## Twywell Parish Council

Parish Clerk 2 Gordon Terrace Twywell Northamptonshire NN14 3AH Telephone: 07960 214820 E-mail: clerk@twywellparish council.co.uk Web: www.twywellparishcouncil.co.uk



## **Extraordinary Parish Council Meeting Minutes**

Date		Tuesday 16 <sup>th</sup> April 2024	Time	19.00pm
Meeting held at		MacQueen House, Twywell, Kettering, NN14 3AH		20.46pm
Present (Parish Cllrs (PC))		Councillor Wendy Brackenbury (Chair), Councillor Geoff Shacklock (GS), Councillor Marc Dryburgh (MD), Councillor James Totten (JT), Councillor Peter Moynehan (PM) Members of the public in attendance (6)		>
Apologies		Councillor Seamus Leahy (SL), Councillor David Brac	kenbury	/ (DB).
Minutes tal	ken by	Helen Keech - Clerk to Twywell Parish Council		
Discussion			Action	
0424.27 (LGA 19)		es - to receive and approve apologies for absence. 72 Sch12, para 40). or David Brackenbury - Work commitments or Seamus Leahy - Work commitments	RESOL' That ( Bracke Seamu absence approv	Cllr's David nbury & s Leahy ce be
0424.28	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.		RESOL' That r given meetir	one where at this
0424.30	Minutes of meeting (LGA 1972 Sch12 P41(1) – 5 <sup>th</sup> March 2024. The minutes of the meeting confirmed as a correct record.		record	by the as a correct
0424.31 <b>PUBLIC SI</b>		SESSION		

	Concerns raised that villagers are paying for things that do not belong to the TPC with the increased precept.	Clerk assured villagers that all outgoing costs	
	Why do we need licences to do the planned improvements (planter etc), when the villagers just do it.	were applicable to TPC.	
	Street Light outside farm still not working	Clerk informed villagers that she would take on this task as it had not been resolved	
	CLERKS UPDATE & CORRESPONDANCE	DECOLVED.	
	Updated / New policies	RESOLVED: Council accepted the new polices	
	Twywell Parish Council – ICO Publication Scheme – Updated by clerk and ready for approval by council.	(PM/WB) – Clerk to upload	
	Twywell Parish Council – Grievance Policy – Updated by clerk and ready for approval by council.	polices onto the website.	
	Twywell Parish Council – Disciplinary Policy – Updated by clerk and ready for approval by council.	Festival committee	
0324.32	Twywell Parish Council Festival Committee Policy – Updated by clerk and ready for approval by council.	requires two more TPC Cllr's onto the committee.	
	Twywell Parish Council Scheme of Delegation – Updated by clerk and ready for approval by council.		
	Twywell Parish Council Complaints Procedure – Updated by clerk and ready for approval by council.	Discussion held and Cllrs decided	
	<b>Website/Emails</b> – Twywell Parish Council are required to update to a <b>.gov.uk</b> domain name – The clerk attended a training session on this. Our next steps are to decide what the TPC want them to provide and cost out an approved provider – Cllrs emailed this information on 18.03.2024.	to defer to next meeting, thus enabling to gain more information on this subject.	
	The current account balance stands at £16,694.39 on 31st March 2024.		
0324.33	The figure above does not take into account any transactions below or the savings the current account is 'holding' for Lottery Grant, Transparency Code, Allotments etc.		
	Invoices – received and payments to be raised for the following		
	Payments re-raised on Unity bank for 4x Npower bill and Girl Guide's hall hire.		

 Payments still waiting to be raised – Removal of Christmas Tree – Informed by SF that Tony paid Young Farmers at time of collection – Need invoice from Young Farmers, which despite all efforts Clerk has not been able to obtain. RESOLVED: Unable to recover cost.

DATE	ТО	REASON	COST	POWERS
	WHOM			& DUTIES
09.01.24	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133
05.04.23	Npower	Street Lighting	£249.97	PCA 1957 S3 & HWA 1980 S301
05.07.23	Npower	Street Lighting	£323.74	PCA 1957 S3 & HWA 1980 S301
04.10.23	Npower	Street Lighting	£346.53	PCA 1957 S3 & HWA 1980 S301
04.01.24	Npower	Street Lighting	£564.91	PCA 1957 S3 & HWA 1980 S301
05.03.24	Girl Guides	Hire of hall for TPC Meeting	£40.00	LGA 1972 SS 133
01.06.23	S. Flanagan	Repairs to Allotment Gate	£93.49	SH & A Act 1908 - SS 23, 26, 42
15.03.24	NCALC	Yr End and Transparency Training (Clerk)	£39.60	LGA 1972 S175
29.03.24	Tata Steel	Allotment rent (09.23 – 03.24)	£196.87	SH & A Act 1908 - SS 23,26, 42
31.03.24	Unity Bank	Service Charge	£18.00	

RESOLVED: All Councillors approved costs.

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	04.04.24	Npower	Street	£590.11	PCA
			Lighting		1957 S3
					& HWA
					1980
					S301
	04.04.24	NCALC	NCALC	£343.10	LGA
			Membership		1972
			+ Based of		S175
			Electorate		
			Internal		
			Audit Service		
			Data		
			Protection		
			Officer		
			Service		
	11.04.24	Girl	Hire of hall	£40.00	LGA
		Guides	for TPC		1972
			Meeting		SS 133
	16.04.24	Girl	Hire of hall	£40.00	LGA
		Guides	for TPC		1972
			Meeting		SS 133

TPC only received one invoice for £40 for the two dates due only requiring the hall for 45 minutes in the 11.04.2024

## **Income into Twywell Parish Account**

DATE	PAYEE	REASON	AMOUNT	POWERS
				&
				DUTIES
06.03.24	S Coales	Allotment	£100.00	SH & A
		Rent		Act 1908
				– SS 23,
				26, 42
13.03.24	S Weston	Allotment	£28.00	SH & A
		Rent		Act 1908
				– SS 23,
				26, 42
02.04.24	J Totten	Allotment	£56.00	SH & A
		Rent		Act 1908
				– SS 23,
				26, 42
02.04.24	Mayes	Allotment	£28.00	SH & A
		Rent		Act 1908
				-SS 23,
				26, 42
02.04.24	Oakley	Allotment	£21.00	SH & A
		Rent		Act 1908
				– SS 23,
				26, 42
02.04.24	Bray	Allotment	£56.00	SH & A
		Rent		Act 1908

NOTED by Cllrs

					- SS 23,	
					26, 42	
	02.04.24	Chell	Allotment	£15.00	SH & A	
	02.01.21	Circii	Rent	213.00	Act 1908	
					- SS 23,	
					26, 42	
	03.04.24	S Coales	Allotment	£40.00	SH & A	
			Rent		Act 1908	
			(Balance)		- SS 23,	
			,		26, 42	
	03.04.24	Robertson	Allotment	£14.00	SH & A	
			Rent		Act 1908	
					- SS 23,	
					26, 42	
	04.04.24	Dryburgh	Allotment	£28.00	SH & A	
		, ,	Rent		Act 1908	
					- SS 23,	
					26, 42	RESOLVED:
						Council accepted
	Savings Ac	<b>count</b> – infor	mation supp	lied at the I	ast meeting	having a savings
	(03.24.21)	but no decisi	on was made	e – Does the	TPC require	account as long as
	a savings a	ccount?				no cost involved
						(PM/WB)
	Bank Signa	i <mark>tories</mark> – Wo	rk in progres	ss with Cllrs	SL & JT. JT	
		n sent to Unit				Deferred to next
sign paperwork and supply information requested by Unity					meeting	
Bank.						
		111			2045 1	Deferred to next
Local Audit (Smaller Authorities) Regulations 2015 and the					meeting	
					meeting	
Transparency Code for Smaller Authorities Clerk has received email from PKF Littlejohn regarding the external						
		GAR. Comp	-		ne externar	
		tificate of Ex	•		22 Form 2	
Completed by clerk – to be signed as correct by Chair and RFO when approved in meeting.					ect by Chair	
	• Anr			•	022/23 –	
		npleted by c			-	
		Clerk when		_	orrect Chair	
		ounting Stat		_	mnleted by	
		k / RFO – to				
		roved in mee	_	s correct by	Chair Which	Clerk has emailed
	арр	roved in med				to all Cllrs on
	This has be	en complete	d by Clerk a	nd shown to	Chair, who	16.04.2024
		it is emailed	•		21.2, 11	
	1	TY MATTERS				
			•			
0324.34	HIGHWAYS	<u> </u>				
		or licences –	•			DEFERRED to next
	village to a	pply for first	(Pond, Tree	s, Village ga	tes, Bottom	meeting

Green (planters and sign). Information received and email to all Cllr's from NCC – TPC need to decide on 'What we want' and apply for grants.

Clear Utility Solutions — Clerk has applied for transfer for change of energy supplier — Update: - TPC are having to reapply as Npower refused change over due to outstanding invoices.

UNRESOLVED: Clerk to action

<u>PLANNING APPLICATIONS</u> (Town & Country Planning Act 1990 Sch 1 para 8.) <u>(current information can be found on the TPC website under planning)</u>

To consider the following planning applications –

 NE/24/00230/FUL | Conversion of redundant barn to residential dwelling (Use Class C3). | Home Farm Buildings Lower Street Twywell NN14 3AH

The councillors were consulted via email due to the response date being 12.04.2024 – The council made the decision of 'Recommend Approval (Support)' for the planning application NE/24/00230/FUL

 NE/24/00235/LBC | External structural repairs and new roof, along with internal repair/alterations to facilitate bringing the bathroom indoors and associated works as per submitted Schedule of works and Design and Access statement | Home Farm Buildings Lower Street Twywell NN14 3AH

The councillors were consulted via email due to the response date being 12.04.2024 – The council made the decision of '*Recommend Approval (Support)*' for the planning application NE/24/00235/LBC

 NE/24/00232/FUL | External structural repairs and new roof, along with internal repair/alterations | 1
 Home Farm Cottages Lower Street Twywell Kettering NN14 3AH

The councillors were consulted via email due to the response date being 12.04.2024 – The council made the decision of '*Recommend Approval (Support)*' for the planning application NE/24/00232/FUL

NE/24/00233/LBC | External structural repairs and new roof, along with internal repair/alterations to facilitate bringing the bathroom indoors and associated works as per submitted Schedule of works

**RESOLVED: Noted** 

**RESOLVED:** Noted

and Design and Access statement | 1 Home Farm Cottages Lower Street Twywell Kettering NN14 3AH

The councillors were consulted via email due to the response date being 12.04.2024 – The council made the decision of '*Recommend Approval (Support*)' for the planning application NE/24/00233/LBC

**RESOLVED: Noted** 

 NE/24/00234/FUL | External structural repairs and new roof, along with internal repair/alterations | 2
 Home Farm Cottages Lower Street Twywell NN14
 3AH **RESOLVED: Noted** 

The councillors were consulted via email due to the response date being 12.04.2024 – The council made the decision of '*Recommend Approval (Support)*' for the planning application NE/24/00234/FUL

 NE/24/00235/LBC | External structural repairs and new roof, along with internal repair/alterations to facilitate bringing the bathroom indoors and associated works as per submitted Schedule of works and Design and Access statement | 2 Home Farm Cottages Lower Street Twywell NN14 3AH

The councillors were consulted via email due to the response date being 12.04.2024 – The council made the decision of '*Recommend Approval (Support)*' for the planning application NE/24/00235/LBC

Outcomes of previous applications –

Planning Application Consultation NE/23/01277/FUL –
 Martins Yard (High Street) – Conversion of two attached disused agricultural barns to a residential dwelling (use class C3). WITHDRAWN

**NOTED** 

 Planning Application Consultation NE/24/00103/FUL – Replacement of external windows and doors. The Old Post Office Lower Street Twywell Kettering NN14 3AH REFUSED

NOTED

## **ALLOTMENTS - Allotments officer Cllr J Totten**

0324.35

Email received from a villager – 'I have previously written to mention that vehicular access to your allotments, from which you take income, has increased with contingent damage to The Lane. Thus, puddling is increasing. Perhaps you could contribute from the proceeds of allotment rental to the gravel surfacing protecting the route?' Clerk and Allotments officer are working together on this.

RESOLVED: JT to report issue to street doctor and Clerk to email villager.

		<del>,                                      </del>
	<b>Skips</b> – On hold as unsure of amounts in allotment funds, and cost of removing potential asbestos.	NOTED
	Potential Asbestos – Update from allotments officer	RESOLVED: All agreed to this
	Oracle Solutions £1,075.00 + VAT TES Environmental Services Limited £495.00 + VAT Company name unknown £300.00 + VAT	being removed by TES
	Communication with TATA – Cllr JT would like to discuss the possibility of buying the allotments and would like to start a chat with them about how we could go about either buying the allotments with a community-funded grant from the government or TATA 'gifting' the allotments to Twywell.	RESOLVED: JT & SL to take the lead on this
	<b>Badger in the Plantation allotment</b> – is creating havoc, we need to invest in animal proof fencing.	RESOLVED: No action
	Festival Committee - Sub-Committee to the Twywell Parish	
0424.36	Council  Lottery Grant - Clerk has informed all Cllrs of the possible implications of this being spent - Decision on the future of the remaining funds to be made by the TPC.  Lottery Asset Register - Does any of the items bought in 2022 need adding to the register?  The festival committee will now be a featured item on all TPC meetings so we can be updated of any progress / feedback. Please see email update below from Dale (Sunday, March 17, 2024 8:55 AM)  'I understand that we should be reporting back to the PC. We have done this in the past, but apart from the annual audits, usually completed in November, and that we have given permission for the equipment to be used for village events, there has nothing to report since 2021. I shall ensure these audits, and any other Festival Committee information is reported back in future'.	RESOLVED: Approved (PM/WB)  Clerk awaiting update
0324.37	Items for next meeting or general interest  - Two Cllrs for Festival Committee - AGAR - Highways - 'What do we want for the village' (improvements (Gates, Village Sign, Tree Pruning)) Job Allocation	

0324.38	Dates for future meetings - 7 <sup>th</sup> May 2024 - Annual General Meeting 9 <sup>th</sup> July 2024 9 <sup>th</sup> September 2024 12 <sup>th</sup> November 2024	RESOLVED: all councillors agreed to the dates.  MacQueen house is booked
0324.39	Close of Meeting Due to no other business the chair closed the meeting at 20.46pm	

Approved & Signed by Cllr Wendy Brackenbury on 7th May 2024

Mrs Wendy Brackenbury Chair to Twywell Parish Council