

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting held on Thursday 17th April 2008 in the Clubroom

Councillors Present: Michael Alderman (Chair) Bert Ash
 Geoff Love John Greig
 Gina Gaskin Julie Cheney

In Attendance: Emma Meen (Clerk)

2008/04/1 **Public Open Time** As there were no members of the public present at 7.30pm, the Chair deemed Public Open Time to be closed

2008/04/2 **Apologies For Absence:** Ian Curtis, Sylvia Prestwich, Ian Teague

2008/04/3 **Declaration of Interests** None.

2008/04/3 **Minutes of Last Meeting:** JG proposed and BA seconded that the chair sign them

2008/04/5 **Matters Arising:**

2008/04/5.1 **Affordable Housing**

Northants Rural Housing (NRH) reported that the sketches for the proposed layout and design of housing still outstanding and the architect is being chased. Confirmation that NRH will stand the cost of the architect's sketches that are currently being prepared.

2008/04/5.2 **Annual Parish Meeting Feedback**

Members felt that the Annual Parish Meeting held on Tuesday 8th April proved successful with approximately 40 parishioners in attendance.

2008/04/5.3 **Campaign to Protect Rural England – Seminar attended by JG** Clerk

JG attended seminar on Tuesday 15th April at Cranford Hall. Booklet provided at the seminar at circulated to each Councillor entitled "Planning Applications in the Countryside" Main topics for discussion being planning, fly tipping and litter within the countryside. JG personally felt that the content of the seminar was less than satisfactory and that the fees charged for the seminar (£28.00) were exorbitant for the subject matter, and that the expectation was for attendees to join as members. JG instructed Clerk to send a letter to CPRE expressing these comments.

2008/04/5.4 **Village of the Year Competition – Update**

Judging arranged from Thursday 24 April. SP & GG to accompany judges around the village. A further anonymous inspection will take place by the judges over the coming weeks.

2008/04/6 **Finance**

Payments to authorise:

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| CPRE | Road Show 15 th April 2008 | £28.00 |
| NCALC | Annual Subscription | £130.00 |
| NCALC | Subscription for the Internal Audit Service for year ending 31 March 2009 | £132.30 |
| ENC | Costs incurred for the inspection of new Pavilion by Building Inspector | £920.73 |
| Emma Meen | Expenses for APM refreshments | £76.91 |
| Emma Meen | Clerks Salary March 2008 by standing order | £134.16 |

2008/04/6 GL proposed that all payments be made. GG seconded, all in favour.

2008/04/6.1 Cheque for £783.60 received and banked from the Playing Field Association being the net payment for the ENC inspection of the new Pavilion

2008/04/6.2 **Members Parish Council Expenses**

Question arisen from members whether or not it is in order to claim member's expenses, particularly petrol expenses for Council Business. Clerk has made enquiries with NCAL, ENC and also

obtained information from the Local Administration Book which details the following:-

“Travel (including travel by bicycle or other non motorised form of transport) and subsistence allowances may be paid for ‘approved duties’ namely, a meeting:

- (a) of the Council or any of the committees or sub committees; or
- (b) of some other body to which the Council make appointments or nominations: or
- (c) of a committee or sub committee of such a body; or
- (d) of a local authority association of which the authority is a member; and
- (e) at which, in accordance with standing orders, a member of members are required to be present while tender documents are opened.”

It is very rare that outside duties are required and in the last 12 months the occasion to claim petrol expenses has arisen only twice. Members will bear the above details in mind should circumstances arise where expenses may be claimed.

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| 2008/04/6.3 | <u>Letter of instruction to Barclays Bank confirming Clerks revised salary</u> As per Clerks contract of employment an incremental rise is applicable with effect from April 2008. Letter signed and Clerk to return to Barclays Bank confirming the revised monthly amount. | Clerk |
| 2008/04/6.4 | <u>Online payroll filing completed</u> TPC qualify for incentive payment of £100.00 | |
| 2008/04/7 | Correspondence | |
| 2008/04/7.1 | <u>Email from Parishioner re: mud on the road in Islington from the allotments</u> Clerk has sent acknowledgement to parishioner apologising for the mud on the road and that due to an exceptionally wet spell, the road was particularly dirtier than normal. With the increased activity at the allotments attention will be paid in the future to the condition of the road especially when it is wet. | |
| 2008/04/7.2 | <u>Email from ENC requesting a copy of the Parish Plan</u> to incorporate the details within their database for future reference. Parish Plan Committee have donated all Parish Plan papers to the Parish Council for safekeeping together with a copy of the Parish Plan. In order to reduce costs of copying this comprehensive document Clerk to contact ENC to advise that details of the Parish Plan can be downloaded from the village web site. | Clerk |
| 2008/04/7.3 | <u>Letter from Parishioner re: dog fouling and footpath at the bottom of North Street</u> concern expressed by parishioner of the misuse of the footpath by walkers and dog walkers. There is inadequate signage when entering the field and walkers do not know where to walk or where they are heading and then leave the path when entering the field. This also brings further problems of dog fouling which has reached excessive proportions with lack of consideration being shown by dog walkers for removal of dog mess and also allowing pets to run freely in the field and amongst the hedgerows. Members sympathise with the parishioner regarding the problem and instructed Clerk to contact Footpath Warden sending a copy of letter and asking if demarcation signs can be erected clearly showing the route of the footpath. Regarding the dog fouling an article will be placed in TT requesting walkers clear up after their animals whilst out walking. Clerk to write to parishioner to reassure and to also advise of the action that has been taken. | Clerk |
| 2008/04/7.4 | <u>Email from Clubroom Committee (CC) re: invoicing</u> and whether it would be possible to invoice TPC on more regular basis for the hire charges for the use of the Clubroom for PC meetings. Members agreed that they are content for billing on a ¼ly basis. Clerk to | Clerk |

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| | contact CC to confirm the above. | |
| 2008/04/8 | Planning <u>Outcome of Previous Planning Applications</u> EN/07/00132/FUL – 5 Abbots Close, Titchmarsh - Extension over garage - Permission refused | |
| 2008/04/9 | <u>Highways</u> clerk contacted Councillor Gill Mercer East Northants Representative Northants Parking Partnership, highways at NCC regarding the ongoing problem of HGV's parking at the Industrial Site. Clerk also discussed matter with Bob Seery at the APM. Numerous photographs have been submitted to the above clearly showing that the HGV parking order is being breached as lorries continue to park along Huntingdon Road on a regular basis. NCC advise that the signs erected at the industrial site are only temporary advisory signs. The Traffic Regulation Order is not finalised yet and this needs to be signed and sealed before the temporary signs can be replaced with the regulatory signage. Until the permanent signs are erected enforcement action cannot be taken. This is taking a little time as NCC are still trying to sort out the funding for the permanent signs, the annual budget has already been cut. Bob Seery has offered to contribute towards the signs from his own budget. ENC are also fully aware of the problem and the lack of funding available and ENC have also offered to contribute towards the necessary permanent signs. | |
| 2008/04/10 | <u>Removal of overhead cables to parts of the village</u> 3 quotations have been obtained for the replacement columns and lighting brackets. (1) ABB - £10,461.86 + VAT (2) J McCann - £21,000 + VAT (3) Aylesbury Mains £10,000 to £10,427.06 + VAT Due to the complexity of the matter agreed for a sub group to be set up comprising of MA, JG, SP and GL to meet as soon as possible to discuss how this matter should be dealt with and to carry out a site inspection and to also decide on the type of lighting bracket best suited, following the quotations received. JG agreed to provide a detailed report of the columns which require replacing and any suggestions of points which require further clarification before a firm order is placed. Sub Group to meet on Thursday 24 th April at 7.30 pm to discuss and reach a decision. Resolution passed at TPC meeting to give authority to sub group to go ahead and decide on the best quotation supplied and place firm order for new columns and lighting brackets. | |
| 2008/04/11 | <u>Repairs to Pound Garden fence and gate</u> report received that the gate in to the Pound Gate requires some minor repairs and the post and rail fencing to one section also requires repairing. Members agreed as the Pound Garden is the responsibility of TPC and for the enjoyment of the village for quotations for the repairs to be obtained. Clerk to obtain two quotations for presentation at the next meeting | Clerk |
| 2008/04/12.1 | <u>Allotments (Islington)</u> report of a number of thefts at the allotment ground recently of personal items of gardening equipment. The large wooden gate post to re-hang the wooden five bar gate has also been stolen. Due to the theft of the gate post members instructed Clerk to obtain a revised quotation for a new large wooden gate and hand gate to be erected at the entrance in to Islington allotments. Clerk to also make Merchant Venturers aware that our initial request for them to fund the replacement gates to the allotment ground has now altered due to the theft of the gate post. | SP & Clerk |

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| 2008/04/12.2 | Several requests have been made from allotment holders regarding the installation of a water supply. Anglia Water have supplied the relevant forms for completion requesting a survey to be carried out to the site and for a quotation to be prepared based upon their survey of the site for a water supply to be installed. As the land is not owned by TPC permission for this survey and possible water connection needs to be obtained for the landowner. Clerk to approach Merchant Venturers for their permission to explore the possibility of a water connection and to also ask if they would fund the cost of the installation. Clerk to report at the next TPC meeting | Clerk |
| 2008/04/12.3 | Members instructed Clerk to attend at the allotment ground once again to inspect the plots to ensure that all plots are being taken care of and cultivated. Any plots which have not been touched Clerk to write to holder and bring to their attention that they are in breach of their agreement and for the plots to be tended to, should there be no significant improvement by the time the annual inspection takes place in June by the PC their agreements will be terminated as we have a comprehensive waiting list of people wanting to let plots. Clerk to contact allotment holders | Clerk |
| 2008/04/13 | <u>Rural North Thrapston & Oundle Plan – Statement of Site Allocation Representations</u> members reviewed the statements made and felt that no further representations required to be made, other than if anyone had any personal issues that they wished to raise with ENC direct | |
| 2008/04/14 | <u>Consultation paper received from ENC requesting comments regarding the proposed new Dog Control Orders.</u> ENC propose to outline East Northants and state that all public areas within this line are covered by 2 main dog orders (1) fouling of land by dogs and (2) dogs on leads by direction. The Parish Council may apply for 5 orders within the act comprising of; (1) failing to remove dog faeces, (2) not keeping a dog on a lead, (3) not putting a dog on a lead when directed to do so by an authorised officer, (4) permitting a dog to enter land from which dogs are excluded and (5) taking more than a specified number of dogs on to land. Orders can apply to public footpaths across fields, public highways and verges adjacent to them and open space green areas, parks and playgrounds which the general public are entitled to have access. ENC require information from the PC of areas where dogs should be excluded, areas where dogs are to be kept on leads and limit the number of dogs taken on to land by one person. TPC need to be able to justify the need for a control order before an order can be made and we need to be able to clearly set out that there is a specific problem to an area that is being considered for a Dog Control Order. Details from ENC and the consultation paper enclosed within the float file for circulation amongst the members for their comments to be made for next TPC meeting. Deadline for submission to ENC 30 May 2008. ENC anticipate enforcement commencing mid November 2008 | |
| 2008/04/15 | <u>No Cold Calling Zone to the Village</u> as raised by GL. Members do not feel that unwanted callers have proved to be too much of a problem to the village recently. However GL to make further enquiries as to the cost of signs when entering in to the village drawing attention to the area being a “no cold calling zone” and also the cost of providing each household with a similar sticker. GL to present costings at the next PC meeting | GL |
| 2008/04/16.1 | <u>Review of Risk Assessment and Asset Register</u> SP and clerk carried out risk assessment including Clerks personal home office, following amendments made: (1) members – declaration of interests book signed by | BA |

members at the commencement of each meeting should a personal or prejudicial interest arise regarding any item contained within the agenda

- (2) Legal powers – when a review of the standing orders takes place a complaints procedure to be considered
- (3) Playing Field – Playing Field Association (PFA) arrange their own Risk Assessment and submit report to PC. PFA also have their own Health & Safety Officer

BA suggested that even though an inspection has been carried out of the Clerks home office a more detailed risk assessment should be carried out to the work station area including computer. BA to supply approved risk assessment sheet for completion.

2008/04/16.2

Asset Register. The following amendments have been made:-

- (1) Value of the streetlights have been amended
- (2) The Engine House has been removed as this is now insured by the lessee
- (3) The new Oak village sign, 4 planters, PFA line marker and laminator have been included on the register

Diary note made when new PFA Pavilion complete for this also to be included on the asset register

2008/04/17

Review of Standing Orders and Banking Arrangements to be agreed SP & Clerk to arrange to carry out a review of the standing orders. Clerk brought to member's attention that there is no provision within the existing standing orders for a complaints procedure. A model complaints procedure circulated to members in the float file for any comments to be made when the standing orders are reviewed. Financial regulations were reviewed in 2007, requirement for these to be reviewed every 4 years.

SP & Clerk

2008/04/18

Date for next meeting 15th May 2008 Annual Meeting of the Parish Council starting at 7.00pm

2008/04/19

Items for report only

GG mentioned in IC absence a question has been raised regarding the broken fence to the boundary of the Playing Field and the garages in Drydens Close. Clerk advised this has been deferred to next meeting when IC returns.

BA mentioned that the road surface to Drydens Close has deteriorated since building works commenced at the Playing Field due to the heavy plant entering to and from the site. At this point JG declared a personal interest

The Chair closed the meeting at 9.00pm