

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting of the Full Council held on Thursday 20th November 2003 at 7.30p.m. at the Clubroom, High Street, Titchmarsh.

Councillors Present: Ian Curtis (Chairman) Sylvia Prestwich (Vice Chair)
Michael Alderman Gina Gaskin
Janet Jones John Pridmore
Vince Smith Dave Walpole

In Attendance: Jane Teague (Clerk)
Sgt. Paul Deanes

1.0 Apologies For Absence:

Julie Cheney

2.0 Declarations of Interest:

GG and SP declared an interest in agenda item 10. Titchmarsh Website;
SP also declared an interest in Planning Application EN/03/1192.

3.0 Minutes of Last Meeting:

The minutes of the meeting held on 16th October were approved as a correct record and duly signed by the Chairman.

4.0 Matters Arising:

4.1 Parish Plan Update

VS reported that a Working Group and a Steering Group had been instigated. The Parish Plan will be mentioned in the next issue of Titchmarsh Times.

4.2 Internal Audit

SP and the Clerk met with the Internal Auditor who identified the need to keep an Asset Register. This has been actioned. The audit had been completed and sent to the external auditors for sign-off.

4.3 Allotments

Allotment holders had been invited to attend a meeting immediately prior to this Council meeting. Three people attended, representing two allotments at Tofts.

A recent incidence of theft of produce from an allotment was discussed. It was agreed that signs would be placed at both entrances to Tofts stating that access was permitted to allotment holders only. The gate was reported as being insecure; the Clerk will write to Merchant Venturers to request its repair and to J&S Pendred for a quote to supply the signs.

Clerk

The attendees agreed to elect a representative to liaise with the Parish Council.

The meeting discussed the size of individual plots at Islington as this may be disconcerting to prospective allotment holders.

The Clerk reported that Merchant Venturers had suggested a minimum annual rent of at least £10. The Council will discuss this further.

4.4 Playing Fields Committee Proposal

IC, GG and the Clerk will work with Derek Ellis, the nominated representative of the PFC. A further meeting to be arranged.

IC/GG/Clerk

- 4.5 Village Maintenance – Update
The Clerk reported that a signwriter has added “Titchmarsh Parish Council” to the noticeboard and that it has also been varnished. ENC have confirmed that they will attend to the street name signs that require re-painting. ABB will supply quotes for additional street lighting in areas of the village that would benefit from this. **Clerk**
- 4.6 The Pound and Engine House
The Clerk suggested wording for The Pound and Engine House signs for consideration. A form of wording was agreed. Proposed by GG, seconded by MA. All in favour. The Clerk will obtain quotes for supply of signs. A letter had been received from Mrs Durndell who maintains the Pound garden confirming the period of time for which she has been doing so. **Clerk**
- 4.7 Manor Farm Court – Update
The Clerk confirmed that renewal planning permission had not yet been received. She suggested writing again to the owner of the building site to ask if it could be made tidy: the brambles are overhanging the boundary into High Street and the fence bordering the cul-de-sac needs attention. All agreed that this would be worth a try, although the developer has not responded favourably to previous requests. **Clerk**
- 5.0 Finance**
- 5.1 Accounts for Payment
- | | |
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| • Shaw & Sons: Parish Councillor’s Guide x2 | £ 27.00 |
| • Shaw & Sons: Parish Councillor’s Guide x1 | £ 13.50 |
| • J & S Pendred: Signwriting on noticeboard | £ 23.50 |
| • Ian Teague: Purchase of software for Clerk | £322.99 |
| • Society of Local Council Clerks: Annual Subscription | £ 74.00 |
| • Jane Teague: Clerk’s salary | £144.00 |
| • The Society of Merchant Venturers: Allotment rents | £185.36 |
| • Gina Gaskin: NALC planning course x2 places | £ 30.00 |
- It was resolved that all accounts be paid. Proposed by VS, seconded by JP. All agreed. **Clerk**
- 5.2 Bank Mandate
IC, SP and GG signed a new mandate. Any two of the three authorised signatures are required on cheques. **Clerk**
- 5.3 Accounts and Budgets
SP presented the accounts to date and the budget figures for 2004 and for the next three years. Actual figures were compared against budget. Agreed to use these to discuss 2004 precept at the next meeting. The credit balance in the current account will be used to pay for additional street lighting. IC thanked SP and the Clerk for the work done.
- 6.0 Correspondence**
- 6.1 Letter from Northamptonshire Police describing a spate of distraction burglaries in the county this year and asking for help in protecting vulnerable residents. Information to be included in the next issue of Titchmarsh Times. **Clerk**
- 6.2 Letter from a parishioner regarding two Tree Preservation Orders. ENC have not responded to letters from the parishioner requesting permission to have the trees pruned. Clerk will write to ENC. **Clerk**
- 6.3 Letter from a parishioner regarding malicious damage to three cars parked outside their house in the High Street. Details to be included in Titchmarsh Times. Clerk to acknowledge. **IC**

- 6.4 Letter from Titchmarsh Website design team (Sylvia Prestwich) requesting Parish Council support. See agenda item 10.
- 6.5 Rural Services Strategy. Clerk to complete and return questionnaire. **Clerk**
- 6.6 All remaining correspondence received to be circulated in the float file, together with a copy of The Parish Councillor's Guide. **Clerk**
- 7.0 Planning**
- 7.1 Outcome of previous application: EN/03/00800/LBC – erection of one dwelling and conversion of existing stable block to garages; Listed Building Consent granted.
- 7.2 Outcome of previous application: EN/03/00799/FUL – erection of one dwelling and conversion of existing stable block to garages; Planning Permission granted.
- 7.3 New Application: EN/03/01192/FUL – demolition of outbuildings and erection of conservatory, porch and garaging with service accommodation and principal bedroom accommodation over at Ashfields, London End. This application was circulated to Councillors prior to the meeting as ENC required a decision by 8th November. Vote taken: eight in favour, one abstention declaring an interest, therefore application supported.
The outcome for this application was received prior to the meeting: Planning Permission granted.
- 7.4 New Application: EN/03/01024/FUL – conservatory at Plot 2, 1 Park Farm Court. Vote taken: seven in favour, one abstention. Application supported, Clerk to advise ENC. **Clerk**
- 7.5 Proposed Supplementary Planning Guidance on Residential Garden Extensions
This document, received from the Welland Partnership (ENC in association with three other planning authorities) had been circulated to Councillors prior to the meeting. The document included guidelines on limits to development, size of garden extension and boundaries. All were in favour of the guidelines. Proposed by VS, seconded by DW. Clerk to reply. **Clerk**
- 7.6 NALC Planning Procedures Course
Attended by IC and GG. Found to be generally useful.
- 8.0 Police Data Check – Results**
Sgt Paul Deanes attended the meeting to present the results from the two data collection points sited on High Street between 25.9.03 and 2.10.03. Sgt Deanes described the results as “quite horrific” and the worst he had seen. There were 23 recorded cases of speeds between 71 – 75 mph in a 30 mph area. The evidence produced will support the Parish Council's case in requesting traffic calming measures in the village. Local police followed up the data check by conducting their own speed tests in the village.
There followed a general discussion about traffic calming measures. VS reiterated the outcome of a previous meeting with NCC Highways in which it was stated that speed bumps would be neither popular nor practical with so many driveways accessing properties.
Sgt Deanes stated that street narrowing has proved very effective in other locations. SP asked what would happen when traffic is diverted through the village following accidents on the A14 or A605: Sgt Deanes believed that there could be a case for imposing a weight restriction.

<p>It was resolved that the data check results be discussed with Debbie Strong, Highways Area Manager, to ascertain the way forward; a flier to be produced emphasising the key facts and this delivered to every household in the village; the information be reported in Titchmarsh Times. Proposed by SP, seconded by GG. IC thanked Sgt Deanes for the work undertaken and his attendance at the meeting.</p>	<p>IC/Clerk</p>
<p>9.0 Affordable Housing At the October meeting, MA had generously offered a site on his land, adjacent to the road heading out of the village towards the A605. There was a general discussion about potential sites. It was felt that the site offered by MA was too far outside the village boundary to be permissible under the guidelines for affordable housing. The Chairman thanked MA for the offer.</p>	<p>Clerk</p>
<p>Three sites originally identified in 2001 were still considered the most suitable: Islington, Drydens Close, Park Road. Any other land with suitable access could be considered. The Clerk will send a village map showing the three sites to Shaun Fielding at NRHA for further evaluation.</p>	
<p>10.0 Titchmarsh Website SP reported that this is under construction and requested that the Parish Council support this initiative. There may be a requirement for some small financial contribution from the Parish Council. Data Protection and Public Liability issues had been addressed. The website address is www.titchmarsh.info. Material for the Parish Council page was approved.</p>	
<p>11.0 Local Transport Plan The LTP budget is £225k, £100k of which has been earmarked for improvements to provide safer routes to school. £125k is therefore available for sustainable minor works costing up to £50k. Bids have to be submitted by 19.12.03. VS agreed to ascertain from his contact at NCC Highways whether there is time to include the required traffic calming measures in this bid. Other improvements to be included in the bid are: railings around the steps into St Andrews Lane; installation of a kerb around the verge outside the Engine House. VS and Clerk will complete paperwork.</p>	<p>VS</p>
	<p>VS</p>
	<p>VS / Clerk</p>
<p>12.0 Grass Cutting The Clerk had obtained information from three other parishes that had opted out of the grass cutting agreement and instructed their own contractor. All recommended opting out, mainly because the grass is cut for both safety and amenity, rather than for safety only. The grant given to parishes that opt out may not cover the total cost of increased grass cutting so funds would have to be allocated in the budget to cover this shortfall. The Clerk had subsequently requested quotes from Howard Bosworth, David McKnight and the ENC contractor, Turney. Mr McKnight had submitted a quote of £345 per cut. A response was awaited from Mr Bosworth and Turney. GG proposed that the additional cost be borne by the Parish Council in order to have the grass cut satisfactorily and improve the appearance of the village. Seconded by MA. All agreed.</p>	<p>Clerk</p>

13.0 Reports from Local Organisations

13.1 Clubroom: JP reported that this is to close for refurbishment on 12.1.04 for a period of six weeks.

13.2 Footpath Warden: Val Sorrell is to be invited to attend the December meeting to introduce herself and for the Parish Council to offer whatever support might be necessary. Clerk to arrange.

Clerk

14.0 Date of Next Meeting

Thursday, 18th December 2003 at 7.30 p.m in the Clubroom.

15.0 Councillors Review

IC has arranged for Parish Council meetings to be held in the Chapel while the Clubroom is closed for refurbishment.

There is no litter bin on the lower green.

Dog fouling still a problem in Polopit.

The Christmas tree will arrive on 13th December.

Fly tipping has been reported on Clopton Road.

The Chairman closed the meeting at 10.03 p.m.