

Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 05/05/2020:

MINUTES OF THE MEETING OF TIFFIELD PARISH COUNCIL held via ZOOM on Mon 04/05/2020 at 7.45pm

Present: Cllr J Beasley (Chairman of the Council). Cllr P Chaplin. Cllr L James. Cllr S Jowers. Cllr S Pady. Cllr P Power Cllr J Tyrell. Cllr R Powell. Mr A Tennet (Clerk to the Council)

	Standing Items	Action
2005.01	The Chairs Opening Statement was read out - 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.	
2005.02	Apologies for absence: Cllr Welch – apologies accepted	
2005.03	To receive declarations of interest under Councils Code of Conduct related to business on the agenda – no declarations made	
2005.04	Matters arising from the previous minutes not included on the agenda for this meeting; 2002.08 - Mr Tennet confirmed he had now issued a post-dated contract to Luke Costello re grass cutting twice and discussed it with him in person. Despite assurances from Mr Costello that it would be signed and returned, no response had been received as yet.	Mr Tennet to print off the contract and try to catch Mr Costello when he is next in

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Tiffield Parish Council

	<p>2003.08 – Despite a further advert in The Thunderbolt, no volunteer had come forward to take up the work done by Mr Bradley.</p> <p>In respect of the purchase of vouchers, Mr Tennet reported the Bell Plantation were not currently selling them and that as a result of feedback from the audit, the Parish Council has no legal power to purchase them. However, councillors could make a donation which Mr Tennet is happy to co-ordinate and purchase vouchers when they are available again.</p> <p>Mr Tennet confirmed that the list of volunteers for the defibrillator had been placed in the phoned box</p> <p>Cllr Pady had been unable to find any advice regarding infection control for circulation to all trained volunteers and to be placed in the phone box. Mr Tennet reported that Mr Loake had prepared some advice that was now in the phone box and if the defibrillator was used then it would go to him for maintenance and recharging</p>	<p>the village and ask him to sign the document</p> <p>Councillors who wish to contribute to deliver a donation to Mr Tennet</p> <p>Cllr Chaplin to check with Mr Loake that the machine would be cleaned after use as well.</p>
2005.05	Public participation session – None present	
2005.06	<p>Finance report - Mr Tennet produced the finance report for the last month to all present via the Zoom application and took the meeting through the income and outgoing payments. There was a payment awaiting approval:</p> <p>£436.44 – Northamptonshire County Association of Local Councils (under Section 111 of the Local Government Act 1972)</p> <p>Cllr Beasley explained that the auditor has queried why we had three accounts. The Pocket Park account had been adopted by the Parish Council as a means to pay in cash as the Unity Trust account didn't have this facility.</p> <p>Whilst the account allowed people to make donations for the maintenance of the Pocket Park, a portion of the money was actually Parish Council money and it would be better to move that money into the Unity Trust account.</p> <p>If any grants for the Pocket Park are received by the Parish Council, this would go into Unity Trust accounts and then be moved or used to pay for any costs for the Pocket Park as it was needed.</p>	<p>Mr Tennet to go back through the Lloyds account from when it was taken over by the PC to assess how much is Parish Council money.</p>

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Tiffield Parish Council

	<p>Mr Tennet again emphasised his concerns as to the level of reserves this year and urged caution in respect of any expenditure both contained within the agreed budget and more so anything outside of the agreed budget.</p> <p>Cllr Beasley proposed that when the precept is next set it must match our proposed budget and not rely on the use of reserves.</p> <p>Mr Tennet confirmed that so far there was no noticeable increase in any bills received so far this year compared with last year.</p> <p>Cllr Beasley noted the fee paid out for The Thunderbolt magazine and asked if we should publish the next one due to there being so little village news due to the Coronavirus restrictions. Following a discussion, it was agreed that a smaller edition would be issued.</p> <p>A resolution to accept the Finance Report as produced by Mr Tennet and the annual payment to NCALC was proposed by Cllr Chaplin and seconded by Cllr Power. There were no objections</p>	<p>Cllr Beasley to liaise with Mr Leggett regarding the publication of The Thunderbolt</p>
2005.07	<p>Correspondence report – Mr Tennet had circulated this document earlier and asked for any comment or observations. Of note was the notification of the playground inspection in June. Mr Tennet confirmed that he had sent off the Direct Debit notice to the Data Protection Office.</p> <p>Cllr Beasley asked if the letter regarding IM Properties could be added.</p>	<p>Mr Tennet to add the letter to IM Properties to the 'Letters out' section of the list</p>
	Business items	Action
2005.08	<p>Audit report – external auditor – Cllr Beasley informed that meeting that the auditors report was quite detailed and had allowed all of the required boxes on the audit return forms to be ticked as 'Yes'. He thanked Mr Tennet for all his hard work in preparing the Parish Council for the audit.</p> <p>Mr Tennet informed the meeting that there were a few items of advice listed in the report which the Parish Council were required to address. These will be checked in the next audit. They were as follows;</p> <p>Financially sensitive matters should be discussed in confidence and only the decision recorded in the minutes. These include rates of pay and submitted tenders.</p>	

Tiffield Parish Council

	<p>The Risk Register need to include items relating to business continuity and generally reviewing</p> <p>Mr Tennet to ensure that decisions taken in respect of the proposed budget were properly recorded in the minutes</p> <p>Councillors questions to be changed to 'Urgent Matters (for report only)' and no decisions can be taken in this session (Agenda already amended)</p>	<p>Mr Tennet to review the Risk Register in time for the next Parish Council meeting</p>
2005.09	<p>Annual Governance and Accountability Return Section 1 – Mr Tennet shared this document on screen with the meeting and allowed all present to read through the list of declarations. The auditor was satisfied that the Parish Council satisfied all of these conditions. These were all agreed as being in place within the Parish Council and as such could be marked as 'Yes'.</p> <p>Cllr Powell proposed that the form be completed and submitted to reflect this. Cllr Pady seconded this proposal and there were no objections</p>	<p>Cllr Beasley (Chair) and Mr Tennet to complete the form and submit same</p>
2005.10	<p>Annual Governance and Accountability Return Section 2 - Mr Tennet shared this document on screen with the meeting and allowed all present to see the figures he had submitted and how they had been calculated. This form had already been seen and approved by the auditor.</p> <p>The report was approved by the meeting with a proposal from Cllr Jowers and seconded by Cllr Chaplin. There were no objections.</p>	<p>Cllr Beasley (Chair) and Mr Tennet to complete the form and submit same</p>
2005.11	<p>Declaration of Exemption from the requirement of a limited assurance review – Mr Tennet informed the meeting that as well as the internal audit, the Parish Council could be subject to an external audit unless we declared ourselves exempt as our income and out goings were both less than £25k.</p> <p>This year the figures showed that we were below that threshold and as such, Mr Tennet asked the Parish Council to pass a resolution to allow him to submit the Declaration of Exemption.</p> <p>The motion was proposed by Cllr Tyrell and seconded by Cllr Jowers. There were no objections.</p>	<p>Cllr Beasley (Chair) and Mr Tennet to complete the form and submit same</p>

Tiffield Parish Council

<p>2005.12</p>	<p>Report from John Pearson regarding footpaths in the Parish – Mr Tennet shared a map submitted from Mr Pearson showing all of the footpaths in and around the parish. Most had been found to be in good order but with two stiles found to be in need of repair. Mr Pearson had also asked for a number of new disc signs to be purchased and he would then replace those that had been lost or were damaged.</p> <p>Cllr Beasley raised the issue that a number of other stiles need some attention.</p>	<p>Mr Tennet to contact Mr Pearson on behalf of the Parish Council and thank him for his work in this matter.</p> <p>Mr Tennet to contact the county council to enquire about the provision of new stiles/kissing gates and disc signage</p> <p>Agenda item for next meeting to discuss changing all stiles to ‘Kissing Gates’</p> <p>Mr Tennet to also liaise with Mr Williams who has recently installed a new gate</p>
<p>2005.13</p>	<p>IM Properties flyer and responses – Cllr Beasley’s leaflet was delivered to all homes in the village and a number or responses have been received by the Clerk. Cllr Beasley had also circulated a letter sent in by Mr Leggett which includes a possible timeline for the planning process.</p> <p>A response from the chair of South Northants Council queried if the Local Planning Authority, who had come up with the local plan had done the proper consultation. This will be looked at as if not the plan could be taken to a judicial review.</p> <p>If the development goes ahead, we should look to ensure that our concerns regarding traffic etc are addressed.</p>	<p>Cllr Beasley to organise a meeting with those named opposite.</p> <p>Cllr Beasley to write to Highways England to raise our concerns.</p> <p>Mr Tennet to contact the Clerk of Towcester Town Council re the residents on The Shires.</p>

Tiffield Parish Council

	<p>Cllr Beasley proposed that a group be pulled together. This would include Cllrs Beasley and Jowers, Mr Leggett, Mr Begley, Mr Lowe and Mr Askew from Caldecote. It was agreed that an approach to Highways England would be a positive option.</p> <p>Cllr Beasley suggested contact via the Clerk of Towcester Town Council with the residents of The Shires.</p>	
2005.14	<p>VE Day – Cllr James has had contact from the Pageant Master for VE Day and from David Wells. Cllr James proposed a stay at home street party in line with the national timetable for the day. Cllr James suggested a flyer be put together to be delivered to all houses in the parish, to encourage residents to take part.</p>	<p>Cllr James to design a leaflet and Councillors to help with its distribution and on the village Face Book page.</p>
2005.15	<p>Urgent matters (for report only) – Mr Tennet had received a notification of a planning application for the felling and trimming of trees at a house in High Street South. This is for information only.</p>	
	<p>With no other business the meeting closed at 09.00pm</p>	

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

Signed: _____ Date: _____