



Twywell Parish Council

**Minutes of the Parish Council Meeting held in
Macqueen House on Thursday 21st March 2019, at 7.30pm.**

		Action
	<p>Councillors Present: Cllr T Green (Chair) Cllr H Childs Cllr M Coales Cllr P Verity</p> <p>In Attendance: Mr Keith Sawford (Twywell PCC liaison), Mrs Yates, Mr Bird, Mr Screeton, Mr Glenn and Mr P Kelly (Clerk)</p>	
1.	Apologies for Absence: Cllr W Briggs, Cllr P Wren and Cllr P Moynehan	
2.	Declarations of Pecuniary Interest All members in respect of the Halls Fund, prejudicial.	
3.	Issues raised by the parishioners present at the meeting	
3.1	Mrs Yates. Allotments. A sign is to be erected by the Parish council stating "No Fly Tipping" on the recently cleared area. See 5vi below.	Cllr Briggs
3.2	Dangerous Tree. Footpath PA4 had recently been closed due to a dangerous tree. The tree location was not clearly identified on the erected notices. Clerk to write to NCC to find out exact location. <i>After the meeting, NCC confirmed it was the southern-most tree with the crack beneath the overhanging branch.</i>	
3.3	Christmas tree. The parish council expressed their thanks to Alan Yates for obtaining the Christmas tree in December. It was decided to place an item on the September TPC meeting agenda to remind the council to order the tree. It was noted that Linsey at Lingbury worked for a nursery at Woodford who supplied the trees for Woodford PC.	
3.4	Defibrillator. There was a public need to know progress on the purchase of the defibrillator. Mr Sawford suggested publishing the minutes on The Twywell zone.	
4.	Minutes of the Meetings on 17 January 2019. The minutes were accepted as a true and accurate record of the meetings and duly signed by the Chair.	
5.	Matters Arising from the Minutes of meetings held on 17th January 2019	
	<ul style="list-style-type: none"> i. [7ii] Repair of notice boards - Ongoing. ii. [7iv] Hall funds - On-going iii. [7v] Allotment bank account to be set up. iv. [7viii] Done v. [7x] Done vi. [7xi] Sign for allotment waste area – ongoing vii. [7xii] Clerk has details. Done viii. [7xiii] Done, Council thanked Cllr Childs ix. [8] Ongoing x. [10b] Ongoing xi. [10c] Ongoing xii. [12d] Done xiii. [14c and d] Ongoing xiv. [14e] see item 10e xv. [14f] Cllr PV had contacted PCSO with no success. Cllr PW had contacted the Satnav companies. 	<p>Cllr Briggs CIs PW, WB CIs PW, WB</p> <p>Cllr Briggs</p> <p>Cllr PM Cllr PV Clerk</p> <p>Clerk</p>

	xvi. [16c] Clerk reported that Community events are covered by the existing TPC insurance provided a risk assessment is carried out before any event and any food is prepared by persons with food hygiene related qualifications or extensive food work experience.																															
6.	Twywell Parochial Church Council Liaison Mr Sawford. 6.1 Suggested TPC newsletter and "Together" be synchronised to maximise the benefit to parishoners. 6.2 Anyone wishing to be enrolled on the church electoral register should contact Carolyn Evens before the AGM. 6.3 Fete committee extended an invitation to all to attend the fete meeting to be held on 27 March at White Arbours. 6.4 Small Community Marquee. Would the TPC consider joint funding the cost of a small marquee for community use? Cost in the order of £600-700. Consideration needs to be given to storage, insurance etc. 6.5 The TPCC were to discuss a possible hog roast to raise funds for the church.	TPC																														
7	Village Neighbourhood Plan. Cllr T Green. Draft terms of reference are being prepared. There is a protocol to go through with the aim to meet 28 March and submit the designation letter by early April.																															
8.	Communications Communications to be discussed at the next TPC meeting.																															
9.	Parish Council Finances a) Invoices for payment: <table style="margin-left: 40px;"> <tr> <td>Tata allotment rent</td> <td>100916</td> <td>£ 156.00</td> </tr> <tr> <td>Clerk salary</td> <td>100917</td> <td>£ 278.10</td> </tr> <tr> <td>Accountant</td> <td>100918</td> <td>£ 87.30</td> </tr> <tr> <td>Domain name</td> <td>100920</td> <td>£ 34.56</td> </tr> <tr> <td>Instant Pro</td> <td>100921</td> <td>£ 12.56</td> </tr> <tr> <td>Phone box sundries</td> <td>100922</td> <td>£ 19.15</td> </tr> </table> b) Financial Report: NOTE the figures below may be subject to amendment as a result of the audit process Financial Report for period 1 st April 2018 – 21 March 2019: <table style="margin-left: 40px;"> <tr> <td>Brought Fwd at 01.04.2018</td> <td>£ 7550.46</td> </tr> <tr> <td>Income for the year to date</td> <td>£ 4084.80 (Second Precept received)</td> </tr> <tr> <td>Expenditure for the year</td> <td>£ 4019.06</td> </tr> <tr> <td>Balance on Current Account</td> <td>£ 7616.20</td> </tr> </table> <table style="margin-left: 40px;"> <tr> <td>Allotment funds stand at</td> <td>£ 1488.51</td> </tr> <tr> <td>Transparency Code stand at</td> <td>£ 1884.29</td> </tr> </table> c) Twywell Halls Fund: New mandate received and needs completing. Current Account Balance £ 3695.93 Balance Business Base Rate Tracker Account £ 7522.36 d) Audit. On-going.	Tata allotment rent	100916	£ 156.00	Clerk salary	100917	£ 278.10	Accountant	100918	£ 87.30	Domain name	100920	£ 34.56	Instant Pro	100921	£ 12.56	Phone box sundries	100922	£ 19.15	Brought Fwd at 01.04.2018	£ 7550.46	Income for the year to date	£ 4084.80 (Second Precept received)	Expenditure for the year	£ 4019.06	Balance on Current Account	£ 7616.20	Allotment funds stand at	£ 1488.51	Transparency Code stand at	£ 1884.29	Clerk/PW/ WB
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10.	Current Issues a) Defibrillator. TPC are actively pursuing the acquisition of a defibrillator for the village. b) Hills and Dales: Cllr Coales reported little progress, meeting to take place with Land Trust during next week. c) Lorries in Village Cllr Wren reported he had contacted the major SatNav companies to downgrade the route through Twywell. d) Code of Conduct. No action.																															

11.	Chairman's Report No report.	
12.	Reports a. Footpaths: No report. b. Tree: No report. c. Flood: No report d. Allotments: No report e. Planning Applications 19/00275/TCA no comment 19/00348/FUL no comment	
13.	Correspondence Received Insurance letter, informing council that Community Lincs would no longer be administering the policy. It would be administered by Zurich Insurance plc directly.	
14.	Matters for Discussion a. Councillor Responsibilities.- Prioritise after AGM in May. b. Volunteer Task Force – Prioritise after AGM in May. c. Works in the Village / Dog Bins: Prioritise after AGM in May.	
15	Health and Safety a. Items within village No new issues b. Items for Parish Council No new issues	
16.	Any other business a) Cllr Howard Childs informed the meeting he would be resigning from the council on 13 April. The chair thanked Howard for his long service to the Twywell community. b) The clerk reported that the events run by the Twywell Community Events committee would be covered by TPC insurance provided each event had a risk assessment carried out and any food provided at the event was prepared by suitably experienced/trained team members.	
17.	Next Meetings Next AGM and TPC meeting in in St Nicholas Church on Thursday 16th May 2019 at 7.30 pm.	

There being no other business the meeting closed at 9.20pm.

Signed:

Chair

Date: