

# TITCHMARSH PARISH COUNCIL

## Minutes of the Meeting held on Thursday 21 January 2010 in The Clubroom, High Street, 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)

- 2010/01/1 **Public Open Time** Three members of the public in attendance who raised the matter of Affordable housing and their strong objection to the proposals for a site in Tofts Close. Reiterating the comments previously made and to those also made at the public meeting held on 7 January 2010. It was also pointed out that the official notice of the planning application was only placed in Tofts Close today. During public open time, and acting under paragraph 12 (2) of the Model Code of Conduct which states "*paragraph 12 (2) gives members with a prejudicial interest in a matter the same rights as a member of the public to speak at a meeting on the matter. Members must then leave before the main discussion and voting takes place*" SP addressed the public and the PC by commenting as follows; Following perusal of the affordable housing file and the notes contained within, the feeling is that the suggested site in Tofts Close is being driven by the current landowner as Northants Rural Housing did not identify the site in Tofts Close when suggested sites within the village were being considered. Concern expressed over parking and road access due to the narrow road in Tofts Close and possible increased parking within the area. SP reiterated she is not against affordable housing but against this proposed location.
- 2010/01/2 **To receive apologies for absence:** None tendered
- 2010/01/3 **Declaration of Interests for items contained on the Agenda:**  
SP – agenda item 7, 9 & 11.5 her own property is adjacent to proposed site for affordable housing (prejudicial interest)
- 2010/01/4 **Minutes of Last Ordinary Meeting:** All agreed minutes of the meeting held on 17 December 2009 to be an accurate record. GL proposed and IC seconded that the Chair sign them
- 2010/01/5 **Minutes of Public meeting held on 7 January 2010** GL requested amendment to minute number (PM) 2010/01/03 "The open day event indicated that there was a 50/50 split for and against an affordable housing scheme." the word **organiser** to be inserted after the open day event. As this statistical information was provided by NRH and ENC. GL felt that by not including the word "organiser" made the statement ambiguous. GG proposed that these amendments be incorporated in to the final minutes. BA seconded. All agreed minutes of the meeting held on 7 January 2010, including the above amendment to be an accurate record. Chair signed the minutes and also initialled the approved amendment. SP requested that it be noted and was not suggesting as an amendment to the minutes, that reference to her individually was made in the minutes, and no other councillor. The clerk pointed out to SP that this detail was included within the minutes on the basis of procedural correctness, bearing mind that she has a prejudicial interest in the matter of affordable housing. SP comments noted as requested.
- 2010/01/6 **Matters Arising (for information purposes only):**
- 2010/01/6.1 **Improvements to signage across Northamptonshire** Clerk reported the following to NCC (1) back road from Titchmarsh to Thrapston known as Islington running in to Ranway missing black and white chevron sign. Reinstatement required as a safety issue. (2) sign on the A605 located between the speed camera and the Titchmarsh sign is missing. However it has been noted that a sign has been erected on the A605 in a slightly different location to the previous one, more towards the brow of the hill. NCC advised the above two points have been added to their maintenance list.
- 2010/01/6.2 **Update from NCC re: sealing of parking order for Huntingdon Road** John Trimble at NCC advised that the sealing of the Order will take place this week and hopefully by Friday 5 February 2010 the order will be enforceable.
- 2010/01/6.3 **Removal of bench in Park Road** MA advised that he will ensure that this matter is dealt with by the end of the week.
- 2010/01/7 **Affordable Housing (SP vacated the room whilst the discussion took place).** A lengthy discussion took place regarding the outcome of public meeting which took place on 7 January 2010. The members were pleased with the turn out of electorate for the meeting, however it was noted that virtually all attendees were against affordable housing. A suggestion was raised at the public meeting to employ a professional to act on behalf of the PC to respond to a

planning application in a concise and professional manner, should the PC vote on objecting the planning application. The clerk relayed details to the members regarding information sourced about employing a professional to aid with the discussion at agenda point 9. Numerous items of correspondence have been received from the electorate objecting to the proposed site with the main comment being made of the loss of an important open space to the area. Following the public meeting it was agreed for a questionnaire to be produced by the PC and circulated to the electorate asking whether they support affordable housing for the village and whether or not they support the proposed scheme in Tofts Close. The members agreed to honour this decision and the contents of a questionnaire and administration were agreed. GL proposed the formal wording of the questionnaire. BA seconded. IC made an amendment to the initial proposal, suggesting that a pre-amble be included within the questionnaire giving a definition of affordable housing, as this point was raised at the public meeting, there is a clear lack of understanding from the electorate what affordable housing actually means. IT seconded the amendment, 6 in favour and 2 against the amendment. It was **resolved** to produce a questionnaire with pre-amble to be delivered to the electorate over the forthcoming weekend. A secure box to be located in the village shop acting as a collection point for the questionnaires. The deadline for the return of the questionnaires 29 January 2010. It as agreed that IT, GG, MA and the clerk be present, at a date to be agreed to open and evaluate the responses to the questionnaires. Clerk to contact the village shop to ask their permission for a collection box to be placed in the shop for a period of one week.

2010/01/7.1 Letter from Phil Hope MP responding about affordable housing. The original question directed to Phil Hope MP being the point noted in agenda item **2009/12/9**, NRH being unable to respond to TPC question regarding terms of sale of the land at Tofts Close. NRH unable to respond under a FOI request as they are exempt. Phil Hope has actually omitted to respond to this original question, but went on to comment about the PC's concerns about the proposed development and precedence being set for future increased development of the site...

**On the basis of procedural efficiency and at the discretion of the Chairman it was agreed to move to agenda item 2010/01/9 planning**

2010/01/8 ***SP returned to the room for the remainder of the agenda*** Conservation Area review At least 6 items of correspondence received from the electorate raising comments and questions relating to the proposed designation and consultation documents. The PC felt that the consultation document is seriously flawed as all procedures have not been adhered to, particularly point 2.2 planning policy contained within the management proposal, which states that a public consultation will take place. After querying the point with ENC they confirm that they have fulfilled the criteria by holding the initial meeting on the 2 September 2009, when conservation area designation was first introduced to the PC, no further public consultation will take place. The PC find this unsatisfactory and feel that a wider consultation is required. IC proposed that the PC support the proposal of conservation area designation to the village. 5 in favour, 3 against 1 abstention. Clerk to respond to ENC " *TPC, support in principle conservation area designation but feel the public consultation is seriously flawed as all procedures have not been adhered to*" SP proposed that the conservation area boundary be extended to encompass the whole village. MA seconded. 2 in favour. 7 against. It was **resolved** to respond to ENC as detailed above and enclosing the list of anomalies extracted from the consultation document, together with copies of all electorate correspondence and copy of Phil Hope MP letter for information purposes.

2010/01/8.1 Letter from Phil Hope MP responding about conservation area designation. The penultimate paragraph of Phil Hope MP letter refers to this matter. He goes on to comment that he feels a consultation should be wider than just the immediate area affected and the PC are quite correct to obtain the views of everyone who is interested. Also any proposed housing application close to a conservation area maybe affected by determination of character of the scheme, layout and materials used so they are sympathetic to the existing vernacular.

2010/01/9 Planning (Note due to the alteration of the running order of the agenda as detailed above ***SP was not in the room when this topic was discussed***) To consider this Council's response to planning applications received from East Northamptonshire Council. Application number EN/09/02033/FUL Construction of five affordable homes comprising three, two bed roomed bungalows and two, two bed roomed house at Land adjacent to 16 Tofts Close, Titchmarsh. An extension to the response date has been agreed with ENC from 2 February to 10 February 2010. The plans were inspected together with supporting documentation. Voting took place on whether the application is supported. 7 against the application and 1 abstention. GL proposed that TPC employ an independent planning expert to act on behalf of the PC to provide a professional response objecting to the planning application on behalf of the PC, with a budget limit of £1,000.00. MA proposed that the budget is reduced to £500.00. The proposal

was unanimously unsupported. Voting followed on the original proposal. 4 in favour and 4 against. The chair made the casting vote in favour of this proposal. It was **resolved** to employ a planning expert to act on behalf of the PC. Clerk to make enquiries and source a suitable expert to act on behalf of the PC within the agreed budget of £1,000.00. Agreed that once a suitable expert is employed for them to proceed as soon as possible with a response to the planning application. Time is of the essence due to the response date being 10 February 2010. It was also agreed that the results of the questionnaire carried out as detailed in minute number 2010/01/7 would not be used as a material consideration in any response to ENC, the results of the questionnaire would be for TPC use and information purposes only.

2010/01/10

**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
EON	Electricity for street lighting November 2009	£126.65
SLCC	Clerks annual membership	£72.00
E Morehen	Clerks salary paid by standing order December 2009	£191.75

\*GG requested in her capacity as chair to the PFA that she would like to discuss with the PFA whether the charge for the hire of the Pavilion should be waived as detailed above. The chair thanked GG for raising this matter but would like it noted that whilst MOST of the members were happy for the invoice to be paid, it would be placed on hold until further instructions were received at the next meeting.

2010/01/10.1

IT proposed that payments be made. GL seconded, all in favour, with the exception of the payment to Titchmarsh PFA for the hire of the Pavilion, as detailed above.

2010/01/10.2

To discuss public liability insurance and terms of use for the Pavilion, Drydens Close Titchmarsh IC presented on behalf of the PFA a summary of insurance, detailing items covered, insurers, risk amount and whose liability, either TPC or PFA. A further draft agreement was also presented to the PC, at the recommendation of the PC insurers, Came & Company who suggested 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, see minute number 2009/12/6.4. Draft details and insurance liabilities to be deferred to the next PC meeting, when discussion will take place whether or not to adopt the agreement as presented by the PFA.

2010/01/10.3

To note production costs for the printing of Titchmarsh Times as mentioned at the last meeting the arrangements for printing of TT have now changed. JG has sourced printing for the newsletter at the following cost 3 printed double sided A3 sheets (6 page edition) £50.70, 4 printed double sided A3 sheets (8 page edition) £62.00. Vat is not applicable as the PC is a community based organisation.

2010/01/11

**Correspondence**

2010/01/11.1

Concessionary Fare Scheme ENC –2010/2011 Notification received from ENC Concessionary Travel Scheme for 2010/2011 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 2010 and 30 June 2010. 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.

2010/01/11.2

Parish Grass mowing Letter from NCC re: Grass Cutting Contract 2010 Acknowledgement from NCC that TPC will carry out their own grass cutting of Parish Council verges, which will relieve the County Council of their responsibility, and therefore TPC qualify for a grant of £724.99 conditional upon the Parish Council meeting the minimum standard of grass cutting as previously set out in NCC specification.

2010/01/11.3

Draft Single Equality Scheme Consultation paper circulated in float file

2010/01/11.4

Letter from ENC re: Parish Council training events advising of various Parish Council training events to be held at East Northamptonshire House. Aimed at Councillors and also Clerks. Session advertised – Planning Material considerations. These sessions are free of charge. The idea of this is to give a better idea and guidance how to respond to planning applications in professional way give maximum impact and to also advise the electorate what will and wont be taken in to consideration when responding to an application. Clerk and several councillors also expressed an interest in attending the planning session, when the date is announced.

2010/01/11.5

Numerous items of correspondence re: Affordable Housing on the basis of procedural efficiency these items of correspondence were discussed under agenda item 7

2010/01/11.6

Numerous items of correspondence re: Conservation Area Review on the basis of procedural efficiency these items of correspondence were discussed under agenda item 8

2010/01/11.7

Letter from Phil Hope MP re: affordable Housing and Conservation Area review on the basis of

- 2010/01/11.8 procedural efficiency these items of correspondence were discussed under agenda item 7 & 8  
 2010/01/11.9 Invite to Enable Annual Conference 28 January 2010 details noted  
Letter from ENC – Licensing Act 2003 Guidance for interested parties Details circulated in float file. GG raised a point that if the Clubroom is to consider becoming licensed, it should be noted under Local Government Act 1972 schedule 12 paragraph 10 (1) briefly states that "meetings of a parish council shall be held at such a place, within or without their area, as they may direct, but shall not be held in premises which at the time of such a meeting may, by virtue of a premises licence or temporary event notice under the Licensing Act 2003 be used for the supply of alcohol unless no other suitable room is available free of charge or at a reasonable cost" GL advised it is the intention of the clubroom committee to apply for a licence of the clubroom premises and will report back to the PC with the details of the licence application. The PC will then seek further advice if it is permitted to continue to hold PC meetings in the clubroom or will it will be in breach of the above act by doing so.
- 2010/01/11.10 Draft Tourism Strategy for East Northamptonshire Consultation paper circulated in float file  
 2010/01/12 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. Deferred to February agenda
- 2010/01/13 To discuss conduct of Parish Council business between meetings JG advised the PC that the running order of the Public Meeting agreed at December's meeting should have been decided at the time and not agreed by email. Much discussion took place on how email is used and the arrangements which were made to conduct the Public Meeting were considered as exceptional circumstances and this should be noted within the email policy. IC proposed that a review of the email policy is carried out at the AGM in May when the standing orders are also reviewed. GL seconded. All in favour.
- 2010/01/14 Feedback from JG following attendance at Safer Community Team meeting held on 12 January 2010 minutes and agenda of meeting circulated in the float file.
- 2010/01/15 To agree invites and structure of Annual Parish meeting Agreed to invite the following. Members felt that last years format was successful and for this years meeting to be along similar lines with refreshments. Invitations extended to the following speakers:-
- Church
  - School
  - Shop
  - Playing Field Association
  - Clubroom
  - Path Warden
  - Youth Group
- Clerk suggested inviting a representative from Pickering Byrds Charity (Titchmarsh Alms Houses) Members all in favour. MA brought to the PC attention that it is likely the General Election could be scheduled for the date the PC have set for the APM ( 6 May 2010). Agreed to book an alternative date to avoid a possible clash. All agreed to move APM to 29 April 2010. Clerk to contact clubroom booking clerk. In view of the possible District and General Elections Bob Seery and Phil Hardcastle maybe unable to attend due to electioneering. Agreed to notify both parties but to expect that they will be unable to attend. Clerk to report at the next meeting confirmation of the change of date.
- 2010/01/16 Date of next ordinary meeting Thursday 18 February 2010 (unless a planning meeting is required to be called in the meantime) Venue The Clubroom, High Street, Titchmarsh at 7.30 pm
- 2010/01/17 Items for report only  
 IC – advised that the identity of the owner of the motorcycle parked in Polopit is now known and it has been raised though in the owners opinion they do not feel that it is a hazard. Blocked culvert in Polopit. This has been reported to Streetdoctor  
 Manor Farm Court, planning application is due for renewal in March and the PC need to be pro-active  
 SP – The verge from Church Street to the A605 where the daffodils are planted is overgrown  
 MA – Two blocked drains in Chapel Street  
 Exposed cables to the side of the brook in Polopit  
 The Chair closed the meeting at 9.50 pm