TWYFORD & THORPE SATCHVILLE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 20th May 2025 at 7.30 pm in Twyford Village Hall

**Those Present:** Mrs R S Johnson [Chairperson] Mr. D R G Angrave

 Mr. N Taylor Mrs. P Watkins [Observer]

 Mr. R Smith Mr. P. Challoner (Clerk)

 There were no members of the public present

**37/25 Election of Chairperson and Vice Chairperson for 2025/26.**

Mrs Johnsons was proposed as Chairperson by Mr Angrave and seconded by Mr Taylor.

 Mr Smith was proposed as Vice Chairperson by Mr Angrave and seconded by Mrs Johnson.

**38/25** **Apologies for absence.**

There were no apologies for absence.

**39/25 Minutes of the last meeting.**

The minutes of the last meeting held on 15th April 2025 and previously circulated to members were accepted by the members and signed by the Chairperson.

**40/25 Declarations of Interest**

There were no declarations of interest relating to agenda items

**41/25 Matters arising from the minutes:**

 **`1] Street Lighting –** Mrs Johnson reported that she had been in contact with the National Grid who will attempt to replace the light heads at Stepping Lane and Church Lane, Twyford in the next two to three weeks. Mr Smith offered to store the light heads prior to the work. Agreed.

National Grid will also deal with the exposed cables along Bakers Lane, Thorpe by the end of the summer.

 **2] Stepping Lane –** LCC have informed the Council that the surface does not require repairing. Mr Angrave to take photographs of the potholes and forward these to LCC.

 **3] Thorpe Garage –** The tenant has now paid for April- June 2025 and may stay longer.

**42/25** **Correspondence for discussion:**

 **1] Internal Audit recommendations**

 **a] Public Time –** Agendas to include a statement that the public are welcome to attend meetings – Agreed.

 **b] Move to .**gov.uk domain – Agreed to move during 2025/26.

 **c] Asset Register –** Items where initial costs are unknown should be identified as £1.00 with insurance cost also included. Agreed.

 **d] Reserves Policy -**Development of a reserves policy - Agreed

**43/25 Finances**

 **1] Invoices for payment –The following were approved for payment –**

 Twyford VH – Hire of room 20.5.25 £13.00

 Somerbys – Payroll Admin £252.00

 Gallagher – Annual insurance £787.62

 **2] Receipts –**

Allotment rents £520.00

 MBC Precept £5500.00

 VAT Refund £1065.02

 Garage rent £75,00

 **3] Bank Balance –** This was £21,906.53 as at 30.4.25

 **4] In ternal Audit -**Confirmation of audit -Approved.

 **5] Annual Governance Statement 2024/25 -** Approved

 **6] Accounting Statements 2024/25 -**Approved

 **7] Asset Register 31.**3.25 – Approved

 **8] Notice of Public Rights** [3rd June to 14th July 2025] -Approved

 **9[ Certificate of Exemption 2024/25 -** Appeoved

**44/25 Planning:**

 **1] Willowmead, 5, Hollands Lane, Twyford –** A number of residents have contacted the Council over concerns about activity on land at the above address. Agreed that the Clerk should write to MBC to obtain an update.

**45]25 Councillors’ reports and any other matters for information:**

 **1]Notice board**- Clerk to update contact details.

 **2]Speed sign data –** This remains in its raw state and has not been analysed. As no further requests have been received it was agreed to take no action.

 **3] Fox Inn/Thorpe –** No information of developments.

 **4] Parish Council Vacancy –** Members agreed for Mr P Watkins to be a co-opted member of the Parish Council.

**46/25 Next meeting:**

 It was agreed that the next meeting would be held in Thorpe Satchville Village Hall on Tuesday 17th June 2025 at 7.30pm.

 The Chairperson closed the meeting at 8.40pm.

**All minutes are deemed as draft until formally approved and signed**