

Twywell Parish Council



Parish Clerk
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NN14 3AH

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Parish Council Meeting Minutes

Date	Tuesday 16 th July 2024	Time	19.00pm 20.46pm
Meeting held at	MacQueen House, Twywell, Kettering, NN14 3AH		
Present (Parish Cllrs (PC))	Councillor Wendy Brackenbury (Chair (WB)), Councillor Geoff Shacklock (GS), Councillor Seamus Leahy (SL), Councillor Marc Dryburgh (MD), Councillor James Totten (Vice Chair JT)), Councillor Peter Moynehan (PM) Members of the public in attendance (9)		
Apologies	Councillor David Brackenbury (DB).		
Minutes taken by	Helen Keech - Clerk to Twywell Parish Council		
Discussion		Action	
0724.55	Apologies - to receive and approve apologies for absence. (LGA 1972 Sch12, para 40). Councillor David Brackenbury - Work commitments	RESOLVED: That Cllr's DB absence be approved.	
0724.56	Declaration of interests (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.	RESOLVED: That none were given at this meeting.	
0724.	Minutes of meeting (LGA 1972 Sch12 P41(1) – 7th May 2024 . The minutes of the meeting confirmed as a correct record.	RESOLVED: Signed by the chair as a correct record of the meeting. (PM/SL)	
0724.	PUBLIC SESSION Drains - Although one drain has been cleaned, near Normandy House, villagers informed TPC all of the drains	RESOLVED:	

	<p>within the village are blocked and they are not doing their job.</p>	<p>Cllr MD will report all drains to street doctor.</p>
0724.59	<p>Festival Committee - Sub-Committee to the Twywell Parish Council</p> <p>Cllrs informed that the Lottery equipment has been used over the summer, however TPC have not received any numeration from this. Concerns also raised about the equipment meeting health & safety requirements. Clerk to chase for information.</p> <p>The TPC have tried to arrange a meeting with the FC, however the FC members have been unable to meet the requests due to work/holiday commitments. TPC have arranged a meeting to be held on 3rd September 2024 at 7pm.</p>	<p>RESOLVED: Clerk to inform all festival committee members of meeting date in detail concerns on agenda</p>
0724.60	<p>Allotments</p> <ul style="list-style-type: none"> a) Potential Asbestos - Has not been removed due to company requiring paying upfront. Cllr JT to send information to clerk so payment can be arranged. b) Pond on the allotments - deferred to next meeting (clerk to contact Tata and Insurance for more information about ponds) c) Ring Fence Money - Traced back to 2008 Minutes (Cllrs agreed that Clerk did not need to investigate this any further) d) Joining 'National Society of Allotment holders' - Discussion held and decision made to join (SL/PM) e) Plot sizes and numbering 'Top Moor & Plantation' - Needs to be completed and accurate plan made of allotments (PM/SL/Clerk to work on this) f) Allotment rules / agreement for tenants (Draft) - Cllrs to bring ideas back to next meeting g) Cllrs 'declaration of interest' - Cllrs JT & MD informed that they need to declare a 'Declaration of Interest' in the allotments h) 'Bees' being kept on Top Moor Allotment. - Discussion held and Cllrs unanimously agreed that the hives could remain (previously the allotments officer (JT) requested the owner to leave the site). i) 'Untended' plot on Top Moor Allotment. - Clerk sent letter at allotments officer (JT) request - Letter to be sent acknowledging improvement made. j) Allotment outside boundary. - Clerk to contact Tata for clarification on boundary lines. 	<p>WORK IN PROGRESS: Action points to be carried out by Clerk & Cllrs</p>

	<p>Clerk has received a written complaint regarding the allotments and a Cllr which was discussed after the meeting (information is held on file). The way forward is Cllrs SL & PM with the clerk will inspect the allotments on a monthly basis; the clerk is to hold all details of allotment holders and issues invoices/ receipts and monitor finances. Clerk to write to complainant.</p>	<p>RESOLVED</p>
<p>0724.61</p>	<p><u>CLERKS UPDATE & CORRESPONDANCE</u></p> <p>To discuss the following</p> <ul style="list-style-type: none"> a) Update on .gov.uk - <i>It was questioned if this would be better looked at in May 2025 after the elections</i> b) Elections - May 2025 - <i>Email from NALC suggesting we start looking for potential candidates, all Cllrs to work on this</i> c) Email (UK Exclusive Internal Defibrillator Scheme) - <i>discussed and decided TPC did not required another one.</i> d) Email received from Cllr JT - two points raised <ul style="list-style-type: none"> i) Payment for course; which JT requested to attend and said he would pay for himself. This raised an issue when he requested NALC made the invoice out to his address. - <i>Cllrs decided that as he had requested this himself and not gone through the TPC for the Chairperson and Leadership course then he should pay the invoice.</i> ii) Cllr JT requested clerk's job description from NALC. <i>Cllrs were appreciative of the work the clerk is undertaking and acknowledge that she is going above and beyond what has been requested of her. The clerk has never requested extra hours, although this is something the TPC may wish to look at after the elections next year.</i> e) Village Hall Charity - Information that clerk has compiled from past minutes and records on the TPC laptop was shown to Cllrs <p><u>POLICES - New policies to adopt</u></p> <p>Twywell Parish Council Financial Regulations 2024 - Emailed to Cllrs 28.05.2024</p>	<p>RESOLVED:</p> <p>Noted</p> <p>Cllrs to look at recruiting candidates Closed</p> <p>Cllr JT to pay invoice for NCAL</p> <p>Cllr JT has been emailed information from NALC on Clerks job roll.</p> <p>Clerk to email out to Cllrs in accordance with data protection</p> <p>Council accepted the new polices, but deferred the Allotment</p>

	<p>Twywell Parish Council - Planning Scheme of Delegation for Parish Clerk Emailed to Cllrs 04.07.2024</p> <p>Twywell Parish Council - Allotment Agreement 2024 - Emailed to Cllrs 04.06.2024</p> <p>Twywell Parish Council - Data Protection (allotments) - Emailed to Cllrs 04.06.2024</p> <p>Twywell Parish Council - Personal Information sheet (allotments) - Emailed to Cllrs 04.06.2024</p> <p>Twywell Parish Council Risk Assessment - Allotments - need to look at Current TPC for Allotments on this or have a separate R/A for allotments</p>	<p>agreement and risk assessment. PM/SL) Clerk to upload policies onto the website.</p>																																																				
0724.62	<p><u>FINANCES / ACCOUNTS</u></p> <p>To note current account balance stands at £12,774.67 on 4th July 2024. (Accounts & Audit 2015 Reg 4)</p> <p>Invoices - to approve payments for the following (Accounts & Audit 2015 Reg 4)</p> <table border="1" data-bbox="400 965 1161 2107"> <thead> <tr> <th>DATE</th> <th>TO WHOM</th> <th>REASON</th> <th>COST</th> </tr> </thead> <tbody> <tr> <td>06.05.24</td> <td>DK Payroll Solutions</td> <td>Payroll Lite Services</td> <td>£18.00</td> </tr> <tr> <td>02.05.24</td> <td>North Northamptonshire Council</td> <td>Dog Bin emptying for village Apr23 - March 24</td> <td>£125.80</td> </tr> <tr> <td>09.05.24</td> <td>Npower - final bill</td> <td>Unmetered supply (lights)</td> <td>£202.31</td> </tr> <tr> <td>15.03.24</td> <td>NCALC</td> <td>Off to a flying start - Cllr JT</td> <td>£57.60</td> </tr> <tr> <td>09.07.24</td> <td>Girl Guides</td> <td>Hire of hall for TPC Meeting</td> <td>£40.00</td> </tr> <tr> <td>01.06.24</td> <td>DK Payroll Solutions</td> <td>Payroll Lite Services</td> <td>£18.00</td> </tr> <tr> <td>01.06.24</td> <td>Clear Councils</td> <td>Insurance for TPC</td> <td>£602.40</td> </tr> <tr> <td>04.06.24</td> <td>HMRC</td> <td>PAYE for Aug 23 March 2024</td> <td>£907.76</td> </tr> <tr> <td>04.06.24</td> <td>HMRC</td> <td>PAYE for Payroll - April 2024</td> <td>£74.20</td> </tr> <tr> <td>04.06.24</td> <td>HMRC</td> <td>PAYE for Payroll - May 2024</td> <td>£74.40</td> </tr> <tr> <td>04.06.24</td> <td>HMRC</td> <td>PAYE for Payroll - June 2024</td> <td>£74.40</td> </tr> <tr> <td>13.06.24</td> <td>Yu Energy</td> <td>Invoice 01784542</td> <td>£6.15</td> </tr> </tbody> </table>	DATE	TO WHOM	REASON	COST	06.05.24	DK Payroll Solutions	Payroll Lite Services	£18.00	02.05.24	North Northamptonshire Council	Dog Bin emptying for village Apr23 - March 24	£125.80	09.05.24	Npower - final bill	Unmetered supply (lights)	£202.31	15.03.24	NCALC	Off to a flying start - Cllr JT	£57.60	09.07.24	Girl Guides	Hire of hall for TPC Meeting	£40.00	01.06.24	DK Payroll Solutions	Payroll Lite Services	£18.00	01.06.24	Clear Councils	Insurance for TPC	£602.40	04.06.24	HMRC	PAYE for Aug 23 March 2024	£907.76	04.06.24	HMRC	PAYE for Payroll - April 2024	£74.20	04.06.24	HMRC	PAYE for Payroll - May 2024	£74.40	04.06.24	HMRC	PAYE for Payroll - June 2024	£74.40	13.06.24	Yu Energy	Invoice 01784542	£6.15	<p>RESOLVED: All Councillors approved costs. (SL/MD)</p>
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0724.63	<p><u>COMMUNITY MATTERS</u></p> <p><u>HIGHWAYS</u></p> <p>a) To discuss applying for licences - Cllr SL would like to apply for a grant to cover the cost of improvements to the village</p> <p>b) To discuss Village Gates - <i>We have received quote of 2,500.00 from Highways for the gates, currently the TPC Funds are not able to cover this cost</i></p> <p>c) To discuss cost of planters - quotes are now out of date - MD to source new ones</p> <p>d) To approve letter to owner of the Farm requesting trees are cut back - <i>Approved and informed to send</i></p> <p>e) To discuss Empowering Funding application - <i>deferred to next meeting</i></p> <p>f) To discuss Village notice boards - <i>deferred to next meeting</i></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>	<p>RESOLVED: with actions</p> <p>a) Clerk to assist Cllr with grant.</p> <p>b) see above</p> <p>c) Cllr MD to source</p> <p>d) Hand delivered</p> <p>e) Agenda item for next meeting</p> <p>f) Agenda item for next meeting</p>																												

	<p>To consider / note the following planning applications -</p> <p>Notification of appeal - Gordonville.</p> <p>NE/24/00409/TCA/ G1 - Conifers, T2 - Plum - Fell. - TPC has not been requested to respond to this application from planning - Permitted</p> <p>NE/24/00294/FUL - TPC via email from the Cllrs 'No observations in favour or against (neutral)'</p> <p>NE/24/00295/LBC - TPC via email from the Cllrs 'No observations in favour or against (neutral)'</p> <p>Outcomes of previous applications -</p> <p>NE/24/00230/FUL - Home Farm Barn - Clerk received notice of Refusal</p> <p>NE/24/00294/FUL - Manor House - Clerk received notice of Approval</p> <p>NE/24/00295/LBC - Manor House - Clerk received notice of Approval</p> <p>NE/24/00233/LBC - 1 Home Farm Cottage - Clerk received notice of Approval</p>	<p>RESOLVED: Noted</p> <p>RESOLVED: Noted</p> <p>RESOLVED: Noted</p> <p>RESOLVED: Noted</p> <p>RESOLVED: Noted</p>
0324.37	<p>Items for next meeting or general interest</p> <ul style="list-style-type: none"> - Drain cleaning - Allotment rules / tenancy agreement / Risk Assessment - To discuss Cllrs Empowerment Funding application - Village notice boards / Benches 	
0324.38	<p>Dates for future meetings -</p> <p>3rd September Festival Committee</p> <p>10th September 2024</p> <p>12th November 2024</p>	<p>RESOLVED: all Cllrs agreed to 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 9.46pm</p> <p>Clerk advised Council that 'Standing orders' states that a TPC meeting should not run for more than two hours at 8.55pm. All Councillors decided to continue with the meeting.</p>	

Approved & Signed by Cllr Wendy Brackenbury on 10th September 2024

Mrs Wendy Brackenbury
Chair to Twywell Parish Council