

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting held on Thursday 17 December 2009 in the Pavilion, Drydens Close, Titchmarsh

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

In Attendance: Emma Morehen (Clerk)

2009/12/1 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed

2009/12/2 **To receive apologies for absence:** None tendered

2009/12/3 **Declaration of Interests for items contained on the Agenda:**

SP – agenda item 7.2 and 9, her own property is adjacent to proposed site for affordable housing

SP – agenda item 8.1 Trustee to Pickering Byrds Charity (applicant)

MA – agenda item 8.1 Trustee to Pickering Byrds Charity (applicant)

JC – agenda item 7.1 Neighbour to adjoining land referred to

2009/12/4 **Minutes of Last Ordinary Meeting:** JG requested amendment to minute number 2009/11/5.5 the road that runs through the industrial area is Huntingdon Road and NOT Haldens Parkway. Requested minutes to be amended to this effect. SP proposed that these amendments be incorporated in to the final minutes. IT seconded. All agreed minutes of the meeting held on 19 November 2009, including the above amendments to be an accurate record. Chair signed the minutes and also initialled the approved amendments.

2009/12/5 **Matters Arising (for information purposes only):**

2009/12/5.1 **Erection of demarcation posts in Polopit NCC** advised that there have been a number of changes to their programme, and this work has unfortunately had to be dropped back to after Christmas. It is now due to be carried out in the new year and will be completed by the end of the financial year. Clerk to keep chasing

2009/12/5.2 **Suggested works for Parish Enhancement gangs** MGWSP advise that they will send TPC request to the County Council to remove the bushes in Church Street. The trimming of the bushes was the only work carried out in the Parish as this was on the public highway, however if there is any more work required, MGWSP will try to organise it. The gang has only been in the Parish for ½ day and have still got ½ day left to carryout works.

2009/12/5.3 **New sign to be erected by NCC directing visitors to the playing field** NCC advised on 3 December the playing field signage should be up in the next 6 to 8 weeks taking into account the Christmas break. Clerk to keep chasing

2009/12/5.4 **Update from NCC re: sealing of parking order for Haldens Parkway** John Trimble NCC advised that the plans for the parking order have not yet been modified and therefore the order has not yet been sealed. NCC reassured they will try to get the plans modified as soon as possible so the Order can be sealed and therefore enforced. Clerk to keep chasing.

2009/12/6 **Finance**

Payments to authorise:

Came & Company	Additional charges for insurance cover for period 1 December 2009 to 31 May 2010 to reflect increases to items contained on the asset register	£25.00
HMRC	PAYE October, November and December 2009	£146.60
Society of Merchant Venturers	Annual rent for allotment sites, Tofts and Islington	£324.00
EON	Electricity for street lighting September and October 2009	£253.30
ENC	Grass cutting of Highway verges April to October 2009	£2262.33
J Greig	Travelling expenses for attending the Highways Annual Conference 9 December 2009	£18.00
E Morehen	Clerks ¼ly expenses for period October to December 2009	£136.41
E Morehen	Clerks salary paid by standing order November 2009	£191.75
Receipts		
Titchmarsh Assoc	Playing Field Net payment for grass cutting carried out by J G Bosworth & Son	£1010.00

2009/12/6.1 GL proposed that payments be made. GG seconded, all in favour

2009/12/6.2 **To approve budget for 2010/2011 to arrive at amount for precept** Review of budgets took place

budget v actual. It was noted that the production costs for the printing of Titchmarsh Times will increase for the coming year, as the printing had previously been heavily subsidised by the Company printing and producing newsletter and was unable to continue on this basis. A different arrangement will now be made to source printing elsewhere. 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 2008/2009. SP proposed the precept for 2010/2011 be £11,700.00. IT seconded.

2009/12/6.2.1 The Council do precept upon East Northamptonshire Council in the sum of £11,700.00, to be paid in 2 instalments in April and September 2010.

2009/12/6.3 To discuss adopting a Grant Awarding Policy much discussion took place as whether to formalise grant allocating procedure. Agreed for draft policy to be circulated in the float file and perusal by the members. Diary note made by clerk for this point to be discussed further at the AGM in May 2010 and whether or not to formally adopt policy.

2009/12/6.4 To discuss insurance cover and public liability insurance for the Playing Field Following a request for advice from the PC insurers regarding public liability cover pertaining to activities carried out at the Playing Field and apportion of responsibility. Came & Company confirmed that the PC are covered by public liability insurance. The PFA also produced evidence of their own £5,000,000.00 public liability cover. It was however recommended by Came & Company that a formal written agreement is put in place confirming where the responsibilities lie between the PFA and the PC for the running and maintenance of the playing field which should also include the public liability insurance for the land. IC and GG agreed to take these details back to the PFA for further discussion and report back the outcome at the next PC meeting.

2009/12/6.5 Written checklist for PFA detailing process for invoices received for major expenditure Following discussion with the PFA regarding invoices for payment of large expenditure which incur VAT and are paid through the PC accounts, the clerk has produced a basic checklist for the treasurer of the PFA to ensure that invoices and net payments are passed to PC in sufficient time for these to be processed and included on the PC agenda for payment.

2009/12/6.6 Renewal of clerks SLCC membership The Parish Council
• noted that the subscription for the Town Clerk's membership was now due;
• IT proposed and GG seconded resolved that £72.00 be paid to the society

2009/12/7 **Correspondence**

2009/12/7.1 Email from parishioner commenting on correspondence re: Travellers site in Bythorn contained October 2009 minutes expressing concern that a travellers site was being considered in a neighbouring village and that the PC had not opposed the application. Clerk advised that the details received were for information purposes only and NOT from Bythorn PC but from a resident within the village. Clerk went on to explain further that the application was ongoing had been for many years and was currently under appeal with the planning inspectorate. Clerk reiterated that ALL planning applications relating to the village of Titchmarsh are discussed and considered at PC meetings.

2009/12/7.2 Items of correspondence from Parishioners re: Affordable Housing and Conservation Area Review Details of correspondence noted by members. Agreed for a formal response to be sent to resident of St Andrews Lane as they raised various points which require answers from the PC, also a request was made for the PC liaison between the property owner and the landowner to secure the purchase of an extra piece of land for their own property. Following discussion the members agreed that an additional paragraph be included in the response advising "It is not within the remit of the Parish Council to facilitate discussion between private landowners". See minute 2009/12/9 for further details regarding affordable housing and proposals made by members.

2009/12/7.3 Notification from NCC re: budget available to improve road signs across the County advising funding available within their budget to improve road signs and markings throughout Northamptonshire. MGWSP ask for the Highway Representatives to do a survey of their parish to establish any signs which may require attention, MGWSP are looking to refurbish any existing road markings that have faded or disappeared, and to improve road signs. This may include:-

1. . cleaning road signs
2. . cutting back vegetation to improve sign visibility
3. . removing redundant road signs
4. . replace missing road signs
5. . removing redundant posts

MGWSP request that all surveys, preferably with photos are sent by email. MGWSP have been provided only a small budget of £250,000, and will be prioritising by necessity and safety. Discussion took place and members suggested notifying NCC of the missing black and white

chevrons on the bend by the industrial park and also the missing 'Titchmarsh' directional sign on the A605 between the speed camera and the Titchmarsh turn. Clerk to report these two items to NCC

2009/12/7.4 Letter from CPRE – Stop the Drop Campaign details noted

2009/12/7.5 Letter from Cultural Community Partnerships (CCP) re: support for Easter and Summer programme GL proposed and GG seconded that the PC support the Easter and Summer programme for the coming year, as this has proved extremely successful in the past with strong support from children within the village. All in favour.

2009/12/8 **Planning (Chair and SP vacated the room whilst discussion took place regarding the following application. IT took the chair in the absence of MA.)**

EN/09/01828LBC installation of staircase. Alteration of existing and construction of new partition to first floor. Renovations and alterations. 37 Islington, Titchmarsh - Application supported.

(Chair and SP returned to the room following the conclusion of voting)

NCC/09/00056/CCD (Amendments) to incorporate two "solar boost" turrets and five solar panels. The turrets provide ventilation to the hall powered by the sun. The solar panels will provide domestic hot water. Both are sustainable, "renewable" technology with no reliance on fossil fuels at Titchmarsh CE Primary School. Clerk responded to application under delegated powers as the application is an amendment. Members requested in future for amendments on this scale for the members to discuss the point further rather than the matter be delegated to the clerk.

2009/12/9 Update re: Affordable Housing Following a request to Northants Rural Housing (NRH) by TPC requesting details of the terms of sale of the land, which have been agreed between Merchant Venturers and NRH. NRH responded to advise that "Unfortunately though, as a housing association they are exempt of the freedom of information act and therefore will not be able to supply the information to the PC which was requested following the last meeting, " On the basis of their response the members requested that the matter of the refusal to respond under a freedom of information request be referred to Phil Hope MP to ascertain his comments. Much discussion took place between the members following items of correspondence received from the electorate in support and also opposition to the proposed housing scheme in Tofts Close. IC made the following proposal **"that a meeting be called to enable members of the parish to discuss proposals for an Affordable Housing scheme in Tofts Close and also Conservation Area Review"** SP seconded the proposal. All in favour. Clerk relayed to the members the procedural details for conducting a public meeting. Agreed for a leaflet to be prepared and circulated amongst the electorate notifying of the meeting details. Clerk to organise venue and make necessary arrangements. BA requested that it be stated to the electorate and made clear at the commencement of the public meeting that whatever the outcome is of the public meeting is, it is in no way binding and the final decision will be with ENC.

2009/12/10 To note feedback from JG following his attendance at NCC Highways Conference on 9 December 2009 JG reported details of street doctor were reiterated to the delegates as it was felt that there were some failings with the system. Also there is apparently a lack of details being provided to PC's by clerks on points of contact for the Community Liaison Officer and Area Managers. Operation of Winter Maintenance Teams were explained and details of materials used to combat the ice and snow to the roads. Issues over parking were also discussed and problems of enforcement were identified. Details of Parish Enhancement Gangs were also provided and issues pertaining to localised areas. Conclusion; an informative and useful meeting.

2009/12/11 Conservation Area Review members each noted the contents of the conservation area review consultation documents, prior to the meeting. The members concluded that a number of errors and inaccuracies were contained within the document also concern was expressed that not all members of the parish had been notified about the details of conservation review, only those who were directly affected. Therefore TPC agreed that it was important that the electorate were consulted on the contents of the document and for their opinions and comments to be heard prior to TPC submitting their formal response. JG and IC to meet to produce a definitive list of inaccuracies contained within the document. As per minute number 2009/12/9 the electorate will be invited to participate in a public meeting which also includes discussion about the Conservation Area Review. Clerk to contact ENC to ask for an extension to the consultation period which ends on 8 January 2010.

2009/12/12 Training Statement of Intent document formally adopted as seen. Details of statement to be placed on web site

2009/12/13 To note outcome of discussion from Clubroom Committee re: notice board arrangements GL

confirmed that the Clubroom committee are currently seeking quotations for a separate notice board for their own use, releasing the third display, currently used by the Clubroom, to the Parish Council for their use as requested. As soon as quotations are received the Clubroom committee will contact the clerk, though it was commented that the Clubroom Committee may be looking for a substantial donation from the PC for a new notice board.

2009/12/14

Removal of bench in Park Road following consultation with the electorate via Titchmarsh Times
no comments received from the electorate regarding the removal of the bench. All in favour of it being removed. MA volunteered to remove and dispose of the bench.

2009/12/15

Date of next ordinary meeting Thursday 21 January 2010 (unless a planning meeting is required to be called in the meantime) Venue The Clubroom, High Street, Titchmarsh at 7.30 pm

2009/12/16

Items for report only

SP – advised that a motorbike with weather cover is habitually parked on the highway in Polopit

IC – volunteered to produce wording for leaflet giving details to the electorate of the Public Meeting to discuss Affordable Housing and Conservation Area Review

The Chair closed the meeting at 9.55 pm