

# Twywell Parish Council

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## Parish Council Meeting Minutes

<b>Date</b>	Tuesday 24 <sup>th</sup> September 2024	<b>Time</b>	19.00pm 20.58pm
<b>Meeting held at</b>	MacQueen House, Twywell, Kettering, NN14 3AH		
<b>Present (Parish Cllrs (PC))</b>	Councillor Wendy Brackenbury (Chair (WB)), 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)		
<b>Apologies</b>	Councillor David Brackenbury (DB), Councillor Geoff Shacklock (GS),		
<b>Minutes taken by</b>	Helen Keech - Clerk to Twywell Parish Council		
<b>Discussion</b>		<b>Action</b>	
0924.67	<b>Apologies</b> - to receive and approve apologies for absence. (LGA 1972 Sch12, para 40). Councillor David Brackenbury - Work commitments Councillor Geoff Shacklock - Family commitments	<b>RESOLVED:</b> That Cllr's DB & Cllr's GS absence be approved.	
0924.68	<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.	<b>RESOLVED:</b> Cllrs MD & JT declared interest in the allotments.	
0924.69	<b>Minutes of meeting</b> (LGA 1972 Sch12 P41(1) – 16 <sup>th</sup> July 2024). The minutes of the meeting confirmed as a correct record.	<b>RESOLVED:</b> Signed by the chair as a correct record of the meeting. (SL/PM)	
0924.70	<b>PUBLIC SESSION</b> Track to the Allotments (Cyprus Row) - Has increase traffic due to allotment holders visiting their plots and Mr	<b>NOTED:</b> Council informed Mr Cartwright that there will be lots	

	Cartwright would like a 'Contribution' towards the up keep of the lane.	of work on the allotments, of which this is a planned area.
0924.71	<p><b>Festival Committee - Sub-Committee to the Twywell Parish Council</b></p> <p>Cllrs brought up main points from the recent meeting</p> <ul style="list-style-type: none"> <li>- the Festival Committee are not there to organise events but to oversee equipment</li> <li>- look at the possibility of the TPC funding the maintenance of equipment from precept</li> <li>- inconsistency of applying hire charges to villagers</li> <li>- Lottery Licence - for selling off raffle tickets</li> </ul> <p>Discussion held amongst Cllrs regarding the above and it was decided that the TPC where disappointed with how the FC where operating and it was proposed to dissolve the Festival Committee a sub-committee to the TPC.</p>	<p><b>RESOLVED:</b> To dissolve the FC (PM/JT) along with remaining Cllrs, however Chair disagreed.</p>
0924.72	<p><b>Allotments</b></p> <p><b>a) Potential Asbestos</b> - We have paid for the original 6 sheets quoted for (arranged by Cllr JT) £594.00. Upon clearing the site (<i>Clerk, Clerk's Husband and allotment holder Chris Foster cleared the area on Sunday am so company could gain access</i>) it was apparent there was more than 6 sheets. Clerk contact TES and got a quote for another 15 sheets at 995 + VAT. Clerk requested the company checked the Plantation allotment to ensure no asbestos was on this site.</p> <p><b>b) Update Cllrs on meeting with TATA</b> - This caused discussions within council. It was decided that Cllrs needed time to think about the proposal.</p> <p><b>Letter received by Clerk after agenda produced</b> - requesting to know where the boundary is on Plantation Allotment along the trees and stream. TATA have confirmed to Clerk and Chair the boundary line is up to the stream</p> <p><b>Please note Cllrs: the clerk has checked with the auditor and they will not accept the email regarding 'ordering of the skips' for the plantation allotment as an acceptable audit trail.</b></p>	<p><b>RESOLVED:</b> Cllrs approved extra cost (15 sheets) (PM/SL)</p> <p><b>WORK IN PROGRESS</b> Clerk to email correspondence from Tata. Clerk to investigate solicitors / email Tata etc</p> <p><b>RESOLVED:</b> Clerk to email letter writer</p>
0924.73	<p><b><u>CLERKS UPDATE &amp; CORRESPONDANCE</u></b></p> <p>To <b>discuss/update</b> on the following/</p> <ul style="list-style-type: none"> <li>a) Clear Councils insurance policy (Auditors note) - Advise council on the new insurance policy.</li> </ul>	<p><b>RESOLVED:</b></p> <p>A - <b>Noted</b></p> <p>B - <b>Work in progress</b></p>

	<p>b) Rushden Lakes - Bus service - Explained a villager has looked into this and they need a supporting letter from TPC because of interest from coffee mornings in the village and a number of villager without access to cars.</p> <p>c) Declaration of interests (Cllrs) - NNC website (reminder email sent 19.08.2024) - Two Cllrs (JT &amp; MD) advised by Chair to update on NNC website for land</p> <p>d) 77th Northants CALC Annual Conference - Email sent to Cllrs on 08.08.2024 - no response from email by Cllrs - Informed Clerk is attending</p> <p>e) Update on .gov.uk - Cllr MD suggested we have other pressing issues (buying allotments) and money would be better spent there</p> <p>f) Internal Audit - Action Plan - to email information to Cllrs - auditor happy with plan</p> <p>g) Pension Regulator - Clerk has opted out for now (but may change her mind)</p> <p>h) Elections - May 2025 - need notices around village to get residents on board</p> <p>i) Village Hall Charity - Cllr PM has concerns over where the money is - Council informed Cllr PM to contact Monitoring Officer</p> <p>j) Street Lights - Update - (UNS - light in Woodwell) - UNS (nearly sorted) &amp; Clerk to report light in Woodwell</p>	<p>C - Relevant Cllrs to update</p> <p>D - Resolved</p> <p>E - Deferred (NB we have 33 days left on current website)</p> <p>F - Resolved</p> <p>G - Resolved</p> <p>H - Work in progress</p> <p>I - Resolved</p> <p>J - Work in progress</p>
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0924.74	<p><b><u>FINANCES / ACCOUNTS</u></b></p> <p>To <b>note</b> current account balance stands at £ 8,161.00 on 18.09.2024. (Accounts &amp; Audit 2015 Reg 4)</p> <p><b>Invoices</b> - to <b>approve</b> payments for the following (Accounts &amp; Audit 2015 Reg 4)</p> <table border="1" data-bbox="400 1554 1182 2107"> <thead> <tr> <th>DATE</th> <th>TO WHOM</th> <th>REASON</th> <th>COST</th> </tr> </thead> <tbody> <tr> <td>16.09.24</td> <td>DCK Payroll Solution</td> <td>Payroll Provider</td> <td>18.00</td> </tr> <tr> <td>02.09.24</td> <td>Yu Energy</td> <td>Invoice 01956991</td> <td>14.89</td> </tr> <tr> <td>02.09.24</td> <td>Yu Energy</td> <td>Invoice 01956986</td> <td>7.58</td> </tr> <tr> <td>02.09.24</td> <td>Yu Energy</td> <td>Invoice 01956985</td> <td>80.70</td> </tr> <tr> <td>20.08.24</td> <td>Internal Transfer</td> <td>Savings Account</td> <td>2,000.00</td> </tr> <tr> <td>20.08.24</td> <td>NCALC</td> <td>Cllrs Training</td> <td>57.60</td> </tr> <tr> <td>15.08.24</td> <td>DCK Payroll Solution</td> <td>Payroll Provider</td> <td>18.00</td> </tr> </tbody> </table>	DATE	TO WHOM	REASON	COST	16.09.24	DCK Payroll Solution	Payroll Provider	18.00	02.09.24	Yu Energy	Invoice 01956991	14.89	02.09.24	Yu Energy	Invoice 01956986	7.58	02.09.24	Yu Energy	Invoice 01956985	80.70	20.08.24	Internal Transfer	Savings Account	2,000.00	20.08.24	NCALC	Cllrs Training	57.60	15.08.24	DCK Payroll Solution	Payroll Provider	18.00	<p><b>RESOLVED:</b> All Councillors approved costs. (SL/PM)</p> <p>PM questioned Cllrs training - Traced back to Cllrs J Totten 'Off to a Flying Start'</p>
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09.08.24	Yu Energy	Invoice 01890485	14.92
09.08.24	Yu Energy	Invoice 01890480	7.58
09.08.24	Yu Energy	Invoice 01890478	79.41

To **note** payment awaiting approval for the following (Accounts & Audit 2015 Reg 4)

DATE	TO WHOM	REASON	COST
16.09.24	DCK Payroll Solution	Payroll Provider	18.00

**Invoices** - to **note** income into the current account (Accounts & Audit 2015 Reg 4)

DATE	FROM WHOM	REASON	COST
25.08.24	Lottery Hire	Table & Chairs	£16.00
12.08.24	HMRC VTR	XVV12600010 4733	£1,162.75
29.07.24	Cummins M&DA	Allotment	£28.00
31.05.24	Alex Becket	Allotment	£28.00
24.05.24	Heather Simlo	Allotment	£42.00
20.05.24	Alan Yates	Allotment	£28.00
20.05.24	Gerry Gray	Allotment	£7.00

Instant Access Savings Account - to **note** balance off (Accounts & Audit 2015 Reg 4)

DATE	INCOME	REASON	COST
20.08.24	Internal Transfer	Savings Account	£2,000.00

- a) To **discuss** Village Fete Small Society Lottery Registration invoice
- b) To **discuss / update** Instant Access Saving Account
- c) To **discuss** Bank Signatories / Signatories update (viewers) and clerk to be updated to programme administrator (recommendation by bank)
- d) To **discuss** VAT126 reclaim before 2023 (work in progress)

**Noted** by Cllrs

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**RESOLVED:** All Cllrs agreed to continue with small lottery registration Clerk to raise payment  
**RESOLVED:** Account now open  
**Work in Progress:** SL agreed to be added  
**Work in Progress:** PM & Clerk to continue with

0924.75

**COMMUNITY MATTERS**  
**HIGHWAYS**  
 - to create an action plan for the following

**RESOLVED / WORK IN PROGRESS:**  
 a) Completed by LA

	<p>a) To <b>discuss / outcome</b> of Cllr MD complaint of drain cleaning to LA -</p> <p>b) To <b>discuss</b> applying for licences - (SL interested in applying for a grant)</p> <p>c) To <b>discuss</b> Village Gates (Grant for gate application MD - Not noted on minutes)</p> <p>d) To <b>discuss</b> cost of planters</p> <p>e) To <b>discuss</b> Empowering Funding application</p> <p>f) To <b>discuss</b> Village notice boards</p> <p><b><u>PLANNING APPLICATIONS</u></b> (Town &amp; Country Planning Act 1990 Sch 1 para 8.)  <b>(current information can be found on the TPC website under planning)</b></p> <p>To <b>consider / note</b> the following planning applications -</p> <p><b>NE/24/00857/TCA/   T6/T7;</b> Ash - reduce by 3 metres.   Land Rear Of 57 High Street Twywell - Information previously sent to Cllrs and resent on 18.09.2024</p> <p><b>NE/24/00892/LDE</b>   Certificate of Lawfulness for existing development/Use; detached dwelling with highway access, off road parking and private amenity land.   The Barn Old Station House Old Kettering Road Twywell Kettering NN14 3AL - Currently clerk has not received any communication from planning regarding this.</p> <p>Outcomes of previous applications - <b>None</b></p>	<p>b/c) to add both into Cllr SL grant application - clerk to assist (SL/JT)</p> <p>d) Clerk to assist Cllr MD with application &amp; apply from Clerk email</p> <p>e/f) Decided to apply for notice board in Woodwell and refurbish 2 in Twywell Clerk to apply(SL/PM)</p> <p><b>RESOLVED:</b> Cllrs have no 'Objections' to this application (SL/JT)</p> <p><b>FOR INFORMATION</b> TPC have not been informed of this application</p>
0924.76	<p><b>Any other business</b></p> <p>- <b>None</b></p>	
0924.77	<p><b>Items for next meeting or general interest</b></p> <p>- <b>.gov.uk</b></p>	
0924.78	<p><b>Dates for future meetings -</b></p> <p>12<sup>th</sup> November 2024</p> <p>14<sup>th</sup> January 2025</p> <p>4<sup>th</sup> March 2025</p> <p>6<sup>th</sup> May 2025 - AGM</p> <p>8<sup>th</sup> July 2025</p> <p>2<sup>nd</sup> September 2025</p> <p>4<sup>th</sup> November 2025</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><b>RESOLVED:</b> all Cllrs agreed to dates.</p> <p>Clerk to book MacQueen house for next year</p>

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0924.79	<b>Close of Meeting</b> Due to no other business the chair closed the meeting at 20.58pm	

Approved & Signed by Cllr Wendy Brackenbury on 12<sup>th</sup> November 2024

Mrs Wendy Brackenbury  
Chair to Twywell Parish Council

Draft