

Tiffield & Caldecote Parish Council

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From: Mr Andy Tennet, Clerk to Tiffield Parish Council to all Parish Councillors 14/05/2026:

MINUTES OF THE TIFFIELD & CALDECOTE ANNUAL PARISH COUNCIL MEETING held in the School Hall on Monday 11/05/2026 at 7.00pm

Present: Cllr Chaplin, Cllr Tyrrell, Cllr Nichols (Chair) , Cllr Holdridge, Cllr Taylor, Cllr Wincott, Mr A Tennet (Clerk to the Council)

	Standing Items
2605.01	To elect a Chairperson for 2025/26 - Cllr Nichols was elected as Chairman of the council for the forthcoming year, with a unanimous vote by those present.
2605.02	To receive the Chair's declaration of acceptance of office - As required by Sect 83 of the Local Government Act 1972, Cllr Nichols signed the Declaration of Acceptance of Office form.
2605.03	<p>To receive any declarations of acceptance for the post of Vice Chair – Cllr Nichols nominated Cllr Holdridge for this role who accepted the proposal. This nomination was seconded by Cllr Chaplin and agreed by all present. At this point Cllr Tyrrell addressed the meeting and announced his intention to stand down from his role as a Councillor.</p> <p>Cllr Nichols extended her thanks to Cllr Tyrrell who has served on the parish council for some time and have made significant contributions to both the council and the community. Her comments were echoed by all present. Mr Tyrrell left the meeting shortly after making his announcement.</p>
2605.04	Apologies for absence: Cllrs Beasley & German – the apologies were accepted by all present
2605.05	To allocate responsibilities to Councillors, appoint working groups and appoint Parish Council representatives;

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	<ol style="list-style-type: none"> 1) Confirm signatories for Parish Council accounts - Cllr Beasley, Chaplin & Cllr Wincott (who will replace Cllr Tyrrell) 2) Poors account Trustees – Cllr Holdridge and Cllr Nicholls to be trustees 3) Council Open Spaces and Trees – Mr Jowers to still advise the Parish Council in these matters. 4) Council Highways - Cllr Tapley 5) Neighbourhood Watch - Cllr Tapley 6) Parish Council Internal Control – Cllrs Holdridge & German 7) Parish Council Risk Assessment and Register - Cllr Beasley and Mr Tennet 8) Claydon Field Warden – Louise Brown 9) Footpath warden – Cllrs Taylor and Wincott 10) Pocket Park warden - Cllr Chaplin 11) Community Events co-ordinator – Cllr Holdridge 12) Flood Action - Cllr Chaplin & Cllr Wincott 13) Police Liaison Representative – Mr Tennet
2605.06	Internal Audit – Mr Tennet explained that at present the internal audit was going well with a new auditor appointed by NCALC following the concerns raised in the past two years. He suggested that at this stage the auditor remain NCALC until this year's audit and the process was completed could be reviewed.
2605.07	Resolution to adopt the General Power of Competence (GPOC) as set out in the Localism Act 2011, sections 1 to 8. – Mr Tennet explained that as councillor Tyrrell had stood down the parish council was unable to pass this resolution as it now had less than the required two thirds of the members being elected and not co-opted..
2605.08	<p>Review dates for policies, Standing Orders, Financial Regulations and Risk Register – Mr Tennet proposed the following dates for the following documents to be reviewed:</p> <p>Register of Fixed Assets & Risk Register – March meeting (Mr Tennet in preparation for the next audit) Standing Orders, Financial Regulations, other Policies and Procedures – September meeting</p> <p>These dates were agreed by all present.</p>

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2605.09	Confirmation of arrangements for insurance cover in respect of all insurable risks – Mr Tennet confirmed that the amount of cover that the Parish Council currently had was correct and line with what was required. This had been confirmed by as part of the Internal Checks conducted by Cllrs Tapley and Wincott.
2605.10	Mr Tennet produced a list of the Council’s annual subscriptions to other bodies. These include the following: NCALC - £335 (approx.) Data Protection Officer (via NCALC) - £10.00 Information Commissioners Office - £47.00 Council for the Protection of Rural England - £36.00 (but a payment of £50 be made in support of this organisation) Parish On-Line mapping services - £48.00 All subscriptions were approved with a unanimous vote.
2605.11	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 his report explaining any expenditure under these powers for the last financial year which amounted to £327.17
2605.12	It was agreed that the dates for Parish Council meetings for the financial year ahead would be the second Monday of each month (except for June, July, August and December), subject to any need to move said dates. Each meeting would start at 7.30pm, apart from the Annual Parish and Annual Parish Council meetings which will start at 7.00pm. The dates are shown at the bottom of each page of all minutes and agenda papers and are listed on the village website.
	With no other business the meeting closed at 7.30pm

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

Signed: _____ Date: _____