

# TITCHMARSH PARISH COUNCIL

## Minutes of the Meeting held on Thursday 18 February 2010 in The Clubroom, High Street, Titchmarsh

Councillors Present: Michael Alderman(Chair) John Greig  
Ian Teague – arrived at 8.10 pm Julie Cheney  
Sylvia Prestwich Gina Gaskin  
Ian Curtis

In Attendance: Emma Morehen (Clerk)

2010/02/1 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed

2010/02/2 **To receive apologies for absence:** BA – on holiday, all in favour of apologise being accepted. IT running late due to inclement weather. GL Absent

2010/02/3 **Declaration of Interests for items contained on the Agenda:**

SP – agenda item 9 her own property is adjacent to proposed site for affordable housing (prejudicial interest)

MA – agenda item 7.3, own property adjacent located in Manor Farm Court, Titchmarsh and also overlooking proposed development site (prejudicial interest)

Clerk advised members correct procedure for the following two points arising from members who declare prejudicial interests:-

- **Provision of information to members with a prejudicial interest who are absent from the room.** Good practice is when the member (s) with the prejudicial interest return to the room for the remainder of the agenda, before moving on to the next agenda point, to summarise the proposals, resolutions, (amendments if any) and motion carried. The details are for information only and the member with a prejudicial interest cannot enter in to debate or comment, but to note the summary.
- **Members with a prejudicial interest, when agenda item states for information or updating only.** When the agenda item states *for information, to update, for noting etc*, this gives clear indication that there is nothing to discuss it is an updating agenda point only, then there is no need for the member with the prejudicial interest to leave the room. A written and verbal declaration of interest will still need to be made in the usual manner. The clerk also reminded any councillor with a prejudicial interest who remains within the meeting during this point needs to be mindful not to enter in to discussion over the points, though as it is updating there should be no need for a debate, also if the agenda point turns in to a discussion and decision making process, the member with the prejudicial interest, will need remove him/herself from the room, for the remainder of the agenda point.

All members satisfied with this explanation.

2010/02/4 **Minutes of Last Ordinary Meeting:** All agreed minutes of the meeting held on 21 January 2010 to be an accurate record. GG proposed and JC seconded that the Chair sign them

2010/02/5 **Matters Arising (for information purposes only):**

2010/02/5.1 **Update from NCC re: sealing of parking order for Huntingdon Road** NCC advised that the order will be effective from Friday 5 February and is enforceable by the NCC Parking Office as ENC are part of DECRIM – the Police don't have the powers to issue parking tickets in DECRIM areas, but they can still issue tickets for obstruction.

2010/02/5.2 **Removal of bench in Park Road** MA confirmed now removed. No further action required

2010/02/5.3 **Erection of demarcation posts in Polopit** NCC updated that the matter is on the maintenance list – which has been passed to MGWSP for consideration. NCC have not yet received a schedule of works from MGWSP, but the plan is to have everything finished by late March, early April. IC expressed concern that the erosion to the side of the road is now so severe there is danger of the road falling away. Clerk to contact NCC to stress the urgency of the matter and to send a copy of email to Cllr Bob Seery. JG also volunteered as Highways rep to refer this to his contact at the Safer Community Team.

2010/02/5.4 **Erection of Sign directing visitors to Playing Field Pavilion** Last update from NCC advised that work should take place week commencing 8 February 2010. Sign still not erected. Clerk to chase NCC

2010/02/6 **Finance to approve the accounts paid and due for payment**  
Payments to authorise:

Titchmarsh Playing Field Association	*Hire of Pavilion for December 2009 meeting	£18.00
*above payment deferred from January 2010 PC meeting see minute number 2010/01/10		
J E Greig	Printing costs for Titchmarsh Times February/March 2010	£52.57

	edition	
A J Marlow	Hosting service for Titchmarsh Village website and web domain registration from March 2009	£66.77
Titchmarsh Clubroom	Hire charges October and November 2009 and public meeting 7 January 2010	£51.00
EON	Electricity for street lighting December 2009	£126.64
E Morehen	Clerks salary paid by standing order January 2010	£191.75

2010/02/6 \*GG previously suggested that the TPC could use the pavilion for meeting at no charge, as TPC own the building. Topic hasn't been discussed by PFA but GG recommended this invoice is paid on this occasion. All agreed.

2010/02/6.1 IC proposed that payments be made. SP seconded, all in favour.

2010/02/6.2 To discuss public liability insurance and terms of use for the Pavilion, Drydens Close Titchmarsh  
At the last meeting a draft proposal was circulated amongst the members detailing formal written arrangements where the responsibilities lie between the PFA and the TPC for the running and maintenance of the playing field. SP queried the point regarding TPC reviewing PFA inspection policy, and suggested that the PFA take responsibility for rectifying problems raised as a result of routine H & S inspections. Also contents should be covered by PFA's insurance and not TPC's. Point 1 of the final paragraph TPC agrees to take responsibility for replacing landlords fixtures & fittings only and not any other equipment. IC agreed to amend the document as per the above points and to send a final version to the clerk together with an itinerary of fixtures and fittings to attach to the PC asset register...

2010/02/7 **Planning** To consider this Council's response to planning applications received from East Northamptonshire Council.

\*(For information purposes only) EN/10/00057/FUL Extension to existing general industry building, re-location of car park bays and re-location of bicycle/motorbike shed at Plot 5 Haldens Parkway, Thrapston. Members perused the details. Contents noted, no further comments to refer to ENC.

Update from ENC re: renewal of planning application at Manor Farm Court, Titchmarsh – ENC advised:- *"The procedure for renewal had been re-introduced late last year (Oct 2009) by government and this allows people to renew an existing permission, providing the permission has not expired when they make an application to the Council.*

*ENC would normally advertise an application for renewal in the same way as other applications; where this would normally involve carrying out consultations with the Parish/Town Council, other consultees, and publicising the application in the Nene Valley News and the weekly list on the Council's website.*

*ENC suggest TPC keep a look out between now and when the application expires*

Update noted. Clerk to monitor ENC planning website and provide updates as necessary

**To note outcomes relating to recent planning applications:-** Installation of staircase, alteration of existing and construction of new partition of first floor. Renovation and improvements at 37 Islington, Titchmarsh – Listed building consent granted

2010/02/8 **Correspondence**

2010/02/8.1 Letter from ENC – Waste, recycling and street cleansing consultation ENC advised that the current contract ends July 2011. ENC starting work for a new contract to commence August 2011. Questionnaire asking for views on what the public want to see from a new contract. JG volunteered to complete questionnaire and return to ENC

2010/02/8.2 CPRE Roadshow 8 April 2010 subject planning details noted

2010/02/8.3 Letter from ENC – Grounds Maintenance Contract 1 March 2010 to week ending 31 October 2010  
Contract approved. Clerk authorised to sign and return contract to ENC

2010/02/8.4 Letter from ENC Street Closure Notice for 10K and 3K fun run on 2 May 2010 Details noted and order to be displayed at the beginning of April 2010

2010/02/8.5 Letter from Phil Hope MP re: FOI requests relating to Northants Rural Housing on the basis of procedural efficiency this item of correspondence discussed under agenda item 9

2010/02/9 **Affordable Housing** – clerk reported no further update received from ENC. Following last meeting and as per minute number 2010/01/7 an independent planning expert appointed to act on behalf of TPC giving a professional response to ENC, objecting to the planning application for 5 affordable homes in Tofts Close. Goldsmiths of Oundle employed to act on behalf of TPC, cost incurred £350.00 plus VAT which includes attendance by Paul Goldsmith at ENC to represent the PC when the planning application is heard. The fees incurred are well within the budget set at the meeting in January 2010. Date to be advised when planning committee convene to discuss and consider application.

- 2010/02/9.1 Results of recent questionnaire circulated around village re: Affordable Housing
- 435 questionnaires were delivered to homes in the village, from which 212 completed questionnaires were received (48.7%)
- The responses were split as follows:-
- No to affordable housing - 111 received (52.5%)
  - Yes to affordable housing and Yes to Tofts Close proposed site - 51 received (24%)
  - Yes to affordable housing but No to Tofts Close proposed site - 50 received (23.5%)
- Results of the questionnaires displayed in the village shop, PC notice board, village notice board, Wheatsheaf, Dog & Partridge and on notice board outside Newton Cottage, High Street, Titchmarsh. Results will also be publicised in the next edition of Titchmarsh Times.
- 2010/02/9.2 Freedom of Information requests relating to Northants Rural Housing.
- Phil Hope responded as follows:- Housing Associations are not currently considered as public bodies but this is currently being contested legally so the FOI situation may change in the future, though some sensitive information may still not be available
  - Ministry of Justice responded as follows:- Public authorities that are subject to Freedom of Information are all either listed in Schedule 1, or covered under section 6 of the Act as "publicly-owned companies" that are wholly owned by a single public authority. The majority of Housing Associations, including Northamptonshire Rural Housing Association Ltd are not covered by the Act because almost all of them were established as private organisations. Housing Associations are therefore not listed in Schedule 1 and do not meet with the requirements of section 6 of the Act. Consequently, they are not obliged to respond to information requests under the terms of the Act. Some Housing Associations which are 'wholly owned companies' by (i.e. have no members other than) an organisation which is subject to the Freedom of Information Act. In this case, those bodies would also be subject to the Act. However, we are not presently aware of any which do fit this description.
- The above updates were noted by the members.
- 2010/02/10 Conservation Area review – No further update at present. Members expressed dis-satisfaction and feel that a wider consultation is required. Members instructed clerk to keep in contact with Conservation Officer at ENC and to request a more detailed update to include when the conservation designation is likely to be concluded. Would prefer to be notified in advance rather than when the designation is concluded.
- 2010/02/11 Consultation – Northamptonshire councils Charter – details noted
- 2010/02/12 NCALC – notification of new model standing orders - NCALC circulated details of revised standing orders and a recommendation that Councils with standing orders of more than 2 years old be encouraged to carryout a review with a view to updating them in line with the new NCALC model. Numerous paragraphs have changed. IT volunteered to review the new model in conjunction with the standing orders already in place, to create an updated version of standing orders relevant to TPC. Once the review has taken place to formally consider adopting these in May 2010 when the annual review of standing orders takes place at the AGM.
- 2010/02/13 Consultation from NCC – Creating New sustainable communities details noted
- 2010/02/14 Update re: Notice board outside the Clubroom deferred to next meeting as GL absent.
- 2010/02/15 Update re: Annual Parish Meeting 29 April 2010 booked for APM, due to possible clashes with General Election. Clerk to send out formal invites and previously agreed at January 2010 meeting.
- 2010/02/16 East Midlands Empowerment Agenda meeting 24 February 2010 Workshop is aimed at Councillors within East Midlands who are interested in exploring the Empowerment Agenda. The meeting will enable attendees to meet, network and share ideas with other councillors from the region. JG volunteered to attend and to feedback at March PC meeting.
- 2010/02/17 ENC tourism Strategy Seminar – held on 11 February 2010, JG attended seminar and provided a comprehensive written feed back to members, summarised as follows:-  
Emphasis placed on the current resources that are underused and under advertised in the District and the need for ENC to support tourism. It was thought that more effective marketing was required of the existing tourism related products within the area and this initiative should first of all be directed to the existing population of the District. During these days of austerity people might be pleased to support local food outlets and village events. It is the intention to actively promote country walks, cream teas, farm shop and pub-lunches with rambling groups and coach operators. JG raised the subject of the improvement of the old railway track especially from Thrapston to Titchmarsh and further north. It is proposed to encourage canoeing on the section of the river between Thrapston & Oundle with a commercial company who were in attendance. JG proposed that a select electronic version of the Titchmarsh Times be sent to various agencies

within the District so that the larger village events can be promoted through other free advertising. JG noted the dates for the mid summer music evening, fete, and horticultural show so that these important dates within the Titchmarsh calendar can be advertised. ENC are keen to promote tourism and by supporting them the village and its businesses can only benefit.

2010/02/18 **Clerks annual appraisal and review of workload** IT and MA nominated to carry out appraisal as they conducted it last year and this will keep continuity. Clerk to liaise with MA and IT for a suitable date for appraisal to be carried out and report at the next meeting.

2010/02/19 **Date of next ordinary meeting** Thursday 18 March 2010 (unless a planning meeting is required to be called in the meantime) Venue The Clubroom, High Street, Titchmarsh at 7.30 pm

2010/02/20 **Items for report only**

SP –Circulated ¼ly accounts for information purposes

SP – Conveyed her apologies in advance that she would not be in attendance at March meeting as she is away on holiday

JG – Commented that the float file was not being circulated quickly enough and becoming “stuck” for some 10 days with some Councillors. The tourism seminar was almost missed due to the float file not being circulated quickly enough.

The Chair closed the meeting at 8.45 pm