

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting held on Thursday 18 December 2008 in the Clubroom

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

In Attendance: Emma Meen (Clerk)
 Joanne Richardson - Northants Rural Housing.
 Natalie Westland – Northants ACRE

2008/12/1 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed

2008/12/2 **Apologies For Absence:** Ian Curtis

2008/12/3 **Declaration of Interests for items contained on the Agenda:** IT expressed a personal interest in agenda point 2008/8.4. Declaration of Interests book duly signed by IT. SP expressed a personal interest in agenda point 2008/12/4. Declaration of Interests book duly signed by SP. SP also advised that she will leave the room during TPC discussion regarding Affordable Housing and the proposed new site in Tofts Close. SP asked JG & JC if they had an interest in Affordable Housing. Both advised no.

2008/12/4 **Minutes of Last Meeting:** All agreed minutes of the meeting held on 20 November 2008 to be an accurate record. IT proposed and GL seconded that the Chair sign them.

2008/12/5 **Affordable Housing discussion prior to Joanne Richardson attending at 8.00 pm for presentation SP vacated the room whilst discussion took place.** Members discussed the recent information provided by Joanne Richardson of Northants Rural Housing, regarding a potential new site located in Tofts Close. JR previously indicated that the Tofts Close was a slightly different layout to that suggested back in 2003, which the PC rejected. Members agreed to wait until JR arrived at 8.00 pm to present the details, and layout of the new scheme. **SP returned to the room once TPC discussion concluded.**

2008/12/5.1 See annexe A attached giving sketch plan for information purposes only together with a summary of the information provided by JR.

2008/12/6 **Matters Arising (for information purposes only):**

2008/12/6.1 **Removal of overhead electric cables in parts of the village – update** Clerk advised that the streetlight in Drydens Close has now been repaired by EON. This will be free of charge as it was found to have a “dead supply”.

2008/12/6.1.2 Invoice received from Aylesbury Mains for the installation of the columns and lighting brackets. Upon inspection of the works SP advised that the new column and bracket outside 20 North Street has not yet been installed.

2008/12/6.1.3 Clerk received a response from BT to TPC letter dated March 2008 re: attaching a new lighting bracket to the pole outside 18 Church Street. BT have indicated that they do not generally give permission for lighting brackets to be attached to their equipment. The pole has a BT connection and it is understood that the pole will eventually pass in to the ownership of BT, although currently owned by EON. Copy of email from BT forwarded on to Steve Lakin and also Aylesbury Mains requesting their comments.

2008/12/6.2 **Freedom of Information Act – update** IT and SP have updated the website with details of the newly adopted Model Publication Scheme, Guide for Information and also scale of charges. TPC fully compliant with the new Freedom of Information Act. Clerk to provide SP with the remainder of the information referred to in the Guide for Information so this can be uploaded on to the website and can be accessed by the general public. IT, SP & Clerk

2008/12/7 **Finance**
 Payments to authorise:

J G Bosworth & Son	Grass cutting at playing field	£1186.75
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SLCC	Annual membership	£72.00	
V R Marriott	Grass cutting to verge A605 to Church	£183.59	
Aylesbury Mains Ltd	Inspection of faulty streetlight Drydens Close, to discover "dead supply" and repair referred to EON	£39.37	
BDO Stoy Hayward	External Audit fees	£470.00	
EON	Streetlighting (October 2008)	£129.20	
Emma Meen	Clerks ¼'ly expenses Aug 2008 – Dec 2008)	£185.17	
HMRC	PAYE period (Oct 2008 – Dec 2008)	£142.60	
Ashmount Consulting Engineers	Compliance for new changing facilities	£675.63	
Aylesbury Mains Ltd	Supply and erection of 6 No. 5m DW Windsor Spheris Columns with hooped outreach bracket, Strand C lantern complete with 50w HQI lamp gear and all night photocell. 1 additional hooped outreach bracket, Strand C lantern complete with 50w HQI lamp gear and all night photocell. As per quotation and terms dated 25 th May 2008	£12031.14	
Emma Meen	Clerks Salary November 2008 paid by standing order (including cost of living rise at 2.45% backdated from April 2008)	£209.60	
RECEIPTS			
December 2008	Playing Field Association	Net amount for grass cutting	£1010.00
	Playing Field Association	Net amount for Ashmount Consulting Engineers	£575.00
	NCC	Grant for opting out of grass cutting contract	£707.31

- 2008/12/7.1 With the exception of the payment to Aylesbury Mains for the installation of the new columns and streetlights as the job is not yet complete. IT proposed that payments be made. GL seconded, all in favour, Clerk to chase Aylesbury Mains for an update on proposed completion date and to also advise that payment will be made when the job is complete. Clerk
- 2008/12/7.2 Conclusion of External Audit year ending 31 March 2008 Annual return received from BDO Stoy Hayward, advising that their audit opinion has been given and that there are no matters which require attention. Members accepted the conclusion of the audit.
- 2008/12/7.3 Discussion whether or not to support Northants ACRE for coming year Cost for the coming year £34.00. BA proposed that TPC continue support. GL seconded all in favour. Payment to be authorised at January meeting
- 2008/12/7.4 Review Budget and set Precept 2008/2009
The major expenditure on the purchase and installation of 7 new street lights in 2008/2009 will not be repeated in 2009/2010. However members agreed to increase the grass cutting contract from 8 cuts per year to 9 cuts per year in 2009/2010. No other exceptional income or expenditure is anticipated, although contingency reserves need to be re-established. JG proposed the precept for 2009/2010 be £10,300.00. IT seconded. Being a reduction of 31% from last year. Annexe B attached giving details of budget figures.
- 2008/12/7.4.1 The Council do precept upon East Northamptonshire Council in the sum of £10,300.00, to be paid in 2 instalments in April and September 2009.
- 2008/12/8.1 Cultural Community Partnerships – Easter Programme 2009 Invitation received Clerk

	from CCP for Titchmarsh to participate in the Easter Programme offering sport/art/craft activities to children within the village for 2 hours per session over a two week period during the Easter holiday. TPC have previously participated and the sessions have proved successful. The cost to the PC is for the hire of the clubroom at a figure of £24.00. BA proposed and GG seconded all favour to book 2 sessions. Clerk to arrange.	
2008/12/8.2	<u>NCC Conference for Parish Councils</u> NCALC advised of details of conference scheduled for 18 th March 2009 at the Diamond Centre, Irthlingborough, for the purpose of Parishes to meet and exchange ideas and launch new initiatives. JG volunteered to attend. Clerk to make the necessary arrangements and liaise with JG	JG Clerk
2008/12/8.3	<u>Update from NCC Highways – top ten prioritise</u> Following a request for input from NCC for PC's to give their thoughts on the top ten prioritise relating to Highways. NCC have produced a summary from the information obtained. Summary circulated in the float file.	
2008/12/8.4	<u>Email from Parishioner re: parking in and around the village green</u> Email received following on from original comments made regarding United Church Schools employees parking in and around the village green. Members hope that now the overhead power cabling works are virtually complete this will reduce the amount of cars parked on the village green, as Chapel Street has been closed whilst these works have been ongoing. Members agreed to monitor the situation and review again. Clerk to respond to parishioner with comments made by PC.	Clerk
2008/12/8.5	<u>ENC – Concessionary Fare Scheme 2009/2010</u> ENC – Concessionary Fare Scheme Notification received from ENC Concessionary Travel Scheme for 2009/2010 in operation once again. Two schemes available, either travel tokens or a county wide bus pass. £48.00 of tokens can be purchased for £10.00. Scheme available to persons over 60, or disabled. Tokens available between 1 February 2009 and 30th June 2009. Clerk holding forms for applicants to sign and verify eligibility. Notice displayed on Parish notice board advising of scheme and article to be placed in TT advising of the same.	
2008/12/8.6	<u>Letter and form re: domestic rating to new Playing Field Pavilion</u> clerk to complete and return to ENC	Clerk
2008/12/8.7	<u>Letter from Merchant Venturers (MV) re: funding water supply to Islington allotment ground</u> MV have requested details of the costs provided by AWA for water supply to Islington allotments. Members agree for Clerk to provide MV with the details but to make clear that the costs provided are only for a water connection to the entrance to the track. The figures do not include the laying of pipes along the track up to the entrance into the site and beyond nor do not take in to account the supply of a water container or tap. The members wish to make clear that Titchmarsh Parish Council do not wish to be involved in any matter of a water supply to the allotment ground or indeed the administration of the supply due to the complexity of billing arrangements with the allotment holders.	Clerk
2008/12/9	Planning <u>Two storey extension at 1 St Andrews Close Titchmarsh</u> Permission Granted	
2008/12/10	<u>Appeal relating to extension to garage to provide additional garage with studio over and external staircase – the Forge High Street Titchmarsh</u> - Permission Granted	
2008/12/10	<u>Communities and Local Government – Consultation Paper – Communities in control</u> – Consultation paper circulated in float file for comment. Members content with the details contained within the consultation paper. Clerk to notify Communities and Local Government TPC response.	Clerk
2008/12/11	<u>Draft Public Participation and External Communications Strategy</u> – No response from TPC	
2008/12/12	<u>Complaints Procedure</u> amended to reflect Freedom of Information Act. The following wording adopted by members and will be incorporated in the complaints procedure. <i>“All complaints relating the Parish Council's handling of requests for information, under the Freedom of Information Act should be put in writing to the</i>	

Clerk. Such complaints will be handled as per the Parish Council's complaints procedure. Complaints may also be directed to the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF"

- 2008/12/13 Venue for future Parish Council meetings MA proposed to continue to use the Clubroom for all PC meetings and Annual Parish Meetings. BA seconded. Clerk to notify Clubroom bookings clerk of the dates for 2009. Clerk
- 2008/12/14 Calendar of Meetings for 2009 Dates to be displayed on the parish notice board and also included on the website. Members agreed for Annual Parish Meeting to be held on Thursday 30th April 2009. Annual Meeting of the Parish Council (AGM) to be held in May preceding the usual PC meeting.
- 2008/12/15 Procedure for Parish Council correspondence by email between meetings in the absence of IC matter deferred for discussion to the next PC meeting.
- 2008/12/16 Cold calling within the village following an article included in TT regarding the spate of sales persons calling unannounced within the village, parishioners were given the opportunity to feedback their thoughts to TPC regarding a possible "no cold calling zone" to village. A poor response has been received to this suggestion. Members feel insufficient response has been received to justify the expense of purchasing stickers for each household. 2 members voted in favour of purchasing stickers. 6 voted against. Agreed not to go ahead.
- 2008/12/17 Date of next meeting Thursday 15th January 2009
- 2008/12/18 Items for report only
- GG – reported that the Christmas Tree has now been erected but requires additional lights. SP suggested that GG approach trees and trimmings group for assistance.
- JG – asked what arrangements have been made by the Playing Field Association to provide TPC with the drawings and Health & Safety details once the building is formally handed over to the PC.
- BA – advised that the verge in Drydens Close has not been reinstated to a satisfactory standard following the recent electricity works carried out.
- SP – Advised that Northants FC have offered to provide complimentary tickets for TPC to include in the welcome packs and also to promote events held in the village and to donate tickets to events.
- MA – Thanked SP for the excellent presentation of the accounts and budget forecast for the next 3 years
- Clerk – Advised that Polopit has experienced some anti social behaviour with the wires of 5 sets of Christmas lights being cut.
- The float file is not being circulated quickly enough, nor returned by the specified time.
- The Chair closed the meeting at 9.40 pm