

Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 14/09/2019:

MINUTES OF THE MEETING OF TIFFFIELD PARISH COUNCIL held in The Reading Room on Mon 09/09/2019 at 8.00pm

Present: Cllr J Beasley (Chairman of the Council). Cllr P Chaplin. Cllr S Jowers. Cllr E Welch. Mr A Tennet (Clerk to the Council)

	Standing Items	Action
1909.01	Apologies for absence – Cllr Power, Cllr Pady, Cllr Tyrell and Cllr Powell	
1909.02	Declarations of interest related to business on the agenda for this meeting – None declared	
1909.03	To receive and approve for signature the minutes of the meeting held on 08/07/2019 - The minutes were signed off as a true and accurate record of the meeting by the Chair	
1909.04	<p>To note any matters arising from the minutes not included on this agenda for report only.</p> <p>1906.11 – Mr Tennet confirmed that the NCALC documents regarding GDPR had now been adopted by the Council and featured on the Agenda as part of 1909.10.</p> <p>1906.14 – Mr Tennet confirmed that he had spoken to the dog waste contractor who had provided a quote for a larger dog waste bin on Claydon’s Field. However, since the bin had been placed opposite the church, the bin on Claydon’s Field wasn’t being used as much. As such it was agreed to hold off on a larger bin being fitted at this stage.</p>	

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1909.06	<p>Finance report. – Mr Tennet presented the finance report for the period between the two meetings. It was shown that the account balances match the on line bank balances. Cllr Beasley proposed that the accounts be accepted and this was seconded by Cllr Chaplin.</p> <p>Mr Tennet also presented the following payments to be authorised at this meeting;</p> <p>Data Protection Fee - £40/£35 (if direct debit set up) per annum*</p> <p>Church Clock service - £210.00**</p> <p>Grass Cutting x 2 - £400.00*</p> <p>2 Commune (village website managers) - £372*</p> <p>Thunderbolt - £106.93*</p> <p>Clerk Utilities - £120 (6 months)*</p> <p>School donation from litter pick - £60</p> <p>Glow Sticks for Firework Night – up to £100 *</p> <p>*- Authorised under Sect 111 of Local Government Act 1972</p> <p>** - Authorised under Sect 1 of Localism Act 2011</p> <p>Cllr Jowers proposed that the above spends be approved. This was seconded by Cllr Chaplin. There were no objections.</p>	
1909.07	<p>Correspondence – Mr Tennet took the meeting through the correspondence received by the Parish Council since the last meeting. There were no real issues of note other than the request from the Air Ambulance charity to</p>	<p>Cllr Beasley to speak to the landlord of The George to see if he would accept a</p>

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	<p>place a clothes recycling bin in the village and the lack of action in respect of hedge trimming at one location in the village.</p> <p>Also of note was an exchange of e-mails between a resident of the village, the Clerk and Cllr Beasley, where the resident had expressed extreme concern in respect of the amount of money the Parish Council had spent in having the cherry trees trimmed on Claydon's Field and the process by which the contract had been awarded. Both the Clerk and Cllr Beasley had responded to these concerns and given a full account of the process taken. To date no further complaints or comment have been received.</p>	recycling bin for the Air Ambulance in his car park
	Business items	Action
1909.08	<p>Councillor vacancy update – Mr Tennet informed the meeting that notification had been received from the Electoral Office that following due process and with no other nominations, the Council were at liberty to co-opt any person who wished to take up the Councillor vacancy. Mr Tennet also stated that whilst Louise James was away of holiday, she had e-mailed to say that if the Council were minded to do so she would like to be co-opted onto the Parish Council with immediate effect. This was agreed with a unanimous vote from those present.</p>	Mr Tennet to notify Cllr James of the vote and supply her with the necessary documentation.
1909.09	<p>Fireworks evening and glow sticks – The date for this year's event was confirmed as the 2nd November with the reserve date as the 9th November. Mr Tennet confirmed that the fireworks had been ordered.</p> <p>Cllr Chaplin informed the meeting that if it is the 9th, Mr Loake will be unable to provide any music as he and his equipment will be away. Cllr Chaplin also confirmed that the village Women's Institute will provide mulled wine etc and that Cllr Power (absent) normally arranges for the hog roast.</p> <p>Mr Bradley normally co-ordinates the construction of the bonfire.</p>	<p>Mr Tennet to find list of responsibilities on the laptop</p> <p>Cllr Power to contact hog roast provider</p> <p>Mr Tennet to contact Mr Bradley re the bonfire</p> <p>Mr Tennet to purchase Glow sticks up to a value of £100</p>
1909.10	<p>Adoption of Revised Standing Orders, Register of Fixed Assets, Finance Regulations, Other Policies, and Procedures. – Cllr Beasley informed the meeting that he and Mr Tennet had spent a considerable amount of time reviewing the Handbook, Standing Orders, policies and regulations as well as the GDPR documents recommended by NCALC.</p>	

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	All had been circulated to all Councillors and he asked that the new set of documents be approved by the council. This was proposed by Cllr Jowers and seconded by Cllr Chaplin. There were no objections.	
1909.11	Revised Internal Check process – Mr Tennet outlined the new recommended Internal Check process and check list explaining that the report to the council can now be populated during the Internal Check inspection and then circulated with the minutes. The new process was approved by Cllr Jowers and seconded by Cllr Welch. There were no objections	
1909.12	NCALC Conference and AGM – 5th October, 10am x 1pm, Moulton – Mr Tennet to attend	Mr Tennet to confirm his attendance with NCALC
1909.13	Information Commissioners Office – Data Protection Fee – already agreed in the Financial Report at 1909.06)	
1909.14	Dedication for Cllr Godwin – Mr Tennet informed the meeting that he had been approached by a resident of the Parish who was looking for support from the Parish Council in undertaking a fundraising event (s) to raise funds to purchase some sort of memorial for Cllr Godwin. This was agreed by the council unanimously. Cllr Beasley also suggested that the two skittles teams raise money for a Trophy of some sort. Cllr Welch suggested that a bench for the village green could be something to aim for as this would provide people with somewhere to sit when waiting for the village minibus. Cllr Chaplin asked if we should look to do something similar for Paul Earnshaw	Mr Tennet to confirm the support of the Parish Council and suggest that the friends and family of Cllr Godwin be consulted as well.
1909.15	South Northants Draft Sport and Leisure Strategy Consultation – this matter was dealt with under 1909.07.	Mr Tennet to respond as agreed
1909.16	Christmas Cards – Mr Tennet had asked for a request for photos that could be used in Christmas cards to be placed in the Thunderbolt. He had already received a number and showed these to the meeting. It was agreed to explore the costs of getting some Christmas cards produced with a view of selling them in the village to help raise funds for village projects.	Mr Tennet to explore the cost of getting some Christmas cards made.

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		ClIr Beasley to see if he had some photos of the village which would be suitable.
1909.17	Councillor questions – There were none, although Mr Tennet raised the issue of further damage to the back boards for the basket ball hoop on Claydons field.	ClIr Jowers to measure up the boards with a view to replacing the damaged ones Mr Tennet to contact Wickstead to obtain a quote for new chains for the swings.
	With no other business the meeting closed at 09.15pm	

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

Signed: _____ Date: _____