To members of the council: You are summoned to attend the Virtual Meeting of Twywell Parish Council to be held via Zoom on Wednesday 27th January 2021 at 7pm for the purpose of transacting the following business. Signed Parish Clerk 

Zoom link <https://us02web.zoom.us/j/87018683202?pwd=K0VtYkg3dWt5Z3FieE5UZlZBSDlrUT09>

Meeting ID 870 1868 3202 Passcode 023830 Dial in 0131 460 1196

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|  | **Agenda** | **Time** |
| 20.11.17 | **To receive apologies for absence.** |  |
| 20.11.18 | **Declarations of Pecuniary Interest** |  |
| 20.11.19 | **To Consider and Approve Minutes of the Meeting on 25th November 2020** | **3 mins** |
| 20.11.20 | **Public session\*** | **15 mins** |
| 20.11.21 | **To receive Report on Twywell Parochial Church Council (TPCC) liaison** | **5 mins** |
| 20.11.22 | **Planning-** none received on production of Agenda, although if any are received before meeting, may be discussed if council in agreement | **mins** |
| 20.11.23 | **Governance-**  a) To note resignation of Cllr Verity and to Co-opt to council if any suitable candidates have come forward. (No election required at this time)  b) Receive and resolve to adopt Scheme of Delegation to the Clerk  c) Receive and resolve to adopt Internal Control Policy  d) To note that the next date for an Ordinary meeting will be the Annual Meeting of the Council, held after the elections.  e) To note that if elections go ahead, nominations papers from prospective councillors will need to be submitted by Thursday 8th April  f) Twywell Halls Fund- to check details for the Annual return which has to be submitted | **5 mins** |
| 20.11.24 | **To consider Parish Council Finances**  a) to approve invoices for BACS payment, prices include VAT, under following legislation   |  |  |  |  | | --- | --- | --- | --- | | C. Tilley | Clerk Salary-Dec-Jan & OT hours | £416.10 | LGA 1972 s112 | | C. Tilley | Clerk Stationary Expenses | £17.94 | LGA 1972 s112 | | HMRC | Clerk deductions | £104.00 | LGA 1972 s112 | | Eon | Street Light electricity | £251.08 | Highways Act 1980 |     To resolve to approve the Clerk basic salary and HMRC payments to be made in February, March (and April if contract extended)  b) Receive and approve Cash book and bank reconciliation  c) To note whether Barclays mandate has been amended  d) To note whether Unity Trust bank account has been opened | **5 mins** |
| 20.11.25 | **Update on the Community Grant Project, -**Cllr Boyle/Owens | **5 mins** |
| 20.11.26 | **Community matters**   1. To note the difference between a Village Plan vs a Neighbourhood plan and decide on best way forward (Appendix 1) 2. Twywell Halls Fund and CCLA fund update. To determine which details and trustees to retain for Annual Return and note status and balance of accounts 3. To note that The Lane is an unadopted road, and under the Highways Act 1980, ‘Responsibility for the cost of maintaining a private road rests with the frontagers (the owners of properties which front onto such roads)’.Council to decide best way forward with regards to upkeep. 4. To note complaint received regarding burning of waste at allotments | **10 mins** |
| 20.11.27 | **Chairman’s report**- for information |  |
| 20.11.28 | Clerk Report/Correspondence received  NCALC weekly updates circulated electronically |  |
| 20.11.29 | Health and Safety  Any update from Cllr Screeton regarding NCC Highways liaison  To note that works to clear vegetation off footpath between Manor Farm entrance and the bend should commence within 4 weeks along with drainage improvements  White lining- bad weather has led to a backlog- works remain on subcontractors list |  |
| 20.11.30 | **To receive an update on Street Lighting**  To note that Clear Utilities cannot provide a more competitive quote for electricity supply. Eon have reduced consumption on bills- leading to a saving of around £450 pa. |  |
| 20.11.32 | **To resolve to exclude press and public under The Public Bodies (Admission to Meetings) Act 1960 Sec 1(2) to discuss confidential personnel matters.** | **5 mins** |
| 20.11.31 | **Councillor comments/Items for next meeting** |  |
|  | **Next Meeting**  -this will be the Annual Meeting of Twywell Parish Council in May, exact date to be determined. T**his may be a VIRTUAL meeting depending on Covid restrictions.** |  |