

# TITCHMARSH PARISH COUNCIL

## Minutes of the meeting held on Thursday 20<sup>th</sup> January 2005 in the Clubroom

**Councillors Present:** Ian Curtis (Chairman) Sylvia Prestwich (Vice Chair)  
Julie Cheney Gina Gaskin  
John Greig Janet Jones  
David Walpole

**In Attendance:** Jane Teague (Clerk); five parishioners; two representatives of the United Church Schools Trust - James Nicholson & Albin Wallace

### 2005/01/1 Public Open Time

2005/01/1.1 James Nicholson and Albin Wallace, speaking on behalf of the United Church Schools Trust, outlined the proposal for extending the Methodist Chapel, emphasizing that the aesthetics of the original building would be retained by this sympathetic conversion.

2005/01/1.2 All parishioners attending the meeting voiced their objections to the planning application. Two main issues were cited: expansion of the facility exacerbating problems caused by parking of the Trust's employees and visitors vehicles in Chapel Street and on The Green; rapid expansion of the business meant that it had outgrown the site. A further problem of restricted access for emergency services was highlighted when two fire engines were unable to access a property in Chapel Street recently as a result of the number of parked cars.

2005/01/1.3 Representatives of the Trust responded that the plans for expansion would not generate additional traffic: no increased deliveries were anticipated from suppliers; it was not envisaged that the conference facility detailed on the plans would attract regular visitors because the Trust intended to use this as a meeting room for the Executive, already based in the village; staff and visitors have been asked to avoid parking on village roads. When asked by a Councillor how many staff were employed by the Trust at the Chapel Street site and how many parking spaces were provided for them, the representatives confirmed that there were 32 staff, some part-time and four living in the village, with 12 parking spaces provided.

2005/01/1.4 The Chairman thanked everyone for attending and for their comments. Public Open Time was closed at 7.45pm.

### 2005/01/2 Apologies For Absence

Michael Alderman, John Pridmore

### 2005/01/3 Declaration of Interests

None declared.

### 2005/01/4 Minutes of Last Meeting

The minutes were agreed as an accurate record and signed by the Chairman. Proposed by JG, seconded by GG.

### 2005/01/5 Matters Arising

#### 2005/01/5.1 Signs for Clubroom and Playing Field

Members having considered the location of the Playing Field sign, JG proposed that it be sited on the verge alongside Manor Farm Court, opposite the school. The proposal was seconded by GG, all in favour.

**CLERK**

- Clerk to check with NCC Highways that suggested positions for both Clubroom and Playing Field signs meet their requirements.
- 2005/01/5.1.1 NCC Highways have informed the Clerk that it is not advisable to affix directional signs to streetlight posts because this creates wind resistance that could, in time, dislodge the post.
- 2005/01/5.1.2 It was suggested that the signs might look more attractive on posts other than the standard galvanised steel posts that had been quoted for. GG proposed that alternative quotes be obtained, seconded by DW. Members voted six to one in favour of the proposal. Clerk to ascertain costs. **CLERK**
- 2005/01/5.2 Road Safety  
The Clerk had spoken to Morrisons regarding the letter sent to them at the end of November, to which no response had been received. It appears that their reply might have gone astray, because we were assured that they had acted upon the letter on receipt: planning permission has been applied for in order to erect a name sign on the front of the building; a letter has been sent to their contractor to forward to all sub-contractors informing them that there are no sleep/park facilities in Titchmarsh and that all lorries must use the main roads to reach Morrisons and not divert through the village for any reason.
- 2005/01/5.3 Traffic Calming - Parish Poster Boards  
These have been booked for 4<sup>th</sup> May to 1<sup>st</sup> June, together with 250 leaflets to distribute to households.
- 2005/01/5.4 Overnight parking facilities for HGVs in Thrapston  
Response received from Debbie Strong, Area Highway Manager, acknowledging the problem. Debbie advised that NCC has requested that lorry parking be included in the future infrastructure plans of the new delivery partnership for North Northamptonshire. Our correspondence will be forwarded to Mr Ian Achurch from the Environment section who is co-ordinating this work so that it may be used to support the need for such a scheme.
- 2005/01/6** **Finance**
- 2005/01/6.1 Payments to authorise  
Members were presented with the following list:
- |         |  |          |
|---------|--|----------|
| 100476  | ABB Ltd: Replacement of damaged streetlight in Church Street                           | £498.47* |
| 100477  | Bosworth's Nurseries: Village Xmas tree  | £ 70.00  |
| 100478  | Powergen Energy PLC: Electricity supply to streetlights                                | £614.84  |
| 100479  | Titchmarsh Club Room Committee: Hire cost of Club Room for TPC meetings                | £ 50.00  |
| 100480  | Mrs Sylvia Prestwich: Admin costs – covering Clerk's job in December and Welcome Packs | £ 11.98  |
| S/Order | Jane Teague: Clerk's January salary  | £148.00  |
- It was resolved that all payments be authorised. Proposed by JC, seconded by DW, all in favour.
- 2005/01/6.2 \*The Clerk advised that the insurance claim for the cost of replacing the damaged streetlight in Church Street was being progressed and pointed out that under the terms of the policy there was an excess of £100. The Parish Council will therefore receive reimbursement of £398.47 from Allianz Cornhill Insurance.
- 2005/01/6.3 NCC has credited the grant of £616.42 towards the cost of grass cutting to the Parish Council's bank account.

<b>2005/01/7</b>	<b>Correspondence</b>	
2005/01/7.1	<p><u>Email from a parishioner highlighting parking problems on The Green</u>  The parishioner asks for Parish Council assistance to resolve the problems caused by employees of United Church Schools Trust parking on both sides of The Green. (Photographs were provided to illustrate the problem.) On any week day there can be between one and nine cars parked, in addition to the vehicles of Trust employees parked in Chapel Street. This was originally believed to be a temporary arrangement until proper employee parking was provided but there are now more cars parking on The Green on a daily basis.  The parishioner sees this as both dangerous and an inconvenience to local residents –he has had to request that employees do not park on both sides of his entrance as this makes access to his own property very difficult. The number of cars parking there also detracts from the amenity of The Green, which is a rural aspect of the village and not a car park.  Concerns are heightened by the current planning application to extend the Methodist Chapel used by the Trust but not to provide any additional parking, despite a planned increase in staff numbers.</p>	
2005/01/7.1.1	<p>A lengthy discussion followed in which Members fully shared the concerns of the parishioner. JG proposed and JC seconded that the Parish Council write to United Church Schools Trust and ask that they make adequate parking provision for existing staff, irrespective of the current planning application. All in favour. Clerk to write to the Trust.</p>	<b>CLERK</b>
2005/01/7.2	<p><u>NCC Local Transport Plan Report of Issues Consultation</u>  This is a summary of submissions made through recent consultations. One of the prime purposes of the Plan is to reduce travel by car. Of particular relevance to the village is the development of a cycle/walkway stretching from Oundle to Stanwick via Thrapston. The document will be circulated to Councillors in the float file.</p>	
2005/01/7.3	<p><u>NCC Youth Involvement Worker/Youth Forums</u>  Letter from Terri Smith introducing herself in the above role, which involves working with young people aged 13 to 19 and encouraging them to become involved in decision making at a local level. Terri requested attendance at a Parish Council meeting to expand further on her role and Members felt this was a good idea. Clerk to invite Terri to February meeting.</p>	<b>CLERK</b> <b>February agenda</b>
2005/01/7.4	<p><u>NCC Atkins Draft Rural Strategy</u>  The document covers three main areas:</p> <ul style="list-style-type: none"> <li>• Economic and social regeneration</li> <li>• Social equality</li> <li>• Enhancing the value of the countryside</li> </ul> <p>Copies of the document were distributed to Members for comment at the February meeting.</p>	<b>ALL</b> <b>February agenda</b>
2005/01/7.5	<p><u>Village of the Year Competition</u>  The format has changed significantly from previous years. The papers will be circulated in the float file and Members were asked to consider this in preparation for discussion at the February meeting.</p>	<b>ALL</b> <b>February agenda</b>
2005/01/7.6	<p><u>NCC Atkins Parish Highways Representatives Review</u>  This documented major changes as a result of budget constraints and restructuring. Lack of funding means that only emergency repairs will be undertaken. A new Highway Inspection Team and a Reactive Repair and Emergency Team have been formed, starting a three-month trial at the beginning of 2005. The next major change will be the introduction of the new County Call Centre, to replace the Clarence</p>	

	reporting system.	
2005/01/7.6.1	The Chairman asked JG if he would represent the Parish on this committee. JG agreed to look at what was required to determine if there would be a conflict of interest with his employment by Hanson.	JG
2005/01/7.7	<u>North Northamptonshire Joint Planning Unit</u> This is now in operation. A database of contacts is being established and Planning Seminars organised. Members are invited to attend one of two seminars. GG volunteered to attend the seminar on 1 <sup>st</sup> March. Clerk to make booking.	GG CLERK
2005/01/7.8	<u>Freedom of Information Act 2000 - letter received from Phil Hope MP</u> From 1 <sup>st</sup> January 2005 everyone has a legal right to ask public authorities, included Parishes, for any information they hold without requirement to explain why the information is being requested. This applies retrospectively to existing information, no matter how old, as well as that produced from 1 <sup>st</sup> January 2005. The information requested, unless exempted under the Act, must be supplied within 20 working days of being requested. Section 36 of the Act provides for certain information to be exempt from disclosure. The letter received authorises Qualified Persons under Section 36 as the Clerk to the Council as the primary authorisation and the Chairman of the Council as the secondary authorisation.	
2005/01/7.9	<u>Street lighting provision – alternative supplier suggested</u> Information received from a Clerk to two Parish Councils in the south of the county recommending Aylesbury Mains as an alternative supplier to ABB, our present contractor. The two Parishes in question report that since changing to Aylesbury Mains substantial savings have been made because they no longer pay a quarterly maintenance charge and are only invoiced for works carried out.	
2005/01/7.9.1	Members felt that it was incumbent on them to compare prices if taxpayers' money could be saved. GG proposed and JG seconded that a quote be obtained. All in favour. Clerk to contact Aylesbury Mains.	CLERK
2005/01/7.10	<u>NALC Annual Conference 2004</u> A letter of concern and reproach received from NALC due to the lack of applications for places at the 2004 Conference last October. This eventually had to be cancelled, as there were only 14 delegates from around 2,500 Councillors. Time, effort and expense had been expended into organising the event, securing sponsorship and booking speakers. Councillors are requested to respond individually so that feedback can be analysed. All agreed that IC and SP should respond.	IC/SP
2005/01/7.11	All remaining correspondence not requiring action will be circulated to Members in the float file.	
<b>2005/01/8</b>	<b>Planning</b>	
2005/01/8.1	<u>Outcome of previous application: EN/04/00106/OUT</u> 87 High Street. The appeal will be heard before the Inspector at ENC offices in Cedar Drive at 10.00am on 8 March 2005.	
2005/01/8.2	<u>Outcome of previous application: EN/04/02355/FUL &amp; LBC</u> 24 North Street. Permissions granted.	
2005/01/8.3	<u>New Application: EN/04/02192/LBC</u> Proposed conversion of listed outbuilding to domestic use at 18 Church Street. Application discussed, no objections raised. Proposed by GG, seconded by SP, all voted in favour of supporting the application. Clerk to respond.	CLERK

2005/01/8.4	<p><u>New Application: EN/04/02544/FUL</u>  Proposed raising of roof level of existing chapel, insertion of dormer windows and roof lights, two storey rear extension and associated works at Methodist Chapel, Chapel Street. The application was discussed at length. Members were pleased that the chapel will continue to be used and not allowed to fall into disuse and disrepair. However, parking was felt to be an overriding issue as existing provision cannot meet demand and the application indicates that four further staff will be employed on the site. It was suggested that premises of a size more appropriate to the expanding business be sought.</p>	
2005/01/8.5	<p>JG proposed and GG seconded that the Parish Council object to the application on the grounds that it exacerbates an existing parking problem and as such represents inappropriate expansion on this site. All voted in favour of objecting to the proposal. Clerk to respond.</p>	<b>CLERK</b>
<b>2005/01/9</b>	<p><b>Principles for allocating funds to local organisations</b>  Guidelines for responding to requests for financial assistance were discussed and the following suggestions made:</p> <ul style="list-style-type: none"> <li>• The purpose has to be beneficial to the village;</li> <li>• Money donated must be spent on a specific item or for the specified purpose;</li> <li>• The Parish Council will need to make provision for such expenditure when setting annual budgets;</li> <li>• The applicant must explore alternative fundraising efforts first and be reminded that the Parish Council is funded through taxpayer's money.</li> </ul> <p>A summary of principles will be presented for consideration at the next meeting.</p>	<b>IC</b> <b>February agenda</b>
<b>2005/01/10</b>	<p><b>Dog fouling/additional dog bin on Lower Green</b>  Discussion evolved around the efficacy of the two dog bins installed last year on High Street and at the Dryden's Close entrance to the playing field. It was felt that these had proved successful. SP proposed that a further dog bin be installed on Lower Green, the exact siting of which to be decided at the February meeting. DW seconded this and Councillors voted six to one in favour of the proposal. Councillors to view the area in preparation for discussion at the February meeting.</p>	<b>ALL</b> <b>February agenda</b>
<b>2005/01/11</b> 2005/01/11.1	<p><b>Annual Parish Meeting</b>  This must be held between 1<sup>st</sup> March and 31<sup>st</sup> May annually. This is a meeting for the benefit of parishioners. Its purpose is to report the activities of the Parish Council to the people of the parish and to give parishioners the opportunity to have their say and question Councillors.</p>	
2005/01/11.2	<p>The date for the APM was agreed as 5<sup>th</sup> May. It was decided to invite Sue North and Bob Seery, representing District and County Councils, together with the Police, Neighbourhood Watch, the Playing Field Committee, the Parish Path Warden team and possibly someone from ENC Planning Services. Speakers would be asked to give a 10-minute presentation (maximum) and then be available for questions in the informal setting of refreshments afterwards. The APM will be publicised in Titchmarsh Times and a separate flier will be prepared. Clerk to invite speakers and book Clubroom.</p>	<b>CLERK</b>

**2005/01/12 Report from Playing Field Committee**  
GG confirmed that the Committee will arrange for a qualified engineer to undertake the annual inspection to coincide with the insurance renewal, due in May.

**2005/01/13 Reports from Local Organisations**  
2005/01/13.1 School: The school's annual report has now been received. It will be circulated in the float file.

2005/01/13.2 Clubroom: JP was not present at the meeting to report any news.

**2005/01/14 Date of Next Meeting**  
Thursday 17<sup>th</sup> February 2005 in the Clubroom

**2005/01/15 Items for report only**

- A housing association bungalow in Tofts Close will soon be vacated.
- The Pre-School Xmas Bazaar sign is still up on the A605.
- The new village sign is likely to include representation of the church, school, Wheatsheaf and D&P.
- The Engine House doors have been damaged by recent weather.
- There is still no replacement parish priest.

*The Chairman closed the meeting at 9.42pm*