

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting held on Thursday 16 April 2009 in the Clubroom

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

Julie Cheney - absent

In Attendance: Emma Meen (Clerk)

2009/04/1 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed

2009/04/2 **To receive apologies for absence:** None

2009/04/3 **Declaration of Interests for items contained on the Agenda:** IT declared a personal interest in item 8 EN/09/00387/LBC Strengthening existing roof structure at 29 Chapel Street Titchmarsh, the applicant is a personal friend. Declaration of interest's book signed by IT.

2009/04/4 **Minutes of Last Meeting:** All agreed minutes of the meeting held on 19 March 2009 to be an accurate record. GL proposed and BA seconded that the Chair sign them.

2009/04/5 **Matters Arising (for information purposes only):**

2009/04/5.1 Update from NCC Highways (MGWSP) following site meeting on 20th March 2009
 Report following meeting with Richard Woodhouse (RW) of MGWSP on the 20th March 2009 circulated to the members prior to meeting. Matters currently receiving attention are:-

- Deformed road surface outside Engine House
- State of verges at Drydens Close. Suggestion to remove grassed verge areas which are damaged and construct parking bays
- Raised gullies, Islington

RW confirmed that the above points have been referred to the relevant departments at NCC. Waiting further updates. Clerk to continue to chase for a satisfactory outcome

2009/04/5.2 **Clerk salary review** The Parish Council learnt that the outcome of the recent arbitration into the dispute between the employers' and the employees' side of the National Joint Council for Local Government Services had resulted in an increase of 2.75% based on the pay scales as at 1 April 2007 for the period 1 April 2008-31 March 2009. The Parish Council noted that it had made an interim increase in pay to the clerk of 2.45% following the recommendation of the National Association of Local Councils and the Society of Local Council Clerks. The Parish Council resolved to award the balance of 0.30%. SP reminded members that under the terms of the clerks contract an incremental salary increase is also due in April. Raising clerks spinal salary scale from point 19 to point 20.

2009/04/6 **Finance**

Payments to authorise:

John Greig	Production of 260 copies of Titchmarsh Times March/April edition	£52.00
John Greig	Travelling expenses for attendance at Local councils Spring Conference 18 March 2009 at Diamond Centre, Irthlingborough	£7.60
NCALC	Annual Subscription to NCALC incorporating audit fee year end 31 March 2010	£275.97
Emma Meen	Clerks Salary March 2009 paid by standing order	£182.80

2009/04/6.1 IT proposed that payments be made. BA seconded, all in favour

2009/04/6.2 Presentation of Statement of Accounts and Annual Governance Statement for approval prior to submission to auditor IC 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 2009.	
2009/04/6.2.1	<u>Year End 31 March 2009. Discussion re: internal and external auditor</u> The Parish Council learnt that Peter Quincey has been allocated as NCALC internal auditor. Clerk to make the necessary arrangements for the internal audit to be carried out following TPC approval of the accounts for the year ending 31 March 2009. The Parish Council also undertook a review of the effectiveness of its system of internal controls and found that the system was sound and effective in the management of the council's functions and also included arrangements for the management of risk.	
2009/04/7	Correspondence	
2009/04/7.1	<u>Email from Governing body of Titchmarsh School regarding marking of road near the School</u> Members felt that the request from the Governing Body was unclear and they were unsure of the actual details being raised. Clerk to make further enquiries with Governing Body to ascertain where their concerns lay, is it parking, speeding or other matters. Once further details obtained clerk to bring matter to next meeting for further discussions	Clerk
2009/04/7.2	<u>Letter from MGWSP requesting contact details of local farmers who are able to offer assistance with equipment in adverse weather</u> MA volunteered his services and equipment should adverse weather arise in the future. Clerk to notify MGWSP of MA details for contact.	Clerk
2009/04/7.3	<u>Update from NCC – Top 10 Local Priorities</u> Summary of points received from Councils within the County. Information circulated in the float file.	
2009/04/7.4	<u>Email from Parishioner reporting thefts at Islington allotment ground and parking problems in Drydens Close emanating from the Playing Field</u> Members reiterated clerk's comments that any future vandalism, damage or thefts are to be reported to the local Police. Clerk has already provided the relevant contact details. Regarding second point raised by same parishioner, volume of cars parking in Drydens Close from the Playing Field. Comments have been referred to the Playing Field Association. Clerk to contact parishioner to advise that the Playing Field has some 30 allocated car parking spaces within the grounds and visitors to the site are encouraged to use the facilities provided and not to park in the neighbouring residential area.	Clerk
2009/04/7.5	<u>Letter from ENC re: Dog Control orders</u> Following the publishing of draft dog control orders, representations have been considered and no changes have been made to the orders previously published. Noted	
2009/04/7.6	<u>Invite from NCC Transport and Highways – The way forward scheduled for 23 April 2009</u> Representative from TPC unable to attend.	
2009/04/7.7	<u>Response from allotment holder of plot 27 Islington</u> Following TPC request to tend to plot or agreement will be terminated, plot holder has confirmed that due to ill health the plot has been allowed to overgrow, but they have now tended to plot and it has been cultivated. Clerk reminded members that the annual inspection of the allotment ground is scheduled for June 2009.	
2009/04/7.8	<u>Email request from plot holder at Islington to reduce size of plot</u> Members content to reduce size of plot 4 by half and to offer remaining half to new person on the waiting list. MA volunteered to attend at allotment ground to place a stake in the ground to clearly identify the boundary to save any confusion. Clerk to contact next person on the waiting list to offer new plot. Any person on the waiting list resident of Titchmarsh, regardless of place on the list will be given preference	Clerk MA
2009/04/8	Planning	
2009/04/8.1	EN/09/00387/LBC – Strengthening existing roof structure at 29 Chapel Street, Titchmarsh – application supported. I abstention see minute 2009/04/3	
	<u>To Note outcomes relating to recent planning applications</u>	
	<ul style="list-style-type: none"> • Erection of two Storey side extension 30 Chapel Street Titchmarsh – permission granted - Noted • Erection of double garage with hobby room/workshop over at 47 High 	

	Street, Titchmarsh – permission granted - Noted	
	<ul style="list-style-type: none"> Grain Store building to store harvested crops and associated equipment, Bidwell Farm, Clopton Road, Titchmarsh – prior approval not required - Noted 	
2009/04/9	<p><u>Review of administrative matters</u></p> <p><u>Standing orders</u> IC reviewed standing orders and tidied up the grammatical content. IC also reminded members that when declaring an interest in any matter contained within the agenda the reason for the declaration should also be noted.</p> <p><u>Asset register</u> – SP and clerk reviewed details of asset register. Included the following:-</p> <ul style="list-style-type: none"> Playing Field Pavilion 6 new street light columns and 7 lighting brackets. New gate at Islington allotments (not insured) <p><u>Risk Assessment</u> BA and clerk reviewed the risk assessment and also the clerks home office. Copy of home office risk assessment attached to PC risk assessment. Additional points included in risk assessment review:-</p> <ul style="list-style-type: none"> Clerk as a Lone Worker – Lone Worker Policy in place Policy to be adopted setting out procedures in the event that the clerk is unavailable due to illness or accident Back up of computer files. IT to make enquiries for the cost of an external hard drive and to back up on a monthly rotational basis Handling of allotment rent. Collection of rent to be held in the Clubroom prior to October meeting. Two councillor to accompany clerk at all times whilst rent paid. Once collection has taken place, amount of rent received to be totalled, witnessed by a councillor. Clerk and councillor to sign receipt to confirm amount collected. Confirmation of signatories to bank account to be confirmed at the AGM in May and noted within the minutes Unavailability of meeting room, suggested that the alternative should now be the Playing Field Pavilion. Previously noted as the village school Playing Field Association - Risk assessment to be forwarded to PC annually together with a copy of the monthly safety checks carried out to play equipment. Also a copy of the fire risk assessment Engine House – copy of annual insurance certificate and fire risk assessment to forwarded to PC annually Freedom of Information Publication Scheme – diarised to be reviewed quarterly 	Clerk
	All in favour of adopting the changes.	
2009/04/10	<p><u>To review documents routinely available to the public under the Freedom of Information Act</u> Quarterly review of information available under the FOI act. Clerk to send amended Asset Register, STO and Risk Assessment to SP to upload on to website. Clerk will also review contents of Guide for Information to ensure that this is also up to date. Next FOI review July 2009.</p>	
2009/04/11	<u>The Engine House</u>	
2009/04/11.1	<u>Inspection of external fabric of the building</u> The Engine House Working Group comprising of SP, JG, and GG carried out an inspection of the Engine House on 2 nd April 2009. (See report attached)	
2009/04/11.2	<p><u>Annual rent review of Engine House Lease in line with Retail Price Index in accordance with terms of Lease RPI 2.5%.</u> MA proposed that following a review of the rent not to increase the annual rent for this coming year. All in favour. Clerk to issue rent invoice and also notify Titchmarsh Village Shop Association that the rent will not be increased this year. Clerk to also remind TVSA that the following documents are required and for these to be forwarded to the PC as soon as possible:-</p> <ul style="list-style-type: none"> Completion Certificate 	Clerk IT

- “As Built drawings”
- Copy of Annual Insurance Certificate
- Fire risk assessment

2009/04/12 Final Arrangements for Annual Parish Meeting (30 April 2009) Arrangements in place. Access to clubroom available from 6.30 pm on the day for setting up. Refreshments ordered from Village Shop. Speakers in place. Members agreed not to circulate questionnaires this year at the end of the meeting.

2009/04/13 Date of next meeting Thursday 30th April 2009 (APM)
Annual meeting of the Parish Council (AGM) 21 May 2009

2009/04/14 Items for report only

SP – Website has been off line for a few days but is now back in working order. SP informed the members it is her intention to resign as Vice Chair with effect from May 2009, but will continue in the role as Councillor

IC – provided the Playing Field H & S file as mentioned at the last meeting. JG volunteered to read the contents of the file

GG – Asked if an agenda item could be noted for the next meeting for a sign to be erected directing visitors to the Playing Field Pavilion, there appears to be some confusion as to its location within the village

JG – Following the demolition of the old pavilion JG asked if the exposed electricity box has now been made safe. IC confirmed it has

BA – the salt bin in Drydens Close still has not been replenished

The Chair closed the meeting at 8.55 pm