

# Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 14/09/2021:

## MINUTES OF THE MEETING OF TIFFFIELD PARISH COUNCIL held in The School Hall on Mon 13/09/2021 at 8.00pm

Present: Cllr P Chaplin. Cllr L James (Chair of meeting) Cllr S Jowers. Cllr R Powell. Cllr Cook, Cllr Pearson, Cllr Read (Blisworth Parish Council), Mr Russell Brown  
Mr A Tennet (Clerk to the Council)

	Standing Items	Action
2109.01	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.	
2109.02	Apologies for absence - Cllr J Beasley, Cllr J Tyrell (both on holiday)	
2109.03	Declarations of interest related to business on the agenda for this meeting – none made	
2109.04	To receive and approve the minutes of the annual parish council meeting held on 10/05/2021 – the minutes had been previously circulated. They were proposed as accurate by Cllr Cook and seconded by Cllr Pearson. There were no objections	
2109.05	To receive and approve the minutes of the parish council meeting held on 12/07/2021 - the minutes had been previously circulated. They were proposed as accurate by Cllr Chaplin and seconded by Cllr Cook. There were no objections	

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 10<sup>th</sup>. Feb 14<sup>th</sup>. Mar 14<sup>th</sup>.

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2109.06	<p>Matters arising from the previous minutes not included on the agenda for this meeting –</p> <p>2107.07 – Mr Tennet confirmed that he had written to Lloyds bank on 27<sup>th</sup> July in respect of the Tiffield Pools Account. To date, no response had been received.</p> <p>2107.08 – Cllr Pearson confirmed that Luke Costello was now cutting the verge outside her house. However, the gateway to Fossets field needed doing as well.</p> <p>2107.13 – all items relating to the village BBQ had been discharged</p> <p>2107.15 – Mr Tennet confirmed that WNC were still using forms with SNC headings</p> <p>2107.16 – Mr Tennet had been unable to identify any grants which could be applied for in respect of the planting of one tree.</p> <p>Cllr Chaplin and Mr Tennet confirmed that the work being done by Mr Lowe’s son and friends was continuing and was much appreciated.</p> <p>Cllr Jowers confirmed delivery of the paper check list to Mr Peers. Mr Tennet had received one or two from Mr Peers.</p> <p>2107.17 – Cllr Jowers apologised as he not as yet been able to complete an article for The Thunderbolt regarding the issues of Ash Dieback. In addition, as none of the trees affected were not on land owned by the parish, he had not yet plotted their location on the village mapping system.</p> <p>2107.18 – Mr Tennet had raised an invoice for the payments to Mr Peers.</p> <p>2107.19 – Mr Tennet had not explored the costs of a new printer as the apparent fault with the current one had been resolved.</p>	<p>Mr Tennet to contact the two known signatories to ask if they would close the account on behalf of the Parish Council</p> <p>Mr Tennet to contact Luke Costello re the entrance to the field.</p> <p>Mr Tennet to try to get the Plant a Tree scheme in The Thunderbolt.</p> <p>Mr Tennet to contact Mr Peers to remind him that the forms need to be completed.</p>
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2109.07	Public participation session – Mr Russell Brown addressed the council in respect of archiving past editions of The Thunderbolt. This appears to have been done sporadically in the past. Should this be a responsibility of the Parish Council? Following his presentation and a brief discussion, Mr Russell Brown left the meeting.	Mr Tennet to add to the October agenda
2109.08	<p>Finance report – Mr Tennet presented the finance report and accounts to the meeting. There were no issues or questions raised. Mr Tennet asked for authority to pay the following costs:</p> <p>£550 – 2Commune (annual fee for the council website and email address). This was significantly more than had been budgeted for due to the precept demand exceeding £15K this year.</p> <p>£73 – Contribution towards new skittles for the village skittle teams. This payment had been agreed pre covid</p> <p>£410 – Clerks payment to Society of Local Council Clerks for his registration for the CILCA qualification. This payment had been agreed when setting the budget for this financial year and is now due.</p> <p>All the above are to be paid under Sect 137 of Local Government Act 1972</p> <p>The accounts and payments were proposed by Cllr Jowers and seconded by Cllr Powers. There were no objections. Cllr Chaplin asked that it be noted that she held £150 in cash that had been raised for the Pocket Park at the village BBQ. She would hold this as cash prizes for the proposed 100 Club.</p>	Mr Tennet to arrange for payment to be made for the costs as shown.
2109.09	Correspondence List – Mr Tennet then took the meeting through the correspondence for the last two months. There were no outstanding matters other than one action	Mr Tennet to contact WNC to seek clarification as to the Street Trading Licences and if these were needed for fund raising events
2109.10	Planning applications – None	
2109.11	IM Properties & DHL – This item was deferred to item 2109.13	

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	Business items	Action
2109.12	<p>Neighbourhood Plan – Cllr Jowers reported on a recent meeting held with members of Ashton Parish Council regarding their success in getting their Neighbourhood Plan approved at the last elections. Cllr Jowers highlighted the pressures that the IM Properties and DHL developments would bring to the village, along with the Oxford/Cambridge Arc.</p> <p>It was apparent from that meeting, that the financial cost to the parish would be minimal. Any working party would have to be separate to the Parish Council. Cllr Beasley is writing an article for the next Thunderbolt to see what interest there is in the community. Any questions should be addressed to the Clerk.</p> <p>Cllr Read informed the meeting that Blisworth Parish Council were going to focus on their issues with Highways and had decided to pause their involvement in a Neighbourhood Plan but would like to stay in touch and support Tiffield Parish Council where they could.</p> <p>Cllr Jowers proposed that the Parish Council support the Neighbourhood Plan proposal. This was seconded by Cllr Pearson. There were no objections.</p>	<p>Mr Tennet to check that the article for The Thunderbolt has been submitted.</p> <p>Mr Tennet to make initial contact with WNC to get an idea of the basic requirements for a Neighbourhood Plan.</p>
2109.13	<p>Cllr Fowler informed the meeting that she had recently met with the Scrutiny Committee who had agreed to create a Tree Policy for the area and work with other agencies.</p> <p>There was some discussion as to any development that had taken place in respect of the flooding issues in the parish. Not all land owners had dug out the required ditches and to the Clerks knowledge no letters had been issued by Ruth Burnham (Senior Flood and Water Officer). Mr Tennet has been able to gather some information regarding flooding in the parish since 2013 and an article was to be published in the next Thunderbolt. Once all the responses were received, he would collate the information and submit it to Cllr Fowler and Ms Burnham.</p> <p>There was then a lengthy discussion in respect of the proposed DHL development. Cllr Fowler is meeting with the developers on the 14<sup>th</sup> September and asked for any questions that she might ask them. It was confirmed that at this point, no planning application had been submitted.</p>	<p>Cllr Fowler to remind Ms Burnham re the land owner letters</p>

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	<p>Mr Tennet informed those present that IM Properties had contacted him after the last Parish Council meeting to offer another meeting. He had asked what type of meeting they wanted to hold (Parish Council, Public or mitigation) and to date had received no response.</p>	<p>Mr Tennet to contact IM Properties again regarding a meeting</p>
2109.14	<p>Repairs to slide and Claydon Field – Cllr Powell stated that he had been informed that Mr Peers was now undertaking the repair of the slide.</p> <p>Mr Tennet informed the meeting that Kompan had carried out some of the repairs and replacement work on the play equipment but still had some work to undertake. Supply chain issues appeared to be the reason for the delay.</p>	<p>Mr Tennet to check with Mr Peers re the repairs to the slide</p> <p>Mr Tennet to include an update in the repairs in The Thunderbolt</p>
2109.15	<p>Repairs to Pocket Park sign - Cllr Chaplin reported that she had circulated details of the new sign and had taken feedback regarding a number of typos in the text. The cost would be around £100. The designer had offered to cover the sign with an anti-graffiti coating. Cllr Jowers proposed that if the cost of this did not exceed £50 then it should be included. Cllr Cook proposed that on those terms the matter be progressed and this was seconded by Cllr Powell. There were no objections.</p>	
2109.16	<p>Standing Orders and Policy annual review – Mr Tennet had previously circulated a number of policies, Standing Orders and Financial Regulations which he had amended, updated and/or brought up to date, In addition he propose that TPC 6 be deleted and replaced with an updated TPC 5.</p> <p>Cllr Jowers proposed that the amended polices be approved and this was seconded by Cllr Pearson. There were no objections.</p>	<p>Mr Tennet to add this minute number to all of the polices affected and move the version history box to the start of the document.</p>
2109.17	<p>Fireworks evening – the date was agreed for the 6<sup>th</sup> November (with the 13<sup>th</sup> if bad weather prevents the 6<sup>th</sup>). Costs will be £4 for adults £1 for under 16's. Cllr's James and Chaplin to organise hot drinks and soup etc.</p> <p>Mr Tennet informed the meeting that Mr Thomas no longer wished to help with the setting and lighting of the fireworks but in the short-term Mr Pady would help out. Cllr Powell volunteered to undertake the firework training.</p>	<p>Cllr Chaplin to speak to Mr Loake regarding music and lights for the event.</p> <p>Mr Tennet to share the Risk Assessment with Cllrs Cook and James</p>

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	<p>It was agreed that Mr Tennet should explore the purchase of silent fireworks (up to £100)</p> <p>The current supply of glow sticks should be tested to see if they still worked and if so, given away at the event.</p> <p>The bonfire would be fenced off and rubbish materials allowed as from the 1<sup>st</sup> October</p>	<p>Mr Tennet to contact the firework company to see when they were running the course and to see if it is possible to order 'silent fireworks'.</p> <p>Mr Tennet to include in the Thunderbolt</p>
2109.18	<p>To accommodate the absence of Cllr Beasley, the date of the next meeting was moved to the 18<sup>th</sup> October. For the foreseeable future, meetings would continue to be held in the school hall. This was proposed by Cllr Chaplin and seconded by Cllr Cook. <i>(In light of a change to Cllr Beasley's availability, the next meeting will revert to the published date of the 11<sup>th</sup> October)</i></p>	
2109.19	<p>Urgent Matters (for report only) – Cllr Chaplin raised the issue of a hedgerow that has grown out over the footpath in High Street South and that the grass bank needs pushing back as it is also encroaching on the footpath.</p> <p>Mr Tennet asked to undertake a Social Media course being offered by NCALC. This was proposed by Cllr Jowers and seconded by Cllr Chaplin. There were no objections</p>	<p>Mr Tennet to contact the householder concerned.</p> <p>Mr Tennet to book the course as mentioned.</p>
	<p>With no other business the meeting closed at 9.40pm</p>	

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

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