

# Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors xx/xx/2021:

## MINUTES OF THE MEETING OF TIFFFIELD PARISH COUNCIL held in The School Hall on Monday 10/05/2021 at 8.10pm

Present: Cllr J Beasley (Chair). Cllr P Chaplin. Cllr C Pearson. Cllr S Jowers. Cllr S Pady. Cllr J Tyrell. Cllr R Powell. Cllr Cook. Mr A Tennet (Clerk to the Council)

	Standing Items	Action
2105.01	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.	
2105.02	Apologies for absence – Cllr James	
2105.03	Declarations of interest related to business on the agenda for this meeting – none made	
2105.04	To receive and approve the minutes of the meeting held on 12/04/2021. These were proposed as a true and accurate record by Cllr Tyrell and seconded by Cllr Powell. There were no objections	
2105.05	Matters arising from the previous minutes not included on the agenda for this meeting;  2103.12 – on the agenda for this meeting at 2105.11	

Dates of scheduled Parish Council Meetings 2021/22:

Apr 12<sup>th</sup>. May 10<sup>th</sup>. Jun 14<sup>th</sup>. Jul 12<sup>th</sup>. Sep 13<sup>th</sup>. Oct 11<sup>th</sup>. Nov 8<sup>th</sup>. Jan 11<sup>th</sup>. Feb 14<sup>th</sup>. Mar 14<sup>th</sup>.

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	<p>2104.08 – Mr Tennet confirmed that he had paid for the Parish Council to become members of the Council for the Protection of Rural England (CPRE).</p> <p>Mr Tennet also confirmed that he had added the emails from Cllr Beasley to Gigaclear and Openreach to the Correspondence list for the last meeting.</p> <p>2104.11 – Use of the school hall for this meeting arranged.</p> <p>2104.12 – Cllr Jowers had renovated the Shutlanger footpath sign and was congratulated on how much better it now looked. The tree survey mentioned last month was still be completed.</p> <p>2104.14 – Mr Tennet reported that KOMPAN had been asked to include the repairs to the wooden trail as part of their work. This had been agreed at a lot less than the original supplier. They have given a start date for the work as late June but this may be after the next ROSPA report, which all agreed would be a shame.</p> <p>Cllr Jowers confirmed that a list of responsibilities for the Claydon Field warden had been drawn up and submitted to Mr Peers for his consideration.</p> <p>2104.15 – Cllr Jowers confirmed that subscription to the online mapping services had been paid for.</p> <p>2104.16 – The matter of the drainage around 1 High Street North is ongoing with funding being sought by Highways to undertake the repairs. Cllr Jowers queried the outcome of the work he had done in respect of the flooding in Eastcote Road. Mr Tennet confirmed the work had been submitted to Highways who had put a six-month time frame on the commencement of any work.</p> <p>2104.17 – Cllr Powell reported that he will be meeting with Mr James this weekend and will look to source a new battery for the VAS sign</p>	<p>Cllr Jowers to check the status of the trees on the verge opposite the church.</p> <p>Mr Tennet will try to get the work bought forward or the ROSPA inspection delayed.</p> <p>Cllr Powell and Mr Peers to look at the removal of the wooden knee rail.</p> <p>Cllrs Jowers, Beasley and Mr Tennet to look at resetting the goal posts as soon as is possible</p> <p>Cllrs Powell and James to source a new battery for the VAS sign</p>
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2105.06	Public participation session – no one present	
2105.07	<p>Finance report – Mr Tennet presented the accounts for the Parish Council for the period since the last meeting and the year to date. All balances were correct as of today and matched the online banking statements. The three accounts held by the council were explained for the benefit of new Councillors. There were no issues or questions and the accounts were proposed as true and accurate by Cllr Jowers and seconded by Cllr Chaplin. There were no objections.</p> <p>Mr Tennet also asked for permission to pay the invoice for his CILCA training. This amounted to £495.00 and could be authorised under Section 137 of Local Government Act 1972. Payment was proposed by Cllr Jowers and seconded by Cllr Chaplin. There were no objections</p>	<p>Cllr Cook and Cllr Chaplin to discuss how funds might be raised for the Pocket Park</p> <p>Mr Tennet to arrange for payment of the CILCA invoice.</p>
2105.08	<p>Correspondence List – Mr Tennet took the meeting through the correspondence received since the last meeting. Items of note were the request from Trainline to have a link on the village website. This was declined.</p> <p>Mr Tennet also made the council aware of the offer from Mr Lowe for his son and his son’s friend to conduct a weekly litter pick in the village as part of their Bronze Duke of Edinburgh award during the coming weeks. This was agreed with a number of conditions which will be raised with Mr Lowe.</p>	Mr Tennet to liaise with Mr Lowe
2105.09	Planning applications - none	
2105.10	<p>IM Properties &amp; DHL – Cllr Beasley reported that Cllr James had provided an email update in respect of the opposition to these developments. It was note that Highways England had issued another three-month stay on any work commencing by IM Properties due to the proximity of a layby to their proposed roundabout and other matters. This was the third such notice. There was some discussion regarding assumptions made by DHL in their webinar. Mr Tennet informed the meeting that he had been informed that Highways England had now insisted that DHL take into account the cumulative effect of theirs and IM Properties developments in their traffic forecast.</p> <p>Cllr Beasley proposed that he and Mr Tennet meet with IM Properties again to discuss how their plans were developing and any possible mitigation that could be considered to lessen any impact on the parish.</p>	<p>Mr Tennet to circulate Cllr James’s update.</p> <p>Mr Tennet to contact IM Properties to arrange for a meeting.</p>

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	Business items	Action
2105.11	<p>Neighbourhood Plan – Cllr Beasley gave an overview of discussion that had been held up till now, within the council and beyond regarding a Neighbourhood Plan for the parish. He noted that so far, the suggestion had received a lukewarm response. Mr Tennet confirmed that to date, none of our neighbouring parishes had indicated they wanted to join with Tiffield on a joint plan.</p> <p>However, Mr Tennet had recently met with a Mr Roychoudhury who had led the work in development and submission of a Neighbourhood Plan for the parish of Ashton. Mr Roychoudhury was very positive in his account of the process and was willing to come to Tiffield to talk about their experience and answer any questions.</p>	<p>Mr Tennet to contact Mr Roychoudhury to seek his availability in July.</p> <p>Mr Tennet to confirm when the next publication if The Thunderbolt was scheduled</p>
2105.12	<p>End of year 2020/21 Internal Check report – Cllr James was unable to attend but had submitted her report and comments earlier. Mr Tennet took the meeting through the report and actions therein. Cllr Jowers proposed the report and this was seconded by Cllr Powell.</p>	<p>Mr Tennet to ensure that the actions raised in the report are dealt with.</p>
2105.13	<p>Zoom subscription – as the Parish Council must now meet in person it was agreed that this should be cancelled before the next payment is made with the proviso that it can be taken out again should we need to go into lockdown again.</p>	<p>Mr Tennet to notify those groups in the parish that use the account of this decision.</p>
2105.14	<p>Claydon Field volunteer and fee – Mr Tennet informed the meeting that following the detailed list of works prepared by Cllr Jowers, Mr Paul Peers had agreed to take on this post. There was some discussion as to the honorarium fee that should be paid and when. This was agreed by all present.</p>	<p>Mr Tennet to notify Mr Peers of the decision and arrange for a meeting with himself, Mr Peers and Cllr Jowers</p>
2105.15	<p>Great British Spring Clean (28<sup>th</sup> May – 13<sup>th</sup> June) - Cllr Beasley proposed that as we have had the offer from Mr Lowe and his son as shown at 2105.08 above and had already had a spring clean of the village, that we should leave this event for now. This was agreed by all present.</p>	
2105.16	<p>Audit report – external auditor. Mr Tennet had previously circulated this report and produced it at the meeting for all to read. Mr Tennet confirmed that the matters raised in the report had already been addressed to the satisfaction of the auditor. Cllr Jowers proposed that the report was accepted by the council and there were no objections.</p>	

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2105.17	Annual Governance and Accountability Return Section 1 – Mr Tennet shared this document with the meeting and went through what he had completed on behalf of the Parish Council and invited any discussion as to what he had reported. The document was proposed by Cllr Powell and seconded by Cllr Chaplin. There were no objections and the document was signed by Cllr Beasley as Chair.	
2105.18	Annual Governance and Accountability Return Section 2 – Mr Tennet shared this document with the meeting and went through what he had completed on behalf of the Parish Council accounts and invited any discussion as to what he had reported. The document was proposed by Cllr Chaplin and seconded by Cllr Powell. There were no objections and the document was signed by Cllr Beasley as Chair	
2105.19	Declaration of exemption from the requirement of a limited assurance review - Mr Tennet shared this document with the meeting and explained that if the council has income and expenditure of less than £25K, it can seek exemption from a further audit from PK Littlejohn. The council finances for the previous financial year were below this threshold and as such, the council could seek such an exemption. Cllr Chaplin proposed that the exemption be sought and this was seconded by Cllr Powell. There were no objections and the document was signed by Cllr Beasley as Chair who extended his thanks to Mr Tennet for all of the work he had undertaken for the audit.	
2105.20	<p>Urgent Matters (for report only)</p> <p>Cllr Jowers asked if there was any update on the plans from Gigaclear and Open Reach regarding their work in the parish. Cllr Beasley reported that he had met with a representative from Open Reach who were using the existing underground cabling and poles to offer fibre cables to any customers that wished to upgrade to a 100-gigabyte service. This would entail the erection of a new pole in Meadow Rise.</p> <p>Gigaclear however will be digging an 8" x 12" trench on public footpaths and verges to lay cables which will be connected to a 'pot' outside dwellings that choose their service.</p> <p>There was some discussion as to the impact this will have, especially in Meadow Rise and Cllr Beasley will try to establish when this work is due to commence so that residents can be informed.</p>	Cllr Beasley to contact Gigaclear to see when their works is likely to commence.

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	<p>Cllr Chaplin asked if enquiries can be made as to what is happening with the vacant houses at St Johns. These are owned by a charity and have stood empty for some years now.</p> <p>Cllr Chaplin also confirmed that the date for the village BBQ will be the 31<sup>st</sup> July and that the stage had been booked. It will need to be paid for shortly, although this fee will be refunded in the event can't take place due to Covid.</p> <p>Cllr Chaplin then gave an update on the damaged sign at the top entrance to the Pocket Park.</p> <p>Cllr Powell gave an update on the best way to repair the foot at the base of the slide. Both entailed a fair amount of work for which he would need to be paid. The easiest option was agreed and any payment would need to be authorised the next meeting.</p>	<p>Mr Tennet to try to identify who own the properties and what plans they have</p> <p>Cllr Chaplin to explore costs to get both the sign and the information sheet replaced.</p> <p>Mr Tennet to add the Pocket Park sign and slide repairs to the next agenda</p>
	<p>With no other business the meeting closed at 09.50pm</p>	

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

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