

# Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 10/04/2019:

## MINUTES OF THE MEETING OF TIFFFIELD PARISH COUNCIL held in The School Hall on Mon 08/04/2019 at 8.45pm

Present: Cllr J Beasley (Chairman of the Council). Cllr P Chaplin. Cllr M Godwin. Cllr S Pady. Cllr P Power Cllr J Tyrell. Cllr E Welch. Mr A Tennet (Clerk)

	Standing Items	Action
1904.01	Apologies for absence – Cllr Jowers	
1904.02	Declarations of interest under the Council’s Code of Conduct related to business on the agenda – None declared	
1904.03	To receive and approve for signature the minutes of the meeting held on 11/03/2019 – Minutes approved and signed	
1904.03	Matters arising from the previous minutes not included on the agenda for this meeting:  Cllr Jowers to discuss the quote he has for the play area surface with Cllr Power – Cllr Power stated that she had spoken briefly to Cllr Jowers regarding this matter but as she has been informed that our bid for a lottery grant has been refused this work is unlikely to happen. Cllr Power intends to apply for the grant again.  Mr Tennet confirmed that he had delivered the faulty battery for the Vehicle Activated Sign to Cllr Powell. It has now been replaced.	Cllr Power to update the next meeting on the progress of any application.

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<p>Mr Tennet confirmed that he had placed a notice on the village social media regarding the problems we had with the faulty battery and its impact on the use of the Vehicle Activated Sign.</p> <p>Cllr Jowers to register The George as a village resource – As Cllr Jowers was not present there was no update. Cllr Godwin mentioned that there was potentially a need to do this with some urgency.</p> <p>1902.10 - Mr Tennet reported that the new dog mess bin had been ordered and he was awaiting contact to say it has arrived and to then meet with the company to view potential sites.</p> <p>1902.15 - Mr Tennet confirmed he had informed Gordon Bradley as to the use of the wood chipping from any tree work done on Claydons Field.</p> <p>Cllr Power confirmed that she had spoken to Russ at The George regarding a TEN licence for the village festival.</p> <p>In respect of the abandoned vehicles in Meadow Rise, Cllr Godwin stated that they weren't actually abandoned and as such they hadn't been reported. This is an ongoing issue.</p> <p>Mr Tennet confirmed that he had informed Mr Lowe of 1 High Street South that Anglia Water had attended. He also reported that Anglia Water state that any water apparently leaking is not theirs as it has been tested and does not contain any fluoride. Mr Tennet has informed Mr Lowe of this and Mr Lowe was going to take this forward with Highways as it appears that their work in filling in the small sink hole has caused this problem.</p> <p>1903.06- Mr Tennet confirmed that he has received further Lloyds bank statements from Cllr Chaplin but asked that as soon as the year end statement arrives that it be delivered as soon as possible.</p> <p>Mr Tennet also confirmed that Focus Magazine had agreed to wait till April for payment for the advert for the village festival.</p> <p>1903.08 Mr Tennet confirmed that he had met with Cllrs Pady &amp; Power for the Internal Check and this is an agenda item.</p>	<p>Cllr Jowers to report to next meeting if there has been any progress with registering The George as a village resource.</p> <p>Cllr Godwin to report back to the May meeting on this issue</p> <p>Cllr Chaplin to deliver the end of year bank statement to Mr Tennet as soon as it arrives.</p>
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	<p>1903.09 – Cllr Jowers has applied for the appropriate permission from South Northants Council to put new signage in the phone box to highlight the location of the defibrillator and has paid for same.</p> <p>1903.11 – Mr Tennet confirmed that he had submitted VAT claims for the years 2016/17 and 2017/18 and was pleased to report that in the last few days just under £2.5k had arrived in the bank account.</p> <p>1903.12 – Mr Tennet confirmed that the dates of meetings shown on the Agenda template are now correct.</p> <p>1903.13 – Mr Tennet confirmed that the improvement plans for Claydon’s Field was on this meeting’s agenda.</p>	<p>Mr Tennet to explore if we can claim the money back for the planning application</p> <p>Mr Tennet to apply for VAT return for the year 2018/19 now that the financial year has ended.</p>
1904.05	Public participation session. – No one present.	
1904.06	Finance report- Mr Tennet took the meeting through the end of year report and the financial report for March. He was able to show that all of the figures reconciled with the end of year bank statements, although he is waiting for the end of year bank statement for the Lloyds account. Mr Tennet highlighted a number of payments that needed approval, including the costs incurred by Cllr Jowers in respect of the planning application for the phone box. As such, all payments were authorised and the financial report approved.	
1904.07	<p>Correspondence list – Mr Tennet took the meeting through all of the correspondence received by the Clerk since the last meeting.</p> <p>Actions from this list are shown opposite</p>	<p>Mr Tennet to respond to Rural Services Network regarding their call on the Government to develop a Rural Strategy</p> <p>Wood chippings from any tree works to be spread on the boggy parts of the path in the Pocket Path. Anyone to help.</p> <p>Mr Tennet to acknowledge the concerns raised by</p>

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		<p>Gordon Bradley in respect of a number of features and equipment on Claydon's Field and inform him that they are all part of a bigger project to improve those facilities.</p> <p>Mr Tennet to forward the e-mails from AMG Sports Play and the South Northants Volunteer Bureau to Cllr Power</p> <p>Mr Tennet to pursue the offer from ACRE in respect of documents they may hold in respect of the playing fields.</p> <p>Mr Tennet to add the issues raised by Gordon Bradley in respect of bird deterrent spikes, the gate post to be added to the next Agenda.</p>
	<b>Business items</b>	<b>Action</b>
1904.08	<p>Internal check – Cllr Pady reported that she and Cllr Power had met with Mr Tennet to conduct an internal check. At that time the Unity Trust bank accounts reconciled with the accounts and the bank statements. However, the Lloyds bank statements only went up to January and as such couldn't be reconciled.</p>	

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	<p>A number of invoices were checked and an issue was identified where some had the same number but with an added 'a' i.e. 1a. This was explained in that some invoices hadn't been printed off when received and as such to ensure that they were shown in the accounts when they had been paid, such numbers had been created. This was satisfactory and understood.</p> <p>Both Cllr Power and Pady agreed that all was in order and agreed that a new date needed to be set for the next inspection.</p> <p>Mr Tennet informed the meeting that he and Cllr Beasley were meeting the internal auditor this Friday morning for an informal discussion as to what he would require. Mr Tennet suggested that the next Internal Check took place after this meeting.</p>	<p>Cllr Pady &amp; Power to agree date of next Internal Check with Mr Tennet.</p>
1904.09	<p>Improvement plans for Claydons Field – Cllr Beasley informed the meeting that he had met with Cllr Jowers who had a number of plans. Cllr Beasley asked Cllr Power what had been sent through to her?</p> <p>Cllr Power reported that most of the plans were in respect of resurfacing the area under the swings and play area and putting paths in up to the play areas to allow access for prams and those who would struggle across wet ground. There were also plans for new play equipment.</p> <p>The surfacing alone had been costed at around £19K and as such any new equipment might have to wait.</p> <p>Sadly, the lottery bid had failed and as such all plans were on hold.</p> <p>Cllr Chaplin stated that she had read through the letter from the Lottery Council and felt that we had struggled to meet the criteria they set out. In particular it was felt that not enough engagement had been made with the community in respect of the bid and it was difficult to identify parts of our community that were disadvantaged.</p> <p>Cllr Godwin asked if the fact that we don't have any number of 'essential' services in the village meant there was an element of being disadvantaged.</p> <p>Cllr Power explained that she was going to try to reapply and that she was still applying for grants from South Northants Council including the New Homes Bonus Grant.</p>	<p>Cllr Power and Jowers to update the next meeting as to any progress with the Claydon's Field improvements.</p>

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	<p>Cllr Godwin suggested contacted the Volunteer Bureau in Towcester as they might be able to help with the construction of any applications.</p> <p>Cllr Beasley thanked Cllr Power for her efforts and suggested we try to get more evidence of the community being consulted. He recalled a questionnaire that was sent out some years ago, asking our residents what they wanted the Parish Council to focus on. We could do this again and ask about the new play equipment and the festival.</p>	
1904.10	Back up for Parish Council laptop - Agreed	Mr Tennet to purchase memory stick or similar to back up files from the Parish Council laptop
1904.11	Offer of grit from Kevin Jeffery – Offer to be accepted	Cllr Beasley and Mr Tennet to liaise to remove some of the salt bags from the grit bins and replace with the sand offered by Mr Jeffery
1904.12	Cllr Powell presented quotes from two companies bidding to crown lift seven mature cherry trees on Claydon's Field. After some discussion it was agreed that we would accept the quote from A Cut Above the Rest, on the proviso that they could give assurances in respect of taking appropriate care of the surrounding ground and repair any damage incurred. This was proposed by Cllr Godwin and seconded by Cllr Tyrell. There were no objections.	Cllr Powell to contact A Cut Above the Rest and if the assurances requested are secured, then ask them to complete the work.
1904.13	Councillors questions – Cllr Chaplin reported that she had spoken with Richard Mawby to see if he would consider selling the Pocket Park to the Parish Council. He is not interested in selling the Pocket Park but does want to renegotiate and renew the lease to the Parish Council when the current one runs out.	
	With no other business the meeting closed at 21.35pm	

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_