

## TWYNING PARISH COUNCIL

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

M I N U T E S (subject to agreement at the next Council meeting)  
Of A MEETING of Twyning Parish Council  
held at <https://us04web.zoom.us> on Monday 12<sup>th</sup> October 2020 at 7.40pm

Councillors Present: Cllr Bartlam, Edes, Ellis, Hadley, Holden, Horsfall (Chair), Murray, Nottage

Also Present: Clerk/RFO, County Councillor Kevin Cromwell, Borough Councillor Mike Szytmiak, 11 members of the public

Members of the public are welcome to attend but must contact the clerk for log-in details. If a log-in is not obtained from the clerk admittance may be blocked. Anyone wishing to keep a record of the meeting should advise the Chairman at the commencement of the meeting.

312	<p><u>Welcome</u> Councillor Horsfall welcomed attendees from remote connections.</p>
313	<p><u>1. Apologies for absence</u> Councillors are reminded to give their apologies in writing to the clerk prior to any meeting. Apologies received and accepted from Cllr Irwin.</p> <p><u>2. To consider waiving the 6 month absence rule in favour of retaining Cllr Ellis who has been unable to attend meetings due to difficult circumstances</u> <b>Cllr Horsfall proposed a three month extension to the rule, seconded Cllr Nottage, all in favour</b></p>
314	<p><u>Declaration of interest/Requests for Dispensation</u> <b>There were no declarations/requests</b></p>
315	<p><u>To agree the Minutes of the meeting held on Monday 14<sup>th</sup> September 2020</u> The Minutes were proposed as a true record Cllr Nottage, seconded Cllr Murray, majority in favour (2 abstentions due to absence)</p>
316	<p><u>Village Reports:</u> 1. Sewage leaks in Goodiers Lane / Severn Trent - action required – Cllr Horsfall reported that he had written to CCV and now offered to write to MP Laurence Robertson to seek action 2. Footpath Gang - Brushcutter servicing required – Cllr Hadley proposed, advising the cost of servicing 3 tools would be approximately £250, seconded Cllr Holden, all in favour</p>
317	<p><u>Working Group/Councillor Reports:</u></p> <p>a. Minibus – Cllr Holden reported - Adam Walker has joined the Committee, replacing Charlotte Shepherd. Bill O'Dell has taken over as Treasurer, and Sarah Holden as Safeguarding officer. We are still looking for additional active committee members and appreciate any help you can provide in finding any. We have instigated full Covid actions for the Hanley school run and it's working well. We have informed parents of a £5 penalty for those children who habitually forget their mask (spares are on hand). Costs are just over £130 for Covid-related items. Insurance has been renewed @ £577.46. We have also paid for Public and trustee insurance liability protection @ £173.03. Finances remain tight and we intend to take up lease payments asap – our account balance is £987. We will shortly need to replace tyres, pay for fuel plus there is the expectation of MIDAS training and renewal of existing drivers (x 5), which we are looking into. Therefore, we are doubtful we can resume lease payments until next invoicing for the school run (January).</p> <p><b>The Council deliberated, Cllr Holden proposed, Cllr Ellis seconded the use of reserves to fund the next 4 months lease payments</b></p> <p>a. Village Hall - No report b. Tree Warden – (report circulated) Cllr Hadley advised the council that the trees identified for work in the last report had suffered damage during recent storms. c. Recreation Working Group</p> <ul style="list-style-type: none"> <li>• Council to consider a report from Recreation Working Group and their recommendations</li> <li>• Legal status of TRAC site/Kilmore field</li> <li>• Discuss condition of Kilmore field and occasional use of the village green for informal football/rugby games when conditions require it</li> </ul> <p>Cllr Bartlam reported that group were liaising with Shaun Roberts and would be suggesting some options for TRAC to consider. These options would come to the parish council in the first instance. The group would recommend the release of £2400 S106 funding for the flood lighting but the remaining funding needed to be put in place first. Cllr Hadley had requested approval of use of the village green for informal games. The Council acknowledged that there was informal use in any event but could not give formal permission.</p>

## TWYNING PARISH COUNCIL

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

318	<p><u>Progress on Matters from Previous Minutes</u>                      Internet Banking &amp; Debit card – form for Internet banking received and actioned – HSBC have failed to send an activation code – complaint raised – No useful response - Council may wish to consider moving to another bank?  <b>Council approved the Clerk opening a new account with Lloyds Bank.</b></p>																																																																											
319	<p><u>Finance &amp; Governance</u></p> <ol style="list-style-type: none"> <li>1. Receive the External Auditors Report and Completion Certificate which confirms there were no matters of concern. <b>Noted</b></li> <li>2. To agree payments in October  <b>Proposed Cllr Horsfall, seconded Cllr Edes that in addition to the payments list of £6733.24 a payment should be made to RBL of £118.50, £100 as a donation and £18.50 for the wreath. Late Sept payments of £456 for minibuss lease and £35 for data protection noted.</b></li> </ol> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payments October</th> <th style="text-align: left;">Chq No</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>Dominic Jeynes (bollards)</td> <td>102018</td> <td style="text-align: right;">2597.98</td> <td style="text-align: right;">2164.98</td> <td style="text-align: right;">433</td> </tr> <tr> <td>Sinclair (minibus lease)</td> <td>dd</td> <td style="text-align: right;">456</td> <td style="text-align: right;">380</td> <td style="text-align: right;">76</td> </tr> <tr> <td>D Woods (tree felling)</td> <td>102019</td> <td style="text-align: right;">260</td> <td style="text-align: right;">260</td> <td style="text-align: right;">0</td> </tr> <tr> <td>HMRC 2nd qtr</td> <td>102020</td> <td style="text-align: right;">587.97</td> <td style="text-align: right;">587.97</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Salary</td> <td>102021</td> <td style="text-align: right;">500</td> <td style="text-align: right;">500</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Salary &amp; Expenses (£39.12)</td> <td>102022</td> <td style="text-align: right;">587.37</td> <td style="text-align: right;">587.37</td> <td style="text-align: right;">0</td> </tr> <tr> <td>PATA payroll services</td> <td>102023</td> <td style="text-align: right;">23.25</td> <td style="text-align: right;">23.25</td> <td style="text-align: right;">0</td> </tr> <tr> <td>J Brookes (top field grasscutting)</td> <td>102024</td> <td style="text-align: right;">240</td> <td style="text-align: right;">240</td> <td style="text-align: right;">0</td> </tr> <tr> <td>PKF Littlejohn External Audit Fee</td> <td>102025</td> <td style="text-align: right;">480</td> <td style="text-align: right;">400</td> <td style="text-align: right;">80</td> </tr> <tr> <td>Open Spaces Society (subscript)</td> <td>102026</td> <td style="text-align: right;">45</td> <td style="text-align: right;">45</td> <td style="text-align: right;">0</td> </tr> <tr> <td>J Brookes (village grasscutting)</td> <td>102027</td> <td style="text-align: right;">640</td> <td style="text-align: right;">640</td> <td style="text-align: right;">0</td> </tr> <tr> <td>J Brookes (field cut October)</td> <td>102028</td> <td style="text-align: right;">240</td> <td style="text-align: right;">240</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Came &amp; Co (adjusted premium)</td> <td>102029</td> <td style="text-align: right;">75.67</td> <td style="text-align: right;">75.67</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">6733.24</td> <td style="text-align: right; border-top: 1px solid black;">6144.24</td> <td style="text-align: right; border-top: 1px solid black;">589</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>3. To agree the bank reconciliation September - <b>Proposed for agreement Cllr Murray, seconded Cllr Horsfall, all in favour £29488.29</b></li> <li>4. To check expenditure against budget headings August – <b>The Council noted the current position</b></li> <li>5. To consider appointment of an Internal Auditor for 2020/21 £190 – <b>Duncan Edwards proposed by Cllr Murray, seconded by Cllr Horsfall all in favour</b></li> </ol>	Payments October	Chq No	Total	Net	Vat	Dominic Jeynes (bollards)	102018	2597.98	2164.98	433	Sinclair (minibus lease)	dd	456	380	76	D Woods (tree felling)	102019	260	260	0	HMRC 2nd qtr	102020	587.97	587.97	0	Salary	102021	500	500	0	Salary & Expenses (£39.12)	102022	587.37	587.37	0	PATA payroll services	102023	23.25	23.25	0	J Brookes (top field grasscutting)	102024	240	240	0	PKF Littlejohn External Audit Fee	102025	480	400	80	Open Spaces Society (subscript)	102026	45	45	0	J Brookes (village grasscutting)	102027	640	640	0	J Brookes (field cut October)	102028	240	240	0	Came & Co (adjusted premium)	102029	75.67	75.67	0			6733.24	6144.24	589
Payments October	Chq No	Total	Net	Vat																																																																								
Dominic Jeynes (bollards)	102018	2597.98	2164.98	433																																																																								
Sinclair (minibus lease)	dd	456	380	76																																																																								
D Woods (tree felling)	102019	260	260	0																																																																								
HMRC 2nd qtr	102020	587.97	587.97	0																																																																								
Salary	102021	500	500	0																																																																								
Salary & Expenses (£39.12)	102022	587.37	587.37	0																																																																								
PATA payroll services	102023	23.25	23.25	0																																																																								
J Brookes (top field grasscutting)	102024	240	240	0																																																																								
PKF Littlejohn External Audit Fee	102025	480	400	80																																																																								
Open Spaces Society (subscript)	102026	45	45	0																																																																								
J Brookes (village grasscutting)	102027	640	640	0																																																																								
J Brookes (field cut October)	102028	240	240	0																																																																								
Came & Co (adjusted premium)	102029	75.67	75.67	0																																																																								
		6733.24	6144.24	589																																																																								
320	<p>PLEASE NOTE REPORTS FROM COUNTY/BOROUGH COUNCILLORS ARE INVITED IN WRITING AND WILL BE POSTED TO THE WEBSITE</p> <p>The following matters already referred to County Councillor:</p> <ol style="list-style-type: none"> <li>1. Progress on pavement resurfacing - Cllr Cromwell asked if the council were happy with the kerbing around the green. Confirmed as a good job.</li> <li>2. Councillor Szytmiak reported that covid cases on the increase in the borough and there was cause for concern. "The Borough officers are busy working on a number of prevention and preparation tasks regarding the local situation. These include :-                         <ol style="list-style-type: none"> <li>a) Covid-19 business advisory and enforcement work,</li> <li>b) response preparation and planning for local case increase scenarios to support businesses and communities,</li> <li>c) community help hub – preparation to respond to calls,</li> <li>d) business grant assurance - from the previous grant scheme, a government requirement,</li> <li>e) new self-isolation grant procedure set up,</li> <li>f) preparation for local 'lockdown' business grants so these can be ready to go if needed,</li> <li>g) the council's Covid-19 Recovery Plan implementation</li> <li>h) maintaining services and projects in business as usual mode as far as is possible.</li> </ol> </li> </ol> <p>In this context it has been announced today that the Borough will administer the new test and trace support payment for those living in the Borough and are on low pay and unable to work whilst self-isolating. The criteria for the £500 payment are those who</p> <ul style="list-style-type: none"> <li>• have been told to stay at home and self-isolate by NHS Test and Trace, either because they have tested positive for coronavirus or have recently been in close contact with someone who has tested positive;</li> <li>• are employed or self-employed;</li> <li>• are unable to work from home and will lose income as a result; and</li> </ul>																																																																											

## TWYNING PARISH COUNCIL

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

	<ul style="list-style-type: none"><li>are currently receiving Universal Credit, Working Tax Credit, income-based Employment and Support Allowance, income-based Jobseeker's Allowance, Income Support, Housing Benefit and/or Pension Credit.</li></ul> <p>These people will be given an 8 character account code from the NHS Test and Trace service and can then contact the Borough Council online for payment”.</p>
321	<p><u>Public Participation</u></p> <p>Due to the shortness of time allowed on Zoom please send any queries or comments by email to the clerk so that they may be read out at the meeting.</p> <ol style="list-style-type: none"><li>1. Complaint about vans parking on the green</li><li>2. Complaint about overgrowth on Highway at Brockridge Road – Cllr Horsfall reported that some hedgecutting seemed to have taken place. Cllr Cromwell advised that this would come under the Winter work schedule.</li></ol>
322	<p><u>Date of Next Meeting/Venue &amp; Format</u></p> <p>9<sup>th</sup> November 2020 via Zoom</p>