

TWIGWORTH PARISH COUNCIL AGENDA

**OF MEETING TO BE HELD AT 2.45PM ON 21ST JULY 2026
IN THE DOWN HATHERLEY VILLAGE HALL**

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome by Chair of Council
2.	Attendance to be recorded (anticipated as Parish Councillors Rick Harris, George Sharpley & Mike Davies) Members of the public
3.	Apologies to be received and recorded from Parish Councillors Council to note the legal process regarding Apologies from Parish Councillors to be APPROVED where a dispensation request has been made prior to the meeting and The Council agree the reasons for the dispensation request are appropriate to LGA 1972 s85
4.	Council to note the resignation of John Redfern and the steps taken for the handover of Council assets
5.	Council to invite reports from County Councillor and Borough Councillors
6.	Minutes of previous meeting held on 2nd July 2026 to be agreed for accuracy-amended from initial publication
7.	Council to invite Declaration of Interest for matters on the agenda
8.	Members of the Public to be invited to speak to the Council and then were invited to observe the remainder of the meeting (The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting) Public session to be closed
9.	Council to consider updates if available on damage to brick bus shelter outside Orchard Park and agree actions
10.	Council to consider using a planning consultant and to agree the logistics and cost implications
11.	Council to consider outstanding planning matters and agree comments to be submitted Clerk - note for information: The application reference is provided to enable Councillors to prepare for the meeting and not for pre-determination of a decision. Decisions must be taken at legally convened meetings, • 26/00524/OUT - Manor Farm Sandhurst Lane Sandhurst Gloucester • Planning application for land west of A38 -
12.	Date of next meeting confirmed as Thursday 3rd September 2026
13.	Close of meeting

DRAFT MINUTES

OF MEETING HELD AT 7.00PM ON 2ND JULY 2026
IN THE DOWN HATHERLEY VILLAGE HALL

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome by Chair of Council
2.	Attendance recorded as Parish Councillors John Redfern, Rick Harris, George Sharpley & Mike Davies 2 Members of the public and representatives of A&K Gateshead developers
3.	Apologies received and recorded from Parish Councillor Graham Bocking Clerk advised on the legal process regarding Apologies from Parish Councillors to be APPROVED where a dispensation request has been made prior to the meeting and The Council agree the reasons for the dispensation request are appropriate to LGA 1972 s85 Borough Councillor Rai sent apologies and Borough Councillor & County Councillor Hands did not attend
4.	Council noted report from as distributed via email from Borough Councillor Rai
5.	Council noted it had not received a report from County Councillor Hands
6.	Minutes of previous meeting held on 26 th May 2026 were agreed for accuracy
7.	Council invited Declaration of Interest for matters on the agenda Cllr Sharpley declared an interest in the planning application for Skoda Garage
8.	Members of the Public were invited to speak to the Council and then were invited to observe the remainder of the meeting • Brook lane bollards – letter submitted regarding recently installed bollards- Clerk referred parishioners to DHPC and PROW team • Developers A&K Gateshead spoke to and answered questions from Council regarding land west of the A38 following public consultation events- points raised included access to and from site, hedgerows, crossing the A38 and sewage and drainage issues relating to “Chestnut Tree Farm (24/00457/FUL) clause 12 appeal outcome Public session closed 19.39
9.	Council agreed financial reports as attached Council confirmed renewal of insurance on 3 year plan (with a discount) in sum of £225.09 Council approved increase in milage allowance to remain in line with HMRC tax free allowance Council approved increase in standing order to reflect net salary
10.	Council received update from Clerk on waste bins in bus shelter on A38 funded by S106 and TG bus shelter The bins are on the list of works for TBC and updates have been given via email
11.	Council received update from Cllr Harris regarding the PC enquiry to First Point (management company) to install a noticeboard by the playing field at Fallow Fields noting specifically cost and logistics would fall to the Pc. Council also

	discussed the logistics of other new developments in/potentially in the parish and the precedent of installing noticeboards in new developments and after discussions. Council did not feel inclined to go ahead at the present time It was agreed the 2 pc noticeboards are the Orchard Park and the Village Centre which are populated by Councillors at the appropriate times
12.	Cllr Harris (with delegated authority) provided update from First Point regarding enquiry to replace small capacity waste bin by Fallow Fields play area with larger capacity containers. According to the information given, specifically cost and logistics would fall to the Pc. The developers are indicating that they will empty the current bin more often. It was agreed that the Pc will ask for a larger bin as a replacement, to encourage parity with TG. It was agreed that at the present time the PC would not ask if a bin could be installed on the footpath going through Fallow Fields to Brook Lane. It was agreed that bins on future developments need to be considered by the PC at the time of planning applications
13.	Council considered updates on village gates plans and agreed actions and funding – Delegated to Cllr Harris to lead and to bring quotation, design and specific locations and to obtain agreement with Highways and agreement with neighbouring parish councils to share costs and infrastructure to next meeting.
14.	Council noted email/correspondence received by Clerk & approve actions taken New bus shelter on A38 opposite Norton Garden Centre, Council agreed to wait for new developments (applications submitted) to bring clarity to future plans
15.	Council noted that redacted Register of Interests have been received for the website from TBC
16.	Council considered damage to brick bus shelter outside Orchard Park and agreed actions Council agreed for Clerk to approach a contractor for a quotation and to Cllr Harris to lead. Council discussed H & S implications, and it was agreed that at the present time the bus shelter can continue in use. It was also agreed that if a H&S issue comes to light, it would be acted upon urgently Clerk to obtain a price for new shelter to compare costs
17.	Council agreed that any one of the following Councillors may attend TBC planning committee meetings and speak on behalf of the PC Councillor Harris, Bocking, Sharpley, Davies or Redfern
18.	Council consider events and comments made by Councillors in the last month, which the Clerk explained meant that it would not be appropriate to continue using delegated authority and Council agreed to remove delegated authority for Clerk to submit comments on planning applications where no meeting has taken place. The Clerk explained the process of 2 or more (or the Chair of Council) can call an extra-ordinary meeting if the timescale of applications do not fit in with the

	scheduled meetings. The legal process for EOM meetings of the PC remain as for scheduled meetings.
19.	Council agreed delegation to Cllr Harris to consult with PROW team on preserving hedgerows in the village
20.	Council noted outcome of planning application 24/00695/FUL -part parcel 2691 Tewkesbury Road, TPC submitted comments in May 2025 under the Clerk's delegated authority and confirmed to Councillors in August 2025 and subsequent correspondence regarding the sewage infrastructure in the village and the relationship to Chestnut Tree Farm (24/00457/FUL) clause 12 appeal outcome Council noted the different responses given by planning officers on sewage conditions Council agreed for Cllr Sharpley to continue asking questions on this matter
21.	Council noted updates on the Brook Lane bollards and the posting of comments on TPC Facebook page TPC was represented by Cllr Harris (delegated by the Pc and provided feedback at January 2026 meeting) to attend a site meeting (November 2025), where GCC suggested bollards on the specific bridle way and unadopted road. GCC then consulted with residents and DHPC who supported the actions and noted that the specific location is in DHPC and not in TPC. DHPC Chair has given a full response to Cllr Redfern.
22.	Council noted at the previous meeting, the Council discussed application 25/00788/FUL Twigworth Court, for which comments had previously been submitted on 27/10/25- no changes to those comments were agreed
23.	Council consider outstanding planning matters and agreed comments to be submitted Clerk - note for information: The application reference is provided to enable Councillors to prepare for the meeting and not for pre-determination of a decision. Decisions must be taken at legally convened meetings, 26/00409/ADV -skoda garage – Councillor Sharpley informed Council of a nearby rookery who are affected by light. Councillor Sharpley took no part in the decision making Council agreed to make comment to ask for confirmation that the proposal will not affect the local rookery population by increasing the lighting in the direction of the rookery . Feedback from the public session presentation noted – NDP content noted It was suggested that the Council consider using a planning consultant – to be put on agenda for next meeting
24.	Council noted reports received from Councillor Redfern prior to meeting and taken as read – no comments were raised
25.	Council considered the use of a crest on Council emails/documents – Cllr Redfern

	Cllr Redfern informed Council that formal approval would be needed for use of a crest from the relevant body It was noted that a crest has been used on Twigworth PC communication channel It was stated by Councillor Redfern that the TPC Facebook page is not a TPC Facebook Council agreed by majority not to have a crest at this stage
26.	Council considered its communication strategies and the delegated authorities– Cllr Sharpley thanked Cllr Redfern for all the hard work and positive steps forward taken in both the newsletter and website however Cllr Sharpley also shared the following concerns It was felt that the website needs to be a more standard PC format and content Newsletter content is not publishing PC agreed views – Cllr Redfern requested a recorded vote on this matter Cllr Redfern asked for the views of other Councillors but he left the room before this could take place and be recorded It was unanimously (Cllrs Sharpley, Harris and Davies) agreed not to use a newsletter at the present time. It was unanimously (Cllrs Sharpley, Harris and Davies) agreed that the Clerk should control the website It was unanimously (Cllrs Sharpley, Harris and Davies) agreed to use Parish Online for the website and costs were agreed
27.	Council agreed it does not wish to consider additional community seating
28.	Council agreed it does not wish to change its name to a Community Council –
29.	Date of next meeting confirmed as Thursday 3rd September 2026 Council agreed to hold an EOM to discuss planning item
30.	Close of meeting 21.06

Financial reports

budget to date

	<u>Total bank</u>	<u>ACUTAL</u>	<u>BALANCE</u>
	<u>balance</u>	<u>YEAR TO</u>	<u>AVAILABLE</u>
PRECEPT	BUDGET	DATE	TO SPEND
grants		18000	
CIL	36000	0	
WAYLEAVE		4099	
VAT to be reclaimed		0	
OTHER RECEIPTS		0	
GRANTS		0	
INCOME		0	
EMPLOYMENT COSTS		22099	
ADMIN	36000	0	17000
INSURANCE	17000	0	625
previous HMRC			
underpayment	625	0	400
WEBSITE & emails	400	0	0
SUBSCRIPTIONS		0	115
repairs and replacements	115	0	500
EQUIPMENT (CAPITAL)	500	0	500
VENUE HIRE	500	0	1200
AUDIT	1200	0	350
TRAINING	350	0	500
PAYROLL COSTS	500	0	200
COMMUNITY ENGAGEMENT	200	0	175
LCA	175	0	630
VAS	630		0
VILLAGE GATEWAYS	0		400
ENVIRONMENT POLICY	400		2500
NEWSLETTERS	2500		0
WASTE BINS	0		0
TRO FOR 20MPH	0		500
property	500		
Expenditure			
contingency/balance	10000	0	
expenditure	35595	22099	
	405	22099	25595
	36000		

<u>reserves</u>	Mar-22	Mar-23	Aug-23	Mar-24	Mar-25
defib	3145	871	3277	2500	1000
SWAG			575	575	575
PRECEPT		1500	1500	2500	2500
EQUIPMENT			200	200	1000

VAS					400
BUS					
SHELTERS			3000	300	300
NDP	585	585	585	585	585
contingency				500	500
EARMARKED	3730	2956	9137	7160	6860
general	-846	15567	26464	59	735
bank balance at Y/E	2884	18523	35601	7219	7595

	Mar-22	Mar-23	Aug-23	Mar-24	Mar-25	Mar-26
reserves						
defib	3145	871	3277	2500	1000	1000
SWAG			575	575	575	575
PRECEPT		1500	1500	2500	2500	5000
EQUIPMENT			200	200	1000	2700
VAS					400	800
BUS						
SHELTERS			3000	300	300	300
NDP	585	585	585	585	585	585
contingency				500	500	500
EARMARKED	3730	2956	9137	7160	6860	11460
building						
general	-846	-2956	-9137	59	735	4063
waste bins						500
village gateways						2500
bank balance at Y/E	2884	0	0	7219	7595	18523