

# TITCHMARSH PARISH COUNCIL

## Minutes of the Meeting of the Full Council held on Thursday 18<sup>th</sup> December 2003 at 7.30p.m. at the Clubroom, High Street, Titchmarsh.

**Councillors Present:** Ian Curtis (Chairman)                      Sylvia Prestwich (Vice Chair)  
Michael Alderman    Julie Cheney  
Gina Gaskin    Janet Jones  
John Pridmore    Vince Smith  
David Walpole

**In Attendance:** Jane Teague (Clerk)  
Val Sorrell (Footpath Warden)

**1.0 Apologies For Absence:** None

**2.0 Declaration of Interests:** MA declared an interest in the planning application for Manor Farm Court and left the room while this was discussed. GG and DW declared their interest in agenda item 10.0 Street Lighting.

**3.0 Minutes of Last Meeting:** The minutes of the meeting held on 20<sup>th</sup> November were approved as a correct record and duly signed by the Chairman.

### **4.0 Matters Arising**

#### **4.1 Minor Works Bid**

The installation of railings around the elevated corner of the pavement from High Street into St Andrews Lane was discussed. Implications for other pedestrian users were considered. MA proposed that this work was not progressed at the present time. Seconded by DW. A vote was taken, seven voted for the proposal and two against.

#### **4.2 Traffic Calming**

Following the results of the police data check, SP, VS and the Clerk met with Nick Gore from Northants County Council Highways Department on 2.12.03 to discuss traffic calming measures. Nick Gore advised marking a central white line along High Street and appropriate signage to indicate that the road narrows on the approach to the St Andrews Lane turning. SP proposed that this course of action be agreed. Seconded by MA. Vote taken, all in favour. Clerk to advise Highways to progress. As there are no financial implications to the Council it is not necessary to make a claim for this work under the Minor Works scheme.

**CLERK**

At this point, the Chairman brought forward agenda item 8 as the Footpath Warden, Val Sorrell, had been invited to attend the meeting. This item has been minuted under point 8. The published agenda then resumed.

## 5.0 Finance

### 5.1 Accounts for Payment

• HLB AV Audit plc, external auditors charge	£141.00
• Jane Teague, Clerk's salary for November	£144.00
• Sylvia Prestwich, production costs of speeding flyer and other sundry copying	£50.96
• Titchmarsh Clubroom, cost of hiring Clubroom for Parish Council monthly meetings in 2003 (£6 x 12)	£72.00
• Antona Office Supplies, x2 ink cartridges for Clerk's photocopier	£46.98
• J&S Pendred, adjusting hinges of noticeboard and changing lock	£39.95
• ABB Ltd, public lighting maintenance	£128.31

It was resolved that all accounts be paid. Proposed by JC, seconded by DW. All in favour.

### 5.2 2004/5 Precept

After discussing the financial requirements for the financial year 2004/5 a 5% increase in the 2003/4 precept was proposed by DW and seconded by VS. Vote taken, seven in favour of the proposal, two against. Clerk to complete form with a request for precept of £6615.

**CLERK**

### 5.3 Audited Accounts

The Audit has been completed. There were no matters that necessitated a separate "additional issues arising" letter. In accordance with the requirements of the auditors the Annual Return was presented to the Council and it is hereby minuted that the Annual Return was approved and accepted by the Council. JP proposed, MA seconded, all in favour. Clerk to display statutory notices.

**CLERK**

### 5.4 Quotations for signs

Quotations had been received as follows:

- J&S Pendred, a wooden sign for each entrance to Tofts Allotments, and a sign for the Village Pound and the Engine House, £170 + VAT to include fitting.
- Signs of the Times, cast metal signs for the Village Pound and the Engine House, approximately £388 (depending on illustrative work to be included) + VAT and carriage.

MA proposed that J&S Pendred be requested to supply wooden signs for Tofts allotments and Signs of the Times to supply metal signs for the Village Pound and the Engine House. Seconded by JP, all in favour. Clerk to progress.

**CLERK**

## 6.0 Correspondence

6.1 Two letters from residents of Manor Farm Court objecting to the planning application for six houses within the cul-de-sac. Contents discussed under section 7.0 Planning.

6.2 Letter from ENC informing that the village will be included in a trial glass collection service from January 2004. Residents will be given a second (blue) box just for glass bottles and jars. As a consequence, the monthly recycling bins sat the Clubroom will no longer be offered to residents after December 2003.

- 6.3 Letter from Cultural Community Partnerships offering holiday activities to village children/youth during Easter break. Small financial commitment required from Parish Council and use of Clubroom. Councillors concerned that Clubroom facilities unsuitable for most of the suggested sporting activities and that completed refurbishment cannot be guaranteed by early April. Clerk to respond requesting further information and pointing out that availability of the Clubroom cannot be guaranteed and would be inappropriate for most activities. **CLERK**
- 6.4 Letter from Cultural Community Partnerships inviting applications from village youth to participate in Rural "Extreme" Project during Easter break. Clerk to display details on noticeboard. **CLERK**
- 6.5 A further 19 items of correspondence were listed for circulation in the float file.
- 7.0 Planning**
- 7.1 Outcome of previous application: EN/03/01024/FUL – conservatory at rear of Plot 2, 1 Park Farm Court. Permission granted.
- 7.2 New application: EN/03/01348/FUL – conversion of barn and erection of conservatory to link barn and dwelling at The Chapter House, 61 High Street. Vote taken, all in favour therefore application supported. Clerk to complete response to ENC. **CLERK**
- 7.3 New Application: EN/03/01450/FUL – erection of six houses at land (Unit 9) Manor Farm Court. Two letters had been received from parishioners citing their objections to this proposal on the grounds of it being out of character with the existing development, and potential traffic congestion. While the Council was pleased that the site might soon be developed, concerns about the limited garaging and number of dwellings proposed were discussed. Vote taken, all against the proposal, therefore application not supported. Clerk to complete response to ENC recording the Council's reasons. **CLERK**
- 8.0 Footpath Warden**
- 8.1 Val Sorrell had been invited to attend the meeting to explain the role she undertakes and for the Council to ascertain whether Val requires any support. Val currently walks the footpaths around the village and reports her findings, such as missing path markers, obstructions from undergrowth and trees, etc. ENC provides some training in the role and Val will contact them to arrange this. It was suggested that Val's contact details appear in Titchmarsh Times and on the noticeboard. As Val had no objections to this, the Clerk will arrange it. **CLERK**
- 9.0 Grass Cutting**
- 9.1 A quote of £171.49 + VAT per cut from March to July and £176.60 + VAT per cut from August to October had been received from ENC. They currently undertake grass cutting for a number of parishes in the surrounding area and had been recommended by both Woodford and Chelveston parishes. After taking the grant of approximately £600 per annum into consideration, (paid by Highways Dept. to those parishes opting out of the "136 agreement" and entering into a separate contract with their chosen contractor) the Parish Council would have to pay approximately £1800 per annum for a monthly cut from March to October inclusive. MA proposed that a contract is agreed with ENC for 2004 and that the situation be reviewed towards the end of the year, for 2005. Seconded by GG. Vote taken, all in favour. Clerk to confirm acceptance of quote to ENC and advise Highways of our intention to opt out this year. **CLERK**

## 10.0 Street Lighting

- 10.1 As part of the process of reviewing the adequacy of street lighting in the village, quotes had been obtained from ABB Ltd for the installation of a number of potential new street lights.  
VS proposed that a) the Council write to all householders who might be affected by the installation of a nearby street light to ascertain their views and b) enquiries are made of ABB Ltd as to whether there is an alternative to galvanised steel columns, as these are not aesthetically pleasing in a village environment. Seconded by SP All in favour. Clerk to write to householders and contact ABB Ltd.

CLERK

## 11.0 Reports from Local Organisations

- 11.1 Playing Fields Committee  
GG reported that Merchant Venturers would only grant an extended lease of 25 years maximum. They would impose a "lift and shift" clause over any buildings erected on the site in the event that planning permission was obtained and some land returned to MV at any time during the period of the lease. The PF Committee have been informed that they are responsible for legal fees, in the region of £2k, for amending the existing lease. This matter will be discussed as an agenda item at the January meeting.
- 11.2 Clubroom  
Work starts in the second week of January so the Clubroom will be closed for the duration.
- 11.3 Titchmarsh C of E Primary School  
A copy of the school's annual report, dated July 2003, had been received. The report will be circulated in the float file.
- 11.4 RAF Alconbury  
JC distributed copies of a flyer received from Huntsnap, giving an update on the recent decision regarding development of the site, along with concerns still held.

## 12.0 Date of Next Meeting

Thursday, 15<sup>th</sup> January 2004 at 7.30 p.m. in the Chapel.  
**PLEASE NOTE CHANGE OF VENUE.**

## 13.0 Councillors' Review

- There is still no replacement for Reverend Trenchard.
- Dog fouling in Polopit and High Street continues to be a nuisance.
- Additional signs around the village would help to remind dog owners that they can be fined if they fail to clear up after their dog. It might be worth installing dog bins.
- SP reported that the Parish Records from 1829 to 1989 had been taken to Northants Record Office for safekeeping. A receipt will be held on file.
- The Chairman thanked GG and her team of volunteers for putting up the Christmas tree on a wet and windy morning, and to JP for installing the lights.

*The Chairman closed the meeting at 9.20 p.m.*