

**TITCHMARSH PARISH COUNCIL
ANNUAL MEETING OF THE PARISH COUNCIL (AGM)**

Minutes of the Meeting held on Thursday 15 May 2008 in the Clubroom

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

In Attendance: Emma Meen (Clerk)

2008/05/1

Election of Chair

MA expressed his willingness to stand as Chair for a further 12 month period. IC proposed and SP seconded. MA appointed as Chairman to Titchmarsh Parish Council. Declaration of Acceptance to Office as Chairman signed.

2008/05/2

Election of Vice Chair

SP expressed her willingness to stand as Vice Chair for a further 12 month period. MA proposed and JG seconded. SP appointed as Vice Chair to Titchmarsh Parish Council. Declaration of Acceptance to Office as Vice Chairman signed

2008/05/3

Review of Allotment rents

Members felt that the level of rent should not be allowed to stagnate. JG proposed and JC seconded that all allotment rents across the board be increased by £1.00 per annum with effect from 11 October 2008. Members agreed for a site inspection to take place at the allotment ground in Islington at 7.00 pm on 19th June prior to the commencement of the Parish Council meeting with an agenda item included for discussion at next TPC meeting.

2008/05/4

Insurance Cover Review

Review of Annual Insurance carried out to ensure that cover is sufficient with the Asset Register. Two quotations for annual insurance obtained to include the addition of the village sign, 4 planters and laminator. Existing insurer is Allianz Cornhill who quoted an annual premium of £656.10. Second quotation received from Norwich Union for the same cover of £507.44 with a reduction of 5% applicable for entering in to a 3 year binding contract. JG proposed and SP seconded to proceed with Norwich Union. Clerk to make the necessary arrangements with new insurer and to cancel policy with existing insurer. A further quotation received for insurance cover of the new playing field pavilion. Allianz Cornhill quoted £680.40 based upon £180,000 Pavilion rebuilding costs and £302.40 based upon £30,000 contents cover. The same policy with Norwich Union £415.80 for the building cover and £135.45 for the contents. Members in agreement to go ahead with this cover at the appropriate time. Clerk to notify new insurers that cover will be required to be placed on risk around August 2008 but formal notification will be made at the appropriate time. Clerk to also advise new insurers that an open day event will take place when the pavilion is completed and for this to be noted for the public liability cover.

Clerk

2008/05/5

Complaints Procedure

Model complaints procedure circulated to members in the float file for consideration and comments. Members agreed for a complaints procedure to be incorporated within the standing orders based upon the following:-

That the complaint must be received in writing and that the matter will be dealt with by a nominated member of TPC. TPC to acknowledge any complaint within 7 days of receipt and that the complaint will be dealt with, within 13 weeks of initial complaint being received once the full case has been investigated. Draft amendment of complaints procedure to be circulated at June PC meeting

SP

2008/05/6

Review of Standing Orders, Financial Regs & Banking Arrangements

SP & Clerk conducted a review of the standing orders. Amendments made as follows:-

- (1) Typographical amendment to Clause 8
 - (2) Personal interests the date has been amended to the date of the adoption of the New Model Code of Conduct (17 May 2007)
 - (3) Complaints procedure incorporated in standing orders
- NCALC recommend review of financial regulations every 4 years. The last review was undertaken in 2007. Diary note made to review again in 2011.

Business of Annual Meeting of the Parish Council (AGM) concluded at 7.35pm

- 2008/05/7 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed
- 2008/05/8 **Apologies For Absence:** GL
- 2008/05/9 **Declaration of Interests:** MA expressed a personal interest in agenda point 2008/05/11.3 Allotments. Declaration of Interests book duly signed by MA
- 2008/05/10 **Minutes of Last Meeting:** All agreed minutes of the meeting held on 17 April 2008 to be an accurate record. JG proposed and BA seconded that the Chair sign them.
- 2008/05/11 **Matters Arising:**
- 2008/05/11.1 **Affordable Housing** letter and accompanying sketches of the affordable housing scheme for site D Islington produced by Northants Rural Housing (NRH) and circulated amongst the members for information purposes. Initial sketches have been sent to landowner of site for their comments. NRH to report to PC once a response has been received from the landowner
- 2008/05/11.2 **Footpath North Street Titchmarsh** Email received from Parish Path Team Warden advising that demarcation signs have now been erected to field in North Street clearly defining the route of the footpath.
- 2008/05/11.3 **Allotments**
- 2008/05/11.3.1 Email received from allotment holder asking ownership of track to Islington Clerk allotments as she has been approached by a person claiming to be the owner advising that parking is not permitted on the track. Clerk to contact Merchant Venturers to establish ownership of the track and take instructions
- 2008/05/11.3.2 Forms received from AWA for completion by Clerk to arrange for AWA to attend at allotment ground in Islington to carry out a survey to determine the feasibility of installing a water supply. Consent required from Merchant Venturers (MV) as landowners of the site for this survey to take place. Clerk to chase MV for consent. Members instructed clerk to contact AWA and progress this matter further as soon as a favourable response is received from MV.
- 2008/05/11.3.3 Clerk contacted 5 allotment holders who have not tended to their plots to advise that an inspection will be taking place in June and that if no significant improvement has been found allotment holders will be contacted again as we have a comprehensive list of people waiting for plots. 3 plot holders contacted clerk to advise that they will be tending to their plots. One person has given their plot up and Clerk is liaising with next person on the waiting list. Plot 3 one of the larger plots has requested if the plot could be divided. Members instructed clerk to advise plot holder that if they can see some improvement to the allotment by the time the inspection takes place then they will consider dividing plot, otherwise the agreement will be terminated. Members meeting at 7.00 pm on Thursday 17th June at allotment ground to inspect site.
- 2008/05/11.4 **Highways** Update received from John Trimble (JT) at NCC to advise that he is still chasing the Finance Department for confirmation that he can carry over surplus funding from last years budget to use for the erection of the permanent HGV no overnight parking signs and the signs for the Traffic Regulation Order. Until confirmation received of the funding he has available to use this scheme cannot be progressed any further.

2008/05/12

Finance

Payments to authorise:

Titchmarsh clubroom	Hire of Clubroom for PC meetings Jan-March, APM 8 April and CCP session	£108.00
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	8 th & 17 th April	
ENC	Grass cutting of Highways Verges 01/08/2007 – 31/03/2008	£1069.44
Emma Meen	Clerks Salary April 2008 paid by standing order	£134.16

- 2008/05/12 IC proposed that all payments be made. GG seconded, all in favour.
- 2008/05/12.1 Annual precept £7,500.00 received from ENC by BACS for 50% payment of annual precept.
- 2008/05/12.2 Invoice submitted to Shop Group for payment of annual rent to the Engine House due on 1 May 2008 Payment pending
- 2008/05/12.3 Presentation of Account for year Ended 31 March 2008 Members agreed that due to the tight budget constraints imposed on the PC for the coming year, namely due to the removal of the overhead cables within the village and replacement columns and lighting brackets, that the accounts be reviewed every 3 months.
- 2008/05/12.4 Presentation of Statement of Accounts and Annual Governance Statement for approval prior to submission to auditor IT proposed and BA seconded that the statement of accounts presented before the Council represent fairly the financial position of the council and its income and expenditure for the year ended 31 March 2008.
- 2008/05/13 **Correspondence**
- 2008/05/13.1 NCALC – Training Programme for Councillors and Clerk Details from NCALC under the National Training Strategy a new programme of training is being offered to councillors in a series of 6 modules. Cost of training ranges from £35.00 for one session to £155 for all 6 sessions. GL expressed an interest at previous meetings that he would be interested in further training. In view of his absence from the meeting Clerk to liaise with GL if any of the modules proposed are of interest to him and for this to be discussed at next PC meeting GL
- 2008/05/13.2 SLCC AGM Clerk advised that branch meeting and AGM to be held at the Council Chamber Higham Ferrers on Wednesday 11 June 2008. clerk to attend
- 2008/05/13.3 Email from Parishioner re: Sign advertising Wheatsheaf at the A605 junction The matter has been referred to ENC who are liaising directly with the owner of the sign to establish what his intentions are for the future of the sign as planning consent has not been applied for.
- 2008/05/13.4 Letter from ENC re: Representatives of ENC Standards Board Letter advised that Susan North of Polebrook PC has been appointed to serve on the Standards Board with effect from 9 July. A further vacancy will be available in 2009 and ENC will be seeking nominations early 2009 to fill the vacancy.
- 2008/05/13.5 Letter from ENC re: Rights of Way Improvement Plan 2007-2011 Details and CD circulated in the float file. Members suggested that once details have been inspected by the PC that the paperwork and CD be handed over to the Walking Club who may find the contents of interest.
- 2008/05/13.6 Letter from Weedwise re: Vegetation Control Contract 2008 Weedwise Limited, Northampton confirmed following the change over of Highways Contractor from Atkins to May Gurney they have been successful in maintaining the vegetation control contact for 2008. Contact details given should TPC have any vegetation issues they wish to raise.
- 2008/05/14 **Planning**
- No new planning applications received
- 2008/05/15 Removal of overhead wires in parts of Titchmarsh Sub Group comprising of SP, GL & JG met and inspected areas within the village where overhead cables are being removed and new columns and lighting brackets erected. SP met with Project Manager from Central Networks (CN) who will be overseeing project. Following the meeting of the sub group a clear idea of where columns are to be sited was discussed with CN. CN confirm that works will commence 28 July 2008 and will take at least 3 months to complete. Underground works will initially take place with the works in Church Street being carried out so as to coincide with the Clerk

	School holidays. Traffic will be regulated with traffic lights and Chapel Street becoming one way whilst works are ongoing. CN have given assurance that they will speak to each household affected by the works to advise what is happening and to agree arrangements for simultaneous reconnections. CN request that new columns are installed before the old columns are taken away, therefore double columns will be evident for a short period of time. Members agreed to accept lowest quotation (Aylesbury Mains) but prior to accepting their quotation Clerk to obtain written terms of engagement from both ABB and Aylesbury Mains which will be vetted by the sub group prior to final appointment of a contractor.	
2008/05/16	<u>No cold calling zone to the village</u> GL to provide details of costings involved for the signs and handouts to each household. Due to GL being absent matter deferred to June meeting.	GL
2008/05/17	<u>Repairs to Pound garden fence and gate 2</u> estimates received for the replacement section of Oak fencing to the Pound Garden and repair to the gate. H & M Carpentry £332.50 (Oak). Howard Bosworth £887.12 (Oak) or £569.87 (softwood). Howard Bosworth's quote includes a new handgate when only a repair is required. Members instructed Clerk to speak to Howard Bosworth to ask for a revised quotation based on repair only to hand gate and replacement of fence. Whichever quotation is the cheapest for the clerk to go ahead and authorise.	Clerk
2008/05/18	<u>Boundary between garages and playing field, Drydens Close, Titchmarsh</u> IC advised that PFA will make the necessary enquiries themselves regarding the boundary fence.	
2008/05/19	<u>Dog Control Orders</u> Members reviewed proposed new dog control orders which were circulated in the float file. Members felt that there are no particular areas within the village that dogs should be excluded from. Form completed and returned to ENC	
2008/05/20.1	<u>Titchmarsh Village Shop Association (TVSA)</u> Jane Teague has resigned as chair to TVSA and Jackie Rowe has been appointed as chair.	SP
2008/05/20.2	TVSA requested if a sign could be erected on the wooden gates to the gable end wall of the Engine House directing customers around to the shop entrance, as it is felt from a passer bys perspective that the shop is closed. TPC agreed in principle to a sign being erected but requested that any designs be presented to TPC for approval and also recommend that TVSA approach ENC to establish if planning consent is required for this sign.	
2008/05/20.3	TVSA requested permission from TPC for willow screening to be placed in the Pound Garden screening the bin area. TPC content for screening to be erected. Clerk to contact TVSA in response to all points	Clerk
2008/05/53	Date for next meeting 19 June 2007 7.00 pm at the allotment ground Islington. 7.30 pm in the Clubroom.	
2008/05/54	<u>Items for report only</u> JC – attended at ENC AGM and met new Chairman of ENC who has expressed interest in visiting the PC in the future. GG – reported that the manhole cover is missing on the entrance to the track leading to Islington allotments. BA – Tree overhanging footpath in Drydens Close (Spire Homes property). Highway in Drydens Close is deteriorating The Chair closed the meeting at 9.00pm	