

Tiffield Parish Council

E-mail: clerk@tiffieldparishcouncil.org.uk

Website: www.tiffieldparishcouncil.org.uk

Parish Office Ashbury Barn, 9a High Street South, Tiffield NN12 8AB. Tel: 01327 323195

From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 11/02/2019:

MINUTES OF THE MEETING OF TIFFFIELD PARISH COUNCIL held in the School Hall on Mon 14/01/2018 at 8.00pm

Present: Cllr J Beasley (Chairman of the Council). Cllr P Chaplin. Cllr M Godwin. Cllr S Jowers. Cllr S Pady. Cllr P Power Cllr J Tyrell. Mr R Powell. Ms Eliza Hollis (Executive Headteacher). Mr A Tennet (Clerk to the Council)

	Standing Items	Action
1901.01	Apologies for absence There were no apologies although Cllr E Welch was not present.	
1901.02	Public participation session. Ms Hollis started the meeting by giving members of the Parish Council a brief tour of the school. This was followed by an overview of the school, its development since Ms Hollis took over in 2009, the challenges facing the school and her desire for the school to develop closer links to the village. In particular, Ms Hollis is keen to exploit opportunities to promote the school and to increase the number of pupils. There was some discussion regarding various village events (fireworks display, village festival, village BBQ etc), that the school could be involved with as well as other village groups that could potentially utilise the new school hall. There was further discussion in respect of the school making use of the village minibus.	Mr Tennet to forward contact details for village groups and to provide Ms Hollis' e-mail to Thunderbolt distributors. Cllr Power to provide Ms Hollis with the contact details of Evergreens.

Dates of scheduled Parish Council Meetings 2019:

Jan 14th. Feb 11th. Mar 11th. Apr 8th. May 13th. Jun 10th. Jul 8th. Sep 9th. Oct 14th. Nov 11th.

Tiffield Parish Council

	<p>At present Ms Hollis does not have a rate for hiring the hall and is going to discuss this with the school Governors.</p> <p>Cllr Chaplin asked about access to the rain gauge situated within the school grounds. Ms Hollis suggested contact with Mr Andrew Henry-Moore who is the school head.</p>	
1901.03	<p>Declarations of interest related to business on the agenda for this meeting.</p> <p>None declared</p>	
1901.04	<p>To receive and approve for signature the minutes of the meeting held on 12/11/2018</p> <p>The minutes were approved and signed as a true record of the meeting by Cllr Beasley with agreed amendments to typing errors and the removal of an erroneous entry at the start of the document which appeared to have been cut and pasted.</p>	<p>Mr Tennet to correct mistakes and publish minutes on website.</p>
1901.05	<p>Matters arising from the minutes not included on this agenda for report only.</p> <p>5.1 Cllr Beasley extended his thanks to Cllr Tyrell for his work to install the defibrillator in the village phone box. There was a query as to whether a list of trained persons could be placed in the phone box. Cllr Chaplin stated that Simon Loake was awaiting responses from those concerned for permission to put their details on the list. Mr Tennet informed the meeting that Mr Loake wishes to retain responsibility for the defibrillator and training etc.</p> <p>5.3 Typo to be amended. Cllr Beasley will design some new village signs and circulate to the Council. Cllr Jowers volunteered to assist.</p> <p>5.4 Cllr Tyrell asked why the grit had been placed in the bins in bags and not loose. Cllr Jowers explained that it was felt this would make the grit easier to move rather by the shovel load. A number of councillors considered that leaving the rock salt in bags would make its use difficult.</p> <p>13.1 Cllr Power stated she had written to someone on the board but as yet had not received a response.</p>	<p>Cllr Beasley to circulate designs for new village signs</p>

Dates of scheduled Parish Council Meetings 2019:

Jan 14th, Feb 11th, Mar 11th, Apr 8th, May 13th, Jun 10th, Jul 8th, Sep 9th, Oct 14th, Nov 11th.

Tiffield Parish Council

	<p>13.2 Cllr Power reported that in respect of the village festival the schedule of entertainment was almost complete and that Mr Loake was dealing with this. In addition, an application had been made for lottery funding, especially as this year was the anniversary of Claydon's Field</p> <p>13.3 Mr Powell would speak to some builders he knows to see if they wanted the sand. If so, he would arrange for its disposal.</p> <p>13.4 Cllr Beasley informed the meeting that the Tiffield Investment Group had agreed to buy a projector and screen for the use by any group or persons in the village. The screen would be mounted in the top room of The George whilst the projector would be held by Mark Burbage who would manage its use. The history group would also contribute £100. Other groups in the village to be contacted to see if they wish to make a contribution. The Parish Council will make a contribution as thought necessary.</p>	<p>Cllr Powell to try to arrange removal of sand and containers</p> <p>Mr Tennet to add projector funding to agenda for next meeting</p>
1901.06	<p>Financial Report</p> <p>Mr Tennet notified the meeting that at present he was still unable to access the Unity Trust Bank Account with his own log in details and had no access to the Lloyds Account at all. In addition, he had taken over the spreadsheets kept by his predecessor Mr Loake, who was an accountant and as such was still trying to fully understand their content and how they were populated. He intends to ask Mr Loake for further assistance. However, Mr Tennet had produced a financial report for the year to the end of December.</p> <p>Cllr Tyrell asked about the cost of hiring the Reading Room against the School Hall. After a brief discussion it was agreed to continue using the reading Room for the majority of meetings as this helped to support the PCC.</p> <p>Cllr Chaplin queried the extra costs shown against 'Fireworks'. Mr Tennet explained that these were for the gifts purchased by Cllr Welch for those residents who had allowed the use of the electricity and for her own expenditure for the printing of flyers etc.</p> <p>Cllr Chaplin and Power also pointed out a difference in two of the amounts for outstanding payments.</p>	<p>Mr Tennet to arrange further meeting with Mr Loake to seek guidance as to the financial spreadsheets and to get them up to speed.</p> <p>Mr Tennet to pursue access to the bank accounts</p>

Dates of scheduled Parish Council Meetings 2019:

Jan 14th, Feb 11th, Mar 11th, Apr 8th, May 13th, Jun 10th, Jul 8th, Sep 9th, Oct 14th, Nov 11th.

Tiffield Parish Council

	<p>Mr Tennet further pointed out in the account summary page that the Current account showed a balance on the spreadsheet of more than -£11K. This was obviously wrong as there was nearly £900 in that account. Mr Tennet was unable to explain why there was this difference and reiterated that he needs to meet with Mr Loake again to seek some guidance.</p> <p>As such, it was felt by Cllr Beasley that he was unable to sign off the accounts at this time.</p> <p>However, Cllr Godwin proposed that the meeting retrospectively approve the payments already made by the Clerk. This was seconded by Cllr Chaplin. There were no objections.</p> <p>Further, Cllr Godwin proposed that the meeting approve the payments to Cllr Chaplin, Mr Tennet and EON. This was seconded by Cllr Pady. There were no objections.</p>	<p>Mr Tennet to arrange payments as agreed.</p> <p>Mr Tennet to meet with the Finance sub committee</p>
1901.07	<p>Planning Applications</p> <p>Mr Tennet informed the meeting that there had been two applications for planning in December. One was from Steph Coleman and one from Craig Kilborn. Both had a closing date for responses by the 24th December and as such these had been circulated to all for comment. With no objections raised these had been returned to the appropriate authority.</p> <p>Currently there was one current planning application for replacement widows to be fitted to Southview Farmhouse. There were no objections</p>	<p>Mr Tennet to respond to SNC</p>
1901.08	<p>Correspondence</p> <p>Mr Tennet took the meeting through the Correspondence list as circulated with the Agenda. Actions arising are shown opposite</p>	<p>Mr Tennet to enquire if there are funds available in the current NHBG pot as yet unused by the PC</p>

Dates of scheduled Parish Council Meetings 2019:

Jan 14th, Feb 11th, Mar 11th, Apr 8th, May 13th, Jun 10th, Jul 8th, Sep 9th, Oct 14th, Nov 11th.

Tiffield Parish Council

		<p>Ask Gordon Bradley for further information regarding the posts he feels need replacing</p> <p>Enquire as to whether we can still order an up to date Electoral Register</p> <p>To circulate the NCALC Updates to all Councillors</p> <p>Explore if and how we can register our Green Spaces</p> <p>All Councillors asked to consider what village improvements we propose that would allow us to apply for funds under the new NHBG fund arrangements.</p>
	Business items	Action

Tiffield Parish Council

<p>1901.09</p>	<p>Co-option of Rob Powell as Councillor</p> <p>Mr Powell was asked by the Chair if he still wished to be co-opted on the Parish Council. Mr Powell stated that he did and as such was proposed by the Cllr Beasley. The vote was unanimous and Cllr Powell was welcomed to the Council.</p>	<p>Mr Tennet to ensure that Cllr Powell's details are added to all PC notifications and notify the Electoral office at SNC.</p>
<p>1901.10</p>	<p>New Housing Bonus Update – This matter was discussed at 1901.08</p> <p>Cllr Jowers explained that developers are required to make a financial contribution to be used to benefit the community infrastructure. This is kept by SNC and allocated to Parishes via an application process.</p> <p>Cllr Beasley suggested that the council needs to consider a plan for an ongoing project.</p>	<p>Mr Tennet to raise an Agenda item for the April meeting</p>
<p>1901.11</p>	<p>Arrangements for annual litter pick – Agreed that this year's litter pick will be held on the 9th March</p>	<p>Mr Tennet to contact SNC for additional equipment and arrange collection of rubbish bags</p> <p>Mr Tennet to advertise the event on the village FB page, notice board and website. Posters also to be placed on telegraph poles and in The George.</p>

Tiffield Parish Council

1901.12	<p>Adoption of Risk Register</p> <p>After some minor amendments adoption of the Risk Register was proposed by Cllr Power and seconded by Cllr Powell. There were no objections.</p> <p>This will be a live document with diarised reviews and tracked changes.</p>	Mr Tennet to amend 13b to read gravel and add that there are warning signs.
1901.13	<p>Role of Data Protection Officer – NCALC</p> <p>The meeting agreed unanimously to ask NCALC to act as Data Protection Officer for the Parish Council in respect of General Data Protection Regulations</p>	Mr Tennet to contact NCALC in respect of this matter.
1901.14	<p>Proposed budget for 2019/20</p> <p>Mr Tennet took the meeting through his draft budget proposal for the financial year 2019/20.</p> <p>Cllr Beasley asked that £1000 be added as a fund for improvements to the playground in Claydon’s Field</p> <p>Cllr Jowers asked that the figures relating to the street lamp upgrade be removed as this was a one off</p> <p>Cllr Beasley asked that the quarterly bank charges for the Unity Trust Bank account be shown as a separate item on the budget.</p> <p>Mr Tennet explained that the income shown on the draft budget did not include any potential grants or any VAT returns as these were not definite agreements or amounts. As such, with the amendments the draft budget showed a deficit of around £1680 pounds.</p>	Mr Tennet to amend the draft budget to reflect the discussion points as shown.

Tiffield Parish Council

	<p>Cllr Jowers commented that the Parish Council needed to focus on its statutory duties and that village events needed to be self-funding.</p> <p>Cllr Beasley suggested that after many years of no increase, that the Parish Council should raise the Precept. Cllr Jowers suggested a rise of 5% and this was seconded by Cllr Pady. There were no objections.</p>	<p>Mr Tennet to contact SNC in respect of the proposed rise in the Precept.</p>
1901.15	<p>New Clerk Expectations</p> <p>Mr Tennet explained that as he was new to the role, he wanted to discuss a number of matters as follows;</p> <p>15.1 - Mr Tennet asked the meeting if they were happy with using a projector for some of the meeting rather than printing everything off. This was agreed by all present as a good idea to reduce waste and costs</p> <p>15.2 - The Clerk explained that as a former Councillor he is unable to draw a wage till July 2019. However, he was currently working far in excess of the 18 hours a month contract. As such, would the Council consider an increase of the Electric, Internet and phone monthly allowance. It is currently £11 per month. Cllr Jowers proposed an increase to £20 per month. This was Seconded by Cllr Power. There were no objections</p> <p>15.3 – There is currently no Anti-virus software or similar on the Parish laptop. Suggestions were made as to a number of free programmes to download.</p> <p>15.4 – Mr Tennet discussed membership of the Society of Local Council Clerks. It was agreed by the Council that they would fund this membership</p> <p>15.5 – Mr Tennet also discussed the funding of an initial distance learning package (ILCA), hosted by the SLCC to provide basic Clerk training. It was agreed by the Council that they would fund this course</p> <p>15.6 – Mr Tennet confirmed that he had undertaken a two-hour web-based course on managing the PC website</p>	<p>Mr Tennet to include note of circulation of documents for Councillors to print their own documents.</p> <p>Mr Tennet to locate and download malware programmes for the laptop</p> <p>Mr Tennet to join SLCC</p> <p>Mr Tennet to sign up for the ILCA course at a future date</p>

Dates of scheduled Parish Council Meetings 2019:

Jan 14th, Feb 11th, Mar 11th, Apr 8th, May 13th, Jun 10th, Jul 8th, Sep 9th, Oct 14th, Nov 11th.

Tiffield Parish Council

	<p>15.7 – Mr Tennet asked if the Council would like meeting documents to go on the village FB page as well as the website. Agreed that a link and notification should be put on the FB page.</p>	<p>Ongoing</p>
<p>1901.16</p>	<p>Councillor Questions</p> <p>16.1 - Cllr Power asked if it was permissible for dog owners to clear dog mess from their private gardens and then deposit it in the dog bins in Claydon's Field. A small number of residents were doing this and it meant the bins were quickly overflowing. The meeting unanimously agreed that taking dog waste from private gardens and using the dog waste bins to dispose of it is not allowed.</p> <p>16.2 - Cllr Pady informed the meeting that there were a number of actions that had arisen from the last meeting she and Cllr Power had held with Simon Loake. However, she had only just circulated the minutes from that meeting. The actions outstanding were as follows:</p> <p style="padding-left: 40px;">There were still some receipts not available There was no VAT return as yet for the last year They had been unable to reconcile the current account (although there was no suggestion that anything was untoward)</p> <p>16.3 - Cllr Tyrell presented a receipt for items purchased for the fixing of the defibrillator in the phone box. Payment was approved by Cllr Beasley and seconded by Cllr Jowers. No objections</p> <p>16.4 - Cllr Jowers asked for feedback in respect of the e-mail he had circulated in respect of the British Heart Foundation signs for the phone box. It was apparent that only the Clerk had seen these. As such they will be circulated again and if agreed acceptable they will need to be submitted to SNC for approval as they will be used within the Tiffield Conservation Area.</p> <p>16.5 - Cllr Jowers stated that with the Pocket Park lease coming to an end should the Parish Council consider buying it?</p>	<p>Mr Tennet to raise this as an agenda item for the next meeting and to put a notice on the village website, on the village FB page and notice board.</p> <p>Cllrs Pady & Power to meet with Mr Tennet in January</p> <p>Mr Tennet to raise an Agenda item for the February meeting</p> <p>Cllr Jowers to circulate the proposed signs again.</p> <p>Mr Tennet to raise purchase of the PP as an Agenda item.</p>

Dates of scheduled Parish Council Meetings 2019:

Jan 14th, Feb 11th, Mar 11th, Apr 8th, May 13th, Jun 10th, Jul 8th, Sep 9th, Oct 14th, Nov 11th.

Tiffield Parish Council

	<p>16.6 - Cllr Jowers asked if the Parish Council should look to register the village pub as a Community Resource and if so, how would we do this?</p> <p>16.7 - Cllr Beasley explained to the meeting that he had received a letter from our local Councillors regarding their concerns about the proposed Local Government Review. Under the current proposal Northants would be split into two authorities, Northants North and West. We would become part of Northampton West which would include Northampton Borough, so majority of Councillors in this would be from Northampton. The fear is that they would focus on Borough issues and not so much on rural areas in the West. It was proposed that there should be three authorities in the county not just two. These would be Northants North, Northampton Borough and Northants West which would include Daventry, Towcester and associated rural areas This revised West authority would better reflect the views of the rural areas.</p> <p>The letter asked for support form Parish Councils and Cllr Beasley asked if there was agreement that we would support their proposal. All present agreed to support the application</p>	<p>Cllr Jowers to explore register the village pub as a Community Resource.</p> <p>Mr Tennet to respond to the letter, offering the support of all the Councillors present.</p>
	<p>With no other business the meeting closed at 10.25pm</p>	

I certify that this is a true and accurate record of the transactions of Tiffield Parish Council in the above meeting:

Signed: _____ Date: _____