Minutes of the Parish Council Meeting and APM
held on Thursday 17th May 2018 at 7.30pm

<table>
<thead>
<tr>
<th>Annual Parish Meeting</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>Councillors Present:</strong></td>
<td>Cllr P Moynihan Chair</td>
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<td></td>
<td>Cllr H Childs</td>
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<td>Cllr W Briggs</td>
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<td>Cllr T Green</td>
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<td>Cllr P Wren</td>
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<td><strong>In Attendance:</strong></td>
<td>Mr P Kelly (Clerk)</td>
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1. **Apologies for Absence**
   - Cllrs Coales and Harvey.

2. **Chairman’s Report**
   - Cllr Briggs presented an overview on developments in the past year and the work carried out by the Parish Council:
     i. He commented on the work being carried out by parishioners to improve the look of the village. He noted the new street lighting lantern opposite the Old Friar.
     ii. Chair outlined work done by councillors on issues such as footpaths and vehicles within the village.
     iii. Council have reviewed and submitted comments on a number of planning applications during the year.

3. **Clerk’s Financial Report**
   - The Clerk made comment on the following issues:
     i. He presented documentation showing:
       a. End of Year 2017/2018 Accounts
       b. Allotment Accounts and the Transparency Code account
       c. Balance Sheet for 2017/2018 for Audit
     ii. The accounts showed no particular variance from previous years. It was noted that a sum of £750 had been spent on upgrading a street lantern. Carry forward is £7550.46.
     iii. Just over £1555 of this carry forward are allotment funds and just over £1950 in the transparency code fund.
     iv. Precept remained the same as last year at £3600.

4. **Questions from the Floor**
   - The following comments and issues were forwarded:
     i. Hall Fund. The question was asked if the Parish Council should engage the parish in a discussion on the use of the Village Hall funds.
     ii. Internet speed. Was there anything which could be done to improve the speed of the internet within the village.
   - Both these items were discussed in the main parish council meeting to follow. Actions will be picked up in the main meeting minutes.

5. **Any other Business**
   - There being no other business, this concluded the APM at 20.40.

Signed: [Signature]
Chair: [Signature]
Date: 5/6/18

Registered Charity No: 231369
Twywell Parish Council
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17th May 2018
Twywell Parish Council Meeting: Thursday 17th May 2018

1. Apologies for Absence - Cllrs Coales and Harvey.

2. Declaration of Interests
   All members in respect of the Halls Fund, prejudicial.

3. Election of Officers
   The Clerk asked for nominations for offices:
   i. Chairperson:
      Proposed – Cllr Briggs
      Proposer – Cllr Wren
      Seconder – Cllr Green
      Unanimously Agreed
   ii. Vice Chairperson:
      Proposed – Cllr Moynihan
      Proposer – Cllr Wren
      Seconder – Cllr Green
      Unanimously Agreed
   iii. Other Officers:
      In abeyance see section 10 d.

Cllr Moynihan took the Chair for the rest of the meeting.

4. Minutes of the Meeting held on 15th March 2018
   These were unanimously accepted as a true and accurate record of the meeting.

5. Matters Arising from the Minutes of the Meeting held on 15th March 2018
   i. [4i]. Cllr Wren to contact bank
   ii. [4ii] still awaiting response from Tata.
   iii. [4iii] PM to co-ordinate volunteers for later in the year (mid July).
   iv. [4iv] WB dealing with waste to be removed
   v. [5f] awaiting response
   vi. [10f] See 10b.

6. Parish Council Finances
   a) Invoices for payment:
      EOn £250.70
      Admin £34.47
      Transparency Code £31.14
      ENC £88.38
      Insurance £458.54
      NCALC £34.47
      Payment agreed and cheque signed.

   b) Financial Report:
      NOTE the figures below may be subject to amendment as a result of the audit process
      Financial Report for period 1st April 2018 – 17th May 2018:

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Twycroft Parish Council
17th May 2018
Brought Fwd at 01.04.2018 £ 7550.46
Income for the year to date £ NIL
Expenditure for the year £ 1045.96
Balance on Current Account £ 6504.60

Allotment funds stand at £1555.71.
Transparency Code stand at £1956.53
c) Halls Fund:
Current Account Balance £ 3695.93
Balance Business Base Rate Tracker Account £ 7522.36

d) The Clerk presented to the Council Sections 1 and 2 of the Annual Governance statement of the Annual Return for the Year ended 31 March 2018 (AGAR). The AGAR approved by the council and signed by the Chair.

The Clerk read out the issues arising from the previous audit for year ending 31 March 2017. It was agreed that the accounts would be based on the 31st March bank figure.

It was agreed that historic unresolved cheques 100807 for £50 and 100827 for £199.52, would be “cancelled” and adjusted for in the 2017-2018 accounts.

It was agreed that an adjustment of £1.00 would be made for the administrative error on cheque number 100857. The cheque was correctly paid for £41.00 but entered into the accounts 2016-2017 as £40.00.

It was agreed that the unaudited Annual Return for the Year ended 31 March 2018 be published and submitted to PFK Littlejohn.

e) It was agreed that the clerks salary would be increased by 4% in accordance with the recently accepted National Joint Council for Local Government Services national salary award 2018-2019.

7. Current Issues
   a) Hills and Dales: No report
   b) Lorries in Village: No report
   c) Works in Village
      a) Clr Moynihan to arrange work party in mid July.
      b) Verges weeds in footways, clerk to send letter to ENC requesting action
   d) Transparency Code: Ongoing. Audit needs to be published on website

8. Reports
   a) Footpath:
      i. Clerk to contact Highways England regarding steps on public right of way PA9/PE1.
   b) Tree – no report
   c) Flood – no report
   d) Allotments: All rents received except one plot. A small number of plots are vacant.
      Rodent activity still evident.

9. Correspondence Received
   Email communication 19 April 2018 from a Mr Redfren, content noted

10. Matters for Discussion
   a. Retirement of Daniel Foot. Email communications noted.
   b. Defibrillator. Ongoing
   c. Standing Orders. It was agreed to adopt the new model Standing Orders 2018 (England) edition published by NALC. The orders will require input from council to customise the orders.
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<td>d.</td>
<td>Councillor Responsibilities</td>
<td>Councillor</td>
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<tr>
<td>i)</td>
<td>Allotments</td>
<td>Cllr Briggs</td>
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<td>ii)</td>
<td>Cold weather co-ordinator</td>
<td>Cllr Briggs</td>
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<td>iii)</td>
<td>Community activities ie skips/christmas tree etc</td>
<td>Cllr Briggs</td>
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<td>iv)</td>
<td>Data protection</td>
<td>NCALC/Cllr Moynihan</td>
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<td>v)</td>
<td>Dog bins</td>
<td>Cllr Wren</td>
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<td>vi)</td>
<td>Financial liaison</td>
<td>Cllr Wren</td>
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<td>vii)</td>
<td>Footpaths</td>
<td>Cllr Wren</td>
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<td>viii)</td>
<td>Flood</td>
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<td>ix)</td>
<td>Street Doctor</td>
<td>Cllr Wren</td>
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<td>x)</td>
<td>Street lighting</td>
<td></td>
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<td>xi)</td>
<td>Trees</td>
<td>Cllr Green</td>
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<td>xii)</td>
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<td>Councillors to review list with a view to complete responsibilities.</td>
<td>All</td>
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11. **Health and Safety**

   a. **Items within village**
      
      i) Seat at top of village
      
      ii) Notice board adjacent The Old Bakery

   b. **Items for Parish Council**
      
      i) None

12. **Any other business**

   a. From APM Hall Funds. It was agreed that Cllr Wren would investigate the possible uses of the Hall Funds. When known, a discussion would be carried out with the parishioners to determine possible use of the funds.

   b. From APM Neighbourhood planning:
      
      A proposal was put to the vote, proposed by Cllr Green and seconded by Cllr Childs.
      
      1) the village require a Neighbourhood Plan (NP)
      
      2) initially based on the existing Village Plan
      
      It was carried unanimously.

      It was agreed to:
      
      1) prepare a letter drop to all residencies introducing the subject and setting out a framework
      
      2) issue a draft NP based on the Village Plan to all residencies by 7 June
      
      3) arrange a meeting to discuss the draft NP at MacQueen House on 21 June 2018 7.30pm

   c. Horse blankets on fence to south east of village. Considered by parishioners to be unsightly.

   d. Request to fund village fete lottery licence renewal. Approved in principle, Clerk to check with ENC.

   e. Planning Notifications: None received at time of meeting. Subsequently an application 18/00989/TCA/ was received on 18 May 2018.

13. **Next Meeting**

   **19th July 2018 at 7.30pm in St Nicholas church**

   **There being no other business the meeting closed at 21.40.**

   **Signed:**

   **Chair:**

   **Date:** 5/6/18

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Registered Charity No: 231369

Twywell Parish Council

17th May 2018