

Tiffield Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 18/09/2024:

MINUTES OF THE MEETING OF TIFFFIELD PARISH COUNCIL

held in The School Hall on Mon 16/09/2024 at 8.00pm

Present: Cllr L James (Chair of the Council). Cllr G Ferrie. Cllr P Holdridge. Cllr Nichols. Cllr Fowler (Ward Councillor)

Mr A Tennet (Clerk to the Council)

	Standing Items	Action
2409.01	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.	
2409.02	Apologies for absence - Cllr J Beasley. Cllr P Chaplin. Cllr S Jowers. Cllr J Tyrrell – all away, Cllr Cook – work commitments. All apologies accepted by those present.	
2409.03	Declarations of interest related to business on the agenda for this meeting – none made	
2409.04	To receive and approve the minutes of the meeting held on 08/07/2024 – Approved by all present	
2409.05	Matters arising from the previous minutes not included on the agenda for this meeting – all actions had been discharged except for the following:	

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	<p>Some Councillors still to provide a photo and short biography for the village website</p> <p>Resident who may wish to take on Claydon Field maintenance still to make contact</p> <p>Barriers at Claydon Field entrance still to finished and gate posts repaired.</p>	<p>Clerk to chase again.</p> <p>Clerk to visit in person</p> <p>Clerk to email Gateway school and Mr Stockwin re repairs.</p>
2409.06	<p>Public participation session – Cllr Fowler briefly discussed the result of the DHL Strategic Planning Meeting decision where the application had been refused by a majority of 11 to 1. It was acknowledged that DHL may appeal and have a 6-month period in which to do so.</p> <p>Cllr Fowler then announced that she had resigned from the Conservative party and would not be standing for re-election next year. Should Cllr Clubley stand again, she will try to attend these meetings.</p> <p>Cllr James thanked Cllr Fowler for all of her help and her contributions and that stated she will be very much missed. Cllr Fowler then left the meeting.</p>	
2409.07	<p>Finance report – Mr Tennet took the meeting through the parish council finances for the year to date since the last meeting. No matters were arising.</p> <p>Mr Tennet also asked for retrospective authority for the expenditure of £1495.28 for the installation of posts for the new Vehicle Activated Speed signs. This had been done under the General Power of Competence. By a show of hands, all present accepted the accounts and approved the payment as shown above.</p>	
2409.08	<p>Correspondence List – Mr Tennet took the meeting through the extensive correspondence list. There were no matters arising.</p>	<p>Clerk to furnish Cllr Ferrie with the contact details for Kier Highways</p>
2409.09	<p>Planning applications –</p>	

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	<p>Notification that WNS/2021/1819/EIA Land North of the Bell Plantation going before the SPC on 10th September 2024 (DHL). This had been discussed previously in the meeting</p> <p>2024/4167/MAR – 160 residential homes parcels H30a, H34a and H34b at Towcester Vale – Barrat Homes - noted</p> <p>2022/2057/FUL – Kirkley, Tiffield – application for change of use from agricultural land to short term glamping pods & parking – Refused – noted by the meeting</p>	
2409.10	DHL, IM Properties and Bell Plantation developments – Mr Tennet notified the meeting that IMP had given notice of ecological works at Towcester Park as part of forthcoming Reserved Matters application.	
2409.11	Tiffield 100 club draw – random number generator gave numbers 24, 80, 21	Cllr Chaplin to action
Business items		Action
2409.12	<p>Review/Report of annual audit process – Cllr Ferrie took the meeting through his report and why he had written it. The report has two recommendations –</p> <ol style="list-style-type: none"> 1) That the NCALC audit report to the Chair should include a clear statement of satisfaction in respect of the AGAR requirements. 2) That the Chair should request an audit scope from NCALC before the 2025 audit process commences. <p>Cllr Ferrie’s report and the recommendations were accepted by the meeting.</p> <p>Cllr Ferrie also raised the issue of the current Risk Register for the Parish Council and it was agreed that this needs to be updated in line with current threats.</p>	<p>Cllr Ferrie to send a copy of his report to the Chair.</p> <p>Cllr Ferrie to take the matters contained in the recommendations forward with Dan Moody at NCALC.</p> <p>Mr Tennet to add the Risk Register review to the October agenda.</p>
2409.13	Review/Report of flood report for Tiffield Parish – In the absence of Cllr Tyrell, this matter was deferred to the next meeting	Mr Tennet to add to the October agenda
2409.14	Claydon Field flood project – Mr Tennet informed the meeting that he had received a full written quote for the work as specified and a verbal quote from contractors. Both quotes were similar in value and both were beyond the current finances of the parish council. Following some discussion the actions shown were agreed.	Mr Tennet to seek a formal written quote from one of

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		<p>the contractors and explore a third quote.</p> <p>Cllr Jowers to be consulted on any temporary solutions that might be considered.</p> <p>This matter to be considered alongside any report from Cllr Tyrrell regarding wider flooding issues in the village</p>
2409.15	<p>Bonfire & Fireworks evening – Cllr James suggested that a separate committee be set up to manage this event with an appeal to local residents to come along and help.</p> <p>There was a long and detailed discussion in respect of the bonfire itself and whether this should continue. It was agreed that it would be held for this year but with very restricted access for material. The gate will be open for two hours on a Saturday or Sunday, with a member of the council present to ensure that any materials added are suitable for the bonfire. It was hoped that this would ensure that only the correct materials were added to the pyre.</p> <p>It was agreed that the entry price for adults would be held at £5.00 but that the entry price for under 16's would increase to £2.50.</p>	<p>Cllr James & Cllr Cook to convene a committee for this event.</p> <p>Mr Tennet to contact residents who have previously helped with the event.</p> <p>Mr Tennet to see how many eco sparklers were purchased last year and order a larger quantity for this year.</p> <p>Mr Tennet to update the poster and circulate asap.</p>
2409.16	<p>Adoption of new and reviewed policies – Mr Tennet took the meeting through the amended policies. The majority of amendments were in relation to updates of Councillor details, new website and email addresses etc. He also</p>	<p>Mr Tennet to ensure that all amended documents have their version history updated</p>

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	<p>asked that the new National Financial Regulation be adopted by Tiffield Parish Council (as amended for the use by the council).</p> <p>The amended policies are as follows: TPC2 Organisation of the Parish Council, TPC9 Contracts and Procurement, TPC10 Community Assets, TPC11 Banking and Insurance, TPC19 Parish Councillor Appointment (Casual Vacancy), TPC20 Grass Maintenance Contract, TPC21 Complaints Procedure, TPC 22 Publication Policy</p> <p>The adoption of all of the amended documents and the new financial regulations was proposed by Cllr Ferrie and seconded by Cllr Holdridge. There were no objections.</p>	<p>and that the new Financial Regulations are finalised and circulated to all members.</p>
2409.17	<p>3-month internal review – Cllr Ferrie took the meeting through the report from which, two recommendations had emerged. One was that the Clerk included in the finance report a bank reconciliation at the end of every quarter and that the matters relating to petty cash and computer files be removed from the internal check process and they were not relevant.</p> <p>The adoption of these changes was proposed by Cllr Holdridge and seconded by Cllr Nichols. There were no objections.</p>	<p>Mr Tennet to amend the internal check template to reflect the agreed changes.</p>
2409.18	<p>Bus shelters – Mr Tennet raised the matter of the condition of the two bus shelters on the A43, both of which belong to the Parish Council. Both were in need of repair and a general tidy. This also applied to a number of other assets owned by the Parish Council.</p>	<p>Cllr Ferrie to contact WNC to see if there were any funds available for new bus shelters or for repairs to existing ones.</p> <p>This matter to be added to the October agenda.</p> <p>Mr Tennet to draw up a list of assets that required attention</p>

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2409.19	<p>Grant for Gayton & Tiffield minibus – After some discussion regarding what other funds had contributed it was proposed by Cllr Ferrie that the parish council make a donation of £500 to the minibus funds, with an option to increase that amount later in the financial year. This was seconded by Cllr Nichols. There were no objections.</p>	<p>Mr Tennet to notify Cllr Jowers and arrange for the payment to be made.</p>
2409.20	<p>Urgent Matters (for report only)</p> <p>Mr Tennet informed the meeting that a local resident had suggested that a copy of the Towcester Town Crier newsletter could be included in The Thunderbolt. The meeting agreed to trial this for one edition dependent on cost.</p> <p>Mr Tennet further informed the meeting that he was in possession of 6 20mph advisory speed signs. After some discussion it was agreed that these would be best placed in the vicinity of the village school.</p> <p>Finally, Mr Tennet informed the meeting that the Local Governance Review committee had agreed in principle that the village of Caldecote would fall within the parish as from the next elections in 2025. This was still to be approved by West Northants Council. The number of Councillors would not increase.</p> <p>Cllr Ferrie reported that he would be attending the Planning Policy Committee meeting this week as a representative from the CPRE but that he will declare his interest as a Councillor from Tiffield. He has requested a speaking slot and will report back.</p> <p>Further to this Cllr Ferrie informed the meeting that prior to the DHL hearing he had lodged a complaint regarding the standard of the paperwork that had been circulated. As the application had been refused, his complaint was not heard but this means that he can attend any appeal.</p> <p>Cllr James asked if all present would like to attend an informal parish council ‘team building’ evening at The George Inn. Possibly in November or December. No council business would be discussed but it was a good opportunity to socialise and get to know each other.</p>	<p>Mr Tennet to contact the publisher of the Town Crier to discuss</p> <p>Mr Tennet to contact the village school to seek their views and look for the best locations for the signs.</p>

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	<p>Cllr James also raised the matter of the Tiffield Festival which a local resident wants to resurrect. They will be looking for sponsors to fund the event and would like the parish council to contribute to the costs. As this will be next summer it was agreed to add to the October agenda when it was hoped more councillors would be present.</p> <p>Finally, Cllr James informed the meeting that Nicki Powell had asked if a tree could be planted on Claydon Field in memory of her husband Cllr Rob Powell. This was approved by all present.</p>	Village festival to be added to the October agenda.
	With no other business the meeting closed at 10.10pm	

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

Signed: _____ Date: _____