

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting held on Thursday 21 May 2009 in the Clubroom

Councillors Present: Michael Alderman (Chair) John Greig
Sylvia Prestwich Geoff Love
Bert Ash Gina Gaskin (arrived at 8.15 pm)
Ian Teague Ian Curtis
Julie Cheney
In Attendance: Emma Meen (Clerk)

- 2009/05/1 **Election of Chair and Declaration of Acceptance to Office** IT proposed and BA seconded MA for election of Chair for the coming year. 6 in favour and 1 abstention. MA appointed as Chairman to Titchmarsh Parish Council. Declaration of Acceptance to Office as Chairman signed.
- 2009/05/2 **Election of Vice Chair** MA proposed and GL seconded IT for election of Vice Chair for the coming year. 6 in favour and 1 abstention. IT appointed as Vice Chairman to Titchmarsh Parish Council. Declaration of Acceptance to Office as Vice Chairman signed.
- 2009/05/3 **To receive apologies for absence:** None
- 2009/05/4 **Declaration of Interests for items contained on the Agenda:** SP expressed a personal and prejudicial interest in agenda point 17 – planning application 6 North Street Titchmarsh as this relates to her own property. SP advised of her intention to vacate the room whilst discussion of this point took place. MA expressed a personal and prejudicial interest in agenda point 17 - planning application 6 North Street Titchmarsh due to the applicant being a personal friend and also employed by himself. MA advised of his intention to vacate the room whilst discussion of this point took place. GL declared a personal interest in agenda point 17 – planning application 6 North Street Titchmarsh due to the property being located opposite his own house.
- 2009/05/5 **Review of Allotment rent** SP proposed that the allotment rent remain at the current level for the coming year due to the economy. IC seconded, all in favour
- 2009/05/6 **Confirmation of signatories to parish council bank account** Clerk confirmed MA, GG and SP recorded as signatories to the Parish Council bank account. SP proposed that she be removed as a signatory and replaced with IT now that he has been appointed as vice chair. All in favour. Clerk to arrange for the relevant mandate change forms to be obtained from Barclays Bank. Clerk
- 2009/05/7 **Review of annual insurance cover** Notification of renewal received from Came & Company. Annual insurance for coming year £923.77 inclusive of insurance tax and net of 5% 3 year long term agreement. Also 5% no claims discount incorporated. Diary note made to review insurance at expiry of 3 year long term agreement (2011). Pending summary from internal auditor possible review of asset register against insurance policy to be undertaken to ensure all risks covered.
- 2009/05/8 **Appointment of responsible Financial Officer (RFO)** IT proposed and BA seconded that SP be appointed as RFO for 2009/2010. All in favour.
- 2009/05/9 **Procedure for handling future planning applications** Clerk re-confirmed procedure to members relating to handling of planning applications. It is not lawful for applications to be circulated for comment whether to support or not. The purpose of circulating plans prior to Council meetings is to familiarise members with the details of the application, plans and maybe to inspect the site. A planning committee can be formed to review applications, which consists of all members but only a quorum (3 members) need to meet. Or should the response date for an application be prior to a full council meeting, clerk to call an extraordinary meeting so that members can publicly discuss the application. Should an extraordinary meeting be called this has to be dealt with in exactly the same way as full council meeting, summons, notice and meeting held in a public place. Members in agreement should an application be received with a response date which falls prior to a council meeting for an extraordinary meeting to be called. In view of the small

2009/05/10 amount of applications received annually, a planning committee is not necessary.
Councillor's areas of responsibility Following election of chair and vice chair member's areas of responsibility reviewed so that the website can be updated.

- MA – Chair
- SP – RFO
- BA – Allotments and rural affairs
- JC – Liaison
- IC – Playing Field and Housing issues
- GG – Playing Field
- JG – Highways
- GL – Youth Issues
- IT – Media and Public relations

ANNUAL MEETING OF THE PARISH COUNCIL (AGM) CLOSED AT 7.20 PM

2009/05/11 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed

2009/05/12 **Minutes of Last Meeting:** All agreed minutes of the meeting held on 16 April 2009 to be an accurate record. IT proposed and SP seconded that the Chair sign them.

2009/05/13 **Minutes of Last Meeting:** All agreed minutes of the planning meeting held on 30 April 2009 to be an accurate record. JG proposed and GL seconded that the Chair sign them.

2009/05/14 **Matters Arising (for information purposes only):**

2009/05/14.1 **Update – Rating assessment for Playing Field Pavilion** clerk reported that following the application to ENC for Discretionary Relief relating to the rates applicable to the playing field pavilion, confirmation has now been received that the pavilion has been registered as zero rated as it is a non profit making organisation.

2009/05/14.2 **Update on Highways matters** Email received from NCC following meeting with Richard Woodhouse on the 20th March. Ponding of surface water outside the shop is being monitored by NCC. Problem of damage to grassed verges is a County wide problem. NCC suggested that the damage to the verge in Drydens Close could be prevented by placing posts in the verge though this is not aesthetically pleasing and also problems can arise due to utility apparatus buried in the verge. NCC suggest that they would be happy to visit the area and speak to the culprits, or it may be prudent for the PC to tackle the culprits directly. BA advised that one of the culprits has now moved from the village and he will speak to the new occupier. Comments noted

2009/05/14.3 **Feedback from JG following his attendance at ENC 37th Annual Meeting** Good network meeting and an opportunity for the PC too make themselves known. Election of Chair to ENC followed by refreshments.

2009/05/15 **Finance**

Payments to authorise:

Emma Meen	Expenses for APM refreshments	£93.58
ENC	Grass cutting march 2009	£282.80
Titchmarsh Clubroom	Hire charges Jan, Feb., March 2009. 9 hours @ £6.00 per hour	£54.00
Came & Company	Annual Parish Council and Pavilion Insurance	£923.77
EON	Street lighting 13 Feb 2009 to 13 April 2009	£182.80
Emma Meen	Clerks Salary March 2009 paid by standing order	£182.80
Receipts		
Titchmarsh Village Shop Association	Annual rent for the Engine House 1 May 2009 to 30 April 2010	£100.00
ENC	50% payment for the annual precept	£5150.00

2009/05/15 IC proposed that payments be made. BA seconded, all in favour

2009/05/15.1 **Letter to Barclays Bank** Requesting that standing order for clerks salary be amended to reflect the balance of the cost of living rise and incremental increase applied to the annual salary. MA and SP signed letter

- 2009/05/15.2 **Feedback from internal Audit** Internal audit now concluded. New auditor appointed – Peter Quincey. Letter of summary of findings arising from the audit to be sent in due course. Clerk to report summary to members as soon as this is available.
- 2009/05/16 **Correspondence**
- 2009/05/16.1 **Annual insurance for Engine House** copy received and noted. Outstanding As built drawings, completion certificate and fire risk assessment. Clerk chasing
- 2009/05/16.2 **Notice of European Parliamentary and County Council Elections** displayed and noted
- 2009/05/16.3 **Email from Governing Body of Titchmarsh School re: Parking** Advising that matter of road markings outside the school has been taken up directly with Highways department at NCC and also extending the railings for safety purposes outside the school entrance. Email further mentions the issue of parents parking on the corner of Church and Chapel Street and requests support from the PC regarding this. Clerk to enquire with the Governing Body whether they require a letter being sent from the PC to the school requesting that more attention is made by parents, visitors and teachers when parking within the vicinity of the school. Members delegated to clerk that once a response is received from the Governing Body if a letter is required to be sent from the PC for clerk to act upon this.
- 2009/05/16.4 **Information from NCC re: Introduction of Transport and Highways Management System** Seminar held on 23 April giving details of new management system. Details of seminar circulated in the float file. Questionnaire also sent asking for feedback from PC's on details they wish to see incorporated and publicly available on the highways management system. JG delegated to complete questionnaire. JG
- 2009/05/16.5 **Email from NCAL re: Swine Flu outbreak and suggestion for implementation of Parish Emergency Plan** Details and information noted.
- 2009/05/17 **Planning**
- 2009/05/17.1 EN/09/00660/FUL demolition of attached double garage and a new two storey addition and alterations at 6 North Street Titchmarsh. SP and MA vacated the room whilst discussion took place. IT took the chair for this agenda item. JG proposed to support the application. BA seconded. All in favour
- 2009/05/18 **Backup for Parish Council computer** IT provided the members with details of a suitable backup device for the PC computer. Simple one touch device £79.99. JG proposed to go ahead with purchase of equipment. SP seconded. IT to arrange purchase and installation of equipment IT
- 2009/05/19 **Report from Titchmarsh Village Shop Association** requesting permission to erect a wooden external vegetable display unit on the grassed area outside the shop. Members agreed to re-convene the Engine House Working Group (EHWG) to meet with TVSA to discuss their ideas and to present these at the next PC meeting. Clerk to liaise with TVSA and EHWG to arrange a suitable date and time for meeting to take place
- 2009/05/19.1 **Report from Titchmarsh Village Shop re: rats emanating from derelict land in Manor Farm Court** Rats have been witnessed on the area of derelict land in Manor Farm Court and entering in to the Pound Garden. Matter has been reported to ENC Environmental Health Department who cannot act on the report unless notified by the land owner personally. Clerk to write to land owner reporting the matter and requesting that he contacts ENC immediately so pest control measures can be put in place. Clerk to also send formal notification to the Shop agreeing from them to instruct ENC to implement pest control measures around the Pound Garden and that the PC as landlord of the premises has given authority for this to take place
- 2009/05/20 **Repairs to bench on the corner of Drydens Close** Noted that the seat and rail is rotten and requires repairing. Members instructed clerk to obtain two quotations for the repair of bench for consideration at the next meeting.
- 2009/05/21 **Islington Allotments** Report received that a couple of plots at Islington allotment ground are untended, a large shed has been erected on one of the plots and

another plot holder has erected a bird table to one of the plots. Matter deferred to next meeting when the annual inspection of the allotments will take place. After inspection of the allotment ground discussion will follow on dealing with these points.

2009/05/22 Invite to Bob Seery to attend future TPC meeting Members agreed to defer extending any invitation until after the European Parliamentary and County Council Elections have concluded which take place on 4th June.

2009/05/23 Feedback from Annual Parish Meeting Lower turn out on numbers than on previous years. Though feedback from those who attended was complimentary and positive. Suggested for a microphone to be considered for future APM's. Members felt that this could prove to be intimidating to those not used to public speaking.

2009/05/24 Erection of a sign directing visitors to the Playing Field Pavilion Members to inspect suggested location for a sign to be erected at the next meeting following the Islington allotment inspection. Suggested location will be discussed further

2009/05/25 Date of next meeting Thursday 18th June 2009 – meet at allotment ground Islington at 7.00 pm

2009/05/26 Items for report only

IC – verge and kerb areas along Polopit becoming damaged. Suggested for demarcation style markers to be considered. Matter to be placed on June 2009 agenda

BA – salt bin in Drydens Close still has not been replenished. Also suggestion of moving salt bin closer to the entrance of the playing field or requesting a second salt bin to be sited in the Close. Matter to be placed on June 2009 agenda

The Chair closed the meeting at 8.30 pm