

## Full Committee MINUTES 19 May 2025

**MINUTES (Subject to agreement at the next Committee meeting) of the meeting of the Full Committee of the Parish Council held on 19 May 2025 at 7.30pm in Twynning Village Hall.**

**Members Present:** Cllr Clayson, Davies (Chair), Draper, Hadley, Holden, O'Dell, Westwood

**Attendees:** Clerk, Borough Councillor Mike Sztymiak, Philip Workman, 6 members of the public

### MINUTES

- 25.05.19.01 **Confirmation of Appointment of a Council Chairman** for 2025/2026 and signing of Acceptance of Office form – Councillor Davies appointed
- 25.05.19.02 **Appointment of Vice Chairman** for 2025/2026. – Councillor Clayson appointed
- 25.05.19.03 To receive apologies for absence **Cllr Cox**
- 25.05.19.04 To receive declarations of interest. **None received**
- 25.05.19.05 To receive the Minutes of the Annual Parish Meeting April 25. **Signed by the Chair**
- 25.05.19.06 **To confirm and sign the minutes of the Parish Council Meeting held on 28 April 2025.**  
The minutes of the Parish Council Meeting held on 28 April 2025 which had previously been circulated to all members were **AGREED BY COUNCIL** and signed by the Chair
- 25.05.19.07 To agree Notice of Public Rights date. **Commencing Tue 3 Jun ending Mon 14 Jul AGREED BY COUNCIL**
- 25.05.19.08 To appoint Staffing Committee **Cllr Cox, O'Dell, Davies appointed**
- To appoint Planning Committee delegate responsibility for planning decisions  
**Cllr Hadley, Davies, Westwood, Clayson appointed**
- To appoint Amenities Working Group (3) to assess and manage risks associated with Council owned assets, oversee condition of property (also to liaise with TRAC & Explorer Scouts/Volunteers re Biodiversity Action Plan)  
**Cllr Davies, Hadley, Westwood appointed**
- To Appoint Tree Warden (**volunteer Dave Luckett appointed**) to monitor condition of trees on Council owned land or affecting Council owned land  
To appoint Snow Warden (**volunteer Orazio Di Marco appointed**) to monitor grit supplies and make request for snow plough visits
- To appoint Village Hall Committee member – **Cllr Draper appointed**
- To appoint Council auditor – checks bank reconciliation and supporting paperwork –  
**Cllr Clayson appointed**
- To appoint Biodiversity Working Group – **Cllr O'Dell Cox, Draper, Holden appointed**

25.05.19.09 **To receive the County Councillor's and District Councillors Report**

### **Twynning Parish Council Borough Council Report 19th May 2025**

Following the Annual Parish Meeting and the many ideas for how to spend the CIL money I approached the Borough Council to see what support they could offer to you in order to help the ideas come to fruition. They do have three community support officers and two funding officers. Unfortunately the community support officer post for this area is currently being advertised but they have offered the help of a funding officer so I expect them to contact your clerk. I think it would be a good idea for them to meet with your CIL working group in order to understand the projects and advice if there would be other extra sources of funding.

Reporting planning breaches to the Boroughs enforcement team has now changed so that it all has to be done online. This is to streamline the approach and able them to manage the process more efficiently as all breaches will come from a single source. In order to avoid digital exclusion, for those that don't have online access, you can still ring up the planning support team and they will enter the breach online for you provided you give them all the information.

Cllrs Sztymiak and Workman

### **Gloucestershire County Council (GCC) Report – No report**

25.05.19.10 To receive notice of Temporary Road Closures –  
**Temporary Traffic Order to close the road for carriageway resurfacing. A38 Bockeridge Roundabout to Pages Lane Twynning.**  
For approximately 7 Nights (excl. weekends) between the hours of 20:00 to 07:00.  
The PROPOSED start and end dates are currently Thursday 3rd July 2025 until Friday 11th July 2025

25.05.19.11 To receive Tree Warden report –

### **TREE WARDEN REPORT MAY 2025**

All trees were inspected and are in good condition.

I am disappointed that Kyle Adams has not made any progress on the contract for the tree work other than he has raised the canopy on the line of limes at TRAC.

Consequently, I have sent him a message requesting all work to be completed by the end of May, except for the Oriental Plane for which we are awaiting planning permission.

I have asked for a response if he has timing issues.

### **Queen Elizabeth II Memorial Tree**

I regret to inform you that the plaque has been damaged, in that the sign has been hit and a corner of the plaque has broken off. I have repaired it, but I suspect it may need to be replaced.

I have asked the grass cutting contractors several times not to cut close to the trunks of all the trees on the green and this month I hand mowed a circle round all of them. Results are varied.

D J Luckett, Tree Warden

25.05.19.12 To discuss The Amenities Working Group – (Cllrs. Ellis, Hadley, Holden, Westwood)  
**No report**

- 25.05.19.13 To discuss Biodiversity Action Plan Working Group – (Cllrs. Cox, Holden, O’Dell, Draper) **Meeting held Monday 12<sup>th</sup> May**
- 25.05.19.14 To receive Village Hall Rep comment – **No comment**
- 25.05.19.15 To receive Council auditor comment – **No comment**
- 25.05.19.16 To discuss 20 is plenty – **Facebook pole to be created Cllr Draper**
- 25.05.19.17 VAS installs **Stuart Bullen GCC site plan received 27/04 for 3 poles, install date TBC.**
- 25.05.19.18 To discuss CIL – **Amenities Working Group. Meeting to be held**
- 25.05.19.19 Cattle grid sign – Cotswold Grange - **Borough Cllr Sztymiak chased. No reply to date**
- 25.05.19.20 To Confirm that a representative from the council would be willing to participate in Village Hall 100 years Celebration on **Saturday June 21<sup>st</sup> Noon -5pm. Cllr Davies, Hadley to attend**
- 25.05.19.21 To discuss - Climate Change Community Fund - re-opened for applications, Solar panels TRAC, deadline June 9<sup>th</sup>. £6000 - £7000 CIL money (maximum grant, £4999) **Cllr Davies confirmed application made**
- 25.05.19.22 To discuss – S106 funding opportunities/requirements – **List of opportunities to be created. Cllr Davies, O’Dell, Hadley**
- 25.05.19.23 **Finance & Governance**
1. Receive the Budget Analysis to April and agree the bank reconciliation
 

<b>Account Balances at 01/05/2025</b>	
CIL Account	24766.97
Current Account	25104.17
Revenue Reserves	9673.75
Nationwide Account	31918.62
  2. Receive - Council is ineligible to use the General Power of Competence
  3. To advise balance as shown on the balance sheet is held as General
  4. Check and agree that the following policies are up to date:  
Standing Orders 2025/Financial Regulations/Publication Scheme/Grants Policy/Communications Policy/Code of Conduct/Co-option Policy/Retentions & Disposals Policy/Privacy Notice/Field Hire Policy **Cllr Davies, O’Dell**
  5. Consider & agree any insurance renewal quotations, Quote A: Agreed Cllr Davies, O’Dell :-  
A : **£892.31**
  6. Review bank mandate – **Reviewed Cllr Clayson, O’Dell, Davies**
- 25.05.19.24 **To approve the May payment list/those paid between meetings and to note receipts.**

**Payments made since last meeting 28.04.25, under delegated authority**

Administration £1032.11

**Payments listed for authorisation on 19.05.25**

Travel Expenses Staff £27.00

Ann Townend Hall (meeting) Inv 109 £22.00

Village Hall (meeting) Inv 2247 £24.00

J Brookes Inv 2405 £700

J Brookes Inv 2406 £300

GCC Community Match New Kerb Goodiers Lane £2800.74  
(to be taken from Reserves Account) Queries raised to GCC  
Payment deferred

**Receipts**

30/04/2025 S106 S106 TRAC £8360

30/04/2025 CIL £22324.21

30/04/2025 Precept £19625

25.05.19.25 **Public Session:** To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration.

25.05.19.26 To consider matters for the agenda of the next Parish Council meeting (no decisions may take place at this item)  
Members of the public raised concerns about erosion at the Quay both at the waters edge and on land – **After the meeting several councillors viewed the problem areas at The Quay. Several small erosion holes need filling. Now considering options. Also found the safety throw line not securely attached to it's post. Taken away for repair by The Men's Shed.**

25.05.19.27 To discuss Confidential Matters – Showborough Common Land – **No comments**

25.05.19.28 **To resolve the Date of Next Council Meeting as Monday 16 Jun 2025 at Village Hall, Fleet Road**

25.05.19.29 Meeting closed at TIME 8.41pm