

## TWYNING PARISH COUNCIL

Clerk: Gill Jennings E-mail: [clerk@twyningcouncil.co.uk](mailto:clerk@twyningcouncil.co.uk)

MINUTES (subject to agreement at the next Council meeting) of  
A MEETING of Twyning Parish Council  
held at <https://us04web.zoom.us> on Monday 8<sup>th</sup> June 2020 at 7pm

Councillors Present: Cllr Bartlam, Edes, Hadley, Holden, Horsfall (Chair), Murray, Nottage  
Also Present: Clerk/RFO

|     |   |
|-----|---|
| 254 | <u>Welcome</u><br>The Chairman welcomed all those present   |
| 255 | <u>Apologies for absence</u><br>Cllr Ellis, Borough Councillor Mike Sztymiak  |
| 256 | <u>Declaration of interest/Requests for Dispensation</u><br>There were no declarations of interest  |
| 257 | <u>To agree the Minutes of the Meeting held on Monday 11<sup>th</sup> May 2020</u><br><b>Proposed for agreement Cllr Murrury, seconded Cllr Holden, all in favour</b>   |
| 258 | <u>Any Planning Matters to report (Cllr Hadley)</u><br><u>Planning Applications:</u><br>Applications:<br>20/00414/FUL Tie Bar Cottage – erection of single storey extension, <b>No Objection</b><br>20/00306/FUL - Twitlocks Farm Twyning, agricultural building for storage – Cllr Hadley to make site visit and draw up comments<br>1. The previous applications (14/00936/FUL (withdrawn) & 15/01249/FUL (permitted) related to new barns and hardstanding areas for general agricultural use. The inclusion of commercial (B8) use in this application should be monitored and potentially restricted to agricultural use only;<br>2. The floor area and height of the proposed barn is substantially greater than previous applications (a 50% increase in floor area from approximately 6,000 sq.ft. to 9,500 sq.ft. and a 10% increase in height - now 7.45m);<br>3. The hardstanding area is substantially larger than previous applications and the potential effect on amenity value through visible vehicle movements and noise for the adjacent Twitlocks Cottages must now be considered<br>18/00934/FUL - Tree Tops, Church End Lane, Twyning - appeal<br>Cllr Hadley offered to draw up comments endorsing NDP policy GD1 and elements of the Braintree judgement<br>The proposed development:<br><ol style="list-style-type: none"><li>1. Would not represent infilling within the existing built up area of Twyning and not represent a replacement dwelling, and would be in conflict with Policies GD1 and H5 of the Twyning Parish Neighbourhood Development Plan 2011-2031 (January 2018). It is in direct conflict with the criteria within Policy SD10 of the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy 2011-2031 (2017);</li><li>2. The site is not in an established settlement and in a location where the need to travel by car to work, shopping, leisure, community facilities and other destinations would be in conflict with environmental requirements for sustainability. It is contrary to Policy INF1 of the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy 2011-2031 (2017) and the National Planning Policy Framework (2019) which seek to balance in favour of sustainable transport;</li><li>3. The scale, form and positioning of the proposed dwellings and associated garages, and their proximity to one another and the adjacent public highway and Public Right Of Way would create a intensive form of development. The proposals do not respond to the character of the location and its surroundings and would materially detract from the landscape character of this rural area. It is therefore contrary to policies SD4 and SD6 of the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy 2011-2031 (2017), policies GD3, GD4 and GD5 of the Twyning Parish Neighbourhood Development Plan; 2011-2031 (January 2018), and paragraphs 127 and 170 of the National Planning Policy Framework (2019);</li><li>4. The ruling in <u>Braintree District Council v Secretary of State for Communities and Local Government</u> should not apply to this application as the proposal clearly does not represent sustainable development. There</li></ol> |

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are more sustainable opportunities within or adjacent to the recognised settlement of Twyning which would provide more community value and additional housing numbers than this individual application.

Twyning Parish Council therefore objects to this application on the basis of the reasons outlined above.

### Planning Decisions:

Two applications have been decided by TBC since the last TPC meeting as follows, both relate to discharge of conditions:

19/00071/CONDIS - The Stables, School Farm, High Street - New residential dwelling - DISCHARGE

20/00019/CONDIS - The Bungalow, Stratford Bridge Garage - 16/01152/FUL 3no. new detached residential dwellings PARTIAL DISCHARGE

### **17/00452/OUT - Land To The North Of Shuthonger Garage A38 Pages Lane To Church End Lane - 4 Self Build houses**

Work is underway on the site and an advertisement for the purchase of each plot with a suggested price for building the houses is in the public domain. Clerk to enquire whether TBC have carried out due diligence in identifying the names of the four individual families that are going to 'self build' and whether or not they have satisfied the local eligibility tests.

### **Tewkesbury Borough Plan**

Tewkesbury Borough Council submitted the Tewkesbury Borough Plan to the Secretary of State for Housing, Communities and Local Government for examination on 18 May 2020.

The Local Plan and all supporting documents submitted can be viewed on the Council's examination library webpage: [www.tewkesbury.gov.uk/tewkesbury-borough-plan-examination-library](http://www.tewkesbury.gov.uk/tewkesbury-borough-plan-examination-library)

The independent examination will be conducted by the Planning Inspectorate who will appoint a Planning Inspector in due course. The examination will be a continuous process running from submission until receipt of the Inspector's final report. This will involve hearing sessions to further discuss any matters the Inspector considers necessary. The Inspector will also determine whether anyone who made representations to the previous Pre-Submission consultation are required to submitted any further information or take part in the hearing sessions.

Once confirmed, all details relating to the examination process will be advertised, made available on-line and sent to all respondents via an independent Programme Officer.

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### Working Group Reports:

- a. Minibus – Cllr Holden reported that she had been successful in obtaining a £1000 grant which will cover lease payments and other expenses until September.
- b. Kilmore Field, TRAC & Playgroup – no report
- c. Village Hall– Cllr Holden reported that:

Under Step 2 of the government's roadmap to recovery, pre-school settings will be allowed to re-open from Monday, 1<sup>st</sup> June. Playgroup had restarted having carried out their own risk assessment.

Other groups cannot use the hall until the Phase 3 announcement in mid-June. The hall will not reopen until the 4th July at the earliest and only then if Phase 3 conditions have been met. In the meantime the village hall have received a grant from Tewkesbury Borough Council to make up for loss of income.

- d. Emergency Committee – Cllr Horsfall reported that things were fairly quiet. The Committee are helping with collecting prescriptions and are manning an emergency phone line on a rota basis.
- e. Tree Warden - report circulated which highlighted the need for work to the ditch at TRAC.

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### Progress on Matters from Previous Minutes

- a. Shuthonger Dog Bin/Noticeboard – Adrian Clements at TBC will progress with Cllr Nottage
- b. Internet Banking & Debit card – no report
- c. Approval of Model Standing Orders 2019 version - deferred
- d. Enquiry about S106 time limits – expenditure should be incurred before 2023. There were some balances of underspend which might need to reallocated.

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| 261                                     | <p><b>Finance &amp; Governance</b></p> <ol style="list-style-type: none"> <li>To agree the Year End Accounts – The previously accepted Year End Accounts have not been modified in any way and <b>were agreed by unanimous vote</b>. The clerk presented the following statements:</li> <li>To confirm the Annual Governance Statement for 2019/20 that the Council has taken responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements and that the items 1 to 9 are correctly completed.<br/>Proposed for acceptance Cllr Edes/seconded Cllr Bartlam, all in favour. <b>The Statement was signed by the Chairman.</b></li> <li>To confirm the Accounting Statements for 2019/20 items 1 to 11 are correct.<br/><b>Proposed for acceptance Cllr Edes/seconded Cllr Bartlam, all in favour. The Statements were signed by the Chairman.</b></li> <li>To agree the payments for June</li> </ol> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Payments June</b></th> <th style="text-align: right;">Total</th> <th style="text-align: right;">Net</th> <th style="text-align: right;">Vat</th> </tr> </thead> <tbody> <tr> <td>Cancelled Cheque</td> <td style="text-align: right;">101980</td> <td style="text-align: right;">-184.00</td> <td style="text-align: right;">-184.00</td> </tr> <tr> <td>DK Edwards (substitute cheque)</td> <td style="text-align: right;">101985</td> <td style="text-align: right;">184.00</td> <td style="text-align: right;">184.00</td> </tr> <tr> <td>unpresented cheque written back in</td> <td style="text-align: right;">101903</td> <td style="text-align: right;">-10.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>unpresented cheque written back in</td> <td style="text-align: right;">101923</td> <td style="text-align: right;">-24.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>PATA - payroll services</td> <td style="text-align: right;">101986</td> <td style="text-align: right;">23.25</td> <td style="text-align: right;">24.91</td> </tr> <tr> <td>Orchard Hire - (Heras fencing)</td> <td style="text-align: right;">101987</td> <td style="text-align: right;">149.43</td> <td style="text-align: right;">124.52</td> </tr> <tr> <td>Salary Payment</td> <td style="text-align: right;">101988</td> <td style="text-align: right;">422.60</td> <td style="text-align: right;">422.60</td> </tr> <tr> <td>Salary Payment</td> <td style="text-align: right;">101989</td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Postage/Office Expenses</td> <td style="text-align: right;">101990</td> <td style="text-align: right;">35.12</td> <td style="text-align: right;">56.00</td> </tr> <tr> <td>CLK Media (PPE patterns) Emergency Comm</td> <td style="text-align: right;">101991</td> <td style="text-align: right;">336.00</td> <td style="text-align: right;">280.00</td> </tr> <tr> <td>D Lockett Printing - Emergency Comm</td> <td style="text-align: right;">101991</td> <td style="text-align: right;">64.98</td> <td style="text-align: right;">64.98</td> </tr> <tr> <td>TJB Garden Services (TRAC mowing)</td> <td style="text-align: right;">101992</td> <td style="text-align: right;">357.00</td> <td style="text-align: right;">76.00</td> </tr> <tr> <td>Sinclair (lease Hire)</td> <td style="text-align: right;">dd</td> <td style="text-align: right;">456.00</td> <td style="text-align: right;">380.00</td> </tr> <tr> <td>J Brookes (grasscutting June)</td> <td style="text-align: right;">101993</td> <td style="text-align: right;">640.00</td> <td style="text-align: right;">640.00</td> </tr> <tr> <td><b>Total Payments</b></td> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>2310.38</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>2153.47</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>156.91</b></td> </tr> </tbody> </table> <p style="text-align: center;"><b>Proposed for agreement Cllr Murray, seconded Cllr Holden, all in favour</b></p> <ol style="list-style-type: none"> <li>To agree the bank reconciliations May – HSBC current account £25516.85, deposit £4359.84<br/><b>Both balances were agreed by unanimous vote.</b></li> <li>To agree expenditure against budget headings May<br/>Expenditure for the month £5455, showed an overspend on website hosting &amp; GAPTC, which would be met by General reserve.</li> <li>Website Accessibility compliance<br/>The clerk has shared the Government advice with Bill O'Dell and Delta Ferguson. A compliance statement will need to be published by September.</li> <li>Earmarked Reserves – The Emergency Committee have enquired whether there is still a fund of £1000 for them to call on<br/><b>The clerk suggested an earmarked reserve of £1000 was put aside. Proposed Cllr Edes, seconded Cllr Hadley, all in favour</b></li> </ol> | <b>Payments June</b> | Total          | Net           | Vat | Cancelled Cheque | 101980 | -184.00 | -184.00 | DK Edwards (substitute cheque) | 101985 | 184.00 | 184.00 | unpresented cheque written back in | 101903 | -10.00 | 0.00 | unpresented cheque written back in | 101923 | -24.00 | 0.00 | PATA - payroll services | 101986 | 23.25 | 24.91 | Orchard Hire - (Heras fencing) | 101987 | 149.43 | 124.52 | Salary Payment | 101988 | 422.60 | 422.60 | Salary Payment | 101989 | 500.00 | 0.00 | Postage/Office Expenses | 101990 | 35.12 | 56.00 | CLK Media (PPE patterns) Emergency Comm | 101991 | 336.00 | 280.00 | D Lockett Printing - Emergency Comm | 101991 | 64.98 | 64.98 | TJB Garden Services (TRAC mowing) | 101992 | 357.00 | 76.00 | Sinclair (lease Hire) | dd | 456.00 | 380.00 | J Brookes (grasscutting June) | 101993 | 640.00 | 640.00 | <b>Total Payments</b> |  | <b>2310.38</b> | <b>2153.47</b> | <b>156.91</b> |
|---|--|----------------------|----------------|---------------|-----|------------------|--------|---------|---------|--------------------------------|--------|--------|--------|------------------------------------|--------|--------|------|------------------------------------|--------|--------|------|-------------------------|--------|-------|-------|--------------------------------|--------|--------|--------|----------------|--------|--------|--------|----------------|--------|--------|------|-------------------------|--------|-------|-------|---|--------|--------|--------|-------------------------------------|--------|-------|-------|-----------------------------------|--------|--------|-------|-----------------------|----|--------|--------|-------------------------------|--------|--------|--------|-----------------------|--|----------------|----------------|---------------|
| <b>Payments June</b>                    | Total  | Net                  | Vat            |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| Cancelled Cheque                        | 101980   | -184.00              | -184.00        |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| DK Edwards (substitute cheque)          | 101985   | 184.00               | 184.00         |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| unpresented cheque written back in      | 101903   | -10.00               | 0.00           |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| unpresented cheque written back in      | 101923   | -24.00               | 0.00           |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| PATA - payroll services                 | 101986   | 23.25                | 24.91          |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| Orchard Hire - (Heras fencing)          | 101987   | 149.43               | 124.52         |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| Salary Payment                          | 101988   | 422.60               | 422.60         |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| Salary Payment                          | 101989   | 500.00               | 0.00           |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| Postage/Office Expenses                 | 101990   | 35.12                | 56.00          |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| CLK Media (PPE patterns) Emergency Comm | 101991   | 336.00               | 280.00         |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| D Lockett Printing - Emergency Comm     | 101991   | 64.98                | 64.98          |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| TJB Garden Services (TRAC mowing)       | 101992   | 357.00               | 76.00          |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| Sinclair (lease Hire)                   | dd   | 456.00               | 380.00         |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| J Brookes (grasscutting June)           | 101993   | 640.00               | 640.00         |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| <b>Total Payments</b>                   |  | <b>2310.38</b>       | <b>2153.47</b> | <b>156.91</b> |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| 262                                     | <p><b>Date of Next Meeting</b><br/>13<sup>th</sup> July 2020</p>   |                      |                |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| 263                                     | <p>PLEASE NOTE REPORTS FROM COUNTY/BOROUGH COUNCILLORS ARE INVITED IN WRITING AND WILL BE POSTED TO THE WEBSITE as an attachment to the minutes</p> <p>Cllr Sztymiak reported “In terms of the Borough report it should be noted that the non-essential retailers are able to open up from the 15th June. The Borough have been awarded £84,000 from the government towards helping with the social distancing and safety features of reopening the high streets hence the County Council have blocked off a lot of free on-street parking in the High Street in an attempt to allow people to keep apart. The Borough are also planning on re-introducing car park charges towards the end of June. They will be encouraging people to pay by phone rather than cash and there will be no transaction charges for the customer using this means. I have concerns about what trade will be like and was wondering whether the Parish council had a view on the reintroduction of charges.”</p>   |                      |                |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |
| 264                                     | <p>Public Participation - To consider any parishioner requests/queries received by email</p> <ol style="list-style-type: none"> <li>A resident has requested a road sign “children playing” at Church End. The Council discussed this at length and agreed that this would be a decision for County Highways. <b>Clerk to refer residents request to GCC.</b></li> </ol>   |                      |                |               |     |                  |        |         |         |                                |        |        |        |                                    |        |        |      |                                    |        |        |      |                         |        |       |       |                                |        |        |        |                |        |        |        |                |        |        |      |                         |        |       |       |   |        |        |        |                                     |        |       |       |                                   |        |        |       |                       |    |        |        |                               |        |        |        |                       |  |                |                |               |

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|  | <p>2. The Village Inn have requested permission to use a small portion of the village green for garden picnic tables as an overflow from the pub, should they decide to reopen when lockdown allows.<br/>They are awaiting full guidance from trade bodies and, of course, the government, to see if they are able to operate safely and within any guidelines.<br/>They have provisionally extended their public liability cover to include this.</p> |
|  | <p><b>Support proposed by Cllr Edes, seconded Cllr Nottage, all in favour.</b></p>   |