

MINUTES (subject to agreement at the next Council meeting) of a meeting of the Parish Council held on Monday 14<sup>th</sup> November 2022 at 7.30pm in the Village Hall, Twynning

Councillors Present: Chairman Cllr P Hadley, Ellis, Ferguson, Horsfall, Lockett, Murray

Also Present: Clerk/RFO, Borough Cllr. Philip Workman, 7 members of the public

617	<p><u>Welcome</u> The Chairman will ask if anyone wishes to record or film the meeting. <b>No requests</b></p>
618	<p><u>Apologies for absence</u> Councillors are reminded to give their apologies in writing to the clerk prior to any meeting. <b>Apologies were accepted from Cllr Nottage</b></p>
619	<p><u>Declaration of interest/Requests for Dispensation</u> Councillors are reminded to update their interests with any relevant change of personal circumstances <b>There were no declarations of interest or requests for dispensation</b></p>
620	<p><u>To agree the Minutes of the Parish Council meeting held on 10<sup>th</sup> October 2022</u> <b>The Minutes of the 10<sup>th</sup> October were agreed</b></p>
621	<p><u>VAS Equipment/ Traffic Calming</u> Receive a report from the Community Engagement Group Cllr Lockett reported that there were too many hoops to jump through to obtain MVAS equipment. Cllr Ellis felt that obtaining the equipment should be pursued. The Clerk will apply for funding if possible for either an assessment or equipment.</p>
622	<p><u>Discuss Footpath Improvements and other CIL Projects</u> Receive a report from the Recreation Working Group No report</p>
623	<p><u>Progress on Matters from Previous Minutes</u></p> <ol style="list-style-type: none"> <li>1. Waste Bins – awaiting installation by TBC – TBC awaiting stock of the ones for Hillend and Brockeridge. – should be installed this month</li> <li>2. S106 – awaiting response from TBC – Clerk has attended meeting and S106 resolved</li> </ol>
624	<p><u>Receive and request reports from Borough/County Councillors</u> Gloucestershire County Council Report - Cate Cody - 14th November 2022</p> <p><u>Cost of Living Support Hub</u> <a href="https://www.gloucestershire.gov.uk/support-hub/">https://www.gloucestershire.gov.uk/support-hub/</a> brings together lots of useful information and advice including: saving money; food; conserving energy; free warm spaces and looking after health and wellbeing. Warm and welcome spaces in the libraries will provide somewhere to relax and free hot drinks (where possible), as well as free wi-fi, access to computers and fun activities such as homework help and knit and natter. <a href="https://www.gloucestershire.gov.uk/gloucestershirecounty-council-news/news-october-2022/cost-of-living-support-hub-launches-alongsidecounty-warm-bank-offer/">https://www.gloucestershire.gov.uk/gloucestershirecounty-council-news/news-october-2022/cost-of-living-support-hub-launches-alongsidecounty-warm-bank-offer/</a></p> <p><u>Waste Wizard Tool</u> A new website tool helping people find out how to get rid of items sustainably. Type in the name of any item along with your postcode to find out whether it can be reused, repaired, donated or recycled, or if it needs to go into a specific bin or collection. The tool aims to: Increase the number of items that are repaired, reused, or donated and ensures anything that can't be is properly recycled; For more information and to try out the tool visit: <a href="https://www.gloucestershirerecycles.com/waste-wizard/">https://www.gloucestershirerecycles.com/waste-wizard/</a> Recycle your food to help cut waste and carbon A new campaign has been launched aimed at encouraging people to reduce their food waste and help the environment. The campaign, called 'Food Waste – It All Adds Up', highlights how residents can reduce their food waste and recycle their leftovers. The campaign shows how reducing food waste at home could save a family of four around £700 a year. Any food waste that can't be avoided can be put into food caddies for recycling, which is made into gas to power our homes and fertiliser for growing food. Many people already recycle food waste, but more people need to use their caddies to help reduce the harmful impacts of not doing so. For more information see <a href="https://www.gloucestershirerecycles.com/food">gloucestershirerecycles.com/food</a></p>

### Children's services

There are currently 855 children in care across the county, a quarter are placed outside the county away from familiar school, family and friends; for some this is necessary, but there are those who could live in the County if we had more foster families. For further information, please see Fostering ([gloucestershire.gov.uk](http://gloucestershire.gov.uk)). Short You Tube films give insight: <https://youtu.be/vFVmaLu-td0> Please share to help find much needed foster parents. The GCC 'young care experienced ambassadors' are organising an event to celebrate the achievements of care leavers in the County. If you know a care leaver (under 25) who should be celebrated for what they have achieved, please get in touch and I can nominate them for an award.

### Bow Lane - sand and gravel extraction

I've booked in to speak on behalf of residents on 1st December. As the division member, I am allowed 5 minutes.

### Tewkesbury Repair Cafe

Next sessions Sat 19th Nov & 10th Dec, 2-5pm at the Baptist Church. Take anything you have that is broken (toys, electronics, bikes, household items, furniture etc) and they will try and fix it. The amazing volunteers sharpen tools and mend clothes too. Sessions depend on volunteers so double check before setting off.

Gloucestershire County Council Scrutiny Committee Reports: Adult Social Care and Communities; Health Overview; Children and Families; Environment; Fire and Rescue; Corporate Overview and Scrutiny; Gloucestershire Economic Growth. For a synopsis of each recent committee meeting, please see the full report.

Tewkesbury Borough Report for Twyning Parish Council.

14<sup>th</sup> November 2022

The Nut orchard appeal will be heard at the Borough offices between the 10<sup>th</sup> and 12<sup>th</sup> January 2023 commencing at 10am. There are also reserve days on the 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> January but venue availability for these days is yet to be confirmed. Members of the public can attend and at the inspectors discretion express their views.

We have another interim Development Manager in the name of Jeff Upton. The planning Dept. is still experiencing delays but there is now, hopefully, a steady progress in performance.

Concerning the 'hedgehog' project Andrea and myself will be attending the village school on Wednesday to ask the hedgehog class to design a suitable road sign.

There are still some grants available from the Borough for opening up community facilities as a warm space. There are two £500 grants available and details can be found on the Borough web page entitled the Cost of Living Support Page and the section Warm Space Community Fund.

We held a surgery a few weeks back for residents and one outcome from that was the extent of dog fouling in the footpath by Dingle Lane. The Borough will put up some signs in an attempt to deter offenders.

The Independent Boundary Commission for England is conducting a review of the Parliamentary boundaries. There is currently a consultation until 5<sup>th</sup> December. If you would like to view the interactive maps and comment go to [www.bcereviews.org.uk](http://www.bcereviews.org.uk)

The Tewkesbury Lights event will be held this year on Sunday 20<sup>th</sup> November 12 noon until 6 pm. Free parking, free street entertainment, 80 stalls and fairground rides. Santa will switch on the lights at 5 pm. What's not to like!

Cllrs Mike Sztymiak and Philip Workman.

625	<p><u>Working Group/Councillor Reports:</u>  <b>Reports must be received in writing by the clerk 9 days before a meeting so that any decision requests can be included on the agenda. Reports will be taken as read.</b>  Village Hall – No report  Minibus – as previously reported  Emergency Committee – No report  Recreation Working Group –</p> <ul style="list-style-type: none"> <li>• Appoint 2 new members to the Working Group – <b>Cllr Horsfall/Cllr Hadley appointed</b></li> <li>• Query about clearance work on Kilmore Lane footpath – Clearance work for access to adjacent field noted – no action</li> </ul> <p>Village Green Working Group – No report  Tree Warden – felling of silver birch on village green outstanding for action, dead tree identified on verge by Showborough House – <b>the former tree will be felled by a volunteer, and the latter will be cut back by the Men’s Shed at no cost</b>  Footpath Gang – No report  Planning Committee – No report  Community Engagement Group – No report</p>																																																																																				
626	<p>Receive reports from any external meetings attended by Parish Councillors  No report</p>																																																																																				
627	<p><u>Finance &amp; Governance</u></p> <p>1. Agree bank reconciliation October and updated budget report.  <b>Councillor Murray checked the bank statement and invoices.</b>  <b>Payments since the last meeting and the bank reconciliation balance was agreed as follows:</b></p> <table border="1" data-bbox="188 884 1141 1108"> <tr> <td>Slatter Electrical (deposit on lighting)</td> <td>6939</td> <td>5782.5</td> <td>1156.5</td> </tr> <tr> <td>Cotswold Web (training 1 hour)</td> <td>96</td> <td>80</td> <td>16</td> </tr> <tr> <td>Bank Charges</td> <td>8</td> <td>8</td> <td>0</td> </tr> <tr> <td>Microsoft</td> <td>11.28</td> <td>9.4</td> <td>1.88</td> </tr> <tr> <td></td> <td><u>10599.8</u></td> <td></td> <td><u>1250.3</u></td> </tr> <tr> <td><b>Reconciled Balance</b></td> <td><b>40026.3</b></td> <td><u>9</u></td> <td><u>9349.51</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td><u>8</u></td> </tr> </table> <p><b>The updated budget report was agreed with receipts to date £35353/expenditure £26393.39</b>  <b>With non budget receipts totalling £62206.36 and payments £34850.14</b></p> <p>2. Agree payments in November  <b>Payments were agreed as follows:</b></p> <p><b>November Payments</b></p> <table border="1" data-bbox="188 1288 1141 1870"> <tr> <td>Smith of Derby (clock maintenance)</td> <td>326.4</td> <td>272</td> <td>54.4</td> </tr> <tr> <td>R Beetham (Tool maintenance)</td> <td>25</td> <td>25</td> <td>0</td> </tr> <tr> <td>Seton (warning signs)</td> <td>83.34</td> <td>69.45</td> <td>13.89</td> </tr> <tr> <td>S Don-Bramah (website/bulletin)</td> <td>141.66</td> <td>141.66</td> <td>0</td> </tr> <tr> <td>Village Hall Hire</td> <td>16</td> <td>16</td> <td>0</td> </tr> <tr> <td>Administration</td> <td>925.49</td> <td>925.49</td> <td>0</td> </tr> <tr> <td>Office allowance/phone/heat/light</td> <td>49.7</td> <td>49.7</td> <td>0</td> </tr> <tr> <td>Sinclair Mini Bus Lease</td> <td>456</td> <td>380</td> <td>76</td> </tr> <tr> <td>Bank Charges</td> <td>8</td> <td>8</td> <td>0</td> </tr> <tr> <td>Microsoft</td> <td>11.28</td> <td>9.4</td> <td>1.88</td> </tr> <tr> <td>S Don Bramah (website/bulletin)</td> <td>141.66</td> <td>141.66</td> <td>0</td> </tr> <tr> <td>CLK Media printing costs</td> <td>498.8</td> <td>498.8</td> <td>0</td> </tr> <tr> <td>J Brookes hedge cutting</td> <td>170</td> <td>170</td> <td>0</td> </tr> <tr> <td></td> <td><u>2853.33</u></td> <td><u>2707.16</u></td> <td><u>146.17</u></td> </tr> </table> <p>3. Agree species and cost of Memorial Tree (allow £200) and Plaque (£150 approx) – <b>Council agreed the budget for the purchase. Cllr Lockett to circulate details of trees.</b></p> <p>4. Receive a revised quotation for footpath surfacing – A quote was received but Council want to check the material used. A resident suggested quarry dust.</p> <p>5. Receive the draft budget for 2023-24  The Clerk circulated a draft budget for consideration.</p>	Slatter Electrical (deposit on lighting)	6939	5782.5	1156.5	Cotswold Web (training 1 hour)	96	80	16	Bank Charges	8	8	0	Microsoft	11.28	9.4	1.88		<u>10599.8</u>		<u>1250.3</u>	<b>Reconciled Balance</b>	<b>40026.3</b>	<u>9</u>	<u>9349.51</u>				<u>8</u>	Smith of Derby (clock maintenance)	326.4	272	54.4	R Beetham (Tool maintenance)	25	25	0	Seton (warning signs)	83.34	69.45	13.89	S Don-Bramah (website/bulletin)	141.66	141.66	0	Village Hall Hire	16	16	0	Administration	925.49	925.49	0	Office allowance/phone/heat/light	49.7	49.7	0	Sinclair Mini Bus Lease	456	380	76	Bank Charges	8	8	0	Microsoft	11.28	9.4	1.88	S Don Bramah (website/bulletin)	141.66	141.66	0	CLK Media printing costs	498.8	498.8	0	J Brookes hedge cutting	170	170	0		<u>2853.33</u>	<u>2707.16</u>	<u>146.17</u>
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	<b>Budget Heading</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>	
		<b>22/23</b>	<b>to Yr</b>	<b>23/24</b>	
	<b>Income</b>		<b>End</b>		
	Precept	32010	32010	32600	less than 2%
	Interest	50	70	110	
	Top Field	1500	450	500	
	Minibus Lease	4560	4250	1440	
	Bulletins	300	300	300	
		<u>38420</u>	<u>37080</u>	<u>34950</u>	underfunded due to over estimating Top Field
	General reserve			<u>3100</u>	? Will not be available next year
				<u>38050</u>	
	<b>Budgeted Expenditure</b>				
	Salary & PAYE	14900	14900	15000	allow for contingencies
	Travel/Office Exp	500	500	500	
	Training	500	120	350	reduced most courses now online
	Chairmans Allow	0	0	0	
	Audit Fees	600	400	500	
	Professional & Bank Fees	1000	1500	1000	underfunded in previous years
	Subscriptions	400	150	300	
	Insurance	800	887	950	allow for increase
	Stationery/Office Items	600	600	600	
	Website/ Email				
	accounts/Editor	2060	2560	2560	allow for editor or new website
	Grants other than S137	500	1750	1800	allow for Coronation & community engagement
	GAPTC	490	464	490	they are increasing cost
	Meetings	350	192	200	
	Data Protection	40	40	40	
	Election Costs	0	0	900	election year - not previously budgeted
	Bulletins	1100	1290	1400	likely increase in cost
	Tree Work	1200	900	900	
	Street Furniture &				
	Defibrillator	500	500	500	
	Grasscutting	6500	6500	6800	increase in cost
	Footpaths & Carpark	400	400	400	
	Clock Maintenance	300	300	300	
	TRAC Play area	1000	1000	1000	
	RBL Poppy Appeal	120	120	120	
	Minibus Lease	4560	4560	1440	
		<u>38420</u>	<u>39633</u>	<u>38050</u>	overspend in the previous year due to TRAC g change/fees which are likely to remain
	6.	Agree the national pay award increase £1 per hour backdated to 1 <sup>st</sup> April and an additional 1 day holiday <b>The Council agreed the increase by majority vote.</b>			
	7.	Discuss Gigaclear request for permission to lay cable on PC land Kilmore Lane <b>The terms and offer were not acceptable. Clerk to negotiate.</b>			
628	<u>Changing Rooms</u> If there is a need to move this project forward - Discuss employing an architect to draw up designs and obtain tenders/planning – Cllr Hadley reported that TRAC moving this item forward and will prepare plans and obtain tenders for the work.				
629	<u>Public Adjournment</u> A resident reported an overgrown footpath outside Pound House – Footpath gang to clear Memorial Service – Cllr Lockett questioned whether a road closure should be arranged next year as car drivers were disrespectful and spoil the occasion. The Clerk advised the Council to apply early and be prepared to pay a £100 fee to Tewkesbury Borough Council English for Ukraine adults – problem accessing classes in Gloucester or Cheltenham. B/F				

	<p><u>Date of Next Meeting/Venue &amp; Format</u> 12<sup>th</sup> December 2022</p>
630	<p><b>A resolution may be passed to exclude members of the public from discussions about a confidential legal matter if necessary</b></p> <p>Update on Land Transfers/Lease – No movement on this item. Cllr Horsfall will give a deadline.</p> <p>Notice to quit on Commonland has now expired – complaint received from GCC regarding the use of electricity from their official site by the unauthorised encampment. Complaint received from resident regarding ongoing fencing – Cllr Horsfall reported with photographs of the encampment. Councillors were most concerned with the number of vehicles being sold from the site and the enclosure. Council’s solicitor to write to occupier to give them Notice to quit the site.</p> <p>Staffing Committee meeting – to be arranged via Zoom</p>