

# Twywell Parish Council

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## Parish Council Meeting Minutes

<b>Date</b>	Tuesday 12 <sup>th</sup> November 2024	<b>Time</b>	19.00pm 20.55pm
<b>Meeting held at</b>	MacQueen House, Twywell, Kettering, NN14 3AH		
<b>Present (Parish Cllrs (PC))</b>	Councillor Seamus Leahy (SL), Councillor Geoff Shacklock (GS), Councillor Marc Dryburgh (MD), Councillor Peter Moynehan (PM) Members of the public in attendance (7)		
<b>Apologies</b>	Councillor Wendy Brackenbury (Chair (WB)), Councillor James Totten (Vice Chair (JT)), Councillor David Brackenbury (DB),		
<b>Minutes taken by</b>	Helen Keech - Clerk to Twywell Parish Council		
<b>Discussion</b>		<b>Action</b>	
1124.80	<p><b>Apologies</b> - to receive and approve apologies for absence. (LGA 1972 Sch12, para 40).</p> <p>Councillor Wendy Brackenbury (Chair (WB)) - Ill Councillor David Brackenbury - Work commitments Councillor James Totten (Vice Chair (JT)) - Circumstances beyond his control</p> <p>In the absence of the chair and vice chair, council agreed for Cllr Leahy to 'chair' the meeting</p>		<p><b>RESOLVED:</b> That all three Cllr's absence be approved.</p>
1124.81	<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><b>RESOLVED:</b> Cllr MD declared interest with allotments.</p>
1124.82	<p><b>Minutes of meeting</b> (LGA 1972 Sch12 P41(1) – <b>24<sup>th</sup> September 2024</b>. The minutes of the meeting confirmed as a correct record.</p>		<p><b>RESOLVED:</b> Signed by the chair as a correct record of the meeting. (SL/PM) - All Cllrs agreed</p>
1124.83	<b>PUBLIC SESSION</b>		

	<p><b>Skip</b> - has appeared in a field gateway at the bottom of the village near to the allotments - concerns as to why it is there. <i>It was explained that this was nothing to do with the TPC and a private hire agreement between Cllr MD, the person who rents the field and the skip company.</i></p> <p><b>Beech Hedge</b> (Lower Green) - Concerns over the height and potential to bring wall down with increasing roots. Established this belongs to the owner of Home Farm. <i>Cllr SL will speak to owner.</i></p>	<p><b>RESOLVED: Nothing to do with TPC</b></p> <p><b>ACTION:</b> Clerk to follow up with email to owner</p>
1124.84	<p><b>Festival Committee - Sub-Committee to the Twywell Parish Council</b></p> <p>The Festival Committee was dissolved at the last TPC meeting (Proposed by Cllr PM &amp; Seconded by Cllr JT). We are awaiting keys to container and items belonging to the TPC to be returned, however keeper of these was away on date due. They have equipment stored at their home and is awaiting update from clerk after this meeting.</p>	<p><b>RESOLVED:</b> Clerk to arrange meeting with Dale for audited handover with Cllrs</p>
1124.85	<p><b>Allotments</b></p> <p>To discuss the following and agree an action plan</p> <p>a) Asbestos Removal - Council originally approved 6 sheets, then additional 15 extra sheets = 21 sheets. Company removed 28 sheets in total - Cllr J Totten agreed additional 6 sheets to be removed. Total cost £1,848.00. <i>Clerk used FR 5.18 &amp; Scheme of Delegation 1.3 for additional payment, informed chair by phone on day &amp; Cllrs via email 26.09.2024 for approval of extra cost.</i></p> <p>Cllr PM provided a written account from the allotment inspection on 30.10.2024 - Report attached to minutes</p> <p>b) Update Cllrs on progress of potential purchase of allotments from Tata. <i>Long discussion over the pro's &amp; con's off purchasing the allotments during which Cllr MD informed the council that Cllr JT was no longer allotments officer due to conflict of interest. Clerk explained updates from National Allotment Society Legal Team and Area Advisor.</i></p> <p><i>Email received from Cllr PM on 13.11.2024 - Whilst completely supporting the allotment decision, I would like you to note on the minutes that I made the members aware of the long term risk to the villagers if the allotments continue to have the current level of financial deficit.</i></p>	<p><b>NOTED:</b></p> <p><b>WORK IN PROGRESS</b></p> <p><b>RESOLVED: To purchase the allotments (PM/MD) all council in agreement</b></p>

<p>1124.86</p>	<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) Local Elections - May 2025 - To consider plans, budget, and arrangements</li> <li>b) Feedback from NALC survey - Cllrs unaware of training available 'The Good Councillors Guide' - information email to Cllrs on 02.10.2024</li> <li>c) Rushden Lakes - Bus service</li> <li>d) Sean Flanngan has requested the TPC fund a Christmas tree for the church (£150.00 est) (Cllr MD). Need to source tree removal - <i>Clerk will arrange for removal</i></li> <li>e) Sean Flanngan - Trees in middle of village (information to be supplied) - <i>Discussed about recent hedge cutting and this historically being part of the programme for Twywell which was a surprise to current council and clerk. Clerk has requested quotes for this area to be cut down and further discussion with TPC</i></li> <li>f) Defibrillator - needs a new caretaker - <i>Current caretaker will continue up to May 2025.</i></li> <li>g) Members Register of interests (Cllrs) - NCC website (Requires updating by a Cllr (as of 29.10.2024)) - <i>Cllr advised and will update</i></li> <li>h) Update on .gov.uk - No progress (informed by Cllrs to wait on this). The Website Package has run out. It is set to renew for 24 months on a visa card (unknown to the clerk). Clerk will not renew on this. We could shortly be without a website. <i>Discussed within council and clerk given permission to continue to source approved providers for a dot.gov website and domain.</i></li> <li>i) Street Lights - Update - (UNS (now updated and sorting a refund from previous supplier) &amp; light in Woodwell - quote has been requested for replacement as a power supply is present) - <i>Cost for new light is £1854.00. Cllr MD questioned if they wanted/need a light. Plan of action Cllr PM to talk to villagers in Woodwell regarding requiring a light. Clerk to source rules on streetlights. If required clerk to organise replacement as approved at this meeting but must check carefully on finances first</i></li> <li>j) Clerk Contract - (Request from Cllr JT) - <i>Please note Cllr JT was absent from meeting and this item will be added</i></li> </ul>	<p><b>A - DEFERRED</b></p> <p><b>B - REVISIT IN MAY 2025</b></p> <p><b>C - WORK IN PROGRESS</b></p> <p><b>D - AGREED (SF/PM) - Clerk to action</b></p> <p><b>E - WORK IN PROGRESS</b></p> <p><b>F - REVISIT IN MAY 2025</b></p> <p><b>G - CLLR TO COMPLETE</b></p> <p><b>H - CLERK TO RESUME WORKING ON THIS</b></p> <p><b>I - WORK IN PROGRESS (SL/PM)</b></p> <p><b>J - DEFERRED TO NEXT MEETING</b></p>
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	<p>to next meeting. Clerk explained about increase in pay from 2021 to 2024. Explained and showed that she already had a written record of hours increase signed by chair from 01.04.2024 on file as Cllr MD showed concerned that clerk's contract would not reflect this. Cllr MD also wanted to ease the workload of the clerk by suggesting that someone take over the allotments - clerk explained the reasons for this and it is in her job description.</p> <p>k) On the back of Cllr JT Request - Clerk's contract (Holiday Pay (last year), Holiday Pay (this year), Unclaimed expenses, CPD (CiCLA (£545 + Vat Price for 2023) - Course time) and other expenses unclaimed from contract. Clerk explained that she had hours owing from not taking any holidays last year, which she was going to give to the parish however with certain input from Cllrs, numeration for this would be appreciated. Weekly hours are adjusted for this year to take into account holiday pay. Clerk listed numerous items from contract that she does not apply to the TPC and does for the benefit of the village. Clerk spoke about CPD and CiCLA (Stated in contract and time given by council's approval to complete it). The clerk would like to left to complete her job effectively and not be subjected to underlying bullying from councillors otherwise the clerk will be force to involve the monitoring office and unions.</p> <p>l) Neighbourhood Plan (Clerk)</p> <p>To <b>approve</b> the following polices</p> <ul style="list-style-type: none"> <li>- TPC Training Policy (emailed 31.10.2024)</li> <li>- TPC Training Plan (emailed 31.10.2024)</li> </ul>	<p><b>K - CiCLA - APPROVED (GS/PM) with no conditions attached.</b></p> <p><b>L) - DEFERRED - - REVISIT IN MAY 2025</b></p> <p><b>APPROVED (SL/PM)</b></p>																												
1124.87	<p><b><u>FINANCES / ACCOUNTS</u></b></p> <p>To <b>note</b> current account balance stands at £5,156.04 on 25.10.2024. (Accounts &amp; Audit 2015 Reg 4)</p> <p><b>Invoices - to approve</b> payments for the following (Accounts &amp; Audit 2015 Reg 4)</p> <table border="1" data-bbox="400 1749 1198 2107"> <thead> <tr> <th>DATE</th> <th>TO WHOM</th> <th>REASON</th> <th>COST</th> </tr> </thead> <tbody> <tr> <td>23.09.24</td> <td>TES Environmental</td> <td>Asbestos Removal</td> <td>594.00</td> </tr> <tr> <td>23.09.24</td> <td>HMRC</td> <td>September 2024</td> <td>74.70</td> </tr> <tr> <td>30.09.24</td> <td>Unity Bank</td> <td>Service Fees</td> <td>18.00</td> </tr> <tr> <td>08.10.24</td> <td>Tata Property</td> <td>Allotment Rent 09.24</td> <td>196.87</td> </tr> <tr> <td>09.10.24</td> <td>Yu Energy</td> <td>Invoice 02036253</td> <td>14.22</td> </tr> <tr> <td>09.10.24</td> <td>Yu Energy</td> <td>Invoice 02036248</td> <td>7.40</td> </tr> </tbody> </table>	DATE	TO WHOM	REASON	COST	23.09.24	TES Environmental	Asbestos Removal	594.00	23.09.24	HMRC	September 2024	74.70	30.09.24	Unity Bank	Service Fees	18.00	08.10.24	Tata Property	Allotment Rent 09.24	196.87	09.10.24	Yu Energy	Invoice 02036253	14.22	09.10.24	Yu Energy	Invoice 02036248	7.40	<p><b>RESOLVED:</b> All Cllrs approved costs. (SL/GS)</p>
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09.10.24	Yu Energy	Invoice 02036247	87.41
10.10.24	McQueen House	Hall Hire - Sept 24	40.00
10.10.24	HMRC	October 2024	74.40
10.10.24	TES Environmental (extra)	Asbestos Removal	1,254.00
10.10.24	NNC	Lottery Licence	20.00
15.10.24	DCK Payroll Solutions	October 2024	18.00
31.10.24	Unity Bank	Service Charge	5.40
12.11.24	Girl Guides	McQueen House	40.00
29.11.24	ICO	Data Protection	35.00

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

DATE	TO WHOM	REASON	COST
	None		

Noted by Cllrs

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

DATE	FROM WHOM	REASON	COST
	None		

Noted by Cllrs

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

DATE	INCOME	REASON	TOTAL
20.08.24	Internal Transfer	Savings Account	£2,000.00
30.09.24	Interest	Savings Account	£2,006.33

Noted by Cllrs

- a) To **discuss** Bank Signatories / Signatories update (viewers) and clerk to be updated to programme administrator (recommendation by bank) - Letter sent 03.10.2024 - Need an additional signatory. *All signatories are now viewers and clerk is a programme administrator. Cllr MD declined being a signatory and suggested we wait until May 2025 before adding any new signatories. Clerk hounding Cllr SL.*
- b) To **discuss** figures for proposed budget for 2025-26 - emailed to Cllrs on 21.10.2024 - *Clerk answered all Cllrs MD questions on the budget; however, this still needs some refining.*
- c) To **note** the Local Government Service pay agreement (back dated to April 2024) to be applied all employees wages.

**A. WORK IN PROGRESS** Access rights to bank resolved. Still need another signatory

**B. WORK IN PROGRESS:**

**C. NOTED (SL/PM)**

	<p>d) To <b>discuss</b> VAT126 reclaim before 2023 (work in progress) - Unable to claim.</p>	<p><b>D. NOTED (SL/PM)</b></p>
<p>1124.88</p>	<p><b><u>COMMUNITY MATTERS</u></b></p> <p><b><u>HIGHWAYS</u></b></p> <p>a) To <b>discuss</b> ‘run off’ water at the top end of the village (Cllr MD) - <i>Clerk informed email to Sarah Barnwell regarding this had been sent recently</i></p> <p>b) To <b>discuss</b> ‘Drainage’ on left hand side of the road (if traveling towards the Old Friar) opposite Old Post Office (Cllr MD) - <i>Informed by Cllr MD that this area needs realigning by NCC as slit is forming at bottom of village</i></p> <p>c) To <b>discuss</b> ‘TPC Invitation for private grass and hedge cutting’ (Cllr MD) - <i>Clerk reported that we had not received an application for private tender from NNC. Clerk requested that Cllrs gave a mapped grass cutting area of village to invite contractors for tenders. Cllr MD declined from completing this however, Cllr PM said he would talk to villagers to find out who was prepared to cut NNC areas. Clerk to complete a village grass area plan</i></p> <p>d) To <b>discuss</b> ‘Planters to be added on to the precept’ (Cllr MD) - <i>Cllr MD requested that Clerk changed the costing from £1,000 to £600.00 on the proposed budget. Clerk question where the soil was coming from for the planters. Villagers asked who was going to take care of the planters</i></p> <p>e) To <b>discuss</b> applying for licences - (SL interested in applying for a grant)</p> <p>f) To <b>discuss</b> Village Gates (Grant for gate application Cllr MD)</p> <p>g) To <b>discuss</b> Empowering Funding application - <i>Completed by clerk - just needs Unitary Cllrs to sign and submitting</i></p> <p>h) 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</b> the following planning applications -</p> <p><b>NE/24/00964/TCA/</b>   T1; Beech - Crown lift by 1m and canopy reduction by 1.5m. G2; (3 trees) Bean Tree, Eucalyptus and Alder - Canopy reduction by 1.5m (Bean) and 0.5m (others). G3; 2 x Silver Birch - Canopy reduction by 2m.   Old Normandy House High Street Twywell Kettering NN14 3AH</p>	<p><b>A - WORK IN PROGRESS</b> Clerk to Chase</p> <p><b>B - WORK IN PROGRESS</b> Clerk to report to street doctor</p> <p><b>C - WORK IN PROGRESS</b> - Clerk &amp; Cllr PM to work on</p> <p><b>D - WORK IN PROGRESS</b> - Price changed</p> <p><b>E - DEFERRED</b></p> <p><b>F - DEFERRED</b></p> <p><b>G - RESOLVED</b></p> <p><b>H - Included in point G</b></p> <p><b>RESOLVED:</b> No Objection. Clerk required to respond</p>

	<p>Since the agenda for this meeting was displayed, the TPC has received the following three planning applications, which were discussed at council tonight due to completion dates for planning</p> <p><b>NE/24/01068/TCA/   T2; Maple - Crown</b> reduce by approximately 1 metre in height and reduce laterally to shape, pruning to suitable growth points.   Rope Cottage Olivers Walk Twywell Kettering NN14 3AH</p> <p><b>NE/24/01023/FUL  </b> External structural repairs and new replacement roof to outbuilding, along with internal repairs/alterations to facilitate bringing the outbuilding back into use as a store for the cottages   1 Home Farm Cottages Lower Street Twywell Kettering NN14 3AH</p> <p><b>NE/24/01024/LBC  </b> External structural repairs to outbuilding to include demolition of blockwork extension and timber clad elements, new replacement roof, along with internal repairs/alterations to facilitate bringing the outbuilding back into use as a store for the cottages and associated works as per submitted Design and Access statement and Heritage Impact Assessment   1 Home Farm Cottages Lower Street Twywell Kettering NN14 3AH</p> <p>Outcomes of previous applications -</p> <p><b>NE/24/00857/TCA/   T6/T7; Ash -</b> reduce by 3 metres.   Land Rear Of 57 High Street Twywell - Approval notice received on 14.10.2024</p>	<p><b>RESOLVED:</b> No Objection. Clerk required to respond</p> <p><b>RESOLVED:</b> No Objection. Clerk required to respond</p> <p><b>RESOLVED:</b> No Objection. Clerk required to respond</p>
1124.89	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>- <b>None</b></li> </ul>	
1124.90	<p><b>Items for next meeting or general interest</b></p> <ul style="list-style-type: none"> <li>- Local Elections - May 2025 - To consider plans, budget, and arrangements</li> <li>- Defibrillator - needs a new caretaker - <i>Current caretaker will continue until May 2025</i></li> <li>- Clerk Contract - (Request from Cllr JT) - Please note Cllr JT was absent from meeting and this item will be added to next meeting.</li> <li>- Neighbourhood Plan (Clerk) - May 2025</li> <li>- To <b>discuss</b> applying for licences - (SL interested in applying for a grant)</li> <li>- To <b>discuss</b> Village Gates (Grant for gate application Cllr MD)</li> <li>- Recognition of continued work given to the village</li> </ul>	

1124.91	<p><b>Dates for future meetings -</b></p> <p>14<sup>th</sup> January 2025  4<sup>th</sup> March 2025  6<sup>th</sup> May 2025 - AGM (potential to move due to elections)  8<sup>th</sup> July 2025  2<sup>nd</sup> September 2025  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 has book MacQueen house for the dates next year</p>
1124.92	<p><b>Close of Meeting</b></p> <p>Due to no other business the chair closed the meeting at 20.55pm</p>	

Approved & Signed by Cllr Wendy Brackenbury on 14<sup>th</sup> January 2025

Mrs Wendy Brackenbury  
Chair to Twywell Parish Council