

# Twywell Parish Council

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## Parish Council Meeting Minutes

<b>Date</b>	Tuesday 14 <sup>th</sup> January 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 Wendy Brackenbury (Chair (WB)), Councillor Seamus Leahy (SL), Councillor James Totten (Vice Chair (JT)), Councillor Peter Moynehan (PM) Members of the public in attendance (7)		
<b>Apologies</b>	Councillor David Brackenbury (DB), Councillor Geoff Shacklock (GS), Councillor Marc Dryburgh (MD),		
<b>Minutes taken by</b>	Helen Keech - Clerk to Twywell Parish Council		
<b>Discussion</b>		<b>Action</b>	
0125.93	<p><b>Apologies</b> - to receive and approve apologies for absence. (LGA 1972 Sch12, para 40).</p> <p>Councillor Geoff Shacklock (GS) - Work commitments Councillor Marc Dryburgh (MD) -- Work commitments Councillor David Brackenbury (DB) -- Work commitments</p>		<p><b>RESOLVED:</b> That Cllr's absence be approved.</p>
0125.94	<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> None given</p>
0125.95	<p><b>Minutes of meeting</b> (LGA 1972 Sch12 P41(1) – <b>24<sup>th</sup> November 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>
0125.96	<p><b>PUBLIC SESSION</b></p> <p>It was mentioned that a resident had difficulty finding the agenda via the link on the website. Clerk suggested reserving the order (i.e. latest information at the top of the page)</p>		<p><b>RESOLVED:</b> New website</p>

0125.97	<p><b>Festival Committee - Sub-Committee to the Twywell Parish Council</b></p> <p>Update on handover of equipment - not received keys Cllr J Totten informed the council that he has the keys from Dale. Cllrs JT/SL/PM to complete asset register on items in container before the end of February 2025.</p> <p>Chair requested that the keys be handed over to the clerk to hold.</p>	<p><b>RESOLVED:</b> Festival Committee can now be removed from the agenda</p>
0125.98	<p><b>Allotments</b></p> <p>Feedback from Cllr GS on 12.11.2024 Minutes</p> <p><i>'Whilst I fully understand Peters' (Cllr PM) point about the risk carried forward by purchasing the allotments from Tata I feel there is no reference to the fact that the Council has commitments to Tata if we continue the existing contract or change it to incorporate extra plots which would leave us financially exposed. This is why I said to the Chair, during the meeting, this is a no brainer!'</i></p> <p>To discuss the following and agree an action plan</p> <p>a) From Cllr JT - Can you please add to the agenda the hedge cutting as it has increased from £198 in 2023 to £468.00 in 2024 an increase in 136% we need to discuss this. <i>There was no hedge cutting in 2023 so I do not understand where you get this figure from (Clerk response)</i> Thank you for this, It does throw some light on the issues raised however I feel this is a further discussion that initially should be aired in a public meeting (Cllr JT Response)</p> <p>Clerk explain that the previous bill for hedge cutting was for 3 hrs @ £55 per hour and this bill was for 6hrs @ £65 per hour. Cllr J Totten questioned the clerk as to where the allocated £600 had gone from 2023 as there was no hedge cutting. It was explained that the funds had probably gone into areas with overspends on the budget.</p> <p>b) To <b>update</b> Cllrs on progress of potential purchase of allotments from Tata.</p> <p>The clerk has received all the information from Tata's solicitors regarding the purchase. This has been forwarded to Cllrs via email. The clerk has received a quote (recommended from NAS) from Wilson &amp; Brown for £1,000.00 + VAT for them to act on TPC behalf (straight forward sale).</p>	<p><b>NOTED:</b></p> <p><b>RESOLVED: WORK IN PROGRESS</b></p> <p><b>WORK IN PROGRESS</b> Clerk to source two more quotes from solicitors and check cover on insurance.</p>

	<p>Cllrs have approved a spend of a £1,000.00 costs + £400.00 for disbursements + VAT.</p> <p>a) To <b>arrange</b> a meeting for allotment holders to attend and inform / update them on the changes to the allotments.</p> <p>Clerk would like to arrange a meeting to update allotment holders on developments with allotments and elevate growing concern. Cllr J. Totten advised the new agreement not be disclosed at this meeting. Cllr J Totten questioned the clerk as he stated the new agreement said you could not have IBC's onsite - this is not the case as they are a safe way of storing water. Cllr J. Totten stated it was unfair that they all had to pay a £100 deposit when taking on the new agreement; he was informed that this would apply only to new tenants.</p> <p>The clerk has met with the Kettering Secretary &amp; East Midlands representative and used the lawyers from the National Allotment Society to develop the agreement. The Allotment Committee Policy has been developed with the help of NALC.</p>	<p><b>RESOLVED:</b> All Cllrs approved (WB/PM)</p> <p><b>RESOLVED:</b> Agreed to have an allotments meeting in February 25.</p>
1124.86	<p><b><u>CLERKS UPDATE &amp; CORRESPONDANCE</u></b></p> <p>To <b>discuss / update /</b> on the following</p> <p>a) Please <b>agenda</b> your employment for the next meeting with a time limit (<i>Request from Cllr JT - info copied from his email</i>)</p> <p>b) <b>Clerk Contract</b> - (Request from Cllr JT - Carried over from previous meeting)</p> <p>Cllr J Totten stated that he was required to approve payments on the bank account without knowing what conditions were set out in clerk's contract. He was informed that the payments he was approving had been itemised and agreed by the council. Cllr J Totten has recently refused to authorise payments to HMRC, stating he needed timesheets from the clerk to approve these as they looked like salary payments (hence this agenda item from him). The HMRC payments were approved after the clerk informed the council of a potential risk of a fine from HMRC. Cllr J Totten questioned how much of a percentage we should be paying towards the clerks training and other issues relating to contract. Council were advised they would be seeing a copy of the clerk's contract (excluding pay information) in a closed meeting later.</p> <p>The standard SLCC contact with hand written information on from the clerk's contract (excluding pay rate and pay scale) was shown to Council.</p>	<p>a / b - ON-GOING ISSUE with Cllr J. Totten</p>

	<p>Cllr J. Totten wanted to know if she was carrying over the 5 days into the next holiday year and claiming for the rest of her holiday pay as no request for holidays had been received?</p> <p>The clerk informed the meeting that until she was continually questioned regarding her contract, she had no intention of claiming holiday pay for 5 hours a week. For expenses incurred and the majority of things in the contract as she does the work of the clerk for the village she lives in; However, she will now be producing regular claims.</p> <p>Below is an email received from Cllr P Moynehan</p> <p><i>During last night's Parish Council meeting Cllr. James Totten instigated a discussion regarding the clerk's contract. I would like to emphasise that my input was as follows:</i></p> <p><i>'The contract includes an obligation for the clerk to administer the Village Halls Fund. The current trustees of this fund have continually failed to provide the required the relevant information, accounts and details of meetings including AGM's. This has resulted in the clerk being unable to perform her duties under her job description'.</i></p> <p><i>Please ensure this statement is included in the minutes of the meeting.</i></p> <ul style="list-style-type: none"> <li>c) Request to <b>add</b> £1,000.00 to the precept for June/July village fete (run by the church). This would then enable the TPC to contribute to the festival and hopefully enhance the festivities for all residents of Twywell (Request from Cllr MD)</li> <li>d) To <b>discuss</b> 'Planters to be added on to the precept' Cost of £600.00 (Request from Cllr MD)</li> </ul> <p>Cllrs stated that the money reserves are low and we have other pressing issues - The money would be better embedded elsewhere in the village (Parishioners stated that they didn't want flower planters / Gates in the village).</p> <ul style="list-style-type: none"> <li>e) To discuss the use of the church for Twywell Parish Meetings for the next financial year - Please refer to email from SF</li> </ul> <p>Cllrs discussed this and the disadvantage of not having lavatories, Internet for the TPC to use outweigh the cost reduction. It also states in the clerk's contract that the meetings are to held at McQueen House.</p> <ul style="list-style-type: none"> <li>f) Christmas tree for the church</li> </ul>	<p>c / d - <b>RESOLVED: DECLINED</b> All Cllrs (WB/SL)</p> <p>e - <b>RESOLVED</b> not to use the church</p> <p>f - <b>RESOLVED</b> unable to purchase</p>
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	<p>Unable to purchase due to church not being able to meet with our TPC FR 2024 (unable to pay via BACS). As of April 2025 we will have a card for the bank account and welcome a request for the Christmas tree next year.</p> <p>g) Trees in middle of village (related to hedge cutting) - (Request from SF) - clerk has requested quote.</p> <p>Clerk sent owner a letter expressing parishioners concerns. This area was also cut by the TPC when the hedge cutting took place (included with previous agreement set up). We are awaiting a quote for this area and the allotments for lowering the height of trees.</p> <p>h) Local Elections - May 2025 - To consider plans, budget, and arrangements</p> <p>Clerk to attend training session by NALC on 4<sup>th</sup> February 2025</p> <p>i) Rushden Lakes - Bus service</p> <p>No update received since clerk attended the town and parish forum in November 24</p> <p>j) Members Register of interests (Cllrs) - NCC website (Requires updating by a Cllr (Not completed as of 02.01.2025))</p> <p>k) Update on <b>.gov.uk</b> - No progress due to clerk being told on various occasion to put this on hold by a Cllr. Clerk has provided Cllrs with quotes from providers throughout Dec 2024</p> <p>Cllrs discussed the proposals (what was and not included in packages) and fees, including continuing costs from Aubergine, Cuttlefish, HugoFox, Net Nerd, Parish Council Website, Parish Online. We have missed the £100.00 funding from the government to help with costs due to Cllr's requesting this be put on hold three times, however clerk started this in March 2024. A decision was made to use HugoFox as the yearly fee remains the same and we can control / input onto the site.</p> <p>l) <b>Street Lights</b> - Update regarding light in Woodwell.</p> <p>Cllr P Moyenhan spoke to two villagers in Woodwell and they stated that they would like a working street light. Clerk informed Cllrs that she had a quote for £1,850.00 for its' replacement with the company that had done all of our lights</p> <p>To <b>approve</b> the following polices</p>	<p>g - <b>WORK IN PROGRESS</b> Clerk to chase</p> <p>h - <b>WORK IN PROGRESS</b></p> <p>i - <b>WORK IN PROGRESS</b> Clerk to chase</p> <p>j - <b>WORK IN PROGRESS</b> Chair to speak with Cllr</p> <p>k - <b>RESOLVED</b> To use HugoFox. Clerk to sort.</p> <p>l - <b>RESOLVED:</b> To purchase a new light for Woodwell. Clerk to sort</p>
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	<p>m) <b>TPC Allotment Agreement 2025</b> - emailed to Cllrs on 04.01.2025 Correction on date - 08.01.2025 emailed to Cllrs</p> <p>n) <b>TPC Allotment Working Party Policy</b> - emailed to Cllrs on 04.01.2025 Correction on date - 08.01.2025 emailed to Cllrs and name change to 'Allotments Committee Policy' as clerk advised a working party is for short-term use.</p>	<p><b>APPROVED</b> (WB/PM/SL)</p> <p><b>APPROVED</b> (WB/PM/SL)</p>																																																																												
1124.87	<p><b><u>FINANCES / ACCOUNTS</u></b></p> <p>To <b>note</b> current account balance stands at £4,518.77 on 29.12.2024. (Accounts &amp; Audit 2015 Reg 4)</p> <p>To <b>note</b> savings account balance stands at £2,348.33 on 29.12.2024. (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="395 969 1193 1733"> <thead> <tr> <th>DATE</th> <th>TO WHOM</th> <th>REASON</th> <th>COST</th> </tr> </thead> <tbody> <tr><td>11.11.2024</td><td>Yu Energy</td><td>Invoice 02110215</td><td>12.67</td></tr> <tr><td>11.11.2024</td><td>Yu Energy</td><td>Invoice 02110211</td><td>7.35</td></tr> <tr><td>11.11.2024</td><td>Yu Energy</td><td>Invoice 02110210</td><td>35.60</td></tr> <tr><td>15.11.2024</td><td>DCK Payroll Solutions</td><td>November 2024</td><td>18.00</td></tr> <tr><td>29.11.2024</td><td>ICO</td><td>Data Protection</td><td>35.00</td></tr> <tr><td>30.11.2024</td><td>Unity Bank</td><td>Service Charge</td><td>6.00</td></tr> <tr><td>04.12.2024</td><td>Girl Guides</td><td>McQueen House</td><td>40.00</td></tr> <tr><td>09.12.2024</td><td>Yu Energy</td><td>Invoice 02185180</td><td>40.49</td></tr> <tr><td>09.12.2024</td><td>Yu Energy</td><td>Invoice 02185186</td><td>12.82</td></tr> <tr><td>09.12.2024</td><td>Yu Energy</td><td>Invoice 02185181</td><td>7.19</td></tr> <tr><td>16.12.2024</td><td>DCK Payroll Solutions</td><td>December 2024</td><td>18.00</td></tr> <tr><td><del>30.12.2024</del></td><td><del>SSE</del></td><td><del>Lighting 30.11.2024</del></td><td><del>299.76</del></td></tr> <tr><td>09.12.2024</td><td>Yu Energy</td><td>Invoice 02260763</td><td>42.09</td></tr> <tr><td>09.12.2024</td><td>Yu Energy</td><td>Invoice 02260769</td><td>13.10</td></tr> <tr><td>09.12.2024</td><td>Yu Energy</td><td>Invoice 02260764</td><td>7.46</td></tr> <tr><td>14.01.2025</td><td>Girl Guides</td><td>McQueen House</td><td>40.00</td></tr> </tbody> </table> <p>To <b>note</b> payment awaiting approval for the following (Accounts &amp; Audit 2015 Reg 4)</p> <table border="1" data-bbox="395 1865 1193 1946"> <thead> <tr> <th>DATE</th> <th>TO WHOM</th> <th>REASON</th> <th>COST</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Hedge Cutting</td> <td>468.00</td> </tr> </tbody> </table> <p><b>Invoices</b> - to <b>note</b> income into the current account (Accounts &amp; Audit 2015 Reg 4)</p>	DATE	TO WHOM	REASON	COST	11.11.2024	Yu Energy	Invoice 02110215	12.67	11.11.2024	Yu Energy	Invoice 02110211	7.35	11.11.2024	Yu Energy	Invoice 02110210	35.60	15.11.2024	DCK Payroll Solutions	November 2024	18.00	29.11.2024	ICO	Data Protection	35.00	30.11.2024	Unity Bank	Service Charge	6.00	04.12.2024	Girl Guides	McQueen House	40.00	09.12.2024	Yu Energy	Invoice 02185180	40.49	09.12.2024	Yu Energy	Invoice 02185186	12.82	09.12.2024	Yu Energy	Invoice 02185181	7.19	16.12.2024	DCK Payroll Solutions	December 2024	18.00	<del>30.12.2024</del>	<del>SSE</del>	<del>Lighting 30.11.2024</del>	<del>299.76</del>	09.12.2024	Yu Energy	Invoice 02260763	42.09	09.12.2024	Yu Energy	Invoice 02260769	13.10	09.12.2024	Yu Energy	Invoice 02260764	7.46	14.01.2025	Girl Guides	McQueen House	40.00	DATE	TO WHOM	REASON	COST			Hedge Cutting	468.00	<p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>RESOLVED:</b> All Cllrs approved costs. (SL/JT)</p> <p><b>NOTED</b></p>
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DATE	FROM WHOM	REASON	COST	NOTED
13.11.2024	HMRC	VAT 126 24/25 - reclaim	341.55	
19.11.2024	Npower	UNS update refund	356.46	
Instant Access Savings Account - to <b>note</b> balance off (Accounts & Audit 2015 Reg 4)				
DATE	INCOME	REASON	TOTAL	<b>NOTED</b>
04.12.24	Internal Transfer	Savings Acc.	£342.00	
a) To <b>discuss</b> Bank Signatories / Signatories - Need an additional signatory.				a <b>WORK IN PROGRESS</b> Clerk to meet with Cllr SL
b) To <b>discuss / approve</b> figures for TPC budget 2025-26 - revised figures emailed to Cllrs on 05.01.2025.				b <b>APPROVED</b> Budget set at £16,743.00 (JT/PM)
Budget discussed and removed figures for village fete and planters £1,600.00 (minute ref: 1125.86 c&d) and set budget at £15,453.00 before going into a closed meeting to discuss clerks contract. Cllrs proposed adding extra hours for clerk on the basis that they might be required and increased the budget to £16,743.00.				
c) To <b>discuss / approve</b> figures for TPC Precept 2025-26 - revised figures emailed to Cllrs on 05.01.2025				c <b>APPROVED:</b> Precept set at £16,743.00 (JT/PM)
Due to low reserves, the council decided to set the precept at the budget figure. The clerk must advise that this amount is above her expectations for cost to the precept.				
d) To <b>approve</b> the Local Government Service pay agreement (back dated to April 2024) to be applied to employees' wages.				d <b>APPROVED:</b> by all Cllrs (SL/JT)
e) To <b>approve</b> Clerks expenses - As per conditions set out in contract (10.1 / 10.4.1)				e <b>APPROVED:</b> by all Cllrs (PM/SL)
f) To <b>approve</b> £50.00 voucher from NAS for villager - discussed in last meeting (however not on agenda for 12.11.2025) - to be allocated to chair's allowance				f <b>APPROVED:</b> by all Cllrs (JT/SL) Clerk to sort
1124.88	<p><b><u>COMMUNITY MATTERS</u></b></p> <p><b><u>HIGHWAYS</u></b></p> <p>a) <b>Update on</b> 'run off' water at the top end of the village &amp; 'Drainage' on left hand side of the road (if traveling towards the Old Friar) opposite Old Post Office (Request from Cllr MD).</p>			a - <b>WORK IN PROGRESS</b> Clerk to chase NNC

	<p>Clerk has emailed NNC numerous times regarding these issues. Villagers have commented work has been completed (track dug out) along the pathway beside the field. We are currently unaware if this issue has been resolved</p> <ul style="list-style-type: none"> <li>b) <b>Update on</b> growth covering Chevron sign on RHB coming into village - Clerk reported to Street Doctor for poor visibility</li> <li>c) To <b>discuss</b> 'TPC Invitation for private grass and hedge cutting' (Cllr MD)</li> <li>d) To <b>discuss</b> applying for licences - (SL interested in applying for a grant)</li> <li>e) To <b>discuss / update</b> Village Gates (Grant for gate application Cllr MD)</li> <li>f) To <b>discuss</b> Empowering Funding application - Has been sent in (awaiting outcome)</li> </ul> <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>None</p> <p>Outcomes of previous 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 - <b>Awaiting decision</b></p> <p><b>NE/24/01068/TCA/</b>   T2; Maple - Crown 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 - <b>Awaiting decision (02.01.2025)</b></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 <b>Awaiting decision (02.01.2025)</b></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</p>	<p>b - <b>NNC</b> reported back - no issue. Clerk to re-report</p> <p>c - <b>DEFERRED</b> - Clerk &amp; Cllr PM to work on</p> <p>d - <b>RESOLVED</b> - TPC currently have no spare funds - remove</p> <p>e - <b>RESOLVED</b> - TPC currently have no spare funds - remove</p> <p>f- Awaiting outcome of application</p> <p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>NOTED</b></p>
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	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 - <b>Awaiting decision (02.01.2025)</b>	
1124.89	<b>Any other business</b> - <b>None</b>	
1124.90	<b>Items for next meeting or general interest</b>  - Defibrillator - needs a new caretaker - <i>Current caretaker will continue until May 2025</i> - Neighbourhood Plan (Clerk) - May 2025	
1124.91	<b>Dates for future meetings -</b>  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  All other committee meetings will be advised by way of a summons in the form of an agenda in line with statutory requirements.	<b>RESOLVED:</b> all Cllrs agreed to dates.  Clerk has book MacQueen house for the dates next year
1124.92	<b>Close of Meeting</b> Due to no other business the chair closed the meeting at 20.52pm Cllrs then went into a closed meeting which finished at 9.16pm	

Approved & Signed by Cllr Wendy Brackenbury on 4<sup>th</sup> March 2025

Mrs Wendy Brackenbury  
Chair to Twywell Parish Council