

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting held on Thursday 19 April 2007 in the Clubroom

Councillors Present: Sylvia Prestwich (Chair) John Greig
Gina Gaskin Julie Cheney
Michael Alderman Ian Curtis
Janet Jones

In Attendance: Emma Meen (Clerk) Cllr Bob Seery

- 2007/04/1 **Public Open Time**
Councillor Bob Seery attended the meeting and wished to express his thanks to all the members for their hard work over the last 4 years.
- 2007/04/2 **Apologies For Absence:** Dave Walpole
- 2007/04/3 **Declaration of Interests** None. New procedure has been adopted whereby any members who declare an interest will be required to sign Declaration of Interests book stating their interest and sign book.
- 2007/04/4 **Minutes of Last Meeting:** All agreed minutes of the meeting held on 17 March 2007 to be an accurate record, albeit for minute 2007/03/5.4 typographical error number 3 has been used twice. JG proposed and MA seconded that the Chair sign them.
- 2007/04/5 **Matters Arising:**
- 2007/04/5.1 **Highways Update**
IC began by thanking Bob Seery for all his hardwork and assistance with the re-surfacing of the roads within the village.
- 2007/04/5.1.2 Clerk read email received from Andrew Leighton (AL) at NCC Highways who advises that he is still investigating the weight limit signs throughout the village for the costing and feasibility. AL is also looking in to getting the sign in the visibility splay on the A605 moved but cannot authorise these works until the finance department have given him cost codes for the coming financial year, but expects the work to be carried out within the next 3 months. AL advised that the rota is currently being drawn up for the vehicle activated speed signs for the village and will let us know as soon as they are available.
- 2007/04/5.1.3 Members discussed temporary except for access signs that have been erected at Industrial Park and the feeling is that the signs have made very little difference to the amount of HGV traffic coming through the village and that the signs are too small and have been erected in the wrong place. Clerk to make contact with AL to bring this to his attention and request for the signs to be moved and increased in size. Clerk
- 2007/04/5.1.4 Report that one of the concrete supports to the bridge entering in to Polopit from the A14 has been damaged/run in to. Clerk to contact street doctor to ask them to attend and carry out the required repairs Clerk
- 2007/04/5.1.5 Letter received from Environmental Health Department at ENC in response to TPC letter reporting that the verge outside Ikea where the HGV's are habitually parking is being used as a toilet by the lorry drivers. ENC advise that this matter is out of their jurisdiction and that urinating on in a pubic place and parking is a matter that should be referred to the local Police, ENC have therefore referred a copy of TPC letter directly to Thrapston Police Station for their attention.
- 2007/04/5.1.6 Following on from the topic raised at the APM about moving the 30 mph sign back towards Thrapston. Discussions followed but

- due to the legal costs involved (between £5,000 to £15,000) members agreed that this was not feasible.
- 2007/04/5.2 Affordable Housing Clerk
No further update available from Joanne Richardson. Last response received advised that Northants Rural Housing (NRH) were still awaiting to hear from ENC regarding their thoughts on the suggested sites. Clerk to chase NRH.
- 2007/04/5.2.3 Clerk informed members that the Housing Needs Survey from NRH has now been received via email and will be downloaded on to the village website for public inspection.
- 2007/04/5.3 Rectory Farm Gravel Extraction Site
Clerk spoken to Mick George representative to express concern at the state of the muddy road last month after the heavy rain. Representative apologised and advised that the weather had "caught them out" will not happen again but reiterated that at anytime should TPC have any matters they wish to discuss regarding the gravel extraction site to contact them immediately.
- 2007/04/5.3.3 Minutes from the Rectory farm Liaison Group meeting of the 21 January 2007 circulated in the float file.
- 2007/04/5.4 Election
Election for Titchmarsh will not go ahead due to insufficient electors standing. List of uncontested Councillors displayed on the Parish Notice Board. Casual Vacancy situation has now occurred for one position. New office takes effect the 4th day after the election. 35 days to co-opt a new Councillor. Members agreed to canvass the vacancy themselves. Flyers to be prepared in readiness for next Parish Council meeting and distributed around the village thereafter.
- 2007/04/5.5 Clerks Annual Review and Appraisal
Clerk's annual review carried out on 28th March 2007 by MA and GG. Members satisfied with Clerks performance, no negative feedback received from members. Cost of living rise to be reviewed at next meeting. Diary note made for a scale increment review 2008.
- 2007/04/5.6 Clerks Course
Clerk attended a one day course on 31st March 2007 hosted by NALC at their office in Northampton. 7 delegates in attendance. Course covering various Parish Council matters in detail. Clerk reported that TPC very organised compared with other delegates on the course and thanked the members for their help, assistance and support during her first year as Clerk. Further courses available for the future which NALC will inform Clerk of.
- 2007/04/5.7 Village of the year Application SP & GG
Competition entered and judging to be organised. SP to make contact with judges to arrange a time to meet, suggested the preferred date to be 22nd/23rd May. SP and GG to meet judges and escort around the village.
- 2007/04/6 Finance
Payments to authorise:
- | | | |
|---------------|---------------------------------------|---------|
| John Greig | Titchmarsh Times April/May 2007 | £30.44 |
| Emma Meen | Clerks March salary by standing order | £131.06 |
| Powergen | Street lighting | £319.84 |
| Dudley Inkwel | Stationery | £78.90 |
- 2007/04/6.1 MA proposed that all payments be made. GG seconded, all in favour.
- 2007/04/6.2 Annual review of accounts and Budgets
Parish Council half year accounts and Playing Field accounts reviewed together with comparison of budget against actual.
Councillor Bob Seery left the Parish Council meeting at 8.40 pm

2007/04/6.3	<u>Cost of Shop Lease</u> At the commencement of negotiations with the Shop Group regarding drawing up a lease for the Engine House it was agreed for all legal costs incurred to be borne by the Shop Group. In light of the alterations that have arisen concerning the length of the lease and the additional legal costs involved SP proposed that TPC pay half of the TPC costs up to a maximum of £600.00 plus VAT towards the cost of the lease. MA seconded, all in favour.	
2007/04/6.4	<u>Annual Audit (Internal and External)</u> Notification received from BDO Stoy Hayward that the external audit of accounts has been scheduled for 27 July 2007. Clerk to contact David Linnell to arrange for internal audit to be carried out.	Clerk
2007/04/6.5	<u>Payroll Year End</u> Payroll year end submitted on line once again, TPC will therefore qualify for incentive payment.	
2007/04/6.6	<u>Review of Standing orders and Financial Regs and banking arrangements</u> SP and Clerk to carry out review of standing orders, financial regs and banking arrangements for report at the next TPC meeting.	SP & Clerk
2007/04/6.7	Proposed purchase of laminator Clerk suggested to members that it would be useful to invest in a laminator for presentation of paperwork and also for displaying posters on the notice board. IC proposed and GG seconded, all in favour that Clerk is authorised to spend a maximum of £50.00 for the purchase of a laminator and pouches	Clerk
2007/04/7 2007/04/7.1	<u>Correspondence</u> <u>Allotments</u> Written request received from allotment holder of plot 12 Islington to erect a wooden garden shed and greenhouse at the allotment ground. All in favour. Clerk to write to allotment holder giving permission and also pointing out that the structures are the allotment holder's responsibility and that TPC do not accept any responsibility for the structure nor the contents contained within.	Clerk
2007/04/7.1.2	Upon recent visits to the allotment ground at Islington by Clerk and SP it has been noted that some of the plots, though rented appear to be untidy and there are numerous items of agricultural machinery discarded at the site. Members agreed for Clerk to write to allotment holders in question and remind them of their obligations under the terms and conditions of the allotment holder's agreement, that the plots are to be kept tidy and that items of machinery and vehicles are not to be kept at the allotment ground and for these to be removed by the next TPC meeting.	Clerk
2007/04/7.2	<u>Dog Control Orders</u> Letter from ENC proposing a Dog Control Order Act 2006 to replace the now out of date (Dog Fouling of Land) Act. SP presented a summary and agreed to complete and return questionnaire to ENC.	SP
2007/04/7.3	<u>Bench at Drydens Close</u> JJ advised that the bench outside the school on the corner of Drydens Close is rotten in places. Clerk to contact Pendreds to ask them to inspect the bench and provide a quotation for the repair of.	Clerk
2007/04/7.4	<u>Amendments to Model Code of Employment</u> Revised Model Contract of Employment received from NALC to	SP

- be attached to Clerks existing contract and to be signed. SP to read document and liaise with Clerk.
- 2007/04/7.5 Flytipping JG
 Email received from Parishioner advising a quantity of rubbish has been flytipped in the lane to the rear of Church Street. Clerk reported this to Waste Management at ENC who subsequently advised that the area is unadopted and therefore they are not able to assist with the removal of the rubbish. Members feel that they would like to see this area cleared but this may prove to be costly. Agreed to obtain prices for a sign to be erected at the entrance to the Lane "Flytippers will be prosecuted – by Order of the Parish Council" JG to obtain quotations for sign and present these at the next TPC
- 2007/04/7.6 Amendments to Model Code of Conduct
 Copy of amended Model Code of Conduct received and circulated in the float file.
- 2007/04/8 Planning
New Planning Applications
 EN/07/00431/FUL - Conservatory with lean-to at 4 Manor Farm Court, Titchmarsh – 6 in favour 1 against. Permission granted
 EN/07/00583/FUL – Two storey side extension 45 High Street, Titchmarsh - All in favour permission granted
 EN/07/00613/FUL – Detached garage and veranda to rear of 1 Bidwell Cottages Roman Road, Titchmarsh - All in favour permission granted
Outcome of Previous Applications
 EN/07/00085/FUL – Two storey rear extension to 85 High Street, Titchmarsh – REFUSAL from ENC.
 Revised application received EN/07/00679/FUL – All in favour permission granted
- 2007/04/9 Removal of Overhead Wires in Parts of Titchmarsh Clerk
 Response received from EON to our letter asking for clarification why the overhead cables are being replaced. EON responded that low voltage cable will be installed mainly on the route the high voltage cable takes and it is more economical to use the same trench. Chapel Street is particularly densely populated and the overhead line is in poor condition. EON advise that the main aim is to provide the village with a high voltage ring main system giving a more reliable supply and under fault conditions to restore the electricity supply faster than at present. High voltage switching and cabling will also be installed to the existing sub station. Cables generally are installed in the footpath unless it is already full, then cabling will be diverted to the road. Poles are generally removed but concerning poles that house BT attachments will be transferred to BT ownership and the decision is down to BT whether or not the pole is kept or replaced with BT's standard type. EON have contacted BT to notify them of their proposals. EON are not prepared to make any financial contribution towards TPC costs for the purchase of new poles. Members instructed Clerk to obtain as many brochures as possible from lighting companies to establish the costs involved for the purchase of new columns and SP agreed to find out how many existing poles house lighting brackets and BT cables.
- 2007/04/10 Manor Farm Court Hedgerow Boundary
 Quotation received from Howard Bosworth for the trimming back of the hedgerow boundary of £50.00 plus VAT. In the meantime

	email received from DGS Developments responding to our letter of 7 th November 2006. They apologise for the work not having been carried out but this has been scheduled for clearing during April. Members agreed not to instruct Howard Bosworth and wait to see if the boundary is cleared by DGS Developments. Matter to be reviewed at next TPC meeting.	
2007/04/11	<u>Erection of Footpath Stile – North Street</u> Request sent to rights of way officer at NCC to ask if they would be able to provide assistance for the erection of astile in North Street. NCC advise that they would be prepared to make a contribution to the stile in the form of providing the necessary materials. Members agreed for Clerk to arrange for the materials to be delivered and discuss at the next TPC meeting.	Clerk
2007/04/12	<u>Removal of trees to St. Andrews Lane/St. Andrews Close</u> Two quotations received for the removal of the trees. Wilby Tree Surgeons £420.00 plus VAT and Atkins 600.00 plus VAT but Atkins add an additional fee of 12.5% on top of this. Members agreed to defer making a decision for the removal of the trees until May TPC meeting and for Clerk to make contact with TPC insurance company to seek further advice how this matter should be progressed.	Clerk
2007/04/13	<u>APM Feedback</u> Members felt that the APM was successful. Feedback forms from parishioners very good with the general opinion that the meeting is well run, organised and a good social event. Attention will be paid to the comments made on the feedback forms when arranging next years APM with suggestions from parishioners who they wish to see as speakers.	
2007/04/14	<u>Community Shop update from Steering Group</u> Update read out from the Shop Group. It has been agreed to adapt the abbreviated lease introduced by the Shop Group. Although TPC Solicitor has aired concerns about entering in to a lesser technical lease. EHWG to liaise with Jackie Rowe to finalise a mutually agreeable lease. TPC to hold off giving further instructions to the Solicitors for the time being.	
2007/04/14.1	The Shop Group have met with representative from NCC highways legal dept regarding the installation of the footway. This will be carried out under a legal 278 agreement with NCC. TPC are required as owners of the premises to write to NCC confirming their support to the footway being installed under this agreement. Clerk to arrange for letter to be sent	Clerk
2007/04/14.2	The Shop Group have requested whether a bench could be erected outside the shop to protect the glass window as NCC have refused for bollards to be erected. TPC feel that the bench could attract undesirables and therefore declined the request.	
2007/04/14.3	The Shop Group have requested to install an air conditioning unit to be vented outside the building. TPC agree to this but insist that the outside unit is floor mounted rather than wall hung.	
2007/04/14.4	The Shop Group have been advised by NCC legal dept that TPC can apply for a stopping up order which will allow TPC to de-register the land around the Engine House from Highways to the control of the TPC. If this order is granted TPC will then be able do as they wish with the land. The process takes around 4 months to complete and The Shop Group would be happy to submit the relevant paperwork for the stopping up order alongside the planning application for the footway. TPC in favour of progressing this matter.	
2007/04/14.5	NCC legal dept have also mentioned that TPC could apply to register the whole green as an official village green, the benefit	Clerk

to this is that TPC would take control of the area and would be able to install/erect anything they wish without seeking consent from NCC. Clerk to make further investigations in to this and how to proceed.

2007/04/15

Report from Playing Field Committee

10k and 3k road race to be held on Sunday 6th May 2007.

2007/04/15.1

IC reported that the architect has delayed submitting the planning application for the changing rooms by approx 9-10 weeks which has jeopardised obtaining some of the funding and the Playing Field Committee may well miss out on some funding because of this, but they are applying elsewhere for grants.

2007/04/15.2

The details of the lease are progressing with Vincent Sykes & Higham who have successfully negotiated with the Merchant Venturers (MV) for the break clause to be removed. The Solicitors are in the process of negotiating a 25 year lease. The advice from the Solicitor is that a stepped fixed rent increase of 4-5 stages be incorporated within the lease rather than a provision for a rent review, due to the peppercorn rent that is paid, it could prove costly for a rent review as this involves a Solicitor. But with a stepped fixed rent increase the advantage is no legal involvement and the rent is clearly set out. IC proposed that a stepped fixed rent increase be incorporated. SP seconded, all in favour

2007/04/16

Reports from Local Organisations

School

JJ reported that May day celebrations to be held next month.

JJ may have to step down being a School Governor as she will not longer be a Parish Councillor.

2007/04/17

Date for next meeting 17th May 2007 (AGM starting at 7.00pm)

2007/04/18

Items for report only

SP thanked DW and JJ for being a Parish Councillor over the last 4 years

Clerk away on holiday from the 23rd April to 5th May SP to collect post from Clerks home and check emails in her absence

The Chair closed the meeting at 10.15 pm