

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting held on Thursday 15 April 2010 in The Clubroom, High Street, Titchmarsh

Councillors Present: Ian Teague (Chair) John Greig
Ian Curtis Julie Cheney
Geoff Love arrived at 7.45 pm Sylvia Prestwich
Gina Gaskin

In Attendance: Emma Morehen (Clerk)

In the absence of MA, Chair to Titchmarsh Parish Council, IT (Vice Chair), chaired the meeting

2010/04/1 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed

2010/04/2 **To receive apologies for absence:** MA – on holiday. BA – personal. All in favour of apologise being accepted.

2010/04/3 **Declaration of Interests for items contained on the Agenda:**

SP declared a prejudicial interest in agenda item 9 – Affordable Housing – own property adjacent to proposed site

IT declared a personal interest in agenda item 7 planning. Mother in law resides in Manor Farm Court

2010/04/4 **Minutes of Last Ordinary Meeting:** All agreed minutes of the meeting held on 18 March 2010 to be an accurate record. IC proposed and JG seconded that the Chair sign them

2010/04/5 **Matters Arising (for information purposes only):**

2010/04/5.1 **Erection of demarcation posts in Polopit - NCC** advised that it has been agreed that kerbing should be installed, at the original road width, as this will be more effective in preventing erosion in the future. It will restore the verge width and so will give greater protection to the brook. Three concrete drainage channels will also be installed to help drainage. The kerbing will be countryside kerbing, so more in keeping with the rural environment than the standard concrete kerbing. This will be programmed for completion early in the new financial year.

2010/04/6 **Finance to approve the accounts paid and due for payment**

Payments to authorise:

John Greig	Titchmarsh Times production costs February/March and April/May 2010	£59.66
Emma Morehen	Refund for cost of purchasing upgrade for Parish Council's computer	£69.95
EON	Electricity for street lighting February 2010	£129.40
NCALC	Annual Subscription to NCALC incorporating audit fee for the year ended 31 March 2011	£278.92
E Morehen	Clerks salary paid by standing order February 2010	£191.75

2010/04/6.1 IC proposed that payments be made. GG seconded, all in favour.

2010/04/6.2 **To discuss payment of PFA invoice via TPC account and outstanding VAT** PFA are applying for a grant to upgrade the lower football pitch and grant providers assume VAT will be recoverable on the costs as Parish Council are the leaseholders. Therefore PFA have asked that, on the completion of works, the invoice is paid through the Parish Council account so that VAT can be reclaimed. Agreed in principle but there may be a cashflow issue, depending on when the invoice is paid, as the VAT element is likely to be approx £3,600. If necessary PFA agreed to loan TPC £3,600 until it can be reclaimed from HMRC at the end of the financial year.

2010/04/6.3 **Issue of Annual rent invoice to Titchmarsh Village Shop Association** SP proposed and GG seconded not to increase annual rent, for rent to remain at £100.00 pa. All in favour, clerk will raise an invoice. Members instructed clerk to write to Titchmarsh Village Shop Assoc requesting for an inspection of the premises to be carried out by the Engine House Working Group. Letter also requesting outstanding completion certificate, fire risk assessment (which is required by law) and also copies of outstanding "As Built Drawings". These items have been outstanding since the Shop opened for business. Clerk to report at the next meeting.

2010/04/6.4 **Approval of end of year accounts** SP presented to the members the final prepared accounts prior to submission to the auditor for the year ended 31 March 2010 and reviewed budget figures against actual figures.

2010/04/6.5 **Statement of accounts and annual Governance Statement - GL** proposed and JG seconded that the statement of accounts presented before the Council represent fairly the financial position of the council and its income and expenditure for the year ended 31 March 2010.

2010/04/6.6 **Appointment of Internal Auditor 2009/2010**

The Parish Council needs to appoint an internal auditor for financial year 2009-2010. The appointee conducts an internal audit paying two visits to inspect the accounts and associated

paperwork. The internal audit is part of the submission to the External Auditor. The current internal auditor is Mr P Quincey appointed via NCALC the cost for this years internal audit is £137.05

- 2010/04/6.7 A review of the PC asset register has also been carried out by SP and clerk. The asset register has been amended to reflect the items contained at the Playing Field Pavilion and have been noted on a separate sheet and attached to the main PC asset register
- 2010/04/6.8 Annual report Members in favour of producing Annual report and for this to be available for inspection on the village web site. A note to be placed in TT advising where the details can be found. Clerk to produce and up to date version containing details of end of year accounts (2009/2010). Members to peruse final draft before it is included on the website.
- 2010/04/7 **Planning** To consider this Council's response to planning applications received from East Northamptonshire Council.
EN/10/00468/RWL – Renewal of Planning permission 03/01450/FUL erection of 6 houses dated 19 November 2003 at Manor Farm Court, Titchmarsh. Members all in favour of objecting to renewal of application. The details for the grounds of the objection as follows:-
- Breach of original planning conditions. Works should have commenced within 5 years of original consent (2005). Applicant in breach of conditions
 - Environmental health issue has arisen on derelict site with vermin found last year
 - Highways issues – The village green has altered since the granting of the last planning permission. The village shop is now operational and therefore increased parking on the green is evident, together with additional overspill parking on the green resulting from businesses within the village. 6 further houses to Manor Farm Court will only exacerbate the pressures to parking within the village green and access to the site.
 - Conservation area designation – TPC suggested to ENC for this area of the village to worthy of designation this derelict site within the heart of the village needs to be addressed as a matter of urgency. Reference made to the statement quoted in the Conservation Area Management proposals¹
- Finally the PC suggest that should planning permission be renewed for stipulations to be placed in the permission stating that work must commence within 3 months or the site must be cleared and brought up to a satisfactory standard so that it does not remain in its current derelict state. Due to the excessive period of inactivity on this site, that enforcement action should be taken if the planning permission is breached yet again, and request that monitoring of the site takes place to ensure that the planning permission conditions are adhered to.
- 2010/04/7.1 To note outcome of previous planning applications EN/09/01442/NCC Additions and alterations at Titchmarsh CE Primary School, Titchmarsh – permission granted
- 2010/04/8 **Correspondence**
- 2010/04/8.1 Letter from ENC re: Twinning ENC advise that a village called Westerwald, Lautzenbrueckn is seeking a village in East Northamptonshire to twin with. Details regarding twinning circulated in the float file. IC proposed and SP seconded not to pursue possible twinning. All in favour.
- 2010/04/8.2 Letter from ENC re: Tourism Strategy Letter gives the final strategy which was approved by ENC on 15 March 2010. Circulated in the float file for individual perusal. JG advised that he has agreed to précis the TT and send a copy of this to ENC and also AWA promoting village functions.
- 2010/04/8.3 Letter from Northamptonshire ACRE – Northamptonshire's Best Kept Village Competition 2010 SP proposed and GG seconded not to participate in competition for the coming year. All in favour.
- 2010/04/8.4 Details from Northamptonshire Police Authority enclosing crime stats for March 2010 as it is the end of the crime year the Police have also provided a statement announcing “outstanding crime reductions across the entire East Northamptonshire sector”. All crime is down 17%
- 2010/04/9 **Affordable Housing – (this item is for updating purposes only. SP remained in the room whilst the members were updated)** ENC advised that the planning application will be considered at the Development Committee Meeting on 21 April 2010. The outcome of the application will be known at this meeting. Clerk has instructed Paul Goldsmith of Goldsmiths Oundle² to attend the meeting and speak at public open time, representing the view of the PC and reiterating their objection to the application. ENC have also been notified that Mr Goldsmith will be representing the council when the application is heard. SP added for information purposes that it is her intention to speak at the public meeting representing her personal objection to the application.
- 2010/04/10 **Conservation Area review** – Lloyd Mills Conservation Officer at ENC advised that the matter of conservation designation to the village will need to go before the Council's Planning Policy Committee to become adopted which is likely to be 14 June. Lloyd acknowledged the point raised by the PC that it was felt insufficient consultation had taken place. The members still

stand by their comments that there has been a lack of consultation, but nevertheless support the proposed designation, as previously advised to ENC. Clerk to re-confirm these instructions. Further update to be provided after the Planning Policy Meeting in June.

2010/04/11

Village Maintenance

2010/04/11.1

Removal of elder bush in Church Street - Clerk has chased MGWSP to see what was happening with the removal of this bush and they advised that they will respond to the clerk by Friday 16 April 2010 on the decision to see if the bush can be removed.

2010/04/11.2

Faulty Streetlight no. 31 – Islington Titchmarsh reported to Aylesbury Mains who will address the matter

2010/04/12

Allotment Ground, Islington Following a request from an existing allotment holder to take over a recently vacated plot. Members agreed that as there is a waiting list for allotments, it is not appropriate to allocate this allotment to an existing allotment holder. Clerk to offer vacant plot to next person on the waiting list. (Note priority given to Titchmarsh residents). GG, GL and IT appointed as members of allotment working party, agreed for inspections of Islington allotment ground to be carried out twice a year (April and early September). Next inspection to take place Saturday 24 April 2010 at 8.30 am. Allotment working party to report details of inspection at next full council meeting. Allotment working party will also agree a protocol for condition of plots, which plot holders must adhere to. Protocol to be presented at next full council meeting.

2010/04/13

Promotion of PC via village website Members agreed for promotion of PC affairs via the website. Section to be setup on PC home page entitled “current affairs” where additional details relating to PC topical issues will be uploaded, for access by the public. ie APM details, allotment rent notice, affordable housing questionnaire and results. Note to be included in TT advising parishioners of these details.

2010/04/14

Update re: Notice board outside the Clubroom GL reported that the Clubroom were not in favour of funding a new notice board. The quotation received amounted to around £700.00. TPC confirmed on this basis they would leave notice board as it is and in future, in order to save space, PC related items only will be placed on the Parish Notice board,

2010/04/15

Feedback following JG attendance at CPRE Planning Roadshow on 8 April 2010 JG reported that various officials attended the meeting with some 50 Town and Parish Council representatives in attendance. Possible changes to planning due to forthcoming election. It was noted that the minutes from TPC have been read with interest and scrutinised by many outside individuals who are keen to be kept updated about the affordable housing issue. Affordable Housing funding and plans may alter after the election.

2010/04/16

Final arrangements for APM Clerk confirmed speakers, and refreshments arranged for APM. Youth Group intend to deliver a power point presentation of their activities over the last 12 months. Room and seating will be set up to take this in to account. Philip Hardcastle, Ward Member will not be providing an address due to the impending election, but will attend the meeting. Members agreed that name badges would be a useful addition to be worn at the meeting. IT agreed to produce name badges.

2010/04/17

Date of next meeting Thursday 29 April (APM) commencing at 7.30 pm and Thursday 20 May 2010 (Annual meeting of the Parish Council (AGM) (unless a planning meeting is required to be called in the meantime) Venue The Clubroom, High Street, Titchmarsh at 7.00 pm (**note earlier start time of May meeting**)

2010/04/18

Items for report only

JC – requested discussion relating to request for footpath between Titchmarsh to Thrapston to be placed on the next agenda

JG – requested discussion relating to damage to verges caused by farm vehicles to be placed on the next agenda.

The Chair closed the meeting at 8.45 pm

1 – **Conservation Area management Proposals statement dated October 2010 “3.2 Sites requiring enhancement** “The following site was noted as requiring improvements when the conservation area was surveyed in August 2009. Because of the countryside setting to the conservation area, any changes to the spaces between the buildings need to be minimal and carefully controlled to prevent an erosion of the rural character.

The open space, which is in private ownership, in Manor Farm Court requires a very simple landscaping scheme as at present it detracts from the character of the conservation area and does not provide an appropriate setting to the adjoining historic buildings. Any scheme of improvement should be drawn up in collaboration with the Parish Council and local residents.”

2- Minute number 2010/01/9 **resolved** to employ a planning expert to act on behalf of the PC. Clerk to make enquiries and source a suitable expert to act on behalf of the PC within the agreed budget of £1,000.00.