

# Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 08/09/2020:

## MINUTES OF THE MEETING OF TIFFFIELD PARISH COUNCIL held via Zoom on Mon 07/09/2020 at 8.00pm

Present: Cllr J Beasley (Chairman of the Council). Cllr P Chaplin. Cllr L James. Cllr S Jowers. Cllr P Power. Cllr J Tyrell. Cllr R Powell.

Mr A Tennet (Clerk to the Council)

	Standing Items	Action
2009.01	The Chair read out the Opening Statement - In accordance with the Openness of Local Government Regulations 2014, this meeting may be recorded, filmed, broadcast or otherwise transmitted by any member of the public or press who may be present, without prior reference to the Parish Council. The Chairman shall ensure that such action does not interfere with the conduct or business of the meeting.	
2009.02	Apologies for absence – Cllr Pady (holiday)	
2009.03	Declarations of interest related to business on the agenda for this meeting – none made	
2009.04	To receive and approve the minutes of the meeting held on 13/07/2020 – following the updates as at 2009.05 the minutes were proposed as accurate by Cllr Beasley and seconded by Cllr Jowers – there were no objections.	
2009.05	Matters arising from the previous minutes not included on the agenda for this meeting –  2007.05 – Cllr Beasley gave an update in respect of the new village name signs and the sign for the village green. The sponsor for the signs is keen to progress matters and Cllr Beasley will be chasing the company chosen to	Mr Tennet & Cllr Beasley to check if planning permission will be required.

Dates of scheduled Parish Council Meetings 2020/21:

Apr 6<sup>th</sup>. May 4<sup>th</sup>. Jun 8<sup>th</sup>. Jul 13<sup>th</sup>. Sep 7<sup>th</sup>. Oct 12<sup>th</sup>. Nov 9<sup>th</sup>. Jan 11<sup>th</sup>. Feb 8<sup>th</sup>. Mar 8<sup>th</sup>.

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<p>make the signs, to get a copy of the design for circulation. Mr Tennet queried if the signs will need planning permission.</p> <p>Cllr Beasley confirmed that the bench purchased in memory of Cllr Godwin will be placed on the village green with consideration of the new village sign/maypole. Mr Tennet asked that photos be taken for The Thunderbolt.</p> <p>Mr Tennet informed the meeting that he had been unable to contact the Gateway School regarding the replacement bench for High Street North, due to the lockdown and holidays. The school was now back so he would update the October meeting.</p> <p>Mr Tennet confirmed that he had spoken to Mr Williams regarding the hedge trimming which was due to take place in September. He will speak with him again.</p> <p>2007.12 – Cllr Beasley confirmed he had circulated the Revised Banking and Insurance policy.</p> <p>2007.13 – Cllr Beasley confirmed that he, Cllr Jowers and Mr Tennet had formed a working party in respect of the play equipment on Claydon Field. This is now an agenda item for later in the meeting.</p> <p>2007.14 – Mr Tennet informed the meeting that he has notified the Ramblers Association of the repairs required to the handrail at the back of Meadow Rise. To date no reply has been received.</p> <p>2007.15 – New Code of Conduct policy - Agenda item further on</p> <p>2007.16 – Advertisement of Keep Britain Tidy Litter Pick – Completed</p> <p>2007.18 – Relocation of dog waste bin on Claydon Field. Mr Tennet confirmed that he had a site meeting with the contractor back in late July and the new location was agreed. The bin was to be moved within a week but this has not been done. Mr Tennet has contacted the contractor again this week but has had no reply as yet.</p> <p>2007.19 – Mr Tennet confirmed that all of the additional security items for the village store had been purchased and fitted.</p>	<p>Mr Tennet to add the bench in High Street North to the October agenda.</p> <p>Mr Tennet to contact Gateway school re the bench</p> <p>Mr Tennet to speak with Mr Williams again.</p> <p>Mr Tennet to contact The Ramblers Association again.</p> <p>Mr Tennet to contact the contractor again with a view to getting the bin moved.</p>
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	<p>2007.20 – Mr Tennet confirmed that he had reported the hedgerow opposite No’s 5 &amp; 7 to Street Doctor and supplied the name and address of the landowner. He had since been notified that an enforcement letter had been sent.</p> <p>Mr Tennet confirmed that he had reported the ‘loose’ retaining stones at the bottom of Eastcote Lane to the appropriate department at SNC. An inspection had taken place the next day and found no cause for concern.</p> <p>Mr Tennet confirmed that the overhanging trees and bushes in the walkway from Meadow Rise had been cut back</p> <p>Cllr Jowers confirmed that he will be repairing the 30mph sign</p> <p>Mr Tennet confirmed that the local PCSO has spoken with the person involved in speeding complaints in the village.</p> <p>Cllr Tyrell confirmed that he had spoken with the Footpath Manager for the Council and is waiting for training. However, in respect of the height of steps on stiles, that is the responsibility of the land owner, which Cllr Tyrell will progress.</p>	<p>Mr Tennet to check on how long the landowner has to take action and to see if the hedgerow has been cut back.</p> <p>Mr Tennet to add to the October agenda.</p>
2009.06	Public participation session – No one present	
2009.07	Finance report – Mr Tennet presented the accounts up to the date of this meeting and in particular for the period since the last meeting. It was shown that all of the balances agreed with the online bank statements. There were no payments awaiting authorisation. The accounts were proposed as true and accurate by Cllr Chaplin and seconded by Cllr Jowers. There were no objections.	
2009.08	Correspondence List – Mr Tennet produced the list and confirmed it had been circulated late today. The email from Cllr Beasley to Gigaclear was added. No other issues were raised. The list was proposed as accurate by Cllr Powell and seconded by Cllr Jowers.	

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2009.09	Planning applications – There was one application regarding windows being fitted to a property in High Street South which were more in keeping with the original style of the building. There were no objections	Mr Tennet to notify the Planning Department
2009.10	IM Properties – No significant update	
	<b>Business items</b>	<b>Action</b>
2009.11	<p>Revised Code of Conduct, Contract and Procurement policy and annual review of Handbook, Standing Orders and policies – Mr Tennet confirmed that he had reviewed all of the Councils policy, handbook and standing order documents. Some had minor amendments to keep them up to date. Having attended the Code of Conduct Training, Mr Tennet had revised the Council’s policy significantly and on advice from NCalc had substantially added to the Contract Policy, including a new section relating to procurement. A complete set of the documents had been circulated to all Councillors.</p> <p>A section had now been included on each document to track version changes.</p> <p>It was also agreed in this section that the proposed changes to the Banking and Insurance Policy set out by Cllr Beasley would be accepted (see item 2009.13 below)</p> <p>A motion to adopt the revised documents was proposed by Cllr Jowers and seconded by Cllrs Tyrell and Power. There were no objections.</p>	Mr Tennet to ensure that the version history box on all documents is updated with this minute reference.
2009.12	Old Parish laptop – Cllr Beasley confirmed the make and model of the laptop and asked Mr Tennet to retrieve the processor data from the old laptop and to look at formatting the hard drive. Once done, Cllr Jowers had proposed that it be donated to a student who was about to start university. This was agreed by all present.	Mr Tennet to send the processor data to Cllr Beasley
2009.13	Discharged under 2009.11 above	
2009.14	Proposed actions in response to the RoSPA report – Cllr Beasley confirmed that along with Cllr Jowers and Mr Tennet, they were making an application for a grant to address the matters recommended in the RoSPA report. Mr Tennet informed the meeting that he has priced up to do the work required themselves with repair and replacement parts. He has also had a site visit with Wicksteed and another supplier who are preparing quotes to	Update in October meeting

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	undertake the work as we need three quotes to comply with the grant requirements. He suggested that we try to get our bid in for the November round of grants.	
2009.15	Review of Councillor Training – Adjourned to October meeting to allow Cllr James and Mr Tennet to agree content.	Move to October meeting
2009.16	Training Request – GDPR & FOI (£38 each) – Mr Tennet asked to be allowed to attend these online NCALC training events – the motion to approve was proposed by Cllr Powell and seconded by Cllr Jowers, there were no objections.	Mr Tennet to book each course
2009.17	Internal Check report 1 <sup>st</sup> quarter 2020 – Cllr James took the meeting through the content of the Internal Check report that she had prepared following the first quarter inspection conducted with Cllr Pady. There were no outstanding issues and the report was proposed by Cllr Beasley and seconded by Cllr Power. There were no objections.	
2009.18	The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 - Mr Tennet explained that this was new legislation due to come into effect on the 25 <sup>th</sup> September, is about accessibility of local government websites for the disabled, and those that have reading difficulties and is aligned to the Equalities Act. NCALC have offered training and advice an Mr Tennet has signed up for this to ensure that our parish council website is not in breach of the new legislation.	Mr Tennet to add to the October agenda for an update.
2009.19	Urgent Matters (for report only)  Cllr Chaplin – a resident has asked why weed killer has been sprayed under the activity walk and around the swings at this time of year. Mr Tennet confirmed that he had asked Mr Costello (grass cutter), to do this as one of the issues highlighted in the RoSPA report was the damage being caused to the wooden legs of the activity walk by his strimmer. As such he had agreed to spray it twice a year instead. It was suggested that some of the wood chippings could be placed near to the play area so that if it becomes muddy, they can be spread underneath.  Cllr Tyrell raised the issue of the poor road markings at the St Johns junction with the A43.	Mr Tennet to raise with Highways England again

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	<p>Cllr Chaplin raised the issue of this year’s bonfire and firework night. Mr Tennet confirmed that the current Government guidance would allow the event to go ahead at present. Mr Tennet also suggested that we don’t advertise beyond the village and keep it very local. Cllr Power asked if we wanted to do some sort of food this year? WI will discuss if they can do hot drinks this year. Suggested dates are the 7<sup>th</sup> or 14<sup>th</sup> November. Gate prices were agreed to stay as they were advertised last year.</p> <p>Cllr Chaplin also asked if as we had no village BBQ this year, would that be held next year instead of a village festival. This was agreed.</p> <p>Cllr Power raised the issue of the poor state of the cut hedgerow at the bottom of Donkey Lane at its junction with the High Street. This is causing scratches to vehicles if they try to pass at the junction.</p> <p>Cllr Beasley also made mention of the overgrown hedge as you leave the village on Donkey Lane, just past the dip in the road.</p>	<p>Cllr Power to notify Cllr Beasley if the WI can do hot drinks.</p> <p>Mr Tennet to speak to the school to see if they would be interested in doing food at the fireworks</p> <p>Mr Tennet to identify the owner of the hedge and report it to Street Doctor</p> <p>Mr Tennet to seek advice from Mr Williams</p>
	<p>With no other business the meeting closed at 09.25pm</p>	

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

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