TWYWELL PARISH COUNCIL

Agenda – Parish Council Meeting

Date: Thursday 12 November 2026
Time: 7.00pm
Venue: McQueen House
Reference: TPC/26/11

Members of the public are welcome to attend.

Item No.	Agenda Item
26/11/1	**Apologies for Absence** To receive and approve apologies for absence (Local Government Act 1972, s.85(1)).
26/11/2	**Declarations of Interest** To receive declarations of any disclosable pecuniary interests and other interests in relation to items on the agenda (Localism Act 2011, ss.26–34, and the Council's Code of Conduct). Councillors are reminded of their obligation to declare their interests orally as per the Council's Members Code of Conduct.
26/11/3	**Minutes of Previous Meetings** To approve the minutes of the meeting held on 3 September 2026 as a correct record, to be signed by the Chair. To note that the Allotments Committee met on 8 October 2026 and to receive its minutes for information.
26/11/4	**Update on Action Points from the Previous Meeting** • Traffic calming gates: materials and quotations • Home Farm Barn: update • Social Media Policy: adoption • Microsoft 365 subscription: update
26/11/5	**Co-option of a Councillor** To consider the written application received from Julie Wright and, if thought fit, resolve to co-opt Julie Wright to fill the casual vacancy arising from the resignation of Cllr Marc Dryburgh. The notice of vacancy has been published and no request for an election was received within the statutory period. (Local Government Act 1972, ss.87 and 88.) If co-opted, the new councillor will be asked to sign the Declaration of Acceptance of Office (s.83) before taking part in Council business, and to complete the Register of Interests form within 28 days (Localism Act 2011, s.30).
26/11/6	**Parish Clerk and Responsible Financial Officer (RFO)** To consider and resolve to appoint the Parish Clerk as RFO by minuted resolution (Local Government Act 1972, s.151).
26/11/7	**Allotments** To consider the matters arising from the Allotments Meeting held on 8 October 2026 (minutes at item 26/11/3), including the rent increase, water provision, tree cutting and available plots. Allotments Committee – Terms of Reference: to consider and, if thought fit, resolve to (a) confirm the establishment of the Allotments Committee as a committee with delegated powers (Local Government Act 1972, ss.101 and 102); (b) approve its Terms of Reference, including membership, quorum, delegated powers and spending limit, and reporting to the Council (draft circulated with this agenda); (c) note that allotment income and expenditure is ring-fenced and reported to the Council, as set out in item 26/11/8; and (d) agree an annual review of the Terms of Reference at the Annual Meeting. (Small Holdings and Allotments Act 1908, ss.23 and 26.)

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26/11/8	**Allotments – Separate Bank Account (Special Motion)** To consider the following special motion, written notice of which has been given under Standing Orders 7(a) and 9(b) by Cllrs Kirk and Robertson: > *That Minute 1.2 of the Extraordinary Meeting held on 30 July 2026 be rescinded insofar as it resolves to continue implementation of a separate allotment bank account; and that allotment income and expenditure instead be (a) held in the Council's main bank account, (b) recorded under a separate allotment cost centre in the cashbook, (c) held as an earmarked reserve in accordance with Financial Regulation 4.11, and (d) reported to the Council at least quarterly.* Background: Minute 14 of the meeting held on 9 July 2026 records agreement in principle to a separate allotment bank account. The Council will also discuss the £84.00 annual charge for the privilege of holding a dedicated allotment bank account. (Local Government Act 1972, s.101; Small Holdings and Allotments Act 1908, ss.23 and 26; Financial Regulations 1.5, 1.7, 4.11, 5.1, 6.1 and 13.4; Standing Orders 7(a) and 9(b).)
26/11/9	**Staffing Committee** To resolve to appoint a standing Staffing Committee so that staffing matters can be considered and decided without the need to call an Extraordinary Meeting each time one arises, and to agree its terms of reference, membership, quorum and delegated powers (draft terms of reference circulated with this agenda).
26/11/10	**Audit Report Response** To consider the Council's response to the Internal Auditor's report and agree the audit action plan.
26/11/11	**Financial Governance and Audit Preparation** • Internal controls policy: to review the draft policy and consider its adoption. • Reserves Policy: to consider and approve version 2. • Payment authorisation and bank reconciliation: to confirm the arrangements for independent verification of online payments and quarterly bank reconciliations, reported to full Council.
26/11/12	**Budget and Precept 2027/28** To receive the draft budget for 2027/28 and agree the process for setting the precept in accordance with Section 4 of the Financial Regulations.

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26/11/13	**Finance** To approve the schedule of payments (list and invoices circulated in advance). To consider and, if thought fit, approve the purchase of antivirus software for the Council's IT equipment (supplier and cost to be confirmed before the meeting) (Local Government Act 1972, s.111). To receive the cash book and bank reconciliation to 31 October 2026. To receive the statement of income and expenditure since the last meeting (1 September to 19 October 2026), as set out below:

Date	Details	Amount (£)
INCOME		
30 Sep	Credit interest - reserve account	21.35
Total income		**21.35**
EXPENDITURE		
4 Sep	HMRC - PAYE/NI	191.40
9 Sep	YU Energy - public lighting (DD)	31.59
18 Sep	HugoFox - website (DD)	23.99
21 Sep	Northants Guides - meeting room hire (9 Jul)	40.00
21 Sep	Northants Guides - meeting room hire (3 Sep)	40.00
28 Sep	HugoFox - website (DD)	20.99
30 Sep	Unity - monthly service charge (bank charge)	7.00
8 Oct	YU Energy - public lighting (DD)	36.80
19 Oct	HugoFox - website (DD)	23.99
Total expenditure		**415.76**

To receive and note the bank reconciliations for Quarter 1 (to 30 June 2026) and Quarter 2 (to 30 September 2026), as set out below:

£	Q1: 30 June 2026	Q2: 30 September 2026
Cash book balance brought forward	6,525.52	18,166.23
Add: receipts in the quarter	13,532.09	21.35
Less: payments in the quarter	1,891.38	765.63
Cash book balance carried forward	**18,166.23**	**17,421.95**
Bank: current account	13,822.48	13,056.85
Bank: reserve account	4,343.75	4,365.10
Total per bank	**18,166.23**	**17,421.95**
Difference	**Nil**	**Nil**

Confirmation: the Clerk confirms that the Quarter 1 and Quarter 2 bank reconciliations have been checked, that the cash book balance agrees to the combined current and reserve account balances at each quarter end, and that there are no differences or unpresented items. The Council is asked to note the reconciliations.

To receive the Quarter 3 bank reconciliation (position at 19 October 2026): cash book balance £17,361.16 agreed to the bank balances (current account £12,996.06 and reserve account £4,365.10), with no difference. Figures to be updated to 31 October 2026 when the October statement is received.

26/11/14	**Grant Applications** • Road Safety Community Fund: to receive an update on the application, and to consider moving the £1,200 traffic calming gates budget line to reserves. • Allotment tree removal: to receive an update on the grant application.

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26/11/15	**Venue for Council Meetings** To consider and, if thought fit, resolve to move future Parish Council meetings from McQueen House to St Nicholas Church, Twywell (the village church), and to agree the arrangements for booking the venue, any hire charge, and giving public notice of the change of venue (Local Government Act 1972 Schedule 12 paragraph 10).
26/11/16	**Planning** To consider planning applications and decisions received since the last meeting (list to be circulated), including: • 26/02368/FUL and 26/02369/LBC, the Home Farm barn applications • 26/00511/LBC, the wifi box at 2 Home Farm Cottages • 26/01128/AOC, the Manor Farm condition discharge
26/11/17	**Correspondence** To note correspondence received since the last meeting.
26/11/18	**Public Session** Members of the public may address the Council on any item on the agenda, for a maximum of 15 minutes in accordance with Standing Orders. Decisions cannot be made on items not on the agenda.
26/11/19	**Exclusion of the Press and Public** To resolve that under the Public Bodies (Admission to Meetings) Act 1960, section 1(2), the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business, as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.
26/11/20	**Confidential Item – Staffing Matter** To receive an update on the confidential staffing matter, including the position of the Parish Clerk, and to consider any further actions, authority and expenditure required.
26/11/21	**Items for the Next Agenda** To note items for inclusion on the next agenda.
26/11/22	**Date and Venue of Next Meeting** To confirm the date and venue of the next meeting.
26/11/23	**Close of Meeting**

Notice issued: 4th November 2026

Signed: James Totten Date: 4 November 2026

Parish Clerk, Twywell Parish Council