

TITCHMARSH PARISH COUNCIL

The Pavilion, Drydens Close, Titchmarsh Tuesday 20 December 2011

Councillors Present:

Ian Teague (Chair)
Mark Noakes
Sylvia Prestwich
Bert Ash

Ian Curtis
Jackie Rowe
Michael Alderman
John Greig

In Attendance:

Emma Morehen (Clerk)

Antar Howarth- Perchpole Media arrived at 7.55 pm – re: agenda item 10 Website

2011/12/1 **Public Open Time** One member of the public present – allotment holder from Islington allotments, who commented that the recent erection of demarcation posts, to the top end of the allotment do not allow vehicular access to the side of his plot. Photograph evidence was provided regarding the area in question and circulated to the members. The allotment holder also expressed that EON, who have a way leave over the area, may not be able to gain access to the overhead cables. The members noted the comments made which would be discussed at agenda point 11. The chair thanked the member of the public for attending and invited him to stay for the entirety of the meeting if he so wished.

2011/12/2 **To receive apologies for absence:**

SW – holiday. IT proposed that SW apologies be accepted. SP seconded. All in favour. It was **RESOLVED** to accept SW apologies for this meeting.

2011/12/3 **Declaration of Interests for items contained on the Agenda:**

SP – declared an interest in agenda item 7 as she is in receipt of a payment

BA - declared an interest in agenda item 7 as he is in receipt of a payment

JG - declared an interest in agenda item 7 as he is in receipt of a payment

JG – declared a prejudicial interest in agenda item 9 planning as he owns a property in Thrapston adjacent to the proposed supermarket site

IT – declared a personal interest in agenda item 10 as the proprietor of Perchpole Media is a personal friend

MA – declared a personal interest in agenda 11 as he is an allotment holder

2011/12/4 **Minutes of Last Ordinary Meeting:** All agreed minutes of the meeting held on 15 November 2011 to be an accurate record. MN proposed and MA seconded that the Chair sign them.

2011/12/5 **Minutes of extra planning Meeting:** All agreed minutes of the meeting held on 6 December 2011 to be an accurate record. SP proposed and JR seconded that the Chair sign them.

2011/12/6 **Matters Arising (for information purposes only):**

- Parish boundary map file – clerk confirmed that a definitive map file has now been created which gives clear identification of parish boundaries which include, footpath plan, conservation area plan, electoral boundaries, and plan from the RNOTP. This is an information file to be used as guidance when the Parish Council consider planning applications.
- Damage to path outside 11 Drydens Close – BA advised that the public footpath outside 11 Dryden Close is cracked and damaged and presents a trip hazard. Clerk to report to Streetdoctor and report outcome at the next PC meeting.

2011/12/7 **Finance to approve the accounts paid and due for payment**

Payments to authorise:

Payee	Service Provided	Cost
EON	Street lighting for street lights October 2011	£125.45
Emma Morehen	Clerk ¼ly expenses October 2011 to December 2011	£183.13
HMRC	PAYE October 2011 to December 2011	£153.00
H & M Carpentry	New softwood pressure treated gate and 2 posts at Tofts allotment ground	£385.00
East Northamptonshire Council	Grass cutting to Highway verges April – October 2011	£2200.64
East Northamptonshire Council	Contested election expenses including Returning Officer fee and administration charges.	£724.81
B Ash	Re-imbusement for cost of Christmas tree lights (minute number 2011/11/11.1)	£160.95
S Prestwich	Expenses for the production of the village welcome packs	£27.02
J E Greig	Production and printing costs for Titchmarsh Times December 2011/January 2012 edition	£69.97
Emma Morehen	Clerks November 2011 salary paid by standing order in December 2011	£204.00

2011/12/7 On the basis that 3 cheque payments are to councillors for re-imbusement of expenses, cheque numbers 100827 to 100832 including the standing order for the clerks salary were initially approved. IT proposed that payments be made. JR seconded, all in favour. Separate approval for the following payments:-
BA declared a personal interest in cheque number 100833 – SP proposed payment be made. MN

seconded

SP declared a personal interest in cheque number 100834 – JG proposed payment be made. IC seconded
JG declared a personal interest in cheque number 100835 - IT proposed payment be made. BA seconded
It was **RESOLVED** that all payments be made.

Clerk advised members that cheque number 100820 to BDO Stoy Hayward approved at October 2011 meeting has been lost in the post. Agreed for a replacement cheque to be raised and posted.

2011/12/7.1 **To approve to budget for 2012/2013** Following the review of budgets which took place at November 2011 meeting, the budget for 2012/2013 was finalised by the members. No other exceptional income or expenditure is anticipated, although contingency reserves need to be re-established as per recommendations from internal auditor who conducted audit for 2011/2012. JG proposed the precept for 2012/2013 be £12,300.00. MA seconded. All in favour.

2011/12/7.2 It was **RESOLVED** The Council do precept upon East Northamptonshire Council in the sum of £12,300.00 to be paid in 2 instalments in April and September 2012.

2011/12/7.3 **Replacement Parish Council computer** – IT confirmed he has sourced a quote for a replacement processing unit which includes a free keyboard and mouse, would be approximately £350.00 inc VAT. A wireless printer would be approximately £70.00 - £80.00. Discussion followed and it was agreed inline with financial regulations ¹ a secondary quotation be obtained, and for this to be presented at the next PC meeting.

2011/12/7.4 **PC Support for Northamptonshire ACRE 2012** – Annual subscription £34.00. Discussion followed whether to support ACRE for the coming year. All agreed not to support this time.

2011/12/7.5 **PC support for clerks members of SLCC and ILCM 2012** – clerks annual subscription to the SLCC £83.00 and also annual membership to the ILCM £66.00. IT proposed the PC support the annual subscription and membership. MA seconded. It was **RESOLVED** to support the clerks annual subscription and membership as detailed above.

On the basis of procedural efficiency the Chair moved to agenda item 10 Website for the benefit of the invited speaker relating to agenda item 10 - website

2011/12/8 **Correspondence**

2011/12/8.1 **Review Electoral districts** No changes noted for Titchmarsh

2011/12/8.2 **Changes to Employers Liability Legislation** From 1 October 2008 the Employers' Liability legislation changed. It was no longer a legal requirement for Parish Councils to keep out-of-date Employers' Liability Certificates. The Insurance Industry set up an Employers' Liability database to record which Insurance Company was providing cover during which period. Relevant information for data base supplied to Insurance company. Details noted.

2011/12/8.3 **Response to NCC consultation re: Draft Revenue Budget 2012-2013** No comments details noted

2011/12/8.4 **Notification of Planning Training session at ENC** - Planning and enforcement/compliance officers at ENC to provide guidance on planning issues. A second presentation will then explore when enforcement action can be taken, including East Northamptonshire Council's approach. Session to be held on Thursday 19 January 2012 at ENC. JG and IC volunteered to attend. Clerk to make the necessary arrangements.

2011/12/8.5 **Newsletter from Came & Company insurers** Winter newsletter giving contact details over the Christmas holiday in the event of an emergency. Newsletter also clarifies the position regarding cover should Parish Councils choose to provide snow clearance and ensuring the appropriate risk assessments are in place. Details noted

2011/12/9 **Outcomes of previous applications**

Application number EN/11/01776/AMD 29 St Andrews Lane, Titchmarsh non material amendment: on east elevation change two brickwork in fills and two windows from vertical to horizontal pursuant to planning permission EN/11/00858/FUL dated 30 September 2011. Part conversion of and alterations to existing building with two storey extension to form separate dwelling - *permission granted*

EN/10/00468/RWL Renewal of planning permission 03/01450/FUL Erection of 6 Houses dated 19 November 2003 at Manor Farm Court Titchmarsh - *permission granted*

EN/11/01518/FUL Formation of single storey flat roofed extension to rear of property to provide sun lounge accommodation. Creation of detached triple garage with pitched roof to side of property with associated landscaping works at 34 High Street, Titchmarsh - *withdrawn*

Parish Council responses to the following applications

Application number - EN/11/01240/FUL – erection of livestock market with ancillary agri-business units, office accommodation and associated car parking, landscaping, access and associated highway works (as specified in the submitted transport assessment at land to the rear of plots 11-14 Haldens Parkway, Thrapston – to note amendments as set out in ENC letter dated 29 November 2011. SP proposed no further comment be made to amendments, response to re-enforce comments previously stated. IC seconded. All in favour. It was **RESOLVED** that no further comment be made and that the Parish Council wish to re-enforce the earlier comments made.

Application number - EN/11/01234/FUL Demolition of existing livestock market, buttress wall and cold store and erection of new food store (Use class A1) including car park, boundary treatments, associated highways access, landscaping, separate cold store and garage buildings and public realm improvements –

Cattle Market, Market Road, Thrapston to note amendments as set out in ENC letter dated 29 November 2011 – details noted no comments.

Clerk notified the members that a further planning application has been received EN/11/01980/TCA T1 and T2 Lawsons cypress fell to ground at 24 Church Street, Titchmarsh. The response date falls before the next meeting, ENC have advised that they are unable to extend the response date to coincide with the next PC meeting. Therefore IT proposed that the emergency procedures², contained within the standing orders be invoked in order to deal with this matter. IT proposed that the application is supported seconded by SP, all in favour.

- 2011/12/9.1 Northamptonshire Minerals and Waste development framework Development and implementation principles supplementary planning document – letter of confirmation that NCC have formally adopted the Supplementary planning document on 30 September 2011 regarding this matter.
- 2011/12/9.2 Feedback from members who attended the Planning Infrastructure seminar at ENC on 29 November 2011 Following their attendance at the seminar, IT and JR provided a précis of the discussion points. The main points discussed being:-
Neighbourhood Plans – and their implications
Community infrastructure Levy
Both IT and JR summarised that the points raised at the seminar are very complex issues and further clarity is required. Consultation documents are currently in circulation across the country. Clerk to keep members up to date with progress of these matters which are linked to the Localism Bill.
- 2011/12/9.3 To discuss changes to planning framework – deferred from last meeting. Letter received supplying information concerning changes being considered to the planning framework across the country. ENC are inviting the Parish Council to come forward with their ideas and aspirations for the town, consider what future infrastructure priorities they would wish to be considered within any CIL agreement for future growth and to make suggestions as to how the communication around planning and related issues might be strengthened between ENC and town and parish councils. Members discussed the importance of including the electorate in any response and it was noted for this point to be included as an agenda item for the APM in 2012, so the comments made by the electorate may be included in any response to ENC. It was also noted that there are changes to Code of Conduct. ENC intend to adopt a Code of Conduct and it might be useful if parish adopts the same.
- 2011/12/9.4 To note email from NCALC regarding changes to planning framework and details of a consultation. The members delegated IT to respond to the consultation document on behalf of the PC summarising the comments made by the members.
- 2011/12/9.5 Possible infringements to Conservation area designation The members discussed the conservation area designation, following a recent breach which occurred, due to the removal of some trees in Church Street/Islington. It would appear that the conservation area was mis-interpreted by those instructed to carry out the tree works.
- 2011/12/10 Website In the absence of Geoff Love, Antar Howarth, proprietor of Perchpole Media attended the meeting to discuss the proposed upgrade to the website and to also go over the draft contract and annual maintenance and hosting costs. The new charges for hosting would be £95.00 per annum, the reason for the increase is due to the fact that the current hosting arrangements are inadequate to accommodate the new upgraded system, and it provides the lowest possible specification available. The new charges will provide the necessary service and capacity to host the new upgraded website. It is important also that the new site has ongoing maintenance and kept up to date and not allowed to deteriorate and wither. It was also suggested for a nominated person/councillor to take overall responsibility for control of the site, with individual groups being able to access the website to keep their own areas up to date. As the website will be wholly owned by the PC, the PC will be able to govern the level of access to the site, therefore retaining a level of control over what is and is not included on the site. Discussion followed over the merits of having a modern up to date website versus using a cheaper set up such as Twitter or Face book. It was felt that the same level of service would not be provided using twitter or face book, as these types of social networking will ultimately link back to a website. Further discussion took place regarding ongoing maintenance charges. It was confirmed that for the first 3 months this would be free of charge, for the next 3-6 months would cost £10.00 per week, and after 6 months this could possibly reduce to £10.00 per month, once users of the site are proficient with using the site and navigating their way around updating the site. Antar Howarth left the meeting at 8.25 pm. The Chair thanked him for attending the meeting and for going over the dynamics of the site and the detailed charges. Based on the information provided JR proposed to go ahead with the refreshing of the website based on the details contained in the draft contract, though the VAT position to be clarified, which is believed to be not applicable. BA seconded. 6 in favour and 2 against. It was **RESOLVED** to appoint Perchpole Media on the basis of the draft contract and to ask them for a formal contract to be signed by both parties.
- 2011/12/11 Allotments Following the address made by a member of the public/allotment holder at the start of this evenings meeting, discussion followed regarding the demarcation stakes for the manure holding area. BA advised that he attended at Islington allotment ground, together with another member of the allotment

working party, assisted by several other allotment holders, to stake out the manure holding area. It was felt that sufficient room had been taken in to account to allow for car access. BA proposed that the demarcation stakes remain in situ. MN seconded. 5 in favour, 2 against and 1 abstention. It was **RESOLVED** that the demarcation posts remain in their current location. Clerk to formally notify member of the public/allotment holder, who attended this evenings meeting about the outcome of the PC discussion.

2011/12/12

Brook at Abbots Close IC brought to the PC member's attention that the brook located in Polopit abutting Abbots Close is frequently being used as a dumping ground, with general household waste. Aside from this the bigger ongoing issue is flooding from the brook. Ownership and responsibility appears to be unknown for a small section of the brook. IC requested on behalf of the residents of Polopit for the PC to write to Northamptonshire County Council seeking clarity on the ownership of certain sections of the brook and for the flooding issue to be investigated. JR seconded. All in favour. It was **RESOLVED** that a letter be sent to NCC requesting clarity of ownership of certain sections of the brook and for an inspection to be carried out regarding the flooding issues. IC suggesting including this issue in the next Titchmarsh Times.

2011/12/13

Localism Bill - Localism Bill received Royal Assent on the 15 November 2011. Clerk confirmed a detailed plain English guidance document will be circulated in the float file for individual perusal. The Localism bill is still very much in its early stages with much information to be provided for Town and Parish Councils. ENC have also indicated that a training session will be available in the New year for Clerks and Councillors to give an understanding of the new arrangements and how it interacts with East Northamptonshire Council. Clerk to keep members updated as and when details are received.

2011/12/14

Date of next meeting Tuesday 17 January 2012 at 7.30 pm The Pavilion, Drydens Close, Titchmarsh (unless a planning meeting is required to be called in the meantime).

2011/12/15

Items for report only

- JR – noted rubbish being dumped in the High Street
- SP – questioned why NCC had not formally informed the PC about the drop kerb work being carried out in Drydens Close.
- SP – asked for the next agenda to include a point regarding the re-instatement of old street names
- IC – Thanks JR for producing the carol sheet for the carols around the tree event.
- BA – reported dog fouling a problem in the High Street once again

The Chair closed the meeting at 9.40 pm

FOOTNOTES RELEVANT TO MINUTES ABOVE

Minute number 2011/12/7.3

¹ ORDERS FOR WORK, GOODS AND SERVICES

All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, where works are expected to exceed £500 + VAT, subject to any de minimis provisions in Regulation 11 (I).

Minute number 2011/12/9

² Emergency Motions

a If the council is required to make a decision and it is of such an urgent nature that it cannot wait for an ordinary meeting of the council to be called, and it does not necessitate the calling of an unscheduled meeting of the council, or cannot be resolved by the Proper Officer under the delegated powers within the Financial Regulations; the council may come to a decision by seeking councillors opinions on an individual basis, provided:

- i. a formal motion is documented and made aware to all those councillors contacted;
- ii. the Chairman, or the Vice Chairman, has endeavoured to contact all the Councillors and has recorded how and when this has happened, and their response;
- iii. more than three quarters of the total number of elected councillors are in favour of the motion;
- iv. all contacted councillors agree that the matter cannot wait to be resolved through an ordinary meeting of the council or the Proper Officers delegated powers.