

TWYNING PARISH COUNCIL

Clerk: Gill Jennings E-mail: clerk@twyningcouncil.co.uk

MINUTES (subject to agreement at the next Council meeting) of a Meeting of Twyning Parish Council held in Twyning Village Hall on Monday 13th January 2020 at 7.30pm

Councillors Present : Cllr Bartlam, Edes, Ellis, Hadley, Holden, Irwin, Murray, Horsfall (Chair)
Also Present: Clerk Gill Jennings, 9 members of the public, County Councillor Kevin Cromwell & Borough Councillor Mike Sztymiak

205	<u>Welcome</u> – The Chairman welcomed those gathered
206	<u>Apologies for absence</u> – Apologies were accepted from Cllr Nottage
207	<u>Declaration of interest/Requests for Dispensation</u> – There were none
208	<p><u>Public participation on agenda items and items of mutual interest</u></p> <p>a. <u>Councillors who declare an interest in matters on the agenda may address the Council</u> - None</p> <p>b. <u>County Councillor report to Councillors and residents, and response to questions</u> Cllr. Cromwell reported that “there was an opportunity to comment on the County Council’s budget – deadline Friday, 17 January 2020. The County Council has won a national award for supporting the Apprenticeship programme with over 200 apprentices in various departments with qualifications from level 2 to level 7 (equivalent to a Master’s degree level). With my local highways manager, I am allocating funds from my Highways Local minor works budget to complete schemes over the next two years. I would encourage you to look at the 50:50 GCC match funding scheme which is publicised on the GCC website. There will be opportunity to talk to staff from the County Council at Tewkesbury Borough Council Offices on 25 February 2020. Day time surgeries are being held from 11am to 3pm with an evening presentation including a question and answer session from 4 to 5.30pm. Locally: CCTV on the storm drains is programmed for the High Street and Church End – date to be confirmed. Waiting for new curbs on the road adjacent to the Green – start date dependent on weather. Considering the inclusion of particular roads in the village as part of Highways Local. Re: Bow Lane gravel extraction I have held meetings with GCC and Worcestershire County Council officers (including the local councillor) to discuss the application. The application is currently out for consultation but will be subject to a second phase of consultation because we have asked for more information. Some of the consultees have requested extra time to respond due to the complexity of the application. On the second phase, officers will only be consulting with people who responded as part of the first phase of consultation. It looks likely that the application will not reach the Planning Committees of each council before the end of the year. I will keep you updated”.</p> <p>c. <u>Borough Councillors report to Councillors and residents, and response to questions</u></p> <p>1) Planning application 19/00531/OUT 50 dwellings opposite Cherry Orchard Lane - This application was refused by the Borough’s planning committee in December.</p> <p>2) Public Consultation on local Council Tax Reduction scheme for working age people has ended. - The Borough has consulted on any change to the local Council Tax Reduction Scheme which helps working age people on low incomes pay their Council Tax. Consultation gave several options - to keep the scheme the same, change to where all working age pay a percentage of their Council Tax or consider an income banded scheme. The response to the consultation was low and the recommendation to full council from the executive committee is to keep the scheme the same.</p> <p>3) Increase in financial support for Discretionary Housing Payments - Universal Credit has contributed to difficulties that some people have had in paying their housing rent and this year the £110,000 given by government has run out part way through the year so the executive committee have agreed to allocate an extra £40,000 from expected surplus in the business rates pool scheme. The government have earmarked extra money towards these payments but it will not be available until the next financial year.</p> <p>4) Cyber Central Garden Community (West of Cheltenham) Masterplan Supplementary Planning Document Cheltenham and Tewkesbury Borough councils have put out for consultation a Supplementary Planning Document (SPD) to cover the development of an area of land next to GCHQ that will incorporate a Cyber park (45 hectares) and Garden Village (1,100 new houses). The land crosses both Cheltenham and Tewkesbury districts. The SPD is intended to be a masterplan for how the area gets developed and principles upon which its design will be based. The SPD, as well as the means of responding to the consultation, can be found using the link consult.cheltenham.gov.uk/consult.ti/cybercentral. The</p>

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	<p>consultation ends at 5pm 17th February”.</p> <p>d. Members of the public who wish to raise issues or concerns. Cllr Horsfall asked when the Masterplan might be implemented? Cllr Response: There is no indication of a timeframe but with borough ownership of some of the land the project might be brought forward fairly quickly. Cllr Holden mentioned that she had had a very useful meeting with rights of way officer/borough to discuss access gates along path between Twyning and Tewkesbury. Possible funding and landowner consents identified.</p>								
209	To agree the Minutes of the meeting of the 9th December 2019 – Proposed as a true record Cllr. Holden, seconded Cllr Murray, majority in favour (2 abstentions due to non-attendance at the meeting)								
210	<p><u>Matters arising from previous minutes</u></p> <p>A. Speed limits and lighting – Church End Road – Cllr Cromwell indicated that the 30mph speed limit and lighting scheme approved and going ahead</p> <p>B. Grass cutting contract - Consider quotations - to be progressed by the Village Green Working Group</p>								
211	<p><u>Reports (with actions as listed)</u></p> <p>A. <u>Minibus</u> – The Community Minibus continues to provide a good service to the school children in the Parish and is full for this year with a waiting list of 2 with more expected for the new school year in September. The Christmas holidays has been quiet on the bookings front and the working group have kept the vehicle in good condition ensuring that servicing and cleaning are kept up to date. Plans for shopping trips are still underway and will be further discussed at the next minibus meeting later this month. The Working Group are still looking for volunteers to drive small groups and organisations out on day trips and for evening trips.</p> <p>B. <u>Kilmore Field, TRAC Lease, Playgroup Building</u> – Cllr Horsfall to progress the transfer of the carpark area and installation of the gate with the assistance of TBC Planning Enforcement. He reported that playgroup were not in a position to take forward their project until the school have considered whether they will be offering pre-school places. A request for the installation of bollards at a cost of £2624.40 was considered. The Clerk gave current advice that bollards could potentially cause injury if damaged. TRAC were asked to consider other measures of security i.e. padlocked gate or staggered concrete blocks.</p> <p>C. <u>Green working group</u> – Cllr Horsfall will join the next meeting of the group when they are to discuss the works required to reinstate the East side of the green as well as the grass cutting contracts</p> <p>D. <u>Village Hall</u> – no report</p> <p>E. <u>Emergency Committee</u> - the committee had located a suitable generator but had for various reasons withdrawn from purchase</p> <p>F. <u>Tree Warden</u> – report from the latest tree inspection circulated and works identified will be put out to tender by the Tree Warden. Other minor works will be dealt with by a volunteer working party. TPO applications will be required (Clerk). The council considered whether there should be any changes to the hire policy for the Green to protect the trees/public but agreed that this would not be necessary if works carried out in good time. The Tree Warden mentioned he had further concerns about the trees on the TRAC site/footpath but these could be managed by volunteers.</p> <p>G. <u>New Website</u> - Councillors expressed their appreciation of the work put in by Bill O'Dell on creating the new website and its refreshed appearance. Thanks would also be passed on to Richard Jacques and Mike Rushby. A volunteer has been found to update the village content.</p> <p>H. Other – Damage by vandalism to TRAC site – Being dealt with by insurers. The cost of the damage was substantial.</p> <p>I. Other – Complaint relating to damage to verges in Church End by internet contractors – progress on reinstatement would be checked by Cllr Horsfall</p>								
212	<p>Finance</p> <p>a. <u>To agree account balances as at 31st December 2019</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Current account – as at 31st December</td> <td style="text-align: right;">£59854.89 (reconciled)</td> </tr> <tr> <td>Savings account – as at 31st December</td> <td style="text-align: right;">4357.67(reconciled)</td> </tr> <tr> <td>Handlesbanken</td> <td style="text-align: right;">£ 1,007.56</td> </tr> <tr> <td>Nationwide</td> <td style="text-align: right;">£ 976.39</td> </tr> </table> <p>The Council agreed the balances as per statements available. The clerk would investigate the unrepresented cheques.</p> <p>b. <u>The Council are to pass a resolution to request a precept of £22950 (which equates to £28.43 Band D, same as last year) and to draw remaining £1735 from reserves.</u> Proposed by Cllr Holden, seconded by Cllr Irwin, agreed by unanimous vote</p> <p>c. <u>Reconciliation of TRAC balance of S106 funding – It was noted that £2400 is remaining</u></p>	Current account – as at 31 st December	£59854.89 (reconciled)	Savings account – as at 31 st December	4357.67(reconciled)	Handlesbanken	£ 1,007.56	Nationwide	£ 976.39
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- d. Consider draft 2019 Financial Regulations for adoption
**Regulations would be re-drafted by a working group appointed by the council:
Cllr Horsfall, Cllr Murray, Cllr Irwin**
- e. Consider RFO's advice re: financial management systems
The RFO had circulated advice and the Council agreed to move from the Rialtas system at the year end to a spreadsheet system to provide better clarity of the budget and save costs. It would be necessary to purchase Microsoft at a one of cost of £119.99 as opposed to an annual cost of £145 – this purchase was agreed.
- f. To agree payments as per list:
**The following payments were agreed by unanimous vote:
Centigen – grasscutting August - £337.43
Admin – December - £277.40
Admin Nov/Dec/Jan & Expenses Dec/Jan £1371.05
PATA – payroll management - £17.50
Rialtas – last contract payment to year end - £145.20
PKF Littlejohn – replacement of lost cheque - £288.00
Orchard Hire – hire of heras fencing - £138.09
Nationwide – investment - £35000
BJ Unwin – tree inspection - £540
Twynning Community Bus - £176 (refund of cheque paid to the council in error)**
- g. To appoint Independent Internal Auditors
The Council considered the services of GAPTC or DKE and agreed to proceed with DKE Audit services at £189 plus mileage costs
- h. To consider obtaining a debit card for RFO use and authorising online payments by councillors
Councillors were supportive of the concept of a debit card for general office expenditure, and were keen to move to internet banking. Cllr Horsfall indicated that this would be considered when redrafting the financial regulations.
- i. Review of Bank Mandate
The Council considered the current 3 signatories , Cllr Horsfall, Cllr Murray, Cllr Irwin sufficient.

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Date, time and venue of next meeting
Monday, 10th February 2020 7.30pm in the Village Hall

There being no other business the meeting closed at 8.45pm.