

# Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 16/13/2019:

## MINUTES OF THE MEETING OF TIFFFIELD PARISH COUNCIL held in The Reading Room on Mon 11/03/2019 at 8.00pm

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

	Standing Items	Action
1903.01	Apologies for absence - Cllr J Beasley, Cllr P Power	
1903.02	Declarations of interest related to business on the agenda for this meeting under the Council's Code of Conduct – none declared	
1903.03	To receive and approve for signature the minutes of the meeting held on 11/02/19	
1903.04	Matters arising from the minutes not included on the agenda:  1902.05 – Cllr Beasley to circulate the designs for the new village signs - not done although the Clerk pointed out that Cllr Beasley has included a request for designs in his article for the Tiffield Thunderbolt to be published shortly  Cllr Powell reported that he has three builders who want the sand stored in the old bins and has takers for the bins themselves. This will happen, it is just a question of making the arrangements.	

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	<p>Mr Tennet reported that he has spoken to South Northants Council regarding the revised New Homes Bonus Grant scheme and has been sent the necessary information and forms. The cut-off date for requests for money from the old scheme was the 28<sup>th</sup> February. Whilst the new scheme is very similar to the old one, the application form is some 18 pages long and comes with its own explanation handbook. All three projects discussed previously (new dog bin, additional post and a new surface for the play area on Claydons Field), would qualify if we wished to make such an application. Cllr Jowers explained that he had a quote for a new play surface which was around £20K and that he was hoping to discuss this with Cllr Power as part of her bidding process.</p> <p>Cllr Jowers also pointed out that the builders Bloor Homes were offering two pots of £1k per month to community projects in the Towcester Area so long as they were match funded.</p> <p>Mr Tennet reported that he had met today with Mr Steve Barber to discuss the costs of a new post for the Vehicle Activated Speed (VAS) sign. They had visited the area of St John's School where Mr Barber felt that there was nowhere suitable for a new post. However, Mr Barber is of the opinion that the large direction sign situated at the entrance to Rectory Farm is already covered by the Section 51 licence and that the VAS sign could be positioned there and face traffic either entering or leaving the village. The 'road narrows' sign in High Street South opposite the church is also on the licence. If we did opt for a new post the cost would be around £600.</p> <p>Further to this Mr Tennet reported a problem with the charger and/or battery for the speed sign which means either one or both is not working. Mr Barber may be able to provide a supplier of new batteries and Cllr Powell stated that he would be able to test both the charger and battery to identify where the problem was.</p> <p>Cllr Jowers confirmed that he had spoken with Russ Proctor (Landlord) at The George and he was in agreement that the pub should be registered as a village resource.</p> <p>1902.12 – Mr Tennet confirmed that the Internal Check is shown as an agenda item for this meeting and that the Internal Check template as supplied by NCAALC had been circulated to all Councillors.</p>	<p>Cllr Jowers to discuss the quote he has for the play area surface with Cllr Power</p> <p>Mr Tennet to deliver the charger and battery to Cllr Powell.</p> <p>Mr Tennet to place a notice of the village Facebook page and website regarding the problems with the batteries for the speed sign.</p> <p>Cllr Jowers to register The George as a public resource.</p>
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<p>1902.08 – Mr Tennet confirmed that the donation towards the screen and projector for village use had been made.</p> <p>1902.10 – Mr Tennet has been in contact with Marcus Young re the cost of a new dog mess bin. They have quoted £190 plus VAT to supply and fit. There was a short discussion after which Cllr Chaplin proposed that the additional bin was purchased and this was seconded by Cllr Powell. There were no objections</p> <p>1902.11 – Mr Tennet confirmed that additional posters had been put up prior to the Litter Pick.</p> <p>1902.14 – Mr Tennet confirmed that he had written to Highways to confirm the intention of the Parish Council to continue with its private grass cutting contract and was actively pursuing the annual grant.</p> <p>1902.15 – Cllr Powell confirmed he had looked at the trimming back of the branches on the cherry trees prior to the village festival. It was noted that the minutes stated that the ‘cuttings’ would be left on the field. This should have read ‘chippings’ and they would be left in the top corner by the kissing gate.</p> <p>In the absence of Cllr Power the action relating to her discussion with Russ Proctor regarding a TEN licence will have to be carried over</p> <p>Mr Tennet confirmed he had passed the contact details for the school to both Cllr Power &amp; Chaplin</p> <p>1902.16 – Mr Tennet confirmed that he has posted the Public Rights notice on the village notice board and on the village website with a link on the village FaceBook page. The notice will remain in place to the end of March.</p> <p>1902.18 – Cllr Chaplin was unable to give any update on the change of bank account details for the Lloyds Bank account.</p> <p>1902.19 – Mr Tennet confirmed that he had posted a message on the village FaceBook page re parking in Meadow Rise. He also informed the meeting that Russ Proctor had offered residents the use of The George car park at certain times to help alleviate the situation.</p>	<p>Mr Tennet to contact Marcus Young and arrange for the new bin to be fitted and advertise this on all village forums when completed.</p> <p>Mr Tennet to clarify the use of the chippings with Gordon Bradley.</p> <p>Cllr Power to speak to Russ Proctor re TEN licence</p>
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	<p>Cllr Godwin reported that there appeared to be two abandoned vehicles at the top of Meadow Rise and he will pursue reporting this to the appropriate authority.</p> <p>Mr Tennet confirmed that he had notified Highways of the problems outside the house of Nick and Donna Lowe. They in turn had reported the matter to Anglian Water and Mr Tennet had informed Mr Lowe of this update. Mr Lowe would monitor any progress and get back to Clerk shortly. Cllr Godwin reported that he had seen an Anglian Water van outside the property today.</p> <p>The minutes of the last meeting were then proposed as an accurate record by Cllr Jowers and seconded by Cllr Pady. There were no objections and the minutes and associated documents were signed off by Cllr Welch</p>	<p>Cllr Godwin to report the issue of abandoned vehicles in Meadow Rise.</p> <p>Mr Tennet to notify Mr Lowe of Cllr Godwin's observations and ask for any update.</p>
1903.05	Public Participation session – no-one present	
1901.06	<p>Finance report – Mr Tennet presented the accounts for both the month of February and for the year to date and took the meeting through all transactions. He was able to report that as of the 28<sup>th</sup> February all of the totals for the Unity Bank accounts matched the bank statements. He was unable to show this for the Lloyds Account as he has no access and the statements go to Cllr Chaplin who confirmed that she had the latest one at home.</p> <p>Mr Tennet then also took the meeting through the payments to be authorised. All were agreed although there was some concern raised that an invoice for advertising the Village Festival had been raised without coming to the Parish Council first. Mr Tennet confirmed that there are no funds for the Festival in the current budget. As such he was asked to write to the magazine concerned to see if they would accept payment in April when there are funds allocated to the festival.</p> <p>At the conclusion of this discussion Cllr Godwin proposed that the accounts and payments be accepted and this was Seconded by Cllr Jowers. There were no objections.</p>	<p>Cllr Chaplin to provide the latest Lloyds bank statement to Mr Tennet.</p> <p>Mr Tennet to contact the magazine who are to advertise the festival and ask if they will accept a payment in April.</p>
1903.07	Mr Tennet then took the meeting through the list of correspondence received since the last meeting. There were no matters or comments of note.	

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	Business items	Action
1903.08	Internal Check – Cllr Pady apologised that she had to cancel the last arranged meeting with Cllr Power and Mr Tennet. Cllr Pady stated that she would liaise with Cllr Power and arrange a meeting with Mr Tennet. The clerk emphasised how important that these checks were especially as we were now nearing the end of the financial year.	Cllr Pady to arrange with Cllr Power to meet with Mr Tennet.
1903.09	<p>Signage for Defibrillator - It was confirmed by all that they had seen the proposed signage for the phone box (defibrillator) as circulated by Cllr Jowers. It was agreed by all to proceed with this. Cllr Jowers explained that planning permission would be required due the fact that the phone box is in within the conservation area. The suggested signage was proposed by Cllr Chaplin and was seconded by Cllr Powell. There were no objections.</p> <p>Cllr Welch questioned if the volunteer’s details in the Thunderbolt were correct as some of the numbers appeared to be listed against the wrong names. Cllr Chaplin agreed to get Mr Loake to check this and confirmed that he was still waiting to hear back from some volunteers to see if their contact details could be published alongside the defibrillator.</p>	<p>Cllr Jowers to price up the cost of the signage as discussed.</p> <p>Cllr Jowers and Mr Tennet to submit the necessary applications to allow the new signage to be put into the phone box.</p>
1903.10	Litter Pick - Mr Tennet reported that the Litter Pick had been a great success with about 20 people or more turning out. The school had also been involved on the Friday and once all the photos were collated, he would be sending them through to the competition. As well as all of the rubbish that was collected, a small safe and contents had been found as had a number of credit and store cards. These had all been reported to the police who were coming out to collect the items.	
1903.11	VAT claim back – Mr Tennet informed the meeting that having checked with HMRC, the Parish Council had not made a claim back on VAT since March 2016. As such he had spent some time going through all the invoices and receipts for 2016/17 and 2017/18. He asked if the council were happy that as we are now so near the end of the financial year, that he wait and submit those past years along with 2018/19. There was general agreement to this although Cllr Jowers asked that Mr Tennet check the cut off point for past years claims.	Mr Tennet to check with HMRC the cut off point for claiming back past years VAT.

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1903.12	Tiffield Parish Meeting – Mr Tennet informed the meeting that the annual Parish Meeting would be held on the 8 <sup>th</sup> April. He has already notified all of the groups and societies in the parish, along with the police and our SNDC and County Councillors. It was hoped that many would be able to attend or at least provide reports relating to their area of business or activity. The meeting would start at 7.30pm and will be held in the school hall (pending confirmation).	Mr Tennet to check that dates of future meetings listed on the Agenda are correct.
1903.13	<p>Councillors questions – Cllr Chaplin reported that there appeared to have been some geo-readings taken in the land in Donkey Lane earmarked for development and asked if anyone had any updates. Cllr Powell reported that he had heard that if any development goes ahead, that there may be plans for a new road to be put in across the land at the back of the Bell Plantation, which would come out opposite Jacks Hill Café on the A5 with access to the new development of the A43. However, this could not be substantiated at this time.</p> <p>Cllr Jowers reported that he has some draft plans improvements to Claydon’s Field which had been generated by Cllr Powers requests around the village festival. In the absence of Cllr Powers these matters to be added to the agenda for the next meeting.</p> <p>Cllr Powell asked if the Parish Council had considered putting in ‘outdoor gym’ equipment in Calydon’s Field as such equipment often generated grant money. He was informed that this had not been considered previously.</p> <p>With no other business the meeting closed at 8.57pm</p>	Mr Tennet to add Improvement plans for Claydon’s Field to the agenda for next meeting

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

Signed: \_\_\_\_\_ John Beasley – Chair Tiffield Parish Council \_\_\_\_\_ Date: 08.04.19