

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting held on Thursday 20 May 2010 in the Clubroom

Councillors Present: Ian Teague (Chair) John Greig
Sylvia Prestwich Geoff Love
Bert Ash Gina Gaskin – arrived at 8.00 pm
Michael Alderman Ian Curtis
Julie Cheney
In Attendance: Emma Morehen (Clerk)

First part of the meeting Annual Meeting of the Parish Council (AGM) commenced at 7.00 pm

- 2010/05/1 **Election of Chair and Declaration of Acceptance to Office** MA proposed and GL seconded IT for election of Chair for the coming year. All in favour. IT appointed as Chairman to Titchmarsh Parish Council. Declaration of Acceptance to Office as Chairman signed.
- 2010/05/2 **Election of Vice Chair** IT proposed and MA seconded GL for election of Vice Chair for the coming year. All in favour. GL appointed as Vice Chairman to Titchmarsh Parish Council. Declaration of Acceptance to Office as Vice Chairman signed.
- 2010/05/3 **To receive apologies for absence:** None
- 2010/05/4 **Declaration of Interests for items contained on the Agenda:**
SP declared a prejudicial interest in agenda item 20 – Affordable Housing. Own property adjacent to site
MA – declared a personal interest in agenda item 5 – allotments. MA is an allotment holder
MA declared a personal interest in agenda point 22 – Relocation of Thrapston Cattle market – as he is a client of Henry H Bletsoe & Son
JC declared a personal interest in agenda item 22 - Relocation of Thrapston Cattle market – as she is a client of Henry H Bletsoe & Son
- 2010/05/5 **Review of Allotment rent** Last rent review carried out in 2008. SP proposed and JG seconded not to increase allotment rents for the coming year
- 2010/05/5.1 **Inspection of Islington Allotment ground** Allotment working party reported that an inspection of the allotment ground in Islington was carried out on 24 April. 6 plots found to be in a less than satisfactory condition. Plots 3, 19, 20, 27, 31 and 32. Letters sent to plot holders asking if they wish to continue with their plots. All have since responded advising that they wish to continue and will be attending their plots. A further inspection of the site will be carried out around September, prior to the issuing of the annual allotment rent invoices.
- 2010/05/5.2 **Tofts Allotment Ground** report received that plot 2 at Tofts allotment ground is in a neglected state, it is understood that the plot holder has left the village and his whereabouts is unknown. Members will endeavour to locate the holder's whereabouts and find out whether he wishes to give plot up. At least 6 people on the waiting list for Tofts plots only. As soon as confirmation is received regarding plot 2 clerk to address.
- 2010/05/6 **Confirmation of signatories to parish council bank account** Clerk confirmed MA, GG and IT recorded as signatories to the Parish Council bank account. IT proposed that GL be appointed as signatory to bank account in place of MA. SP seconded. All in favour. Clerk to make necessary arrangements for notification to Barclays Bank
- 2010/05/6.1 **Tracker Account** SP proposed that the tracker account be closed and the balance of the account be transferred to the current account. GL seconded all in favour. Clerk to contact Barclays Bank and formally instruct them to close the account with immediate effect.
- 2010/05/7 **Review of annual insurance cover** Diary note made to review insurance at expiry of 3 year long term agreement (2011). Annual insurance schedule received by clerk, after agenda prepared. Annual premium due 1 June 2010. Members agreed for cheque to be raised with immediate effect and payment approved. Annual premium which includes 5% no claims discount and index linked by 3% £951.28, this premium also reflects the amendments made to the policy following recommendations by the internal auditor.
- 2010/05/8 **Appointment of responsible Financial Officer (RFO)** MA proposed and JC seconded that SP be appointed as RFO for 2010/2011. All in favour.
- 2010/05/9 **Periodic Health & safety checks to PC assets including streetlights** JG carried out H & S inspection of street lighting, no further changes to inspection report from last year. A further

inspection of the additional PC assets to be carried out within the next month.

- 2010/05/9.1 **Quotation from Aylesbury Mains for works to streetlights following last H & S inspection**
 Following H & S inspection of street lighting last year, quotation received from Aylesbury Mains for remedial works to be carried out to streetlights (Tofts Close columns 16, 17, 18, 19, 20 and St Andrews Lane column 22). Quotation received July 2009, however members agreed for quotation to be deferred 2010/11 when costs have been incorporated in to the budget. ¹ Members all agreed to accept quotation and for clerk to instruct Aylesbury to carry out option 2 and 3, "to replace lantern bowls and to re-lamp each unit. Total cost £675.34 plus VAT. In view of the quotation being almost 12 months old the quote may have increased due to inflation JG proposed that clerk be delegated to accept quotation up to a maximum of £730.00 (to account for inflation)
- 2010/05/10 **To review new Model Standing Orders** Lengthy and detailed discussion took place reviewing existing standing orders –v- new model standing orders –v- amended model of the new Model Standing Orders as suggested by NCALC. As agreed IT carried out a review of the orders and presented a version to the members tailored to TPC. Members agreed and formally adopted new model standing orders. The members thanked IT for his hard work in reviewing the standing orders and for presenting these to the PC.
- 2010/05/11 **Parish Plan** Following brief discussion regarding re-refreshing Parish Plan which was carried out in 2005/2006 GL proposed the plan is reviewed in 12 months time. IC amended this proposal that this topic is discussed at another meeting and within a period of six months. 4 in favour, 3 against. TPC **RESOLVE** to discuss 'review the Parish Plan' within a period of 6 months. Clerk to note this for future agenda
- 2010/05/12 **Grant Awarding Policy** Members discussed the formal adoption of a policy by TPC. Feel that as grants have been awarded in the past a policy should be adopted. SP proposed that the draft policy be placed in the float file so this maybe reviewed once again.
- 2010/05/13 **Email Policy** Members reviewed existing policy adopted by TPC 19 February 2009. IC proposed policy remains as it is. JG seconded. 6 in favour. 3 against. TPC **RESOLVE** for policy to remain as it is

ANNUAL MEETING OF THE PARISH COUNCIL (AGM) CLOSED AT 8.25 PM

- 2010/05/14 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed
- 2010/05/15 **Minutes of Last Meeting:** SP requested amendment to minute number 2010/04/12 "GG, GL and IT appointed as members of allotment committee", the correct wording should be allotment working party and NOT committee. GL also advised there is a typing error to the time he arrive at meeting should be 7.45 pm and NOT 8.45pm. IC proposed that these amendments be incorporated in to the final minutes. MA seconded. All agreed minutes of the meeting held on 15 April 2010, including the above amendments to be an accurate record. Chair signed the minutes and also initialled the approved amendments.
- 2010/05/16 **Matters Arising (for information purposes only):**
Removal of Elder Bush in Church Street MGWSP have contacted clerk and sent a picture of the elder bush to removed asking for confirmation they have the correct bush. Bush should be removed fairly shortly
- 2010/05/17 **Finance**
 Payments to authorise:

Society of Merchant Venturers	Licence for the Playing Field, Drydens Close, Titchmarsh 07/04/2009 to 06/04/2010	£372.00
Titchmarsh Clubroom	Hire charges Jan, Feb., March 2010. CCP Easter Play sessions 8, 9, 16 April 2010	£108.00
Goldsmiths	Professional fees relating to preparation of letter to objection of Affordable Housing planning application and representation at ENC planning meeting held on 21 April 2010 regarding the same.	£411.25
EON	Electricity street lights March 2010	£129.40
Aylesbury Mains	Repairs to streetlight number 31 located at Islington Titchmarsh	£51.68

Emma Morehen	APM expenses	£85.91
Emma Morehen	Clerks Salary April 2010 paid by standing order	£191.75
Receipts		
ENC	50% payment for the annual precept	£5850.00

- 2010/05/17.1 MA proposed that payments be made. GG seconded, all in favour. I abstention
- 2010/05/17.2 **Clerk's incremental salary increase** Noted within clerks contract of employment incremental salary increase due with effect from 1 April 2010, moving from scale 20 to 21. Letter to Barclays signed confirming amendments to clerk's salary to reflect this increase. Cost living rise still pending further notification from NCALC.
- 2010/05/18 **Correspondence**
- 2010/05/18.1 Letter from ENC re: grass cutting advising that due to the bad weather in March and lack growth no highway verges were cut in March. This will show as a saving on the March invoice. Cutting has now commenced and the verges will continue to be maintained as normal for the remainder of the season.
- 2010/05/18.2 Letter from Goldsmiths re: Affordable Housing - on the basis of procedural efficiency these items of correspondence were discussed under agenda item 20
- 2010/05/18.3 Letter from ENC regarding meetings held which include Town and Parish Councils Meeting currently managed by holding 6 groups meeting once a year. ENC feel it does not attract high attendances. Therefore they are recommending a new set of cluster of town and parish councils meeting twice a year. May/June and October/November. The clusters are broken down in to areas of North, West East, South and Central of the County. TPC falling in to the east. ENC request if any parishes would be interested in attending a meeting in May and also would TPC be interested in offering the Clubroom as a venue for one of these meetings. Details noted and also members confirmed that TPC would be happy to host a meeting in the Clubroom, this would also generate additional income for the Clubroom Committee. Clerk to respond to ENC with comments.
- 2010/05/18.4 Welcome Park feedback. Positive and complimentary feedback received following distribution of Welcome Pack to a new resident within the village.
- 2010/05/19 **Planning** (For information purposes only) To consider this Council's response to planning applications received from East Northamptonshire Council. *Application number EN/10/00880/CND Extension to existing general industry building Plot 5 Haldens Parkway, Thrapston. (Conditions discharge) Details noted
- To note outcome of previous planning applications**
- EN/10/00159/FUL Single storey extension to create sunroom and study and first floor side extension at 9 Chapel Street, Titchmarsh – permission granted
- 2010/05/20 Affordable Housing – (this item is for updating purposes only. SP remained in the room whilst the members were updated) Members noted the outcome of the planning application which was reviewed at ENC on 21 April 2010. Permission granted for the erection of 5 Affordable Homes at Tofts Close, Titchmarsh. Receipt of formal written decision notice from ENC pending.
- 2010/05/20.1 Letter from Goldsmiths re: Affordable Housing Goldsmiths letter advises “*recommend that the PC should take an interest in who occupies the properties to ensure that they are local people. There is quite a lot of “Play” on the fact that the houses are for local occupants and the fact that there is a “need” for the dwellings. Goldsmith advise that they are not sure that this is the case*” Contents of letter noted.
- 2010/05/21 Promotion of PC in anticipation of Parish council elections 2010. Members agreed to promote the PC to the electorate to encourage more candidates to stand so as to generate more interest in the Parish Council so an election takes place rather than the PC being re-elected uncontested. GL to draft some wording for insertion into TT. Members to review wording at next PC meeting.
- 2010/05/22 Proposals for the relocation of Thrapston Cattle Market to Haldens Parkway detailed letter received by Henry H Bletsoe & Son (HHB) regarding proposal for the relocation of the cattle market to Haldens Parkway located on land purchased from the Diocese. Much discussion took place with views being exchanged between members regarding the site. Concern expressed by individual members around the table as follows:-
- Feel there will be encroachment towards Titchmarsh
 - Supportive of relocation due to congestion in Thrapston

- Understand requirement for relocation of cattle market however concerned about industrialisation and erosion towards Titchmarsh
- Concern over increase traffic
- Imposition to the village
- Have other more suitable sites been considered
- Inspection of the premises

Members feel insufficient information is contained within the letter from HHB with too many questions unanswered and requiring clear answers.

JC proposed that a public meeting be called. 2 in favour 7 against. IC proposed that the PC invite a representative from Henry H Bletsoe & Son to attend the next PC meeting to discuss the proposals to relocate Thrapston Cattle Market to a site off Ranway next to Ikea. GG seconded. All in favour. This will be discussed further at the next meeting with representative of HHB. IC went on further to propose that the village be informed as soon as possible of the proposals to relocate Thrapston Cattle Market to a site off Ranway next to Ikea. GG seconded all in favour. An article regarding the relocation of the Cattle Market to be included in TT. In the first instance TPC **RESOLVE** to invite a representative of HHB to attend the next PC meeting.

2010/05/23 Levelling of Playing Field IC advised that the PFA are seeking permission from the Merchant Venturers (MV) (owners of the Playing Field) to level the playing field. MV have responded to the PFA confirming that they are happy with the proposals and request that the PFA sign a return a copy of the letter from the MV which set out the conditions for the request. The PFA feel uncomfortable signing this letter when the PC are actually the leaseholders. PFA feel that the letter should be signed by the PC. Members agree that this is correct. PFA to request that MV send letter setting out terms and conditions to the Clerk of the PC and for this to be signed at a PC meeting. All in favour.

2010/05/24 Update regarding Titchmarsh Village Shop Association (TVSA) No response from TVSA to PC letter dated 18 April 2010, requesting the following:-

- Payment of annual rent
- Copy of the Annual Insurance Certificate
- Copy of the Completion Certificate relating to the building works (as per clause 4.2 of the Lease dated 7 May 2007)
- Copy of the "As built drawings" (as per clause 4.1 of the Lease dated 7 May 2007)
- Copy of the fire risk assessment/safety check relating to the fire equipment contained within the shop

2010/05/25 SP to speak to treasurer direct chasing up these outstanding items, and report at next PC meeting
Damage to verges around the village from farm machinery JG reported to members his concern over farm machinery travelling at speed through the village with little or no regard to verges and privately owned boundary walls, particularly during harvest time. JG proposed that the PC send a formal letter to surrounding farmers asking for them to be respectful to the village and verges and consideration be given to speed when travelling through the village. GG seconded. 4 in favour 1 against. TPC **RESOLVE** to send letters to surrounding farmers, as per above proposal. GG and JG to source names and addresses of local farmers so letter maybe sent out at the beginning of July 2010. Article to also be included in TT regarding the same.

2010/05/26 Footpath between Thrapston and Titchmarsh JC raised a suggestion of a tarmac footpath being created between Titchmarsh and Thrapston and feels this would be a good amenity to the village, enabling cyclists and those using mobility scooters to be able to access Thrapston. IC proposed as part of the review of the parish plan that a footpath be considered. GG seconded. All in favour. 1 abstention.

2010/05/27 Feedback from APM held on 29 April 2010 Members generally felt that the APM was a disappointment this year with a low turn out of electorate attendance. Meeting seems to have lost momentum. A re-vamp of the format of the meeting to be considered. Note made for November meeting to discuss how the meeting can be re-vamped and improved so as to generate more interest.

2010/05/28 Date of next meeting Thursday 17 June 2010 (unless a planning meeting is called in the meantime). In the clubroom, High Street, Titchmarsh at 7.30 pm

2010/05/29 Items for report only

IC – collapsed wall in Church Street – what is happening and when will wall be repaired

GG – Need to keep to procedures during meeting

MA – Thanked fellow members and Clerk for their works during his term as Chairman

GL – Discuss review of website for next agenda

Clerk – parishioner mentioned the unsightly signage pinned up outside the Dog and Partridge.

Clerk – issue has arisen between clubroom and Cultural Community Partnerships of marks to the Clubroom floor during the recent Easter programme. Dispute has arisen over the charges to the CCP by the Clubroom for the additional cleaning incurred to the floor. No involvement by TPC at this stage.

The Chair closed the meeting at 9.45 pm

1 - 2009/09/16 - Quotation received from Aylesbury Mains relating to routine maintenance of street lighting Details of quote noted and to be considered when reviewing the budget for precept setting purposes later in the year. Clerk to contact Aylesbury Mains to thank them for their quote and to advise the same.