell Parish Council