

TITCHMARSH PARISH COUNCIL

Minutes of the Meeting held on Thursday 16 July 2009 in the Clubroom

Councillors Present: Ian Teague (Chair) John Greig
 Bert Ash Geoff Love
 Sylvia Prestwich Gina Gaskin (arrived at 8.15 pm)

In Attendance: Emma Meen (Clerk)

2009/07/1 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed

2009/07/2 **To receive apologies for absence:** MA – away on holiday. JC – on holiday. IC – away on holiday. IT proposed that both apologies be accepted. All in favour. Apologies accepted

2009/07/3 **Declaration of Interests for items contained on the Agenda:** SP declared a personal interest in agenda item 11 Affordable housing, due to the possible site under review being adjacent to her own home.

2009/07/4 **Minutes of Last Meeting:** SP pointed two typographical errors - minute number 2009/06/6 finance Emma Meen salary should be May and NOT March. Minute number 2009/06/7.1 – to keep on top of the grass and NOT to keep on to the grass. GL proposed that these amendments be incorporated in to the final minutes. JG seconded. All agreed minutes of the meeting held on 18 June 2009, including the above amendments to be an accurate record. Chair signed the minutes and also initialled the approved amendments.

2009/07/5 **Matters Arising (for information purposes only):**

2009/07/5.1 Highways Update

Clerk

- Road surface outside the shop Richard Woodhouse of MGWSP has been issued with a works order to carry out the repairs to the front of the shop to eliminate ponding. Anticipated timescale is towards the end of August but is dependant on other surface dressing programmes elsewhere. JG requested details from MGWSP of the works that they intend to carry out to this area as surface dressing will not be sufficient, the area requires to be planed off, and re-layered to new levels to ensure sufficient drainage. Clerk to make enquires with MGWSP for details.
- Demarcation Posts in Polopit This matter has been referred to NCC to consider for this financial year. Clerk to chase up and also to make Bob Seery aware of the matter so he may intervene if necessary
- Sign directing visitors to Playing Field Pavilion NCC wish to meet on site to inspect the suggested location. Clerk to liaise with NCC to arrange a mutually convenient date and time.

2009/07/5.2 **Quarterly streetlight Health & Safety inspection** As per minute number 2009/06/6.2 JG carried out inspection of all streetlights within the village and produced a comprehensive report together with CD containing photographs of all streetlights. Noted that several streetlights require lanterns cleaning and particularly columns in Tofts Close require re-painting. Some numbers are also missing from columns. Clerk to make enquiries with Aylesbury Mains to request a quotation for the above. Quotation to be retained for consideration when reviewing the budget for the next financial year.

2009/07/6 **Finance**

Payments to authorise:

BDO Stoy Hayward	Auditing the annual return for the year ended 31 March 2009	£327.75
Ian Teague	Reimbursement for cost of Maxtor one touch 4 mini 320 GB USB 2.0 portable hard drive for Parish Council computer	£59.99
EON	Street lighting 1 May 2009 to 31 May 2009	£126.65
Titchmarsh Clubroom	Hire charges April, May & June 2009. APM 30 April 2009. CCP sessions – Easter Programme 8 & 16 April	£108.00

Emma Meen	Clerks Salary June 2009 paid by standing order (including back pay for the period 1 April 2008 to 31 March 2009 following balance of cost of living rise awarded April 2009 – 0.30%)	£203.65
Receipts		
HMRC	Online filing incentive	£75.00
HMRC	VAT refund 01/04/2008 – 31/03/2009	£2911.15

- 2009/07/6.1 GL proposed that payments be made. SP seconded, all in favour
- 2009/07/6.2 External Auditors opinion to the annual return for the year ended 31 March 2009 notification received from BDO Stoy Hayward giving “a limited assurance opinion” of the accounts. Concluding that the accounts are approved and nothing significant has been brought to the auditor’s attention arising from the audit that may need addressing by the Parish Council. Noted
- 2009/07/7 **Correspondence**
- 2009/07/7.1 Highways Agency – Notification of operational changes A new area 7 will be established mirroring existing Government Office for the East Midlands boundaries which incorporates A14 between Thrapston and M1 junction 19. A new managing agent contractor will also start on 1 July when A-one+ will replace AMScott, Optima and Carillion – information noted
- 2009/07/7.2 Email from Governing Body of Titchmarsh school advising that they will continue to monitor the parking situation themselves and if specific support is required from the Parish Council they will contact the Council once again. Information noted
- 2009/07/7.3 Notification from MGWSP – Parish Enhancement Gangs advising that a new approach is being implemented whereby dedicated gangs will be allocated to parishes annually to carry out improvements to the area, such as items which are not generally considered as meeting the criteria for routine maintenance, ie:- minor kerb repairs, sign cleaning, resetting of slabs etc. Members discussed and agreed that input from parishioners would be useful in order to collate a schedule of works and notify these to MGWSP. Notice to be placed in TT asking for any comments to be relayed to the clerk. Any items raised to be brought to the next PC meeting for discussion.
- 2009/07/7.4 Letter from NCC re: support to Parish Path wardens, highways reps and tree wardens Details requested of contacts. Clerk to provide NCC with Louise Stokes – Parish Path Warden and John Greig – Highways Reps details for point of contact. Clerk to send a copy of letter from NCC to Louise Stokes for information.
- 2009/07/7.5 Email regarding maintenance of the Pound Garden Brenda Durndell has been voluntarily maintaining The Pound Garden for the last 10 years. Notification received from Mrs Durndell advising that she no longer wishes to remain in this role and will continue maintenance of the Pound until a replacement is found. Clerk to send a letter of thanks to Mrs Durndell on behalf of the PC, for her hard work and dedication over the last 10 years. Notice to be placed in TT inviting a new volunteer to come forward and to also publicly thank Mrs Durndell for her hard work.
- 2009/07/7.6 Forthcoming event at RAF Alconbury Civic leaders tour to introduce new Commanders and give a mission briefing and tour facilities, scheduled for 17th September. Invitation extended to Mayors, and Chairs of Parish and Town Councils. Further details to follow
- 2009/07/7.7 Letter from ENC re: Conservation Area Review Notifying that a specialist firm has been employed to assist ENC with reviewing Titchmarsh with a view to designating as a conservation area. A meeting will be held at the beginning of September for ENC and their advisors to speak to the Parish Council about this project. Clerk to liaise with ENC and members to arrange a mutually convenient date for meeting to be held. Outcome of meeting to be discussed at September PC meeting
- 2009/07/7.8 Letter from NCC re: carriageway resurfacing A605 Oundle Road Lilford The A605 will be closed for all through traffic between the junction with the B663 and the roundabout at Oundle junction A427, for resurfacing to take place on the Friday 18 September at 8.00 pm to Monday 21 September at 6.00 pm, subject to weather and

- progress. Notice to be placed in TT.
- 2009/07/7.9 Village SOS – Grant information details noted and circulated in the float file
- 2009/07/8 **Planning**
- 2009/07/8.1 EN/09/0942/FUL erection of single storey summerhouse for sole use of owner at The Old Rectory 29 Islington – All in favour, application supported
For information purposes only EN/09/00826/FUL extension to existing box manufacturing plant warehouse unit, associated buildings, increased lorry and car parking an associated roads at 5 Haldens parkway, Thrapston – details noted
- 2009/07/8.2 To Note outcomes relating to recent planning applications
- EN/09/00660/FUL demolition of attached double garage and a new two storey addition and alterations at 6 North Street Titchmarsh – application refused - noted
- 2009/07/9 Verbal items for discussion contained within the agenda JG proposed ad GG seconded that anonymous matters will not be included on the agenda and any complaints must be made in writing as per the complaints procedure. Diary note made to include this amendment in standing orders, when review takes place next year.
- 2009/07/10 Highways White Lining works within the village JG reported to the members that a programme of white lining works has recently been carried out in parts of the village. The work which has been carried out is not of good quality and is currently unfinished. Comments noted
- 2009/07/11 Affordable Housing Email received from ENC and Northants Rural Housing (NRH) advising that they intend to carry out a public drop in event on the 10th September in the Clubroom between 3.00 pm to 7.30 pm. The purpose of the event is to allow parishioners to inspect the architect drawings of the scheme proposed for Tofts Close, to comment on the location, housing design and mix and to ask questions about the local letting policy. The event will be hosted by ENC and NRH. Much discussion between the members followed concluding that the PC does support affordable housing but not the proposed scheme for Tofts Close, as per minute 2009/01/8. Members instructed clerk to request the following information from ENC and NRH:-
- What is the planned format that the open day will take
 - How will ENC and NRH be publicising the event
 - Is it possible for TPC to have a presence throughout the open day, to make any representations as required
 - ENC and NRH to explain the process regarding an affordable housing scheme for the village, following the public open day
- Members also requested clerk to send a copy of the Diocese of Peterborough plan to ENC and NRH, which shows areas of land belonging to the church and suggest ENC and NRH contact the Diocese to investigate if any land maybe available for allocation to an affordable housing scheme. Once ENC and NRH have responded to the above points, members to decide whether or not a further PC meeting is required to discuss the response prior to the open day event. Clerk to keep members updated.
- 2009/07/12 Allotments Clerk
- Inspection of Tofts Allotment ground – inspection carried out by JG, IT and SP prior to PC meeting. Tofts allotment ground found to be in an immaculate condition with no issues requiring attention. Noted
- Update regarding Islington Allotment ground Allotment holder of plot 27 contacted clerk following receipt of letter terminating agreement due to condition of plot. Plot holder expressed strong dissatisfaction at contents of letter and has since tidied plot. Clerk carried out a further inspection and confirmed this to members. On the basis of the plot being tidied members agreed for notice to be retracted and letter stating the same to be sent to plot holder, advising that a further inspection of the whole site will be carried out in September prior to the issuing of the annual rent invoices. Any plots found in an unsatisfactory condition will not be invited to renew their

agreements. Clerk to chase allotment holders of plot 22, 17 and 38 as these were found to be in an unsatisfactory condition at the last inspection.

2009/07/13

Date of next meeting Thursday 17th September 2009 (unless a planning meeting is required to be called in the meantime)

2009/07/20

Items for report only

JG – requested the matter of the burger van habitually parked in Haldens Parkway which is causing a traffic nuisance be placed on September agenda

BA – reported that the hedge has now been trimmed at 11 Drydens Close

GG – expressed concern about vehicles being parked on the verge close to the bottom green, which is causing damage to the verge

The Chair closed the meeting at 9.00 pm