

Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 14/05/2024:

MINUTES OF THE TIFFIELD ANNUAL PARISH COUNCIL MEETING held in the School Hall on Monday 13/05/2024 at 7.30pm

Present: Cllr Chaplin, Cllr Jowers, Cllr Tyrrell, Cllr James (Chair) Mr A Tennet (Clerk to the Council), Mr P Holdridge

	Standing Items
2405.01	To elect a Chairperson for 2024/25 Cllr James was elected as Chairman of the council for the forthcoming year, with a unanimous vote by those present
2405.02	To receive the Chair's declaration of acceptance of office - As required by Sect 83 of the Local Government Act 1972, Cllr James signed the Declaration of Acceptance of Office form.
2405.03	To receive any declarations of acceptance for the post of Vice Chair – Whilst he is absent from the meeting there was a unanimous vote that Cllr Ferrie be elected as Vice Chair (with the proviso that he can decline the post at the next meeting).
2405.04	To co-opt any person seeking to fulfil the vacant role of Councillor on the Parish Council as set out by Rule 5(5) of The Local Elections (Parishes and Communities) (England and Wales) Rules 2006 – Mr Holdridge had previously declared an interest as standing as a Councillor and was co-opted onto the council by way of a unanimous vote by all present.
2405.05	Apologies for absence: Cllr Beasley (holiday), Cllr Cook (work commitment), Cllr Ferrie (holiday) – the apologies were accepted by all present
2405.06	Minutes of the Annual Parish Council meeting 2023 were approved and signed by the chair with no objections

Dates of scheduled Parish Council Meetings 2024/25:

May 13th. Jun 10th. Jul 8th. Sep 16th. Oct 14th. Nov 11th. Jan 13th. Feb 10th. Mar 10th.

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2405.07	<p>To allocate responsibilities to Councillors, appoint working groups and appoint Parish Council representatives;</p> <ol style="list-style-type: none"> 1) Confirm signatories for Parish Council accounts (Currently Cllr Beasley & Chaplin) – Cllr Tyrrell to be added as a signatory 2) Poors account Trustees – Cllr Holdridge and Cllr Chaplin to become a trustees 3) Council Open Spaces and Trees - Cllr Jowers 4) Council Highways - Cllr Ferrie 5) Neighbourhood Watch - Mr J Tapley 6) Parish Council Internal Control - Cllrs Ferrie & Cook 7) Parish Council Risk Assessment and Register - Cllr Beasley and Mr Tennet 8) Claydon Field Warden - Mr Peers 9) Footpath warden - Cllr Tyrrell 10) Pocket Park warden - Cllr Chaplin 11) Community Events co-ordinator - Cllrs James & Cook 12) Flood Action - Cllr Chaplin 13) IM Properties/DHL resident’s liaison - Cllr Ferrie 14) Police Liaison Representative – Mr Tennet
2405.08	<p>Internal Audit – Mr Tennet asked that NCALC are appointed to conduct this year’s audit. This was proposed by Cllr James and carried unanimously.</p>
2405.09	<p>Resolution to adopt the General Power of Competence (GOP) as set out in the Localism Act 2011, sections 1 to 8. – Mr Tennet confirmed that the Council was unable to fulfil the requirements of this power due to the number of co-opted members.</p>
2405.10	<p>Review dates for policies, Standing Orders, Financial Regulations and Risk Register – Cllr James proposed the following dates for the following documents to be reviewed:</p> <p>Register of Fixed Assets – March meeting (Mr Tennet in preparation for the next audit) Risk Register, Standing Orders, Financial Regulations, other Policies and Procedures – September meeting (Mr Tennet and Cllr James)</p> <p>These dates were agreed by all present.</p>

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2405.11	Confirmation of arrangements for insurance cover in respect of all insurable risks – Cllrs Ferrie and Cook had confirmed and recorded in their report, that they had seen the amount of cover that the Parish Council currently had as part of their Internal Checks and that it was suitable and all in order.
2405.12	<p>Mr Tennet produced a list of the Council’s annual subscriptions to other bodies. These include the following:</p> <p>NCALC - £300 (approx.) Data Protection Officer (via NCALC) - £10.00 Information Commissioners Office - £35.00</p> <p>Council for the Protection of Rural England - £36.00 (but a payment of £50 be made in support of this organisation)</p> <p>Parish On-Line mapping services - £48.00</p> <p>All subscriptions were approved with a unanimous vote.</p>
2405.13	Review of council expenditure under Sect 137 of the Local Government Act 1972 and the General Power of Competence - Mr Tennet took the meeting through any expenditure under these powers for the last financial year which amounted to £2195.00 against a budget of £750. This was mainly due to the fees incurred in getting the village green and Claydon Field registered with the Land Registry and the cost to erect the new village name signs,
2405.14	It was agreed that the dates for Parish Council meetings for the year would be the second Monday of each month except for August and December subject to any need to move said dates. Each meeting would start at 8.00pm, apart from the Annual Parish and Annual Parish Council meetings which will start at 7.30pm. The dates are shown at the bottom of each page of these minutes
	With no other business the meeting closed at 7.50pm

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

Signed: _____ Date: _____