

## Full Committee MINUTES 20 April 2026

MINUTES (Subject to agreement at the next Committee meeting) of the meeting of the Full Committee of the Parish Council held on 20 April 2026 at 7.30pm in Twynning Village Hall

Members Present: Cllr Davies (Chair), Draper, Hammett, O'Dell, Westwood,  
Borough Cllr Workman & Sztymiak, County Cllr Smith

Attendees: Clerk, 7 Members of the public

- 26.04.20.01 To receive and approve apologies for absence and confirm the meeting is quorate – Apologies – **Cllr Clayson, Ellis, Holden & Simmons**
- 26.04.20.02 To receive **Declarations of Interest**: Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -  
a) Keep their Register of Interests form up to date;  
b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests – **None received**
- 26.04.20.03 **Adoption of minutes**. To approve adoption of the minutes of the Parish Council Minutes – 16 March 2026 – **Agreed by Council** and signed by Chair
- 26.04.20.04 To discuss Bulletin Editor vacancy – (TBA next publication date June 26) **Deferred**
- 26.04.20.05 To receive the County Councillor's and District Councillors Report - **Received**  
Cllr Smith raised that he has 3K of grass roots funding and requested Council to consider funding ideas.  
Cllr Smith asked Council to consider feedback on the Robin bus service & how it could be improved or made better.  
Cllr Sztymiak stated that a meeting will be arranged with regard to the Quay and anti-social behaviour with Cllr Simmons & others included.
- 26.04.20.06 To receive notice of Temporary Road Closures:- **None**
- 26.04.20.07 To receive Tree Warden report  
**Monthly Visual Observation Report – 2026** Date: 3 April 26  
Locations: Parish Council owned trees at TRAC, Village Green, Quay and Ratley Green.  
I carried out a **non-professional visual observation from ground level only** of the Parish Council trees at locations listed above. This report is NOT an assessment of tree safety.  
**Observations:**  
Once again, significant branch shedding from the Ash tree next to the London Plane. This



branch was hung in the canopy but low enough to be snared and brought down.

Wisdom of leaving the seat under this tree is questionable.

Remainder of PC trees showed no obvious visible defects observed at ground level.

Any concerns identified are reported for the Parish Council's consideration and decision on Whether professional advice is required.

**The Council agreed to get a quote from Men's Shed for removing the bench and concrete base that sits below the Ash tree make good & resight it. Action Clerk**

26.04.20.08 To discuss The Amenities Working Group (CIL/S106)  
(Cllr Westwood, Holden, Ellis, Davies)

**Cllr O'Dell is aware that the funding may become available via PRW officer this year. Meeting with landowners to be arranged regarding the kissing gate on river front. A list of gates will be submitted to Public Rights of Way Officer. Council agreed to fund additional cost of £2054.78 for playground groundworks at TRAC. Funded by 2025-26 underspend. Cllr O'Dell raised that there was no Chair for this working Group. To be resolved.**

26.04.20.09 To discuss Biodiversity Action Plan Working Group (Cllrs Holden, O'Dell, Draper)

26.04.20.10 To receive Council auditor comment – Cllr Clayson apologies – **No comment**

26.04.20.11 To receive Village Hall rep comments – Cllr Clayson apologies – **No comment**

26.04.20.12 To discuss progress (25.06.16.07) Pontoon at the Quay – Cllr Clayson apologies – **No update**

26.04.20.13 To receive progress of VAS & pole installation following meeting with GCC M Kelly, Cllr Clayson & Holden Thur 2<sup>nd</sup> April – **Installed unit has been turned to face correct way. Awaiting install date for balance of poles. Order placed for additional VAS which have been received, GCC to be informed – Action clerk**

26.04.20.14 To receive progress (25.10.20.15) Bench x 4 placed by Village Inn onto the Village Green – Cllr Westwood – **Council agreed to write to VI – Action Clerk**

26.04.20.15 To discuss - Email contact from MOP In April

1.) Could you add to the next TPC agenda to place more wooden posts around the bottom corner of the Green so people cannot start parking all up its edge (see attached photo)? It will get worse and worse otherwise. – **Council discussed lack of parking but felt that more posts would not solve the problem but move the problem. Further consideration is required**

2.) Following the replacement of the broken waste bin on the Village Green by the School. Can the dog poo bag dispenser be removed at the same time as it is not thought that it has been replenished for some time. The holder was purchased & owned by the Parish Council. – **Council agreed to purchase supply of dog bags. Cllr Davies has agreed to replenish the dispenser going forward.**



## Finance & Governance

- 26.04.20.16 TRAC - To consider increasing annual funding contribution to £1,500 annually.  
**Council agreed to raise the funding from the next financial year 2026-27**
- 26.04.20.17 To consider allocation/spend of this year's reserves.  
Legal Cost 2K – Earmarked reserve – **Agreed by Council**  
VAS unit purchase 4K – **Agreed by Council**  
Noticeboard refurbishment - £735 – **Agreed by Council**  
TRAC additional cost 2K – **Agreed by Council**
- 26.04.20.18 To consider the allocation of CIL funds to support a Lengthsman contract for infrastructure maintenance within the parish. – Following contact with TBC for guidance as below. – **Action - amenities working group put together a proposal to present to full council regarding duties & expected hours. CIL budget to then be considered.**

*The CIL Regulation 59C sets out the how local councils must use their neighbourhood CIL receipts.*

*“A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding—*

*(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or*

*(b) anything else that is concerned with addressing the demands that development places on an area.”.*

*Whether a lengthsman would be suitable use of these funds would depend on the duties carried out and how they support development or address the demands development places on Twyning. The specifics of how these funds should be utilised in Twyning is best understood by the Parish Council and residents, although I emphasise these must comply with regulation above.*

- 26.04.20.19 To receive Budget/Spend Net position to March 31st 2026.  
**Agreed & Signed by Chair**
- 26.04.20.20 **Audit compliance 2025-26**  
Internal audit has been submitted to GAPTC.  
To adopt new - Internal Controls & Governance Policy – **Adopted 20/04**  
To adopt new - Investment and Reserves Policy – **Adopted 20/04**
- 26.04.20.21 **To approve payment** list/those paid between meetings and to note receipts.

### **Payments made since last meeting 16.02.26**

Travel expenses		£30.60
Biz Stationery – paper, lever arch file		£14.23
Amazon -Printer consumables		£10.65
Amazon – Printer inks		£14.99
Village Hall - Meeting	INV2340	£24.00
Admin		£1016.04
Microsoft 365	T12600910407	£12.10
GALC – Annual Subscription		£671.60
PATA -payroll services		£40.35

### Receipts

Twyning Tigers-pitch hire	£110.00
HMRC VAT reclaim	£883.03

### Payments listed for authorisation on 20.04.25

J Brookes	Inv 2503	£700.00
J Brookes	Inv 2504	£300.00
Men's Shed	TMS025	£735.00
Zurich Town & Parish Insurance Renewal:		
YLL-2720877573	01 June 2026	£918.04
Village Hall – Meeting	INV2350	£24.00
One.com renewal		£192.42
Community Heartbeat Trust	21354	£162.00

### Account Balances at 31/03/2026 - reconciled

CIL Account	64,499.14
Current Account	11,213.31
Revenue Reserves	6,992.95
Nationwide Account	32,442.74
Total	£115,148.14

26.04.20.22 **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.

26.04.20.23 To consider matters for the agenda of the next Parish Council meeting (no decisions may take place at this item)

*MOP - Would it be possible to install a dog waste bin at the top of Goodiers Lane down the single track road leading to Coombs Farm. I walk my dog frequently along the footpath and down Muddy Lane and for some reason there are always discarded poo bags in both areas. A bin will hopefully make it easier for those people that are too lazy to carry it for proper disposal.*

*MOP – raised on behalf of J Brookes regarding the ditch clearing which had previously been agreed not to be undertaken. Clearing each year would be best and cost less than undertaking overgrown clearing work.*

26.04.20.24 **To discuss Confidential Matters –**

To discuss Twyning Green – Awaiting reply

To discuss Showborough Common – Digging, Licence, Permissions. **Agreed to send Council reply. Action Clerk**

26.04.20.25 **To resolve the Date of Next Council Meeting as Monday 18 May 2026 at Village Hall, Fleet Road**

26.04.20.26 Meeting closed at 9.03pm