

Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 24/05/2019:

MINUTES OF THE MEETING OF TIFFFIELD PARISH COUNCIL held in The Reading Room on Mon 21/05/2019 at 7.45pm

Present: Cllr J Beasley (Chair), Cllr P Power Cllr J Tyrell Cllr R Powell Mr A Tennet (Clerk to the Council)

	Standing Items	Action
1905.01	Apologies for absence – Cllr Chaplin, Cllr Jowers, Cllr Godwin, Cllr Welch, Cllr Pady	
1905.02	Declarations of interest related to business on the agenda for this meeting. – None declared	
1905.03	The minutes from the meeting held on 08.04.2019 were approved and signed	
1905.04	<p>Matters arising from the previous minutes not included on the agenda for this meeting.</p> <p>1904.03- Cllr Power reported that her applications for grants to help fund the festival had both been declined (National Lottery and Northampton County Grant funding). She has now been in touch with the Volunteer Bureau in Towcester to get help to reapply as any monies received can be spent on projects in the parish not just the festival.</p> <p>1903.09 – Mr Tennet reported that the process to claim back any money spent on the defibrillator signage was lengthy and bureaucratic. As we were only likely to be awarded a percentage of the £280 back, he had left the application and focused on the audit. It was agreed not to pursue this application.</p>	

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	<p>1903.11 – Mr Tennet confirmed that the VAT return for 2018/19 had been submitted and payment received of around £1900</p> <p>1904.07 – Mr Tennet confirmed he had responded to Rural Services Network, that he had responded to Mr Bradley re his concerns (agenda item in this meeting), that he had forwarded the requested e-mails to Cllr Power and had recovered the documents held by ACRE in respect of the purchase of Claydon's Field.</p> <p>1904.08 – In respect of the Internal Checks (IC), Mr Tennet proposed that in line with his new accounts that the IC was conducted at the end of each financial quarter and then presented at the next Parish Council Meeting. This was agreed.</p> <p>1904.10 – Mr Tennet conformed that he now had a device on which to back up the Parish Council files held on the laptop. Cllr Beasley suggested that a fire proof box be purchased to store it in.</p> <p>1904.11 – Mr Tennet reported that due to the audit process and Cllr Beasley's absence he had been unable to progress the movement of the salt grit offered by Mr Jeffrey. Cllr Powell offered to take this task forward</p> <p>1904.12 – Cllr Powell confirmed that the work on the cherry trees in Claydon's Field would take place three weeks before the festival</p>	<p>Mr Tennet to contact the local History Society to see if they would like to examine the Claydon's Field documents.</p> <p>Mr Tennet to contact Cllrs Power and Pady to diary in the IC checks for the year.</p> <p>Mr Tennet to purchase fire proof box for back up device</p> <p>Mr Tennet to forward details of the salt grit offer to Cllr Powell and liaise with Mike Dean</p> <p>Add the tree works to the June Agenda</p>
1905.05	Public participation session – no one present	
1905.06	<p>Finance report – Mr Tennet presented three payments for authorisation: Grass cutting -£400 – (Section 111 Local Government Act 1972) NCALC yearly fees - £427.09 (Section 111 Local Government Act 1972) NCC – Speed sign licence - £300 (Section 111 Local Government Act 1972) Payment was proposed by Cllr Power, there were no objections.</p>	Mr Tennet to add access to the Lloyds account to the June agenda and speak with Cllr Chaplin again.

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	<p>Mr Tennet then presented the accounts for the year to date in a new format with each quarter shown separately, along with a summary of each account and VAT invoices.</p> <p>Cllr Beasley asked that a line be added to the spreadsheet for the Unity Trust current account which showed how much cash remained in respect of each element of the agreed budget.</p> <p>The accounts were then approved by Cllr Beasley with no objections.</p> <p>Cllr Beasley asked that the minutes record the thanks from the Parish Council to Mr Tennet for all his work on the finances and the recovery of the three years' worth of VAT refunds.</p>	<p>Mr Tennet to amend the accounts to reflect Cllr Beasley's request</p>
	Business items	Action
1905.07	<p>Correspondence list – Mr Tennet took the meeting through the list of correspondence and asked for feedback in terms of its content. It was proposed by Cllr Beasley that –</p> <ul style="list-style-type: none"> - If the correspondence isn't relevant to parish business then don't include it - If the correspondence is germane to business the it should be discussed - If the correspondence has already been circulated, still include it on the list - That the list be split into Circulated, Other, Letters in/out - There is no need to show dates for receipt of correspondence <p>There were no objections to the proposal</p>	<p>Mr Tennet to amend the presentation of the Correspondence list to reflect the agreed changes</p>
1905.08	<p>Village Festival update - Cllr Power asked for payment for ink cartridges for her printer – Proposed by Cllr Power, no objections</p> <p>The meeting then went through the report submitted by Cllr Power in respect of spending on the festival. It was noted that a number of costs were to be 'paid on the day'. Mr Tennet asked if these items could be paid by BACS to reduce the need for cash or cheques on the day.</p> <p>At present the total spend is just under £5K although there may be some opportunity to claim back VAT on some items.</p>	<p>Cllr Power to forward any receipt/invoice to Mr Tennet for payment</p> <p>Cllr Power to contact acts/vendors/suppliers to arrange payment by BACS</p>

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	<p>Mr Tennet asked the Cllr Beasley to confirm what the limit of spend would be. Cllr Power stated he felt £5K was enough and this was agreed.</p> <p>Cllr Power asked for another £500 for prizes. Cllr Powell offered to fund £100 of prizes and suggested other local businesses that may also support the festival in this way. Cllr Beasley proposed that up to another £100 could be spent on other prizes. There were no objections</p> <p>Cllr Power restated that she will continue to apply for grants. Entry to the event is £5.00 over 16's, £3.00 5 – 16 yrs</p> <p>Cllr Beasley asked that the minutes reflect the thanks of the Parish Council to Cllr Power for all of her hard work and dedication to making the festival happen.</p>	
1905.09	<p>Claydon's Field Development – in the absence of Cllr Jowers, Mr Tennet took the meeting through the proposed developments of Claydon's Field as suggested and by Cllr Jowers as illustrated in his detailed plans. It was agreed that the plans were very comprehensive and the addition of seating and BBQ's was also discussed.</p> <p>Cllr Beasley is to include the plans in his article for the Thunderbolt and ask for residents to forward their views to the Clerk.</p> <p>The plans are to be displayed at the Festival with comments forms available.</p> <p>This item to be carried forward to the June meeting</p>	<p>Cllr Beasley to ensure details of the proposals are to be include in his Thunderbolt article with any comments to be addressed to the Clerk</p> <p>Add to June Agenda</p>
1905.10	<p>Register of The George as a village asset – Mr Tennet read out an update from Cllr Jowers who has asked that for this process to proceed, he requests that the Parish Council propose to designate The George as an asset of Community Value. This was proposed by Cllr Beasley and carried unanimously by the meeting.</p>	
1905.11	<p>Approval and signing of the Annual Governance and Accountability Return 2018/19 (AGAR Pt 2)</p>	

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<p>1905.11a</p> <p>1905.11b</p>	<p>Mr Tennet explained to the meeting that completion of this document and process is a statutory requirement. However, as neither the income or outgoings of the Parish Council exceeded £25K we can apply for a certificate of exemption.</p> <p>Mr Tennet then took the meeting through the Certificate of Exemption at the conclusion of which the contents were approved and signed off by the Chair -Cllr Beasley and the Clerk</p> <p>Mr Tennet then took the meeting through Section 1 of the AGAR 2018/19 Pt2 and read out each of the acknowledgements as listed in that documents. He responded to each question as agreed by the attendees apart from No4 which has been pre-set by last year’s external audit report. At the conclusion of this the document was agreed and signed off by the Chair – Cllr Beasley and the Clerk</p> <p>Mr Tennet then took the meeting through Section 2 of the AGAR 2018/19 Pt2 – Accounting Statements. At the conclusion of which these were agreed and signed off by the Chair – Cllr Beasley and the Clerk.</p>	
<p>1905.12</p>	<p>New Clerk – end of probation period, hours and wage spinal point – Mr Tennet left the meeting to allow these matters to be discussed. On return he was advised that it had been agreed that he would be paid as shown in the contract for a period of 10 hours per week and that this was due for review in September.</p> <p>Councillors would look at other Parish Councils for comparison</p>	
<p>1905.13</p>	<p>Village repairs</p> <p>Broken bench High Street North – sign to be placed on the bench warning of danger. Cost of new bench to be explored</p> <p>Notice board – Mr Bradley to be asked if he would sand down and re-stain</p> <p>Broken Pigeon Hill Street name – refer to Highways</p> <p>Bird Deterrent spikes on swings – Mr Tennet to price up plastic replacements</p>	<p>Mr Tennet to</p> <ul style="list-style-type: none"> - explore cost of new bench - contact Mr Bradley to repaint notice board - contact highways re street name

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	Metal gate posts at entrance to Claydon's Field – these are not broken but adapted to allow vehicle access. Cllr Power has asked Mark Stockwin to take a look at them	- Research cost of plastic bird deterrents Cllr Power to update next meeting
1905.14	Examination into the South Northamptonshire Local Plan Pt2 – Inspectors Documents. Cllr Beasley reported that he had read through the documents but could see no reference to our parish apart from a potential roundabout at the Hulcote Turn.	
1905.15	Councillors questions – Cllr Power asked if it would be possible to have a shipping container or similar on Claydon's Field to help store all of the equipment we now own and use. Cllr Beasley suggested that Cllr Jowers might be able to include this in his development plans. Cllr Power reported that a number of people had asked him if the Parish could purchase one of the 'Lest we forget' silhouettes. Mr Tennet to explore costs and report back in July	Cllr Jowers to consider the provision of storage on Claydon's Field in his development plans. Mr Tennet to explore costs and designs of 'Less we forget' silhouettes.
	With no other business the meeting closed at 9.50pm	

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

Signed: _____ Date: _____