

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting held on Thursday 18 March 2010 in The Clubroom, High Street, Titchmarsh

Councillors Present: Michael Alderman(Chair) John Greig – arrived at 7.40 pm
 Ian Teague Julie Cheney
 Ian Curtis Gina Gaskin
 Geoff Love

In Attendance: Emma Morehen (Clerk)

2010/03/1 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed

2010/03/2 **To receive apologies for absence:** SP – on holiday. BA – on holiday, all in favour of apologise being accepted.

2010/03/3 **Declaration of Interests for items contained on the Agenda:**

None noted

2010/03/4 **Minutes of Last Ordinary Meeting:** All agreed minutes of the meeting held on 18 February 2010 to be an accurate record. IC proposed and GG seconded that the Chair sign them

2010/03/5 **Matters Arising (for information purposes only):**

2010/03/5.1 Erection of Sign directing visitors to Playing Field Pavilion Clerk confirmed signage now erected
 2010/03/5.2 Using licensed premises for PC meetings - Clerk obtained definitive response from the Licensing dept at ENC on the legal position of using the clubroom for PC meetings should the committee be granted an alcohol licence. ENC advise The Parish Council may meet in the clubroom as long as the bar is closed during the meeting. It is only when the bar is being used and members could obtain alcohol would an offence be committed. Matter clarified

2010/03/6 **Finance to approve the accounts paid and due for payment**

Payments to authorise:

| | | |
|-----------|---|---------|
| HMRC | PAYE January, February and March2010 | £143.80 |
| E Morehen | Clerks ¼ly expenses | £237.52 |
| EON | Electricity for street lighting January 2010 | £129.40 |
| CPRE | Planning Road show 8 April 2010 | £29.00 |
| E Morehen | Clerks salary paid by standing order January 2010 | £191.75 |

2010/03/6.1 IT proposed that payments be made. GL seconded, all in favour.

2010/03/6.2 **To receive final arrangements for the use of the Pavilion..**IT proposed and GG seconded terms to be adopted as seen. **RESOLVED** to formally adopt terms. IC also raised a point relating to payment of a PFA invoice via the PC and VAT implications. The PFA will be able to obtain a grant to fund the levelling of the second pitch. The funding will be obtained from two source's, with the PFA making up the balance. The issue in question is that the total invoice will be for £24,199.00 of which £3,604.00 is VAT. The net amount is £20,595.00. It has been agreed formally for major items of expenditure to be paid via the PC, with the PFA paying the PC the net amount. The invoice is then settled by the PC for full amount (including VAT). The PC then claiming the VAT back the end of the year. So far this has provided satisfactory. However the sums involved for the levelling of the second pitch are considerable. Resulting in the PC having a shortfall of £3604.00, until the VAT is recovered. The PFA have indicated that they maybe able to assist in the form of a loan, until such times as the VAT is reclaimed. Clerk advised as this is a rather complicated issue and feels that professional advice should be sought from either NCalc or the internal auditor on how this matter is best dealt with. All in favour of seeking further clarification. Report to be provided at the next meeting.

2010/03/6.3 **To review effectiveness of internal audit and internal control procedures** The members reviewed the effectiveness of internal audit/risk for financial year 2009/2010 and found it to be satisfactory

2010/03/6.4 **Annual Report** Draft annual report circulated in float file for comment at the next meeting. To save on printing costs members suggested if it is agreed to produce an annual report for this to be made available on the village web site for inspection. Matter deferred to next meeting

2010/03/7 **Planning** To consider this Council's response to planning applications received from East Northamptonshire Council.

EN/10/00159/FUL Single storey extension to create sunroom and study and first floor side extension at 9 Chapel Street, Titchmarsh- all in favour

2010/03/8 **Correspondence**

2010/03/8.1 Letter from BT re: adoption of telephone box contents noted. Minute number 2009/09/4 states TPC do not wish to adopt phone box. This facility will remain in situ until such times BT carry out a further round of consultation.

2010/03/8.2 Details re: NCC Councils draft Council plan 2010-2014 Noted

2010/03/8.3 NCC – Annual day conference aimed at Parish Tree Wardens Noted

- 2010/03/8.4 Letter from Sudborough PC re: Proposed wind farm at Catshead Farm, Sudborough Noted
- 2010/03/8.5 Details of possible funding sources available to Parish Council's Noted
- 2010/03/8.6 CPRE Planning Roadshow 8 April 2010 Members supported Clerks request to attend this seminar and to feed back summary of seminar at the next meeting
- 2010/03/9 **Affordable Housing** – ENC advised that the planning committee were originally scheduled to meet to discuss planning application on 31 March 2010, this has now been deferred to 21 April. A matter has arisen from the Wildlife trust, who have requested:-
 further episodes of appropriate survey work are needed in respect of Great Crested Newts. The Wildlife Trust supports this recommendation, and we are therefore of the view that it is not an unreasonable request to require the Applicant to undertake these recommended surveys and submit them to your Authority for review and approval prior to any determination of this Application under the normal set of circumstances. In-line with Paragraphs 98 and 99 in Part IV of the accompanying Circular 06/05 document for PPS 9, this case is the sort of situation where the requirement to undertake protected species survey work cannot be reserved to Conditions. Once any further information is available from ENC, clerk to notify members
- 2010/03/10 **Conservation Area review** – ENC have responded to TPC initial letter following the consultation. A comprehensive paper produced by ENC giving answers to the questions raised by TPC. (see appendix 1 attached)
- 2010/03/11 **Highways Issues**
- 2010/03/11.1 **Demarcation posts, Polopit, Titchmarsh** A site meeting has taken place with JG (PC Highways rep) and MGWSP, who appeared to be surprised at the level of erosion to the road/brook in Polopit. The meeting concluded that works are required to secure this area, in the form of kerbing and concrete grips along the length of the eroded area which would prevent over run and form positive drainage of the carriageway. Clerk to chase MGWSP to ensure that this matter is dealt with as quickly as possible.
- 2010/03/11.2 **Collapsed wall Church Street, Titchmarsh** Following water seepage in the wall from the church yard this has created a large patch of ice on the road in Church Street. A car skidded on the ice and ran in to the wall causing a small area of the wall to collapse. Ownership of this wall belongs to NCC. MGWSP inspected the area and will deal with the repair and also the better drainage.
- 2010/03/11.2.1 Whilst meeting with MGWSP the matter of the ineffectual drainage in Islington opposite Highfield also needs to be addressed. Vehicles have run over the verge and created a deep channel. Water has collected in this channel which is lower than the existing gullies. MGWSP have suggested that the channel be filled with road planning and topsoil placed over which will be seeded.
- 2010/03/12 **Clerks Appraisal and review of workload** IT and MA conducted appraisal and the following points were noted
- Clerk wishes to continue with professional development and take advantage of courses as and when they arise
 - Clerk to become more involved with the preparation of the ¼ly accounts and end of year audit and work closer with SP regarding this.
 - Clerk has embarked on CiLCA (Certificate in Local Council Administration) qualification, upon successful completion this will mean the clerk is fully qualified and TPC can pursue becoming a "Quality Parish". Opportunity has arisen for clerk to attend a weekend intensive CiLCA coursework revision programme
- MA proposed that TPC support further training for clerk and her attendance on the above weekend training programme. IT seconded. All in favour. Clerk investigating bursary opportunities to assist with some of the funding towards this training.
- 2010/03/12.1 Clerk requested for the PC computer to be upgraded with the newest release of Word, as the package currently being used is out of date. Clerk has sourced a special offer for the upgrade of £69.99. IT proposed upgrade to be purchased. MA seconded. All in favour. Clerk to purchase the required upgrade.
- 2010/03/13 **Annual review of Standing Orders, Risk assessments and Asset register prior to annual insurance renewal June 2010** IT working on the new suggested Model Standing Orders as provided by NCALC, these will be presented for adoption at the Annual Meeting of the Parish Council in May. Suggested SP and clerk to review asset register when the end of year accounts are prepared. Suggested as BA conducted the review of the risk assessments last year, if BA is in agreement, for him to carry out this out with the clerk. Clerk to organise.
- 2010/03/14 **Update re: Notice board outside the Clubroom** Much discussion took place regarding the requirement for a larger notice board for PC use. GL to obtain figures from the Clubroom Committee how much a small notice board for their sole use would be and present these at the next meeting. Whilst discussing size of notice board it was also agreed that TPC take the view that no additional notices are displayed on the PC notice board other than those directly relating

to Parish Council business. Any notices advertising village events must be displayed on the Village notice board outside the school.

2010/03/15 **Update from JG following his attendance at East Midlands Empowerment Agenda meeting 24 February 2010** Poor attendance to event with only 16 District and Town councillors in attendance. Emphasis placed on directing more work at Town and Parish level. Information booklet circulated to all members giving details of the role of councillors and third sector representatives in community leadership. The chair thanked JG for attending this seminar and the feedback provided.

2010/03/16 **Date of next ordinary meeting** Thursday 15 April (unless a planning meeting is required to be called in the meantime) Venue The Clubroom, High Street, Titchmarsh at 7.30 pm

2010/03/17 **Items for report only**
IT – water leaking in Chapel Street outside Church School. The problem is noted and is being dealt with

GL – details required to be inserted in TT

MA – apologises for the next meeting he will be on holiday. Also will not be standing as Chair from May 2010 onwards and thanked members for their support during his period as chair.

The Chair closed the meeting at 8.35 pm