

Twywell Parish Council

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Agenda for Parish Council Meeting on Tuesday 8th July 2025 from Helen Keech - Twywell Parish Clerk

Date	8 th July 2025	Time	7pm
Meeting held at	MacQueen House, Twywell, Kettering, NN14 3AH		
To the members of the council	Cllr Marc Dryburgh, Cllr Tim Green(Vice Chair) Cllr Tony Kirk Cllr Oliver Martin Cllr Russell Robertson (Chair) Cllr Robert Stanley Cllr James Totten		
You are summoned to attend the	Meeting of Twywell Parish Council to be held on the above date, time and place for transacting the following business.		
Discussion / Agenda			
0525.132	To receive and approve reasons for apologies - members to approve apologies for absence (LGA 1972 Sch12, para 40).		
0525.133	To receive declaration of interests - members to declare any pecuniary or prejudicial interests in relation to items on the agenda (Localism act 2011 and the relevant authorities (DPI) regulations 2012). Councillors are reminded of their obligations to declare orally their interests as per TPC Code of Conduct.		
0525.134	Minutes of meeting - 20 th May 2025. The minutes of the Twywell Parish Council meeting to be confirmed as a correct record and signed by the chair (LGA 1972 Sch12 P41(1)).		
	Greenways Project - Lucy Hawes would like to give a short presentation on the project and how we would make a bigger impact with we worked together with Cranford.		
0525.136	Allotments Purchase of Allotments - Clerk to update. Working Committee - Requires another Cllr to join who are not allotment holders and to work with the clerk completing the set up. Tenancy agreement - Clerk has tenants with questions over the new agreement (size of plot and livestock being kept on plot). Complaints received regarding Allotments (two new and two historical) - Clerk to update		

	<p>Unexplained items on Top Moor - Cllr JT</p>
0525.137	<p><u>CLERKS UPDATE & CORRESPONDANCE</u></p> <p>The Gables (Stopping up order) - Owner of the property has contacted the TPC for their views on the above - TPC requesting information from outside providers to help with making a decision.</p> <p>Twywell Conservation Area ‘Character Appraisal’ prepared by The Conservation Studio in October 2009 - Clerk has received and email requesting information from the following area of the report. <i>‘The bibliography and section 6.6 of the Character Appraisal refer to a report titled Twywell Parish Biodiversity Evaluation (2008 - Haines, C)’</i></p> <p>Useful Information - Clerk has received flyers on Rural Crime and Domestic and sexual abuse from the PLR conference she attended. Clerk to display these on the website and notice boards.</p> <p>GDPR Councillor resignation checklist - Need to receive this back from departing Cllrs.</p> <p>Street Light (Woodwell) - Clerk has re-contacted Eon for a quote.</p> <p>Events Equipment for hire - Clerk has noted on website that we have equipment for hire - pictures / prices / terms and conditions need to be agreed by council to move forward (No progress with this other than we are aware of missing items).</p> <p>Annual Meetings - (Local Government Act, 1972 SCHEDULE 12 Part III). Clerk has updated council on information regarding meeting outside of timeframe.</p> <p>Twywell Parish Council Insurance - Internal auditor requested this be noted on the minutes instead of an email trial.</p> <p>Councillors Roles - To formalise roles for councillors and set objectives for the year forward.</p> <p><u>TRAINING</u></p> <p>Whole council training supplied by NALC - The date has been changed to 9th September 2025 due to new council not being able to attend the previous date set.</p> <p>Off to a flying start - All new councillors should attend this training</p> <p>Chairmanship Training - All new Chairs should attend this training</p> <p>Councillor Development Framework - NALC provide an extensive range of ongoing training for Councillors to follow starting at foundation and ending at advance. Councillor can complete this in their own time and at a pace they are comfortable with and it is highly recommend by NALC that you complete this.</p>

	<p>Clerk - Officer Development Training NALC provide an extensive range of ongoing training for Clerks to follow starting at Essential and ending at Master. Clerks can complete this in their own time and at a pace they are comfortable.</p> <p>ILCA - The TPC had approved to part pay for the clerk to complete the CiLCA this year, however her employer refused to give her unpaid leave to complete the course. The clerk would like to complete the ILCA (a lower qualification but albeit and essential in clerking) - This is £110 + VAT from SLCC. The Clerk is already a member of SLCC despite it being a recommendation in the employment contract that the parish council supplies this.</p> <p><u>POLICES - Yearly review and readopted</u></p> <p>Clerk is waiting feedback from councillors on reviewing these polices</p> <p>Twywell Parish Council Financial Regulations 2024</p> <p>Twywell Parish Council Risk Assessment - need to look at Allotments on this or have a separate R/A for allotments</p> <p>Twywell Parish Council Standing Orders</p> <p>Twywell Parish Council Declaration of acceptance of office</p> <p>Twywell Parish Council Electronic Summons Consent Form</p> <p>Twywell Parish Council GDPR Cllrs Resignation Checklist</p> <p>Twywell Parish Council Members Code of Conduct</p> <p>Twywell Parish Council Members Register</p> <p>Twywell Parish Council Complaints Procedure</p> <p>Twywell Parish Council - Disciplinary Policy</p> <p>Twywell Parish Council Festival Committee Policy</p> <p>Twywell Parish Council Scheme of Delegation</p> <p>Twywell Parish Council - ICO Publication Scheme</p> <p>Twywell Parish Council - Grievance Policy</p> <p>Clerk needs to write an internet policy to comply with new legislation</p>
0525.138	<p><u>FINANCES / ACCOUNTS</u></p> <p>To note current account balance stands at £11,697.75 on 25.06.2025 (Accounts & Audit 2015 Reg 4)</p> <p>To note savings account balance stands at £4,331.32 on 25.06.2025 (Accounts & Audit 2015 Reg 4)</p> <p>Invoices - to approve payments for the following (Accounts & Audit 2015 Reg 4)</p>

DATE	TO WHOM	REASON	Powers	COST
12.05.2025	Yu Energy	Invoice	PCA 1957,s3 HWA 1980, s.301	£12.41
12.05.2025	Yu Energy	Invoice	PCA 1957,s3 HWA 1980, s.301	£7.12
12.05.2025	Yu Energy	Invoice	PCA 1957,s3 HWA 1980, s.301	£33.97
15.05.2025	DCK Payroll	Payroll	LGA 1972 S111	£18.00
19.05.2025	HMRC	PAYE	LGA 1972 S111	£77.40
19.05.2025	Hugo Fox	Website	LGA 1972 S142, TCSA 2014	£23.99
27.05.2025	Staffing Cost	Numeration	LGA 1972 S111	£314.51
27.05.2025	Hugo Fox	Emails	LGA 1972 S142, TCSA 2014	£20.99
31.05.2025	Unity Bank	Service Charge	LGA 1972 S111	£6.00
09.06.2025	Yu Energy	Invoice	PCA 1957,s3 HWA 1980, s.301	£12.59
09.06.2025	Yu Energy	Invoice	PCA 1957,s3 HWA 1980, s.301	£7.35
09.06.2025	Yu Energy	Invoice	PCA 1957,s3 HWA 1980, s.301	£33.30
16.06.2025	DCK Payroll	Payroll	LGA 1972 S111	£18.00
18.06.2025	HMRC	PAYE	LGA 1972 S111	£77.40
18.06.2025	Hugo Fox	Website	LGA 1972 S142, TCSA 2014	£23.99
25.06.2025	Staffing Cost	Numeration	LGA 1972 S111	£314.51

To note payment awaiting approval for the following (Accounts & Audit 2015 Reg 4)

DATE	TO WHOM	REASON	COST

Invoices - to **note** income into the current account (Accounts & Audit 2015 Reg 4)

DATE	FROM WHOM	REASON	COST
20.05.2025	NNC Finance	Grant for notice board (Woodwell)	£1,200.00
29.05.2025	Gerry Gray	Allotment Rent	£9.80

Instant Access Savings Account - to note transfer off (Accounts & Audit 2015 Reg 4)

DATE	INCOME	REASON	TOTAL

New signatories on account - Work in progress (overcoming issues)

Debit Card for Main Bank Account - Update on progress (will be resolved once item above is sorted)

	<p>Small Society Lottery Licence Annual Fee - Renewal has been received to consider for payment.</p> <p>Empowerment Grant - Clerk would like to transfer these funds into the savings account to keep safe.</p> <p>To discuss action plan for Internal Audit 2025 - Work to be started by clerk</p>
0525.139	<p><u>COMMUNITY MATTERS</u></p> <p><u>HIGHWAYS</u></p> <p>Unsuitable traffic going through village - To discuss issues of HGV and outline a plan to resolve - Cllr T Green</p> <p>Empowerment Grant - Money has been received into bank and clerk has contacted highways to find out if we need permission to install new sign in Woodwell.</p> <p>To discuss if TPC would like to consider making a Neighbour Plan - Clerk has been advise that there is no funding from the government now.</p> <p><u>PLANNING APPLICATIONS</u> (Town & Country Planning Act 1990 Sch 1 para 8.) (current information can be found on the TPC website under planning - The planning applications are updated live on the website by the host - please refer to the website for the latest information on an application).</p> <p>To consider / note the following planning applications -</p> <p>NE/25/00619/FUL Change rear wall opening from 2 x French doors to 1 x sliding doors. 2 Weatherill View High Street Twywell Kettering NN14 3AH</p> <p>NE/25/00583/TCA/ T1/T2 - Apple - remove. Gordonville Slipton Road Twywell Kettering Northamptonshire NN14 3AH</p> <p>NE/25/00423/FUL This planning application requests the Stopping Up of the highway located on the front garden of The Gables. There is a pavement directly opposite The Gables that is designated for such passing and repassing. With The Butcher???s Shop no longer in existence, there is no longer a need to pass on foot across a front garden. The Gables High Street Twywell Kettering NN14 3AH (Application withdrawn)</p> <p>Outcomes of previous applications -</p> <p>NE/25/00443/CND Discharge of conditions pursuant to NE/24/01023/FUL. External structural repairs and new replacement roof to outbuilding, along with internal repairs/alterations to facilitate bringing the outbuilding back into use as a store for the cottages. Condition 2 - type, colour and texture of external surfaces materials. 1 Home Farm Cottages Lower Street Twywell Kettering NN14 3AH (awaiting decision 22.06.2025)</p>

	<p>NE/25/00370/LBC Internal alterations to create a small living space, including a kitchen, dining, and sitting area, along with two bedrooms. Existing windows will be replaced for improved efficiency, and some new openings are proposed to enhance access and movement. All changes remain within the building's current footprint, respecting its character and historical significance. Ayres Rock Church Lane Twywell Kettering NN14 3AH (awaiting decision 22.06.2025)</p> <p>NE/25/00102/TCA/ T1; Pear (lapsed espalier) - reduce by 4m. Glebe House Lower Street Twywell Kettering NN14 3AH (status unknown 22.06.2025)</p> <p>NE/25/00094/LBC Installation of 14 solar panels, 7 on each side of the garden shed roof The Manor House High Street Twywell Kettering NN14 3AH (Refused)</p> <p>NE/25/00095/FUL Installation of 14 solar panels, 7 on each side of the garden shed roof The Manor House High Street Twywell Kettering NN14 3H (awaiting decision 22.06.2025)</p> <p>NE/24/01265/LBC Replacement of windows to the main listed building and some minor alterations to the attached building. These include the installation of bifold doors to improve access to the garden and patio, enhancing both the functionality and usability of the space. Ayres Rock Church Lane Twywell Kettering NN14 3AH (Awaiting decision 22.06.2025)</p> <p>NE/24/01068/TCA/ T2; Maple - Crown reduce by approximately 1 metre in height and reduce laterally to shape, pruning to suitable growth points. Rope Cottage Olivers Walk Twywell Kettering NN14 3AH - Status unknown (viewed by clerk 22.06.2025)</p> <p>NE/24/00964/TCA/ T1; Beech - Crown lift by 1m and canopy reduction by 1.5m. G2; (3 trees) Bean Tree, Eucalyptus and Alder - Canopy reduction by 1.5m (Bean) and 0.5m (others). G3; 2 x Silver Birch - Canopy reduction by 2m. Old Normandy 5 House High Street Twywell Kettering NN14 3AH - Status unknown (viewed by clerk (22.06.2025)</p>
0525.135	<p>Public Session (*) - The council welcomes the participation of residents and will receive and process comments and questions from members of the public/press in accordance with the Twywell Parish Council Standing Orders. <i>Decisions cannot be made on items not on the agenda.</i></p>
0525.140	<p>Items for next meeting or general interest</p> <p>-</p>
0525.141	<p>Dates for future meetings - McQueen House has been booked by clerk for</p> <p>2nd September 2025 9th September 2025 (In house training for all Cllrs) 4th November 2025</p> <p>All other TPC committee meetings will be advised by way of a summons in the form of an agenda in line with statutory requirements.</p>

0525.142	Close of Meeting

Signed

Mrs H Keech

Helen Keech

Clerk to Twywell Parish Council
Published 1st July 2025

(*) Members of the public are encouraged to address the Council at this point in the meeting through the Chair in relation to any item on the Agenda. The maximum time limit for this item is 15 minutes, in accordance with the Standing Orders adopted by the Council.

Please note, this is a public meeting and you may be filmed, recorded and published.

Copies of all council papers are available to download at www.twywellparishcouncil.co.uk

	POWER & DUTIES	
KEY	ACT	Section
LGA 1972	Local Government Act	SS 133
PCA 1957	Parish Council Act 1957	S3
HWA 1980	High Ways Act 1980	S301
SH & A Act 1908	Small Holdings and Allotment Act 1908	SS 23,26, 42
L&AA 1976	Lotteries & Amusements Act	S7
LGA 1972	Local Government Act	S226