

Titchmarsh Parish Council

Minutes of the meeting held on Tuesday 20 June 2017

The Pavilion, Dryden's Close, Titchmarsh

Councillors Present:

Mrs Jackie Rowe [Chair]
Mrs S Wilcox [SW] [Vice chair]
Mr M Ferry [MF]
Mr B Ash [BA]
Mr M Noakes [MN]

Mr M Alderman [MA]
Mrs Y Hooks [YH]
Mrs S Prestwich [SP]
Mr A Howarth [AH]

In attendance Amanda Claxton (Parish Clerk)

- 2017/6/1 **Public Open Time**
2 parishioners came to volunteer for Community Initiative to have a defibrillator for the village.
3 parishioners came in with concerns regarding the recent anti-social behaviour in the village. Item 13 was brought forward by permission of the chair.
- 2017/6/2 **To receive apologies for absence-** NONE.
- 2017/6/3 **To receive Declarations of Disclosable Pecuniary (DPI) or Other Interests and any Dispensation requests -**
NONE
- 2017/6/4 **Minutes of Last Meeting** - All agreed minutes of the Annual General meeting and ordinary meeting held on 16 May 2017 to be an accurate record. It was **RESOLVED** that the Chair sign the minutes.
- 2017/6/5 **Matters Arising from the minutes**
- Clarification on documentation to be completed by councillors after AGM; there is no requirement to send any documentation to ENC unless there have been any changes to the council or councillors. Councillors to check own details held on ENC website.
 - It was proposed that MF be appointed as Highways Warden for the 2017/18 year.
All in favour.
 - It was proposed that BA be appointed to oversee parish H&S checks for the 2017/18 year.
All in favour
- 2017/6/6 **FINANCE**

| Payee & Cheque number | Service Provided | Net Cost | VAT | Total Cost |
|--------------------------------|--|----------|--------|-----------------|
| VincentSykes solicitors 101206 | Registration of Allotment lease | £340.00 | £60.00 | £400.00 |
| EON 101207 | Electricity / street lighting for May 2017 | £198.80 | £39.76 | £238.56 |
| Aylesbury Mains 101208 | Install lantern at High Street Titchmarsh | £310.00 | £62.00 | £372.00 |
| SW & C Hibbins 101209 | Printing of TT for June/July | £184.91 | | £184.91 |
| Amanda Claxton 101210 | Clerks expenses April-June (stamps, mileage, phone contract) | £65.79 | | £65.79 |
| Standing order Amanda Claxton | Clerks salary for April paid in May | £200.08 | | £200.08 |
| Payment received | HMRC VAT refund | | | £3038.74 |

It was **RESOLVED** that all payments be made.

2017/6/7

Correspondence (items requiring discussion and decision)

- Clerk's requested authorisation to attend SLCC Regional Training Seminar in September a cost of £69 + VAT. It was **RESOLVED** that Clerk should attend.

Correspondence (items for noting only and circulated in the float file)

- NCALC Update
- PFA minutes and 2016/17 accounts
- Internal auditors report
- Information for Merchant Navy Day

2017/6/8

Planning

To note outcomes of previous planning applications

17/00714/FUL - Two storey rear extension and first floor extension over existing single storey rear element at 49 High Street Titchmarsh Kettering Northamptonshire NN14 3DF (PP-05960722) **Granted with conditions.**

17/00692/FUL - Demolition of the existing farm buildings and conversion of the remaining traditional barns to five residential units including landscaping, parking and access at Village Farm North Street Titchmarsh Northamptonshire (PP-05959538) **Granted with conditions**

To discuss this Councils response to Planning Application number(s)

NONE

2017/6/9

Highways

- Highway Wardens report was received and discussed:
Damaged/sunken pathway at front of 1/3 Park Road. Has been inspected by Highways and considered work not required.
Sunken reinstatement works at Church Street into School Lane following laying of utilities. Has been inspected by Highways considered work not required.
Poor condition of the road from Polopit to A14. Some work has been done to fill potholes but condition of road remains poor.
Brambles overhanging the road on the High Street, now cut back.
Steps at High Street / St Andrews Lane junction still a hazard however the new lamp installed as a trial has made the area much better lit. Work will now be carried out to straighten the steps to make them safer.
Re-instatement of the road markings outside the school. There has been no further correspondence regarding this work. Clerk to contact Northants Highways to establish timescale.
Poor condition of grass verge at Polopit due to building work at adjacent property. Building work is not yet completed so damage cannot yet be repaired. Review at September meeting.
- Continuing with the streetlamp replacement MF proposed he request Aylesbury Mains replace a further 5 lamps at a cost of £2000. All in favour.

2017/6/10

Allotments

- Allotment Working Party inspection report received and discussed:
1 plot vacant at Islington.
Vacated plot at Tofts containing rubbish to be disposed of; permission to be requested from the adjacent landowner to gain access to the site.
Padlock at Islington site now adjusted to lock the large vehicular gate only.
Strimming of paths and edges required Islington site. It was **RESOLVED** that HJ Horticulture be asked to carry out this work.
- Allotment lease has been registered with Solicitors with Land Registry. Allotment working party to meet to review T&Cs for plots.

2017/6/11

Playing Field Association

Minutes produced for meeting held on 16 June 2017. To be included on website.

- 2017/6/12 **Internal Auditors Report**
- Internal Auditors report received and discussed. Chair had prepared a written reply to the points and issues raised in the report, these were discussed and agreed. It was **RESOLVED** that a letter be sent to the Internal Auditor and NCALC for consideration.
 - It was proposed that SP continue as RFO for the 2017/18 year. All in favour.
 - Clerk provided feedback from recently attended Agendas and Minutes course at NCALC with reference to the Internal auditor's recommendations. Recommended changes with reference to the production of reports and minutes to be adopted to be in line with Transparency code.
- 2017/6/13 **Anti-Social Behaviour**
- Recent incidents of anti-social behaviour discussed. Parishioners to be encouraged to report all crimes to the police. This will allow them to see the scale of the problem. A community map of crimes for the village could be co-ordinated by Neighbourhood watch and produced on the website. Initiative to be forwarded to the Neighbourhood Watch co-ordinator for taking forward. Clerk to contact Spire homes regarding some of their residents who are involved in the anti-social behaviour for their support and comments.
- 2017/6/14 **Wheatsheaf Public House**
- The pub has recently closed for business. It was registered as a Community Asset in 2014 for 5 years (expires 2019). Chair recommended that TPC await news on the owner's proposals for the future of the asset.
- 2017/6/15 **Community Initiatives**
- **Defibrillator.** Chair of PFA will liaise with volunteers on taking this forward
 - **CCTV.** Funding can be applied for through a grant from ENC. Clerk to obtain form for this. Clopton village already uses CCTV on either end of the village. SP to contact Clopton PC on how they operate/maintain this.
 - **Speeding.** MF will obtain prices for electronic signs.
 - **Parking.** PCC are considering potential parking areas around the church.
- 2017/6/16 **Emergency Plan**
- BA produced completed Emergency Plan. 10 copies will be provided for use by coordinators with the view to the plan being active from August. Document to be reviewed annually.
- BA advised that fridge magnets could be manufactured with Emergency Plan contact numbers on at a cost of £118.50 for 500.
- Meeting will be held for volunteers and co-ordinators on 18 July 2017 at 7pm prior to the start of the PC meeting.
- 2017/6/17 **Titchmarsh Times / Website**
- TPC discussed items for inclusion in TT;
Details of the Allotment vacancy
Details of the Emergency Plan
Article regarding recent anti-social behaviour and reporting to the police
 - AH advised that the Website had been updated and will be available from Monday 26 June. It will include a calendar for events, easy file moving and drop-box, items for sale and tickets for village events. Clerk will put on agendas, draft minutes, agreed minutes and reports.
- 2017/6/18 **Date of next meeting**
- Next meeting will be Tuesday 18 July 2017 at 7pm for Emergency Plan meeting followed at 7.30pm for PC meeting in The Pavilion, Dryden's Close, Titchmarsh (unless a planning meeting is called in the meantime)
- Items for noting**
- Grass cutting of verges and weeds on pavement areas.
 - MF and SW to carry out inspection of the village shop. July agenda.
- Meeting Closed at 9.38pm**