

**TITCHMARSH PARISH COUNCIL
ANNUAL GENERAL MEETING**

Minutes of the Meeting held on Thursday 17 May 2007 in the Clubroom

Councillors Present: Michael Alderman (Chair) John Greig
Sylvia Prestwich (Vice Chair) Julie Cheney
Gina Gaskin Ian Curtis
Ian Teague Bert Ash

In Attendance: Emma Meen (Clerk)

- 2007/05/1 **Completion of documents**
Packs distributed to all members containing Declaration of Acceptance to Office – for immediate signature. Register of Members interests – to be completed and returned to the Clerk within 28 days. Undertaking of Compliance with the Model Code of Conduct Statutory Instrument 2001 No 3578 – for immediate signature.
- 2007/05/2 **Election of Chair**
SP nominated MA. GG seconded and MA confirmed his willingness to stand. Vote taken. MA appointed as Chairman to Titchmarsh Parish Council. Declaration of Acceptance to Office as Chairman signed.
- 2007/05/3 **Election of Vice Chair**
MA nominated SP. IT seconded and SP confirmed her willingness to stand as Vice Chair. SP appointed as Vice Chair to Titchmarsh Parish Council and to continue to oversee her responsibility for financial matters relating to TPC Declaration of Acceptance to office as Vice Chair signed.
- 2007/05/4 **Re-appointment of Committees**
Playing Field Committee
No new members to Playing Field Committee. IC & GG to continue their roles as members of PFC.
- 2007/05/5 **Review of Allotment rents** Clerk
Last increase of allotment rents carried out in 2004. IC proposed increase of 10% to annual rent. IT queried if this level of increase is permitted. Clerk to investigate with appropriate handbook to ascertain if this level is permitted. Should this be acceptable then 10% increase to be implemented with effect from October 2007. Members agreed for a site inspection to take place at the allotment ground in Islington. Inspection to be carried out at 7.00 pm on 21st June prior to the commencement of the Parish Council meeting with an agenda item included for discussion at next TPC meeting.
- 2007/05/6 **Insurance Cover Review**
Review of Annual Insurance carried out to ensure that cover is sufficient with the Asset Register. SP proposed that the Engine House to be removed from Policy Schedule as the insurance for the building is now covered by the Shop Group with effect from 1 May 2007. The Shop Group to provide Clerk with evidence of cover for our records.
- 2007/05/6.1 JG proposed that the remaining fixtures and fittings cover to be Clerk
increased from £2,500 to £5,000.00. All in favour. Clerk to contact insurers to advise them of the above 2 points.
- 2007/05/6.2 SP suggested that Clerk notify insurers that the Clerks office is at Clerk

2007/05/7	<p>her home address, so that this noted within the policy schedule</p> <p><u>Adoption of New Model Code of Conduct Statutory Instrument 2007 No 1159</u></p> <p>New Model Code of Conduct in force with effect from 3^d May 2007 issued by The Standards Board. Option to include paragraph 12 (2) which is not mandatory for Parishes, but gives the option of members with a prejudicial interest the same rights as members of the public to speak to a meeting on the issue and then leave the room before the main discussion and vote. This can only be adopted if there is a provision within TPC standing orders for public open time. TPC have this provision. TPC passed a resolution on 17th May 2007 adopting the Model Code of Conduct including paragraph 12 (2). TPC Model Parish Code contains paragraph 12 (2). All members signed an undertaking to comply with New Model Code of Conduct Statutory Instrument 2007 No 1159. Clerk to formally notify ENC that this has been adopted and also is required to notify The Standards Board of the same.</p>	Clerk
2007/05/8	<p><u>Review of Standing Orders, Financial Regs & Banking Arrangements</u></p> <p>SP & Clerk conducted a review of the standing orders. SP proposed suggested amendments to standing orders JG seconded. All in favour. SP to reissue revised standing order to members. Annexed hereto standing order with amendments shown coloured red for information purposes.</p>	
2007/05/8.1	<p>SP proposed and summarised the amendments to the financial regulations. GG seconded. All in favour. SP to reissue revised financial regulations to members. Annexed hereto financial regulations with amendments shown coloured red for information purposes</p>	
2007/05/8.1.2	<p>Banking arrangements are all satisfactory. No amendments required.</p>	
2007/05/9	<p><u>Clerks Cost of living rise</u></p> <p>Figures have not yet been agreed by NALC at the level of the cost of living rise. Members agreed to wait until statement issued by NALC and cost of living rise to be implemented as per NALC's recommendations with the increase to be backdated from the 1st April. All in favour.</p>	
2007/05/9.1	<p>Clerks revised Model Contract of Employment discussion to be deferred to June agenda.</p>	
Business of AGM concluded at 8.00pm		
2007/05/10	<p><u>Public Open Time</u> As there were no members of the public present, the Chair deemed public open time to be closed</p>	
2007/05/11	<p><u>Apologies For Absence:</u> None</p>	
2007/05/12	<p><u>Declaration of Interests:</u> IC & GG declared a personal interest in agenda item no. 17 – Planning Application EN/07/00568/FUL Demolition of existing changing rooms and building replacement and new all weather pitch at Playing Field, Drydens Close. IC & GG to abstain from voting in connection with this planning application. IC& GG signed Declaration of Interest book</p>	
2007/05/13	<p><u>Minutes of Last Meeting:</u> All agreed minutes of the meeting held on 19 April 2007 to be an accurate record. JG proposed and SP seconded that the Chair sign them.</p>	
2007/05/14	<p><u>Matters Arising:</u></p>	
2007/05/14.1	<p><u>Highways Issues</u> Clerk chasing Andrew Leighton (AL) at NCC Highways for a progress report on outstanding issues (1) Weight</p>	Clerk

- limit signs (2) Portable speeding signs (3) Visibility splay to A605 junction (4) Temporary signs outside industrial park – which are to small and in the wrong place. No response received from AL. Clerk to continue to chase and invite AL to next TPC meeting to give a progress report.
- 2007/05/14.1.2 Clerk reported to Streetdoctor the damage suffered to the concrete supports to the bridge entering in to Polopit from the A14. Streetdoctor have inspected the damage and a works order has been requested for this to be repaired within the next 14 days.
- 2007/05/14.2 Affordable Housing Latest response from Joanne Richardson at Northants Rural Housing (NRH) advises that they have applied for funding, as they have a 3 year rolling programme of funding they felt it prudent to apply for funding now as NRH did not want Titchmarsh to have to wait another 3 years if a site is found. NRH still waiting to receive a response from Planning Dept at ENC regarding the several sites suggested. NRH to continue to follow up and report back to Clerk.
- 2007/05/14.3 Removal of Trees to St. Andrews Lane Letter sent to TPC insurers asking for their advice/recommendations regarding the removal of the trees. Response from insurers still pending. Clerk to chase up Clerk
- 2007/05/14.4 Erection of Stile to North Street Materials delivered for the erection of the stile. Clerk to email Louise Stokes, Footpath Team to ask how she wishes to progress this matter and can she update Clerk with the instructions from the tenant farmer regarding the erection of the stile. Clerk
- 2007/05/14.5 Village of the Year Competition Judging booked for 1 June 2007. SP & GG to escort judges around the village. Members felt it would be a kind gesture to invite judges to stay for lunch in the Clubroom as their visit coincides with the Lunch Club.
- 2007/05/14.5.1 Village sign to be erected imminently which is most timely with the judges for the village of the year competition visiting
- 2007/05/14.6 Purchase of Laminator Clerk purchased a laminator costing £49.99 which includes a variety of A3 & A4 pouches, as authorised at the last TPC meeting.
- 2007/05/14.7 No Fly Tipping Sign JG obtained a quotation for “No fly tipping” sign to erect in the lane which runs to the rear of Church Street which has been experiencing incidents of fly tipping recently. Quotation for £126.00 plus VAT. All in favour to go ahead with purchase of sign. Clerk to provide an order request for sign maker. Clerk
- 2007/05/15 **Finance**
Payments to authorise:
- | | | |
|-----------|--|----------|
| Emma Meen | Clerks April salary by standing order | £131.06 |
| Emma Meen | Clerks expenses (which also includes refreshments for APM and purchase of laminator) | £191.98 |
| ENC | Grass cutting of Highways Verges
01/08/2006 – 31/03/2006 | £1035.54 |
- 2007/05/15 SP proposed that all payments be made. IT seconded, all in favour.
- 2007/05/15.1 Internal audit matters relating to the playing field Response received from internal auditor acknowledging our angst over the situation. In summary the internal auditor recommends that the Playing Field (PF) stand alone and becomes an association.

	The association may purchase items through the PC which in turn will save VAT. The PC can still be involved without the necessity of all payment being authorised by the PC. The suggested model sent to the internal auditor has been fully approved and he suggests the scheme we have put forward be recommended. The PC are now looking in to the constitution and transferring over from being committee to an association by the end of the financial year.	
2007/05/15.2	<u>Shop Group Rent</u> £43.14 received from the Shop Group for rent for the month of April. With effect from 1 May 2007 the Shop Group will be billed annually on the 1 st day of May each year for the rent due. Clerk to prepare an invoice and submit to Shop Group for coming years rent.	Clerk
2007/05/15.3	<u>Annual precept</u> £1841.25 received from ENC by BACS for proportional amount of precept due. Next payment due 30 June 2007.	
2007/05/15.4	<u>Online payroll filing incentive</u> Approval given for the filing of payroll online with incentive payment applicable once again.	
2007/05/16	<u>Correspondence</u>	
2007/05/16.1	<u>Parish Council Conference 24 May 2007</u> Letter received from ENC confirming conference to be held at the Police Headquarters at Wootton Hall, Northampton on 24 May 2007. Follow up conference to that held in November last year regarding the development of partnership arrangements in the context of the Local Government White Paper. SP to attend and report at the next TPC meeting.	SP
2007/05/16.2	<u>Dog control orders</u> Letter received from ENC in response to survey completed regarding the proposed new Dog Control Order Act 2006. Response circulated in the float file	
2007/05/16.3	Cultural Community Partnerships (CCP) – Summer Programme Letter received from CCP inviting the village to take part in the summer programme which offers sport/art and craft activities to children in rural villages. Titchmarsh took advantage of this last year. Form for completion and return to CCP to reserve four slots over the School holiday. Members suggested referring this to Titchmarsh Youth Group (TYG). Clerk to pass details on to TYG.	
2007/05/16.4	<u>Northamptonshire Healthcare NHS Trust</u> – Member recruitment Letter received from Northamptonshire Healthcare together with a quantity of application forms inviting any members of TPC to become members of the Foundation. Details circulated in the float file	
2007/05/16.5	<u>Parish Poster Boards</u> Letter received from the Community Safety Team together with order form for speed reduction poster boards to be displayed within the village. The boards were last displayed in November. Members agreed for boards to be delivered and erected in July. Clerk to complete order form and return	Clerk
2007/05/16.6	<u>Village Notice Board</u> Report received from a Parishioner that the notice board outside the school needs to be repaired, part of the pin boarding is lifting and allowing water to penetrate. Members agreed for the notice board to be inspected at the same time the allotment site is also inspected at the start of the next meeting and discuss thereafter.	
2007/05/16.7	<u>Letter received from Parishioner re: HGV's passing through Islington</u> Informative letter together with supporting photographs	Clerk

of lorries passing through Islington from the Industrial Park. From this letter it can be confirmed that the temporary signs erected by Highways outside the Industrial Park are having little or no effect whatsoever. The Parishioner acknowledges TPC efforts in dealing with this matter and makes various suggestions as to how this persistent matter could be addressed. A village to the south of the County apparently experienced similar problems and this was rectified by a pinch point being constructed to the road. Agreed for Clerk to write to the companies on the Industrial Park who appear to be responsible for the majority of the HGV traffic airing our concern and asking for their help to inform HGV delivery drivers not turn left out of the industrial Park in to the village. Clerk to also write to Parishioner acknowledging his letter and to advise that we are inviting Highways to attend at the next PC meeting and we are also communicating with the companies to the Industrial Park

2007/05/17

Planning

New Planning Applications

EN/07/00568/FUL – Demolition of existing changing room and building replacement and new all weather pitch at Recreation ground Drydens Close. IC & GG abstained from voting. Remaining members all in favour. Application supported

Outcome of Previous Applications

EN/07/00431/FUL – Conservatory with lean-to 4 Manor Farm Court. – Permission granted

Ongoing Planning Applications

EN/06/00292/FUL – Installation of 6 turbine Wind Farm at Ellands Farm, Hemington. Inquiry adjourned and will reconvene on 4 June 2007.

2007/05/18

Removal of overhead wires in parts of Titchmarsh
Clerk to obtain brochures for members to inspect options for replacement columns

Clerk

2007/05/19

Casual Vacancy for Councillor

Vacancy for Councillor advertised in TT. Members also canvassing vacancy themselves. Clerk to make contact with Barbara Ding at ENC to seek advice should the vacancy not be filled. Deferred for discussion at next TPC meeting

Clerk

2007/05/20

Manor Farm Court hedgerow boundary

Boundary hedge has not been cleared as promised. Clerk to email landowner stressing the urgency of the boundary hedge being trimmed back as this poses a potential road safety issue opposite the School.

Clerk

2007/05/21

Registering Village Greens as Official Village Greens

Clerk contacted NCC to find out more details how we pursue registering the village greens as official village greens. NCC advise that the area is not currently registered but in the mid 1970's under the Common Registration Act 1965 an application was submitted but this was objected to, as the areas were deemed as a public highway. The result being that a public inquiry was held in February 1979 at which the Commons Commissioner refused the application to register the land as a village green. Matter filed no further action

2007/05/22

Community Shop update from Steering Group
Update from the Shop Group read out. Lease signed by the Shop Group and building works have now commenced on the Engine House. Annual rent paid by the Shop Group of £100.00.

- 2007/05/22.1 Members agreed for SP to make contact with Vincent Sykes & Higham Solicitors who initially provided TPC with advise on drawing up the lease to the Shop Group. A subsequent lease has been agreed and SP will contact the Solicitor handling the matter to advise that TPC will not be pursuing this matter further and to request for a bill of costs to be forwarded to the Clerk for payment SP
- 2007/05/23 Report from Playing Field Committee
GG reported that fund raising still progressing. The Playing Field has recently been drained. A fund raising music event scheduled for 23 June 2007. The road race proved to be successful with a meeting planned to discuss arrangements for next years race.
- 2007/05/23.1 Playing Field Committee have recently met with the Football Foundation (FF) on site who were very complimentary about the condition of the pitch and have urged the Committee to increase their funding request to the FF.
- 2007/05/23.2 Vincent Sykes & Higham Solicitors are progressing with drawing up of the lease. Invoice received from solicitors of £734.38 being an interim account for work carried out to date. Matter deferred for discussion at the next meeting.
- 2007/05/17 Date for next meeting 21 June 2007 7.30 pm in the Clubroom. 7.00 pm at the allotment ground
- 2007/05/18 Items for report only
JG reported that the dustbins had been left in a mess again along the High Street after the recent collection. JG has reported this to ENC directly himself.
IC summarised the meeting recently held at the gravel extraction site. Encouraged that the site is being managed effectively with the Environment Agency heavily involved making routine unannounced inspections of the site. The condition of the road outside the gravel extraction site has also been addressed which periodically subject to weather conditions has been found to be very muddy.
GG reported vehicles parking dangerously in the High Street.
BA mentioned that the boundary hedge to 11 Drydens Close is still overgrown. The tarmac path to the front of 13 Drydens Close is proving to be a trip hazard
SP reported that the dog bin has come away from the bottom of the supporting post.
SP has been invited to welcome the new Vicar on behalf of TPC at the licensing on the 18th June.
MA presented SP with a bouquet of flower to thank her for being Chair over the last two years.
The Chair closed the meeting at 9.40pm