

## Full Committee MINUTES 19 May 2026

**MINUTES (Subject to agreement at the next Committee meeting) of the meeting of the Full Committee of the Parish Council held on 18 May 2026 at 7.30pm in Twyning Village Hall**

**Members Present: Cllr Clayson, Davies, Draper, Hammett, Westwood, Ellis, Holden, O'Dell  
Borough Cllr Sztymiak**

**Attendees: Clerk, 4 Members of the public**

## MINUTES

- 26.05.18.01 **Confirmation of Appointment of a Council Chairman** for 2026/2027 and signing of Acceptance of Office form. All proposed and agreed that Cllr Clayson be elected as Chair of the Parish Council.
- 26.05.18.02 **Appointment of Vice Chairman** All proposed and agreed that Cllr Hammett be elected as Vice Chair of the Parish Council.
- 26.05.18.03 **To receive apologies for absence and confirm meeting is quorate.**  
Cllr Simmons, County Cllr Smith, Borough Cllr Philips
- 26.05.18.04 **To receive declarations of interest for items on the Agenda below, including Disclosable Pecuniary interests that members may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensation**  
Cllr Holden item 26.05.18.11
- 26.05.18.05 **To confirm and sign the minutes of the Parish Council Meeting held on 20 April 2026.** Minutes approved and signed by Chair
- 26.05.18.06 To agree Notice of Public Rights date  
**Commencing Tue 15 Jun ending Mon 24 Jul – Signed by Chair**
- 26.05.18.07 To appoint Planning Committee (Cllrs Clayson, Davies, Ellis, Hammett & Westwood) delegate responsibility for planning decisions – **Agreed**
- 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) (Cllrs Draper, Davies, Simmons, Westwood) – **Agreed**
- To appoint Biodiversity Action Plan Working Group (3) (Cllrs Draper, Holden & O'Dell) – **Agreed**
- To appoint Staffing Committee (3) (Cllrs Draper, Ellis & O'Dell) – **Agreed**
- To Appoint Tree Warden (volunteer Dave Luckett) to monitor condition of trees on Council owned land or affecting Council owned land – **Agreed**
- To appoint Snow Warden (volunteer Orazio Di Marco) to monitor grit supplies and make request for snow plough visits - **Agreed**
- To appoint Village Hall Committee member – Cllr Clayson – **Agreed**

To appoint Council auditor – checks bank reconciliation and supporting paperwork – Cllr Hammett – **Agreed**

To review Terms of reference for committees, Planning & Staffing - **Action Staffing Committee**

To adopted Councillor Training Policy **Action Staffing Committee**

26.05.18.08 To receive the County Councillor's and District Councillors Report – **Received**

26.05.18.09 To receive notice of temporary road closures - **Received**

**M50 resurfacing** – Total closure of M50 Westbound 9pm-6am May 15 – 18<sup>th</sup>

26.05.18.10 To receive Tree Warden report – Received. **Action Clerk to liase to initiate Tree work referenced in report with Tree warden**

26.05.18.11 To discuss Bulletin Editor vacancy – Budget of £1800 agreed by all for 1<sup>st</sup> addition in new format. **Action Cllr Holden to provide print costs**

26.05.18.12 To discuss – Sighting of new dog waste bins, Goodiers Lane & Hillend Road initially identified. **Action Cllr Draper & Cllr Westwood to provide what3word for positions**

26.05.18.13 To discuss Biodiversity Action Plan Working Group – Budget of 15K of CIL for legal fees – **All agreed**

26.05.18.14 To receive Village Hall Rep comment – **None received**

26.05.18.15 To receive Council auditor comment – **None received**

26.05.18.16 To discuss Amenities Working Group – CIL/S106.  
CIL budgeting – Lengthsman – **Budget of 10K CIL – All agreed**  
**Action Staffing Committee to conduct interview**

26.05.18.17 To receive School Sports Day use of the Village Green Thursday 2<sup>nd</sup> July - **Received**

26.05.18.18 **Finance & Governance**

1. Receive the Budget Analysis to April and agree the bank reconciliation. - **Received**

Internal Auditor Report and review Action Plan – **Review by Council**

To approve - AGAR Section 1 – Annual Governance Statement 2024/25 –

**Approved & signed by Chair**

To approve – AGAR Section 2 – Accounting Statements 2024/25 –

**Approved & signed by Chair**

**Account Balances at 05/05/2026**

CIL Account	228,546.70	<i>CIL Spend budgets</i>	
Current Account	27738.05	<i>Playdale</i>	75.6K
Revenue Reserves	8992.95	<i>Playdale-addition</i>	2k
Nationwide Account	32442.74	<i>Footpaths</i>	10K
Total	297,720.44	<i>Hillend reserve</i>	15K
		<i>Lengthsman</i>	10K
		<i>Pontoon</i>	10K
		<b>Totalling</b>	<b>122.6K</b>

2. Receive Council is not eligible to use the General Power of Competence - **Received**

3. 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.

Financial Regulations March 2025 to be implemented. **Action Cllr Clayson**  
Publication Scheme adoption **Action Clerk**

4. Review bank mandate - **Cllr Clayson, Cllr O'Dell & Cllr Hammett - Agreed**

26.05.18.19 **To approve the May payment list**/those paid between meetings and to note receipts.

**Payments made since last meeting 20.04.26**

Administration £1046.33

**Payments listed for authorisation on 18.05.25**

Travel Expenses		£15.30	
GALC Internal audit	Inv1698	£400.00	
Village Hall (meeting)	Inv 2360	£24.00	
J Brookes	Inv 2513	£700	
J Brookes	Inv 2514	£300	
Open Space Society	Subscription	£45.00	
ElanCity	SAJ-UK/2026/03472	£4337.07	VAT £867.41
G James Est1167	Deposit-materials	£2000.00	VAT £400.00
<b>- All agreed</b>			

**Receipts**

CIL totalling £163,977.44

<i>Received from</i>	<i>22/01372/FUL Stable Cottage Brockeridge Road</i>	<i>£321.04</i>
	<i>22/01004/APP Parcel 2988 Downfield Lane</i>	<i>£100,434.13</i>
	<i>24/00732/FUL Land To The South Of Geston Place</i>	<i>£63,222.27</i>

25.05.18.20 **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.

25.05.18.21 **To discuss contact from Members of public –**

25.05.18.22 To consider matters for the agenda of the next Parish Council meeting (no decisions may take place at this item)  
**Ditch at Kilmore Pitch – Strim & spray - £360.00**

25.05.18.23 To discuss Confidential Matters – Showborough Common Land

25.05.18.24 **To resolve the Date of Next Council Meeting as Monday 15 Jun 2026 at Village Hall, Fleet Road**

25.05.18.25 Meeting closed at 9.27pm