TWIGWORTH PARISH COUNCIL
Agenda/Summons
OF MEETING HELD TO BE HELD AT 7pm ON 5TH NOVEMBER 2026
IN THE DOWN HATHERLEY VILLAGE HALL
https://twigworthparishcouncil.gov.uk/

1.	**Welcome by Chair of Council**
2.	**Attendance to be recorded (anticipated as Parish Councillors Rick Harris, George Sharpley, Tess Riley, Graham Bocking & Mike Davies)** **Members of the public and Borough Councillors Hands and Rai and County Councillor Hands have been invited to attend**
3.	**Apologies received from Parish Councillors to be recorded** **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** **Council to note no apologies were received prior to this agenda being published**
4.	**Minutes of meeting held on 2nd September 2026 to be agreed for accuracy**
5.	**Council to invite Declaration of Interest for matters on the agenda**
6.	**Council to approve the attached financial reports including payments**
7.	**Council to approve its precept for 27/28**
8.	**Council to consider if it wishes to proceed with replacing brick bus shelter outside Orchard Park, the costs are in the region of £10k including new shelter and removal of existing.**
9.	**Council may wish to move into confidential business to discuss employment matters**
10.	**Council to review website**
11.	**Council to review 4 year plan adopted in 2024 (bfwd from May 2026)**
12.	**Council to consider outstanding planning matters and agree comments to be submitted** • **Council to confirm that the recommended s106 list as agreed on July 21st 2026 remains council policy** • **25/00199/CONDIS at land parcels 1635, 1730 and 2043 Brook Lane Down Hatherley received 22/10/26**
13.	**Council to agree arrangements for Remembrance Gathering Saturday 7th November at 11am**
14.	**Council to note final report from External Auditor**
15.	**Council to invite Borough and County Councillors to address the Council**
16.	**Council to invite members of the public to address the Council**
17.	**Date of next meeting confirmed as Thursday 5th November 2026** **Speed watch update for next agenda**
18.	**Close of meeting**

TWIGWORTH PARISH COUNCIL
Draft minutes

OF MEETING HELD AT 7.11pm ON 3rd September 2026
IN THE DOWN HATHERLEY VILLAGE HALL
https://twigworthparishcouncil.gov.uk/

1.	**Welcome by Chair of Council**
2.	**Attendance recorded as Parish Councillors Rick Harris, George Sharpley & Mike Davies,** **2 Members of the public (representatives of Residents Association)**
3.	**Apologies received and recorded from Parish Councillor Graham Bocking** **Council noted 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 Councillors Hands and Rai and County Councillor Hands -no apologies were received**
4.	**Council approved the attached financial reports including payments**
5.	**Council noted that the bins at the Twigworth Green and A38 bus shelters have been completed as requested**
6.	**Council noted updates on the forth coming election**
7.	**Council noted no reports from County Councillor and Borough Councillors**
8.	**Minutes of previous meeting held on 18th August 2026 were agreed for accuracy**
9.	**Council invited Declaration of Interest for matters on the agenda -none**
10.	**Members of the Public (and any Councillor declaring an interest) were 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)** • **Temporary Fencing left in fields noted- query fly-tipping** • **Dog bins on new developments discussed** • **Residents association** **Public session closed at 19.35**
11.	**Council considered updates on damage to brick bus shelter outside Orchard Park and agreed actions** **Council previously agreed to seek alternative quotes for repair and Clerk to obtain quote for new Perspex shelter including Information board for new communities to be included and bring to Council in September 2026. Clerk reported one quote received and the costs in the region of £10k including new shelter and removal of existing. Next agenda -budget setting**
12.	**Council considered its communication policy (and standing orders) regarding communication with press which currently state** **"Normally only the Parish Clerk and Chair issue press releases and comments to the local media, however when Parish Councillors provide information to the**

	local media it needs to be made clear whether they are speaking on behalf of the Parish Council or as individuals" **Council agreed to amend to delegate to Chair /Vice Chair the authority to speak to the press** **And to remove from the Clerk the delegated authority to speak to the press** **Current topics may include speed, planning matters, sewage, flooding issues.**
13.	**Council considered updates on using a planning consultant and to agree the logistics and cost implications-** **Council previously agreed to seek tendering of professional planning advising, to support the pc in their responses to large planning applications (to be defined) and strategic developments on a retained basis.** **Clerk has a found a potential consultant but has not made contact due to budget implications of election. Council agreed for clerk to ascertain a potential cost for future budget purposes**
14.	**Council considered outstanding planning matters and agreed comments to be submitted** **Council noted 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,** • **26/00700/APP land to rear of Chestnut Tree farm- draft document distributed by email and Council agree it wishes to object and then discussed, amended and agreed the draft to be submitted**
15.	**Council noted report from External Auditor with regarding a refund from HMRC being included in section 2 box 6 rather than section 2 Box 3**
16.	**Date of next meeting confirmed as Thursday 5th November 2026** **The AGM will now be held on 13th May 2027. The PC agreed to continue to use DHVH for 2027** **Speed watch update for next agenda**
17.	**Close of meeting 20.40**

Financial reports

Reserves

reserves	Mar-25	Mar-26
defib	1000	1000
SWAG	575	575
PRECEPT	2500	2500
EQUIPMENT	1000	1200
VAS	400	800
BUS		
SHELTERS	300	600
gateways		2500
NDP	585	585
contigency	500	1000
EARMARKED	6860	10760
election		7500
general	735	292
bank balance at Y/E	7595	18552

fixed assets prior to 2022/23 but confirmed at 2024 agm	**2024**	**2025**	**2026**
Brick bus shelter	7000	7000	7000
Notice Board in bus shelter	800	800	800
Notice Board in lay-bye	800	0	not owned by PC
2 Dog bins by bus stop	800	800	800
Defibrillator		1600	1600
Noticeboard at retail centre		1062	1062
total	9400	11262	11262

bus shelters on A38 pending £20k
bus shelter in TG 10k

expenses	aug	sep	/oct/nov
mileage	36.56	37.26	37.26
printing	7.60	6.00	6.00
post	8.80		8.80
	52.96	43.26	52.06

PAYROLL		31/10/2026 PATA	CASH BOOK	DIFFERENCE
	NET	7013.36	7013.36	0.00
	ees ni	127.13		
	PAYE	1785.00	2813.12	0.00
	epers ni	900.99		
	GROSS	8925.49	9826.48	0.00

BANK RECONCILIATION

		OPENING BANK		
	01/04/2026	BALANCE		18522.77
		EXPENDITURE FOR PERIOD	-11619.93	
		INCOME FOR PERIOD	40099.28	
		NET EXPENDITURE		
		BANK BALANCE AS		
as at above		ABOVE		47002.12
as at 28/9/26/26		BAL PER S/M		48857.07
		LESS U/P CHEQUES		
		768	-72.56	
		769	-22.50	
		770	-401.87	
		771	-55.35	
		772	-252.00	
		SO	-998.61	
		773	-52.06	
				-1854.95
		reconciled balance		47002.12

payee	date	CHQ NO	AMOUNT	CURRENT A/C BALANCE
opening current account balance				18522.77
precept	29/04/2026		18000.00	36522.77
cil	30/04/2026		4099.28	40622.05
b holder	28/04/2026	so	-158.61	40463.44
b holder	28/05/2026	so	-158.61	40304.83
bh salary	09/04/2026	752	-840.00	39464.83
bh salary	09/05/2026	754	-881.03	38583.80
I selkirk	04/06/2026	755	-175.00	38408.80
dhvh	04/06/2026	756	-27.00	38381.80
hmrc april	04/06/2026	757	-384.30	37997.50
hmrc may	04/06/2026	758	-384.30	37613.20
bh salary	10/06/2026	759	-861.90	36751.30
pata	04/06/2026	760	-57.35	36693.95
GALC	04/06/2026	761	-485.84	36208.11
bh salary	26/06/2026	SO	-158.61	36049.50
b holder July	24/06/2026	762	-64.11	35985.39
hmrc june	24/06/2026	763	-384.30	35601.09
bh salary	26/07/2026	SO	-998.61	34602.48
bh salary	26/08/2026	SO	-998.61	33603.87
bh salary	26/09/2026	SO	-998.61	32605.26
bh salary	26/10/2026	SO	-998.61	31606.65
precept	28/09/2026	receipt	18000.00	49606.65
comm first ins	24/06/2026	764	-225.09	49381.56
dhvh	03/08/2026	765	-36.00	49345.56
bh salary	08/09/2026	766	-228.75	49116.81
hmrc j a s	08/09/2026	767	-1258.35	47858.46
bh salary	06/10/2026	768	-72.56	47785.90
dhvh	06/10/2026	769	-22.50	47763.40
hmrc o	06/10/2026	770	-401.87	47361.53
pata	06/10/2026	771	-55.35	47306.18
pkl	06/10/2026	772	-252.00	47054.18
b holder	27/10/2026	773	-52.06	47002.12

budget v actual to date	BUDGET	ACUTAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	
PRECEPT	36000	36000		
grants		0		
CIL		4099		
WAYLEAVE		0		
VAT to be reclaimed		0		
OTHER RECEIPTS		0		
GRANTS		0		
INCOME	36000	40099		
EMPLOYMENT COSTS	17000	9826	7174	
ADMIN	625	457	168	
INSURANCE	400	225	175	
previous HMRc underpayment		0	0	
WEBSITE & emails	115	0	115	
SUBSCRIPTIONS	500	486	14	
repairs and replacements	500	0	500	
EQUIPMENT (CAPITAL)	1200	0	1200	
VENUE HIRE	350	86	265	
AUDIT	500	427	73	
TRAINING	200	0	200	
PAYROLL COSTS	175	113	62	
COMMUNITY ENGAGEMENT	630	0	630	
LCA	0		0	
VAS	400		400	
VILLAGE GATEWAYS	2500		2500	
ENVIRONMENT POLICY	0		0	
NEWSLETTERS	0		0	
WASTE BINS	500		500	
election			0	
property	10000		10000	Council to agree to vire to election
Expenditure	35595	11620		

Precept for 27/28

budget v actual to date	BUDGET	ACUTAL YEAR TO DATE	BALANCE TO SPEND	proposed	tax base 24/25	494.95	40.40
PRECEPT	36000	36000		**56000**	tax base 26	685.82	52.49
grants		0			tax 27?	700.00	80.00
CIL		4099					
WAYLEAVE		0					
VAT to be reclaimed		0					
OTHER RECEIPTS		0					
GRANTS		0					
INCOME	36000	40099		56000			
EMPLOYMENT COSTS	17000	9826	7174	17000	14 HRS LC2 P28+ers ni		
ADMIN	625	457	168	625			
INSURANCE	400	225	175	400	incl 3 bus shelters		
previous HMRc underpayment		0	0				
WEBSITE & emails	115	0	115	500			
SUBSCRIPTIONS	500	486	14	500	larger electorate		
repairs and replacements	500	0	500	500	increase in infrastructure		
EQUIPMENT (CAPITAL)	1200	0	1200	10000	to reserves if not spent		
VENUE HIRE	350	86	265	350	prev year		
AUDIT	500	427	73	500	will need stage 2 audit		
TRAINING	200	0	200	200			
PAYROLL COSTS	175	113	62	175			
COMMUNITY ENGAGEMENT	630	0	630	630			
LCA	0		0				
VAS	400		400	400	ONGOING COSTS ONCE INSTALLED		
VILLAGE GATEWAYS	2500		2500	2500	4 YR PLAN		
ENVIRONMENT POLICY	0		0				
NEWSLETTERS	0		0				
WASTE BINS	500		500	500			
election			0	10000			
property	10000		10000	10000	running costs?		
Expenditure	35595	11620		54780			
contingency/balance	405	28479		1220			
expenditure	36000	40099	23975	56000			