

Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 21/02/2019:

MINUTES OF THE MEETING OF TIFFIELD PARISH COUNCIL held in The Reading Room on Mon 11/02/2019 at 8.00pm

Present: Cllr P Chaplin. Cllr M Godwin (Chairperson for this meeting). Cllr S Jowers. Cllr S Pady. Cllr P Power Cllr J Tyrell. Cllr E Welch. Cllr R Powell. Mr A Tennet (Clerk to the Council)

	Standing Items	Action
1902.01	Apologies for absence – Cllr J Beasley	
1902.02	Public participation session – none present	
1902.03	Declarations of interest related to business on the agenda for this meeting – none declared	
1902.04	To receive and approve for signature the minutes of the meeting held on 14/01/2019 – Signed and approved by Chair.	
1902.05	Matters arising from the previous minutes not included on the agenda for this meeting. – Mr Tennet confirmed that all actions allocated to him at the last meeting had been discharged. The following comments and exceptions were noted; 1901.05 Cllr Beasley has yet to circulate the designs for the new village signs Cllr Powell will try to get the containers and sand removed from the garage area by the March Parish Council Meeting. It was agreed that one container with sand and bags would be left in the corner of the garage area.	Cllr Beasley to circulate the designs for the new village signs. Cllr Powell to remove sand, bags and containers by the next PCM

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	<p>1901.07 In respect of Planning Applications, Cllr Jowers asked that only addresses were included and not names of applicants.</p> <p>1901.08 Two suggestions were made in respect of projects that might be suitable for New Homes Bonus Grant funding. These were an additional post for the electronic speed sign and a new surface for the play area in Claydon's Field.</p> <p>Mr Tennet will pursue the registration of the village green and Claydon's Field as 'Green Spaces' although it was accepted by the meeting that this will wait whilst other more pressing matters take precedent.</p> <p>1901.11 Mr Tennet was asked to include the time and location for the annual litter pick on the minutes. – 10.30am, 9th March at The George.</p> <p>1901.16.4 No one present had received any circulation from Cllr Jowers regarding the British Heart Foundation signage for the phone box</p> <p>1901.16.6 Cllr Jowers reported that to register the village pub as a community resource looked quite easy and he would discuss this with the landlord.</p>	<p>Mr Tennet to check with South Northants District Council re suggested projects for New Homes Bonus Grant funding.</p> <p>Mr Tennet to check with Steve Barber re the costs of a new post for the speed sign</p> <p>Cllr Jowers to enquire as to the cost for new play surface.</p> <p>Mr Tennet to pursue the registration of the village green and Claydon's Field as Green Spaces.</p> <p>Cllr Jowers to again circulate the illustrations for the British Heart Foundation signage for the phone box</p> <p>Cllr Jowers to liaise with the landlord of the village pub regarding the registration of same as a village resource.</p>
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1902.12	<p>Internal Finance Check – this item was brought forward on the agenda at the request of Cllr Pady who briefed the meeting as per her previously circulated report pertaining to the meetings she has held with Cllr Power, Cllr Beasley and Mr Tennet.</p> <p>Cllr Pady asked the members to consider how they want the Internal Check process to work.</p> <p>Cllr Power informed the meeting that she had accompanied Mr Tennet to a training session at NCALC in respect of end of year preparedness and had been given an Internal Check template</p> <p>Cllr Pady confirmed that the next Internal Check meeting with Mr Tennet was scheduled for late February with four meetings a year to be arranged, each one prior to a Parish Council Meeting.</p>	<p>Mr Tennet to include Internal Check as an agenda item for March.</p> <p>Mr Tennet to circulate the Internal Check template received from NCALC.</p>
1902.06	<p>Finance report – Mr Tennet reported that his predecessor Mr Loake had kept two sets of spreadsheets. One was the Financial Report and the other is the Accounts. On presenting the Financial Report at the last Parish Council meeting, it was clear that the account balances could not be reconciled and as such, the report could not be signed off.</p> <p>Mr Tennet has since met with Mr Loake who was also unable to reconcile the figures. Mr Loake has been working on this and they are to meet again. For the purpose of this meeting, Mr Tennet produced the Accounts. He has spent some time cross-referencing the accounts against the bank statements and invoices. After the correction of one or two errors, Mr Tennet was able to reconcile all expenditure, all income and all invoices and could show that the figures in the Accounts matched the balances as shown on the bank statements.</p> <p>As such, the Accounts were accepted as an accurate report for both the month of January 2019 and for the year to date to 31st January 2019 by all present.</p>	
1902.07	<p>Correspondence List – Mr Tennet then took the meeting through the correspondence list. Of note were the following items:</p>	

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	<ul style="list-style-type: none"> • It was agreed that the Parish Council will support the request from TADD Volunteers to advertise their need for new drivers in the area. • Funding opportunities list from the Rural Services Network has been circulated to Cllr Power • It was noted that Marcus Young will increase the cost to £3.20 to empty each dog mess bin • A 50p increase in precept by the Police Fire and Crime Commissioner (£24 per annum band D) • John Pearson's update of the footpath register for the parish. 	
	Business items	Action
1902.08	Donation towards Projector and Screen – Mr Tennet informed the meeting that the HOTS Group had donated £100 and the Women's Institute had donated £50. As such it was agreed that the Parish Council would donate £100. This was proposed by Cllr Power and seconded by Cllr Chaplin. There were no objections.	Mr Tennet to contact TITs and arrange for donation to be made.
1902.09	Purchase of the Pocket Park – Cllr Chaplin has not moved this forward as yet and is looking to get the land valued to give us some idea as to what the cost would be to purchase the Pocket Park.	Cllr Chaplin to action. Bring forward to next meeting.
1902.10	<p>Misuse of dog waste bins – It was felt that following the messages posted by the Clerk on the village FaceBook page and website, that the bins were not as full as they had been and in that respect this item could be discharged.</p> <p>Cllr Powell raised an issue of complaints of dog mess on the school route. Mr Tennet will contact Marcus Young to explore the cost of an additional bin on the grass verge in High Street South (opposite the church) and see if we could get some funding from the New Homes Bonus Grant</p>	Mr Tennet to contact Marcus Young regarding the cost of an additional bin and South Northants District Council for any funding possibility.
1902.11	<p>Litter Pick – Commission for Protection Rural England – Mr Tennet reported that the plans for the annual litter pick were well underway with posters being placed on the village FaceBook page and website. Posters had also been put up in The George. Mr Tennet has entered the event into the Commission for Protection of Rural England competition and has got the school involved as well. Litter pick equipment has been ordered and will be collected on the 8th March, with the litter pick taking place on the 9th March at 10.30am.</p> <p>Cllr Chaplin informed the meeting that Mr Loake is happy to collect up any bags of rubbish during the litter pick.</p>	Mr Tennet to put up more posters nearer the date of the event.

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1902.13	Registration of Open Spaces – dealt with under 1902.05	
1902.14	Grass Cutting confirmation letter – it was agreed by the meeting that the Parish Council will continue with its contract for grass cutting in the parish.	Mr Tennet to write to Highways to confirm the intention of the Parish Council to continue with its grass cutting contract.
1902.15	<p>Village Festival Update – Cllr Power gave a report as to the progress of the plans for this year’s festival and based on her report previously circulated. At present funding has been committed by Cllr Power and Mr Loake of just under £4K. This is for the mobile toilets, marquee and furniture, three shows by Punch & Judy show, stage, lighting, sound system and bands.</p> <p>Cllr Power is pursuing grants from a number of sources including the National Lottery and for Community Events at South Northants District Council. There was much discussion as to revenue streams and opportunities.</p> <p>Cllr Jowers confirmed that the layout would be as last time. He also suggested that the branches on the cherry trees at the back of the houses needed to be cut back and asked if Cllr Powell could arrange for this.</p> <p>Cllr Power also discussed the costs to bring in some picnic benches.</p> <p>Cllr Jowers mentioned that the rail around the swings needed replacing and Cllr Power felt that if we get enough money from the National Lottery, we would be allowed to purchase more or new play equipment.</p> <p>Cllr Godwin asked who would be arranging the TEN Licence. This will be arranged by Cllr Power and Russ Proctor.</p> <p>There was then some discussion as to how to deter people from leaving between the afternoon and evening events. Cllr Power felt that having a gap was a bad idea. Cllr Chaplin stated that they had hoped for another group of adults to attend in the evening but our event clashed with the music festival at Pattishall. Also, there had been long queues for food which meant people went home.</p>	<p>Cllr Powell to look at trimming back branches on cherry trees.</p> <p>Cllr Power to speak to Russ Proctor re TEN Licence</p>

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	<p>The cost of entry was discussed as was having an Open Mike session in the bar between the afternoon and the evening stage sessions.</p> <p>Mr Tennet informed the meeting that he had spoken to staff at the school and they were keen to be involved with Maypole dancing etc.</p> <p>Cllr Power asked for more help from the Council as she is currently doing most of this on her own. A request on the village FaceBook page has resulted in one volunteer.</p> <p>Cllr Tyrell and Cllr Welch volunteered to help as well.</p>	<p>Mr Tennet to pass contact details from the school to Cllr Power and Chaplin.</p>
1902.16	<p>PKF Littlejohn Report – Mr Tennet reported that PKF Littlejohn have now certified completion of their review. Mr Tennet will have to issue a public rights notice of this completion and that the Annual Governance & Accountability Return is available for inspection by any local government elector in the Parish. However, we can ask for a fee for these documents, which can be set by the Parish Council.</p> <p>Cllr Tyrell proposed a fee of £15.00 and this was seconded by Cllr Chaplin. The motion was carried.</p> <p>Mr Tennet noted that in the certificate issued by the PKF Littlejohn criticised the Parish Council for an issue relating to restating the 2016/17 figure when revaluing assets and that it failed to make proper provision during the year of 2018/19 for the exercise of public rights, in that the period given was less than 30 consecutive days in length.</p>	<p>Mr Tennet to post the Public Rights notice on village notice board, FaceBook page and website.</p>
1902.17	<p>Proposed budget for 2019/20 – Mr Tennet took the meeting through a slightly amended proposed budget for the next financial year. This had been changed to reflect comments from Councillors at the last meeting and the potential spend for the village festival.</p> <p>The draft budget was proposed by Cllr Tyrell and seconded by Cllr Jowers. There were no objections.</p>	

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1902.18	<p>Lloyds Bank Account Access – Mr Tennet reported that he has full access to the Unity Trust accounts but no access to the Lloyds Bank Account.</p> <p>Cllr Chaplin reported that Lloyds need proof of the Parish Council setting up and that the people requiring access are Councillors. She is currently waiting for that information to be confirmed in writing by the South Northants District Council electoral department.</p> <p>Mr Tennet told the meeting that Cllr Beasley had asked if we could not just transfer the account to Nationwide.</p> <p>At this stage it was felt that Cllr Chaplin should continue to try to get the bank account name changed along with the signatories</p>	Cllr Chaplin to continue to pursue change of bank account details.
1902.19	<p>Councillor Questions</p> <p>Cllr Powell asked if any tree cuttings could be left on Claydon’s Field. This was agreed</p> <p>Cllr Chaplin raised an issue of parking problems at the bottom of Meadow Rise. This was confirmed by Cllr Powell. If problems persist then advice to be sought from local PCSO.</p> <p>Cllr Jowers raised a concern regarding the verge outside the house of Donna and Nick Lowe. It appears that something is wrong due to water leaking onto the verge and street. Apparently Anglian Water have been out and state there is no leak. However, there was recently a small sink hole in the road in this location which has been filled in. Cllr Powell asked if a storm drain has collapsed?</p> <p>Cllr Jowers has checked under the manhole cover near the post box and this is dry.</p>	<p>Mr Tennet to post message of village FaceBook Page re parking in Meadow Rise.</p> <p>Mr Tennet to contact Highways/Anglian Water again to check sewer drainage.</p>
	With no other business the meeting closed at 09.45pm	

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

Signed: _____ Date: _____