

Public Document Pack
Twywell Parish Council

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www.twywellparishcouncil.co.uk

To members of the Council: Cllr Wendy Brackenbury (Chair), Cllr David Brackenbury, Cllr Marc Dryburgh, Cllr Seamus Leahy, Cllr Peter Moynehan, Cllr Geoff Shacklock.

You are summoned to attend the **Meeting of Twywell Parish Council** to be held on **Monday 20 February at 7.00pm**, at **MacQueen House, Twywell, Kettering NN14 3AH**, for the purpose of transacting the following business.

Agenda

- 22/01 **Apologies** - members to approve apologies for absence
- 22/02 **Declaration of Interests** – members to declare any pecuniary or prejudicial interests in relation to items on the agenda
- 22/03 **Minutes of Meeting**- 13th October 2022 - Subject to approved amendments, the minutes of the meeting to be confirmed as a correct record (**attached – pages 3 - 4**)
- 22/04 **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 Standing Orders.
- 22/05 **Clerk vacancy**- to recommend approaching NCALC to seek a Locum Clerk
- 22/06 **Allotments Officer** – To consider appointing a new Allotments Officer to collect rent on behalf of the Parish Council
- 22/07 **To Consider Parish Council Accounts and Proposed Budget for 2023/24**
- a) To receive and approve a monthly account of financial situation (**attached – pages 5 to 13**)
- b) To approve the following payments once bank account duly updated

| Recipient | Description of Payment | Total | Payment Via | Legislation |
|---------------|---|---------|-------------|--------------------|
| nPower | Street Lighting Quarter 3 Invoice, October to December 2022 | £241.87 | BACS | Highways Act 1980 |
| Tata Property | Allotment rent – September 2021 to March 2022 | £196.87 | BACS | Allotment Act 1908 |

- c) To consider budget report and proposal, and to set precept demand for 2023-2024 (**attached – page 15**)

22/08 **Community Matters**

- a) To consider current highway issues

*Members of the public are encouraged to address the Council at this point in the meeting through the Chair in relation to any item on the Agenda. The maximum time limit for this item is 15 mins, in accordance with the Standing Orders adopted by the Council.

b) To consider current planning issues

- 22/09 **Items for next meeting or for general interest** - any matters arising from this meeting which need to be carried forward
- 22/010 **Dates for future meetings** – Annual Meeting to take place during May 2023, other dates TBC
- 22/011 **Close of meeting.**

*Members of the public are encouraged to address the Council at this point in the meeting through the Chair in relation to any item on the Agenda. The maximum time limit for this item is 15 mins, in accordance with the Standing Orders adopted by the Council.

Minutes of the Meeting of Twywell Parish Council

At 7.00 pm on Thursday 13th October 2022

Held at MacQueen House, Twywell, Kettering, NN14 3AH

Present: - Members: Councillor Wendy Brackenbury (Chair)
Councillor Geoff Shacklock
Councillor Peter Moynehan

The meeting started at 7 pm. There were members of the public in attendance

Apologies – Apologies were received and accepted from Cllr. David Brackenbury

Minutes of the meeting held on Thursday 21st June 2022 – APPROVED

Declaration of Interests – No declarations were made

22/030 Clerk Vacancy – Cllr. Wendy Brackenbury advised that she had received two expressions of interest for the Clerk vacancy, but unfortunately neither resulted in an application.

22/031 Co-Option of Councillors – The Parish Council had received applications from Marc Dryburgh and Seamus Leahy and it was proposed by Cllr. Wendy Brackenbury and seconded by Cllr. Geoff Shacklock that both be co-opted to the Parish Council – AGREED

22/032 Public Session

- Cllr. Wendy Brackenbury reported that there were free swimming lessons over the half term period.

22/033 Planning Matters – The Planning Appeal decision in respect of 2, Launde Cottages, The Lawns was noted.

22/034 Neighbourhood Watch - Neighbourhood Watch had enquired whether Twywell Parish would be interested in becoming Members of NHW and it was

agreed that they be invited to attend the next meeting. Cllr. Peter Moynehan expressed an interest in becoming the NHW Main Co-ordinator.

22/035 Village Events Committee – A discussion was held about the Events Committee becoming part of the Parish Council. There are potential liability issues arising from this. It was noted that the PC does not have a proper Officer and there is difficulty in obtaining a definitive answer on this matter. However, Cllr Wendy Brackenbury will look into the insurance position and will share the position with Councillors. – AGREED.

22/036 Parish Council Accounts – These were considered and it was proposed by Cllr. Seamus Leahy and seconded by Cllr. Geoff Shacklock that they be approved – AGREED

22/037 Items for next meeting or of general interest – Matters that were discussed included:

- Hedge cutting
- Replacement street lighting
- Allotments
- Neighbourhood Watch
- Events Committee / Insurance position

22/038 Date of next Meeting – It was noted that the Parish Council will need a meeting in December (Budget setting), February and May 2023 (AGM) The dates will be confirmed in due course.

22/039 There being no other business, the meeting was closed at 7.56 pm

Twywell Parish Council

Budget Statement 2021-2022

Projects

(As of 2 F

| Cost Centres | Agreed amount | April | May | June |
|---|---------------|-------|--------|--------|
| Personnel | | | | |
| Clerks salary | £2,324 | | | |
| Administration | | | | |
| Admin Expenses | £75 | | | £18.00 |
| Insurance | £520 | | | |
| Room Hire | £200 | | | |
| Audit | £180 | | | |
| NCALC subs | £200 | | | |
| ICO Annual Fee | £40 | | | |
| Data Protection Officer | £10 | | | |
| Training | £170 | | | |
| Accountants | £0 | | | |
| Allotments | | | | |
| Tata Allotment | £330 | | | |
| Allotment Costs | £0 | | | |
| Lighting | | | | |
| EON Electricity | £900 | | | |
| Community Activities | | | | |
| Room Hire | £0 | | | |
| Verge & Hedge cutting | £600 | | | |
| Asset maintenance (benches/noticeboards) | £0 | | | |
| Sundries (including one-off Jubilee Fete) | £0 | | | |
| Misc. Expenses | | | | |
| Elections May 2020 £1/elector | £200 | | | |
| Dog Bins | £120 | | | |
| Defibrillator | £100 | | | |
| ENC licences | £20 | | £20.00 | |
| Capital Expenditure (lighting) | £0 | | | |
| Expenditure | 5989 | £0.00 | £20.00 | £18.00 |

End of Year Expenditure (excluding VAT) 2022/23

February 2022)

| July | Aug | Sept | Oct | Nov | Dec | Jan | Feb |
|--------|-----|------|-----|-----|-----|-----|-----|
| £81.73 | | | | | | | |

| | | | | | | | |
|---------|--|--------|--|---------|--------|--|---------|
| | | £18.00 | | £163.78 | £18.00 | | |
| £439.62 | | | | | | | |
| | | | | | | | £228.00 |
| | | | | | | | £178.43 |
| | | | | | | | £70.00 |
| | | | | | | | |
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|--|--|--|--|--|--|--|---------|
| | | | | | | | £164.80 |
| | | | | | | | |

| | | | | | | | |
|--|--|---------|--|--|--|--|---------|
| | | £322.50 | | | | | £699.26 |
|--|--|---------|--|--|--|--|---------|

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|-----------|---------|--|--|--|--|--|--|
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| | | | | | | | |
| £1,378.03 | £308.07 | | | | | | |

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|--|--|--------|--|--|--|--|--------|
| | | £31.80 | | | | | |
| | | £76.13 | | | | | |
| | | | | | | | £20.00 |
| | | | | | | | |

| | | | | | | | |
|-----------|---------|---------|-------|---------|--------|-------|-----------|
| £1,899.38 | £308.07 | £448.43 | £0.00 | £163.78 | £18.00 | £0.00 | £1,360.49 |
|-----------|---------|---------|-------|---------|--------|-------|-----------|

Sheet 2

| March | Total |
|---------|-----------|
| | £81.73 |
| | |
| | |
| £18.00 | £235.78 |
| | £439.62 |
| £75.00 | £75.00 |
| | £228.00 |
| | £178.43 |
| | £70.00 |
| | £0.00 |
| | £0.00 |
| | £0.00 |
| | £0.00 |
| | £0.00 |
| £196.87 | £361.67 |
| | £0.00 |
| | |
| £241.87 | £1,263.63 |
| | |
| | £0.00 |
| | £0.00 |
| | £0.00 |
| | £1,686.10 |
| | |
| | £31.80 |
| | £76.13 |
| | £0.00 |
| | £40.00 |
| | £0.00 |
| £531.74 | £4,767.89 |

| Current Account- Grant Money £9230 | | Sheet 3 | | | |
|---|---|------------------|---------|----------------|---------------|
| Projected End of Year Expenditure (excluding VAT) 2021/22 | | | | | |
| Date | Payee | Gross Amount | Receipt | VAT | VAT Reclaimed |
| 17 June 2020 | MK Containers metal 2x4 side door green Lottery | £1,791.47 | x | 358.29 | y |
| 22 June 2020 | Suregreen Ltd Sleepers for Lottery | £89.80 | x | | |
| 03/07/20 | Thrapston Farmers shop paint for sleepers | £12.49 | x | 2.50 | y |
| 23/07/20 | Böhmer-AG AG-Petrol Generator - | £433.32 | x | 86.67 | y |
| 23/07/20 | PA system QTX QT15PA incl 1 year warranty | £200.16 | x | | |
| 24/07/20 | Gr8 Garden New Compact Foldable 6ft HeavyTable x6 | £199.92 | x | 40.02 | y |
| 23/07/20 | CosmoGrill Barbecue | £249.99 | x | 50.00 | y |
| 01/08/20 | Thrapston Farm n Garden Storage boxes | £58.00 | x | 11.60 | y |
| 18/08/20 | BED electrical | £47.09 | | 9.43 | y |
| 18/08/20 | Toolstation | £53.32 | | 10.67 | y |
| 21 August 2020 | TFH Gazebos | £1,215.01 | x | 243.00 | y |
| 04/11/20 | Mad4Tools- Festoon Lighting | £107.52 | | 21.51 | y |
| 16/11/20 | Gazebo shop- Marquee weights (LG) | £86.97 | x | | |
| 16/11/20 | Mike O'Dwyer- Chairs (LG) | £756.00 | x | 126.00 | y |
| 19/11/20 | Argos Laminator/Sheets | £37.98 | | | |
| 19/11/20 | Argos-Urn | £84.99 | | | |
| 01/04/21 | Gazebo guttering | £1,777.95 | x | 29.66 | |
| 01/04/21 | 3 x extension cables | £84.00 | x | 14.00 | |
| 01/04/21 | Fire Extinguisher | £39.50 | x | | |
| 01/04/21 | 3 x cool boxes | £162.15 | x | 27.03 | |
| 01/04/21 | 2 x Mic stands | £41.70 | x | 6.96 | |
| 01/04/21 | Marquee Heaters | £161.97 | need | 26.99 | |
| 01/04/21 | Christmas Tree | £216.00 | x | 36.00 | |
| 01/07/22 | Festival Folk Band | £300.00 | x | 60.00 | |
| 01/07/22 | Festival Side Shows | £1,078.03 | x | 215.61 | |
| 22/08/22 | Festival Cutlery and décor | £75.64 | x | 15.13 | |
| 22/08/22 | Festival Food | £182.43 | x | 36.48 | |
| 22/08/22 | Festival Clog Dancing | £50.00 | x | 10.00 | |
| | | £9,593.40 | | 1437.55 | |
| Oct-22 | 9230 - 9593.40 = -£363.40 | | | | |

Village Halls Fund Accounts As of 17 May 2022

Supersaver account 50008516

| Date | Payee | Amount | Projected End of Year Expenditure (excluding VAT) 2021/22 |
|---|--|-------------------|---|
| 1st April 2021 | Last balance Dec 2009 | £3,695.47 | Projected End of Year Expenditure (excluding VAT) 2021/22 |
| 31/12/10 | CCLADividends | £489.11 | |
| 31/12/11 | Dividends | £503.73 | |
| 31/12/12 | Dividends | £507.82 | |
| 31/12/13 | Allotment rents | £154.00 | estimate |
| 31/12/14 | North Northamptonshire Council (Precept) | £6,240.90 | |
| 31/12/15 | Dividends | £533.87 | |
| 31/12/16 | Dividends | £540.00 | estimate |
| 31/12/17 | Dividends | £553.03 | |
| 31/12/18 | Dividends | £564.71 | |
| 31/12/19 | Dividends | £570.00 | estimate |
| 31/12/20 | Dividends | £587.60 | |
| | | £14,940.24 | plus interest?? |
| Balance Rate Tracker Account- 80267686 | | | |
| 14/08/09 | last known balance | £8,211.19 | |
| 31/12/20 | CCLA Investments Fund | 20,411.60 | |

| Budget 2022/2023 | | | | Sheet 7 | |
|--|---------------------|---------------------|---------------------|-----------------------|---------|
| Cost Centres - Expenditure | | | | | |
| 1st April 2021 | 2021/2022 Agreed | 2022/2023 Agreed | 2023/24 Proposed | Cost Centres - Income | Actual |
| Personnel | | | | Allotments | |
| Clerks salary | £2,324 | £2,324 | £2,324 | Rents Collected | £350.00 |
| Aministration | | | | | |
| Clerk's Admin Expenses | £75 | £75 | £75 | | |
| Insurance | £520 | £520 | £520 | | |
| Room Hire | £200 | £200 | £200 | | |
| Audit | £180 | £180 | £250 | | |
| NCALC subscription | £200 | £200 | £200 | | |
| GO annual fee | £40 | £40 | £40 | | |
| Data protection officer role | £10 | £10 | £10 | | |
| Training | £170 | £170 | £170 | | |
| Accountants | £0 | £0 | £0 | | |
| Allotments | | | | | |
| Data Allotment rent | £330 | £330 | £400 | | |
| Allotment Costs | | | | | |
| Lighting | | | | | |
| nPower Electricity | £900 | £1,200 | £1,200 | | |
| Lighting repairs | | | | | |
| Community Activities | | | | | |
| Room hire | £0 | £0 | £0 | | |
| Verge and hedge cutting | £600 | £600 | £600 | | |
| Asset maintenance (benches/noticeboards) | £0 | £0 | £0 | | |
| Sundries | £0 | £0 | £0 | | |
| Misc. Expenses | | | | | |
| Elections May 2020 £1/elector | £200 | £0 | £0 | | |
| Dog Bin emptying | £120 | £120 | £120 | | |
| Defibrillator | £100 | £100 | £100 | | |
| NNC Licences | £20 | £20 | £20 | | |
| Capital expenditure- lighting | £0 | £0 | £0 | | |
| Expenditure | £5,989 | £6,089 | £6,229 | | |
| | | | | | |
| Precept for | £6,240 | £6,240 | £6,240 | | |

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Twywell Parish Council

Chairman to the Council – Wendy Brackenbury
wendy.brackenbury@northnorthants.gov.uk
www.twywellparishcouncil.co.uk

3rd February 2023

To all councillors

Draft budget proposal

Please see the budget forecast (Sheet 2) on the Cash book spreadsheet, and the budget proposal (Sheet 7) for discussion

Figures

| | |
|---|-----------------|
| Current up to 03/02/23 (Sheet 1) | £13,170.68 |
| Ringfenced amounts (Sheets 3,4 and 5 - Transparency/Lottery/Allotments) | - £3746.93 |
| Subtotal | £9423.75 |
| Committed spending (budget projection to March 2023 Sheet 2) | £4767.89 |
| Forecast Balance at end of March 2022 | £4655.86 |

This budget proposal will support maintaining the precept at the same level as last year i.e. £6240.

If you require any further clarification, please do not hesitate to ask.

Kind regards

Wendy Brackenbury
 Chairman

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