

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting held on Thursday 19 March 2009 in the Clubroom

Councillors Present: Michael Alderan (Chair) Julie Cheney
Sylvia Prestwich Geoff Love
Bert Ash Gina Gaskin
Ian Teague John Greig

In Attendance: Emma Meen (Clerk) Mr Paul Blackman

2009/03/1 **Public Open Time** Mr Blackman made a statement following his email to the Parish council complaining that groups of teenagers have been carrying out pranks in the High Street, which are generally minor incidents but nevertheless unpleasant acts which he feels spoils the quality of life within the village. Mr Blackman believes his house and vehicles are not the only property which have suffered. Mr Blackman felt that CCTV, as he had initially suggested was not the way forward. The members suggested that the points raised should be reported to neighbourhood watch or indeed the local police. Agreed for an article to be placed in the next edition of TT requesting that parents be more vigilant as the whereabouts of children/adolescence and to ensure that they are not being nuisance to residents of the village. The chair thanked Mr Blackman for attending the meeting and speaking to the Parish Council about his concerns.

2009/03/2 **To receive apologies for absence:** IC on holiday. MA proposed that IC apology be accepted. All in favour. Apology accepted

2009/03/3 **Declaration of Interests for items contained on the Agenda:** IT declared a personal interest in item 16 – parking issues on the village green. JC declared a personal interest in item 8 – matter of correspondence relating to planning application for a travellers site in Bythorn. Declaration of interest's book signed by both members.

2009/03/4 **Minutes of Last Meeting:** All agreed minutes of the meeting held on 19 February 2009 to be an accurate record. GG proposed and BA seconded that the Chair sign them.

2009/03/5 **Email from Northants Rural Housing (NRH) regarding content of minutes dated 15th January 2009** Following receipt of the minutes for the meeting held in January, Joanne Richardson of Northants Rural Housing (NRH) pointed out that the statement as follows, is incorrect:- Clerk

NRH indicated that should the scheme not be supported it is possible for them to pursue the scheme without PC support.

This statement was actually made by ENC and NOT NRH. Members agreed to the amendment to reflect this fact. All in favour. Minute 2009/01/8 amended and initialled by Chair. Clerk to send an amended version of minutes to NRH and also ENC.

2009/03/6 **Matters Arising (for information purposes only):**

2009/03/6.1 **Feedback by JG following his attendance at Local Council Spring Conference** Information pack distributed at the Spring Conference, circulated to the members for information purposes. Various topics covered to include regeneration of Rushden, roles and tiers of local government, training availability for clerks and councillors, attracting interest by younger people to Parish Councils, charring skills, devolving decision making to Parish Councils. JG concluded that the County Council wishes to see more matters carried out by Town and Parish Councils with little thought given to resources or finances to carry this out. Useful network session.

2009/03/6.2 **Clerks Appraisal** carried out by MA and IT. An effective appraisal carried out in accordance with SLCC guide lines. Concluded that the Parish Council are satisfied with Clerks performance. Clerks objectives for the coming year have been set out to include completing Working with your Council in hope to be awarded certificate of achievement with a view to embarking on Certificate in Local Administration Clerk & SP

(CiLCA). Clerk also requested more of an insight into the preparation of the Parish Council accounts. Clerk and SP to arrange a meeting so SP can go over accounts, budget setting and production of end of year accounts and VAT return.

2009/03/6.3 Streetdoctor – update on numerous verge and highway matters reported to Streetdoctor

- Overgrown boundary hedge between Mobile Promotions and residential property in Islington – the trees have now been inspected and a works order has been raised for the boundary to be trimmed back and should take place after 1 April 2009
- Drydens Close – poor state of verges
- Junction with Church Street/Islington
- Gullies in Islington

Richard Woodhouse of NCC Highways contacted clerk in response to TPC letter and has requested to visit the village to inspect the above matters. Arranged to meet in the village Friday 20 March 2009 at 4.00 pm. Clerk in attendance. JG, MA & IT volunteered to attend. Report to follow at the next meeting.

2009/03/6.4 Rural North Oundle and Thrapston Plan – representations Acknowledgement received from ENC following representation made to plan, requesting that Islington be taken in to consideration and included within the village settlement boundary. Clerk also requested further clarification from ENC regarding the status of the playing field, which has changed. This is due to the fact that the original policy has now been deleted and replaced with a revised policy and is now classified as “open space”. The consultation period for representations ends 27 March with a further Examination Hearing scheduled for 29th April to 8th May. Further updates will be available after this date.

2009/03/6.5 EON Street light columns and brackets – update Redundant columns now removed in Chapel Street and Church Street. Clerk asked EON for clarification regarding the column and old lighting bracket outside the school which now also has a new column and lighting bracket erected adjacent to it. EON advised that they intend to visit the village again after Easter and will address this old column then.

2009/03/6.6 Training availability from NCALC – update Clerk reported that NCALC advised the course JG expressed an interest in attending “are you acting legally” took place in February and is not intended to be repeated. It appears that TPC have slipped through the net with training notifications. Clerk requested to be kept better informed of all training session in the future, by NCALC. Regarding the Power of Well Being course, this is only applicable to Parishes meeting certain criteria's. Should the criteria's not be met Parish Councils cannot exercise this power. TPC do not fulfil the required criteria being:- (1) 80% of the members have attended the training module. (2) The PC must have a community engagement statement of intent in place. (3) Clerk must be CiLCA qualified. (4) at least two thirds of the members exercising the power must have stood at an election. Not essential for clerk to participate in the training until criteria fulfilled.

2009/03/7

Finance

Payments to authorise:

HMRC	PAYE January 2009 to March 2009	£137.10
ENC	Grass cutting of Highways verges August to October 2008	£870.83
Emma Meen	Clerks ¼'ly expenses	£94.29
Michael Alderman	Chairs expenses	£70.57
Sylvia Prestwich	Production of 10 Welcome pack binders	£27.50
EON	Electricity for streetlighting October 2008 to February 2009	£379.36
Emma Meen	Clerks Salary February 2009 paid by standing order	£182.80

2009/03/7.1 IT proposed that payments be made. BA seconded, all in favour

2009/03/8 **Correspondence**

2009/03/8.1 Letter from NCC re: Grass Cutting Contract 2009 Acknowledgement from NCC

that TPC will carry out their own grass cutting of Parish Council verges, which will relieve the County Council of their responsibility, and therefore TPC qualify for a grant of £707.31 conditional upon the Parish Council meeting the minimum standard of grass cutting as previously set out in NCC specification.

- 2009/03/8.2 Letter from CPRE – Planning Roadshow Scheduled for 21 April 2009 covering Planning Act 2008 and wind turbines. No one available to attend
- 2009/03/8.3 Letter from ENC re road closure notices Monday 13th April 2009 - part of The Green, Titchmarsh for the purpose of the village shop Easter Fair. Sunday 3rd May 2009 – High Street outside Wheatsheaf Public House from its junction with North Street out past Polopit, Bidwell Cottages, Fay Way to mid way between Fay Way and Clopton for the purpose of 10K and 3K fun run. Notices to be displayed on the parish notice board Clerk
- 2009/03/8.4 Email from Parishioner regarding vandalism to property in the High Street and request for CCTV to be installed see minute 2009/03/1
- 2009/03/8.5 Email from NCC – Neighbourhood and Rural Renewal Unit – Village Mapping
Noted no further action
- 2009/03/8.6 Letter from NCC re: Bus service contract renewal Tenders will shortly be invited for contracts for the subsidised bus service. NCC invite any comments about the tender process or the bus service as a whole. After inspection of the timetable members requested clerk to contact NCC to request a more realistic timetable is required.
- 2009/03/8.7 Email from neighbouring village regarding planning application for a travellers site
Support from neighbouring parishes requested by Bythorn PC to application. Deadline for response is 18th March. Details of application and comments already submitted, noted. No further action.
- 2009/03/8.8 Letter from Parishioner in response to TPC letter regarding HGV parking in Chapel Street parishioner aired his dis-satisfaction to the contents of TPC letter. Since receiving parishioners letter, at his own expense has reinstated the damaged verge and placed soil based grass seed on the area in question. TPC instructed clerk to write to parishioner acknowledging this and to thank him for re instating the verge. Clerk
- 2009/03/8.9 Letter from Northamptonshire Police Notification of a change in police policy. The police will no longer provide no waiting cones or signage for pre-planned events. Organisers of events must apply for a traffic order from the Local Highways Authority, once obtained the organiser must then approach an authorised contractor ie the AA or RAC and pay for the services and equipment. The other alternative would be for event organisers to consider purchasing their own supply of cones and signage. The police only have power to place no waiting cones in the event of a police related activity or other specified emergency. Members instructed clerk to forward the details of this notification to The Fete committee, The Church, The School, The Playing Field Association and The Clubroom Committee. JG volunteered to obtain prices for the purchase of cones, for consideration by the PC. JG
- 2009/03/9 **Planning**
- 2009/03/9.1 EN/09/00065/PNA Prior Notification - Grain Store Building to store harvested crops and associated equipment at Bidwell Farm, Clopton Road, Titchmarsh. Application supported
- 2009/03/10 Islington Allotments – waiting list and state of plots Clerk inspected Islington allotment ground following a complaint that one plot remains uncultivated. Plot 27 has not been touched by the plot holder. Members instructed clerk to contact plot holder to ascertain whether or not they intend to cultivate plot or relinquish their agreement, as there are 11 applicants on the waiting list for plots. Clerk
- 2009/03/11 Inspection of Engine House Engine House Working Group (EHWG) to reconvene to carry out an inspection of the exterior fabric of the Engine House. Clerk to notify Titchmarsh Village Shop Association (TVSA) of proposed inspection and to ask for a suitable time to visit the premises. Clerk also advised the members that under Clerk

	the terms of the lease TVSA are required to provide the PC with a copy of the completion certificate relating to the works carried out to the building and a set of "as built drawings". This documentation remains outstanding. Clerk to remind TVSA that this documentation is required.	
2009/03/12	<u>Playing Field Association Pavilion – Liability for Rates</u> Notification from the Valuation Officer received to advise the pavilion has been assessed for rating purposes. Correspondence also received from ENC enclosing forms for completion "Discretionary relief application" The pavilion may qualify for a reduction in the annual rating charge as it is a non profit making organisation. The application must be made in the name of the Playing Field Association as opposed to TPC as the District Council cannot give relief to another precepting body. ENC has confirmed that it is in order and for the application to be made in the name of the Playing Field Association. IC completed the relevant forms and submitted copies of the last 3 years audited accounts together with a statement of the Associations aims and objectives to ENC to support the application for relief.	
2009/03/13	<u>Village website routine maintenance</u> Clerk suggested to share the maintenance of the village web site and it may be beneficial to appoint another person to assist SP, particularly now that more information is required to be made available via the website now the Freedom of Information Act is fully operational. GL and IT volunteered to assist with the routine maintenance and updating of the site. SP, GL and IT to liaise between themselves to meet to discuss the procedure. Regarding the out of date councillor profiles on the web site, agreed to put this on hold until after the Annual Meeting of the Parish Council (AGM) in May when the appointment of chair and vice chair is considered. All in favour	SP, GL & IT
2009/03/14	<u>Annual review of Standing orders, Risk Assessments and Asset Register</u> BA volunteered to assist and review the PC risk assessments, which also includes risk assessing the clerks home office. Clerk and BA to agree a suitable date. SP volunteered to review the asset register with clerk. Clerk and SP to arrange a suitable date. In his absence IC was volunteered to review the standing orders. Clerk to contact IC to arrange this with him.	Clerk, BA, SP & IC
2009/03/15	<u>Boundary fence under construction at 30 Chapel Street Titchmarsh</u> Concern expressed by MA that a close boarded fence was being erected on the boundary to the property. Concern withdrawn as a mesh fence has since been erected	
2009/03/16	<u>Parking Issues on the village green</u> JG supplied photographic evidence of parking issues relating to the village green. Members concluded disappointingly that there was very little action the PC could take regarding the parking problem.	
2009/03/17	Date of next meeting Thursday 16 th April 2009	
2009/03/18	<u>Items for report only</u> JG – requested that the Health & Safety file relating to the Playing Field Pavilion be handed over the PC. GG too make further enquiries MA – reported that he had been contacted by Phillip Hardcastle – District Councillor regarding the recent discussions regarding Affordable Housing, requesting to clarify the points recorded in the minutes. No further action The Chair closed the meeting at 9.00 pm	