

MINUTES (subject to agreement at the next Council meeting) of the Annual General Meeting of the Parish Council held on Monday 20<sup>th</sup> May 2024 at 7.30 pm in the Village Hall, Twynning.

Councillors Present: Clayson, Davies, Ellis, Hadley, Holden  
Also Present: Clerk/RFO, 7 members of the public

929	<p><u>Confirmation of Appointment of a Council Chairman</u> <b>Cllr Davies proposed by Cllr Hadley, seconded by Cllr Ellis, all in favour</b> <b>Cllr Davies signed an acceptance of office</b></p>															
930	<p><u>Appointment of Vice Chairman</u> <b>Cllr Clayson proposed by Cllr Ellis, seconded by Cllr Davies, all in favour</b></p>															
931	<p><u>To receive apologies</u> <b>There were no apologies</b></p>															
932	<p><u>To receive declarations of interest/requests for dispensation</u> <b>There were no declarations or requests</b></p>															
933	<p><u>To agree the Minutes of the Council Meeting of 15<sup>th</sup> April 2024</u> <b>Proposed for acceptance Cllr Davies, seconded by Cllr Clayson, all in favour</b></p>															
934	<p><u>To receive the Minutes of the Annual Parish Meeting and agree actions arising:</u></p> <ul style="list-style-type: none"> <li>Adopt the Biodiversity Action Plan with additions from the Annual Parish Meeting</li> </ul> <p><b>The Minutes were proposed for acceptance by Cllr Davies, seconded by Cllr Clayson, all in favour</b> <b>The Biodiversity Action Plan was adopted by unanimous vote. It will be a working document and may be added to and updated.</b></p>															
	<p><u>An adjournment to receive a report from the County Councillor</u> The Robin bus service will be launched on the 3<sup>rd</sup> June and can be booked 2 weeks in advance or 1 hour before a journey via app, online or telephone. The bus will join up with other services and operates from 7am to 7pm. Max 16 passengers. Cllr Cody has accepted a new portfolio on Climate and Ecology and is happy to work with the Parish Council on any biodiversity projects Cllr Cody has arranged for 3 poles to be installed for MVAS equipment.</p>															
935	<p><u>Consider applications for Co-option and make appointments</u> <b>Three applications were received and the Council unanimously agreed to appoint as members: Cllr Bill O'Dell, Cllr Kate Marissa Cox and Cllr Richard Westwood</b> <b>Newly co-opted councillors signed their declarations of acceptance of office</b></p>															
936	<p><u>Appoint:</u> <u>Appointments were made as follows:</u> Staffing Committee (3) Cllrs. O'Dell, Cox, Ellis Planning Committee (5) Cllrs. Westwood, Davies, Clayson, Hadley, Ellis Amenities Working Group (2) (also to liaise with TRAC) Cllrs. Westwood, Ellis, Hadley Biodiversity Action Plan Working Group – Cllrs. Cox, O'Dell, Holden Tree Warden – Dave Lockett Snow Warden – Orazio Di Marco Village Hall Rep – Cllr. Clayson Councillor Advocacy Scheme – Cllr. Cox Council auditor – Cllr Clayson</p>															
937	<p><u>Year End Accounts – The draft Year End Accounts and returns have been circulated:</u></p> <ol style="list-style-type: none"> <li>Receive the Independent Auditors Report – <b>The report was noted</b></li> <li>Agree the distribution of reserves as shown on the Balance Sheet – The reserves were agreed as:</li> </ol> <table border="0"> <tr> <td><b>Represented by:</b></td> <td>23/24</td> <td>24/25</td> </tr> <tr> <td>Minibus</td> <td>8460</td> <td>0</td> </tr> <tr> <td>Capital Projects</td> <td>30150</td> <td>31000</td> </tr> <tr> <td>General Reserve</td> <td>17000</td> <td>15000</td> </tr> <tr> <td>Legal Fees</td> <td>0</td> <td>5723</td> </tr> </table>	<b>Represented by:</b>	23/24	24/25	Minibus	8460	0	Capital Projects	30150	31000	General Reserve	17000	15000	Legal Fees	0	5723
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3. Approve the Governance Statement 23/24 – **The Governance statement was approved by unanimous vote and signed by the Chairman and RFO**
4. Approve the Accounting Statements 23/24 – **The Accounting statement was approved by unanimous vote and signed by the RFO and Chairman**

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Finance & Governance

1. Agree Payments for May – **Payments were approved as follows:**

**Payments - May 24**

Whatley Recorden Fee Account	600	500	100
Office Expenses April	69.4	69.4	0
Office Expenses May	102.8	102.8	0
Administration	1012.74	1012.74	0
J Brookes Grasscutting	930	930	0
Twyning PCC - GRANT	1500	1500	0
Urban Aspects (Architect Fee S106)	790	790	0
TBC Planning Fee (S106)	199.83	199.83	0
DKE Audit Services	245	245	0
Microsoft	12.36	12.36	0
Twyning Village Hall	24	24	0
Bank Charges	8	8	0
	5494.13	5394.13	100

**A subscription to the Open Spaces Society was also approved together with payment of an invoice for works to the drainage gulley at Pound Close (£300)**

2. Receive the Budget Analysis to April and agree the bank reconciliation  
**Payments to end of April £4236.24 and Receipts £18890 were noted. The bank reconciliation at £25824.19 agreed and checked by Cllr Clayson**
3. Agree that all Policies have been reviewed in the last year and are up to date or identify those which require amendment – **The clerk advised that the Financial Regulations will need review and that the Staffing Committee might want to review staffing policies.**
4. Agree the insurance renewal £975.33 and confirm that it gives adequate cover – **Agreed to renew as is.**
5. Appoint new bank signatories – **Cllr Clayson, Davies, O'Dell and RFO (Gill Jennings) appointed. The Clerk/RFO to be main contact and authorised to make mandate changes with the bank and sole control of internet banking. Signing instructions adjusted to 1 only until new RFO appointed when it would revert to 2 with a new mandate. HSBC had not acted on previous instructions.**
6. New councillor training – Councillors were reminded that training courses were available and a useful resource.

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Village Matters

1. London Plane

The Chairman has proposed an open discussion about the way forward – the options so far:

- a. Lop branches off the tree to 4m as recommended (no need for re-inspection for 2 years) combined cost of this and other tree works (£2800) – carry out all tree work in Autumn and use temporary fencing in interim
- b. Fence off around diameter of tree with post and rail (£2000 for materials plus installation) need to reinspect within a year – NOTE: Fencing not allowed to restrict access on a village green
- c. Let grass grow under Plane tree and install signage (approx. £200) and reinspect, carry on with other tree works in Autumn 2024 at the lowest cost of the 2 quotes already received.

**The Council voted unanimously in favour of c. with the installation of 3 signs and reinspection in 2 years. The other minor tree works to be carried out in Autumn.**

2. Location of Book Swap Cupboard

Discuss whether there is a suitable location – the village hall cannot accommodate and it may be a hazard outside the shop – **Councillors agreed that there would be room next to the noticeboard and Cllr O'Dell and Davies offered to install.**

	<p>3. <u>Pub seating on the Green</u> Following notice given in July and again in August 2023 discuss the pub seating on the Green and its removal – <b>noted but no action</b></p> <p>4. <u>Kilmore Field</u> Discuss the poor condition of the field and problems arising with the grass cutting contract/future use as a football venue – Councillors had met with the contractor during the day and discussed the problems of poor drainage and mole activity. <b>The Council agreed to accept a quotation for mole trapping at £170. A contractor has been invited to quote for a maintenance contract on the field. A further contract for annual clearance of the ditches to be obtained.</b> The Council identified a problem with the previously installed drainage pipe in the right hand corner of the pitch which would require more complex solutions. The banks of the field will be left unmown.</p>
940	<p><u>Adjournment for Public Participation – Members of the public may raise questions on any item on this agenda (if on another matter they should raise it with the clerk via <a href="mailto:clerk@twyningcouncil.co.uk">clerk@twyningcouncil.co.uk</a>)</u> A resident had reported an obscured road sign to GCC Highways and it had been cleared but vegetation obscuring view of the road was a problem in many areas, Pages Lane for example A resident commented that the Village Green had special status and not everyone enjoyed the pub seating on it A member of TRAC commented that the problems on the field had been identified a long while ago and the Council should have put in a maintenance contract A resident commented that it was unusual to have 1 signatory on community accounts. Would the Council support a defibrillator at the Chapel? A resident complained that members of the Council were too quiet to be heard in the room</p>
941	<p><u>Planning Matters</u> <u>Consultations:</u> Extension of Premises Licence – Puckrup Hall – increase in hours – <b>No Objection</b> <u>Notification of Decisions:</u> 23/00712/LBC Proposed replacement door and window units 2 Pound Close Twyning Consent</p>
942	<p><u>Date of Next Meeting</u> 17<sup>th</sup> June 2024 – Planning at 7pm Council at 7.30pm The Meeting will be adjourned to exclude the public for an update on a legal matter – to agree a fee account and to consider additional costs for court evidence (£650) – <b>An additional fee for £100 (photographs of site) was agreed. The Council thought the costs for court evidence too high. Cllr. Westwood volunteered to obtain evidence.</b></p>