

**TITCHMARSH PARISH COUNCIL**

**Minutes of the Meeting held on Thursday 19 June 2008 in the Clubroom**

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

In Attendance: Emma Meen (Clerk)

2008/06/1      **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed

2008/06/2      **Apologies For Absence:** Ian Curtis and Gina Gaskin

2008/06/3      **Declaration of Interests:** MA expressed a personal interest in agenda point 2008/06/12 Allotments. Declaration of Interests book duly signed by MA. IT expressed a personal interest in agenda point 2008/06/13 Titchmarsh Village Shop Association. Declaration of Interests book duly signed by IT.

2008/06/4      **Minutes of Last Meeting:** All agreed minutes of the meeting held on 15 May 2008 to be an accurate record. JG proposed and BA seconded that the Chair sign them.

2008/06/5      **Matters Arising:**

2008/06/5.1      Sign on the A605 advertising The Wheatsheaf ENC have visited The Wheatsheaf to discuss the sign which has been erected illegally without permission being granted. Owner of sign given 7 days to remove or legal proceedings will be implemented

2008/06/5.2      Feedback from SLCC Branch meeting attended by Clerk 11 June 2008 Clerk reported that meetings are useful so that ideas can be exchanged with fellow Clerks. SLCC advise that new contract of employment will be produced next year together with grievance procedure and Clerks pension entitlement. Appraisal guidance notes will also be issued to ensure that Clerks appraisal is carried out correctly and effectively. Clerk has been invited to join SLCC as a committee member and is waiting for a response if co-option has been successful. A suggested speaker for the next branch meeting will be Freedom of Information Act. Clerk to give further details when available.

2008/06/5.3      Complaints Procedure Now incorporated within the standing orders.

2008/06/6      **Finance**

Payments to authorise:

NCALC	Internal Audit service for year end 31/03/2008 (Invoice omitted to be sent in 2007)	£126.00
Broker Network Ltd	Parish Council Annual Insurance	£482.07
J E Greig	Titchmarsh Times June/July 2008	£63.10
HMRC	PAYE April – June 2008	£106.80
Emma Meen	Clerks Salary May 2008 paid by standing order	£142.80

2008/06/6.1      IT proposed that all payments be made. GL seconded, all in favour.

2008/06/6.2      Appointment of Internal Auditor Audit now carried out by internal auditor, David Clerk Linnell who has been allocated as TPC auditor for the last 3 years. Several points raised:-

- When the budget is agreed the details of all budget figures and the breakdown for the coming year compared with the previous year should be attached to the minutes
- APM refreshments recorded in the accounts under section 137 payments. This section should only be used where the whole Parish will have the benefit of the expenditure ie. Daffodil bulbs, Christmas tree etc. Auditor requested that we retrospectively adjust the Chairmans allowance to incorporate APM refreshments
- VAT refund of £866.11 paid to the PFA. Reclaimed VAT cannot be

passed over to PFA. Records should be amended to state that internal transfer between accounts has been made.

- Auditor requested that we amend our minutes from “insisting” to “advising” that the Playing Field Committee disassociate themselves from the PC and form an association.

Members object to the final point as the amendment to the running of the Playing Field was made at the insistence of the internal auditor. Otherwise internal auditor content with the accounts and these have been signed off. Members agreed for clerk to contact NCALC and ask if we can be allocated with a different internal auditor next year.

2008/06/7

**Correspondence**

2008/06/7.1

Letter from ENC re: BT’s Proposal to remove telephone box – High Street, Titchmarsh Details circulated to members prior to the meeting for comments. 6 members wish to keep box, 3 members content for box to be removed. Response to ENC for the objection “TPC feel that the level of use of the telephone box needs to be monitored before a decision is made for it to be removed. The opinion of those 6 members on wanting the box to stay is that it is a focal point within the village giving a traditional English country village scene, not to mention another public amenity being removed from a rural community”. ENC has since responded to advise that during the last year 40 calls were made from the telephone box. Matter is now waiting further update after initial consultation period concluded on 13<sup>th</sup> July 2008

2008/06/7.2

Cultural Community Partnerships – Summer Programme 2008 Invitation received from CCP for Titchmarsh to participate in Summer Programme offering sport/art/craft activities to children within the village for 2/3 sessions, 2 hours per session over a two week period during the Summer holiday. The cost to the PC is for the hire of the clubroom. Attendance figures obtained from CCP showing that the programme is well attended by village children with on average 15 children attending per session. With this in mind MA proposed and IT seconded all in favour to book 2 sessions. Clerk to arrange.

Clerk

2008/06/7.3

Copy of Insurance from the Shop for the Engine House Received and filed

2008/06/7.4

Email from Parishioner re: Daffodils which were donated to plant on the area where fly tipping has occurred. Concern was expressed that the daffodils had not been used for their purpose. Parishioner explained that the daffodils had been planted quite late and also the surface covering is very shallow and therefore it has been difficult to plant the bulbs adequately.

2008/06/7.5

Open Space Strategy for ENC – Request for up to date information Open Space Audit being carried out by ENC to reflect the current status of different types of Open Space in the area, including parks, woodland, scrubland, green corridors, outdoor sports facilities, children and young people play areas, cemeteries, allotments and amenity green space. ENC wish to hear views on the quality, quantity and accessibility of open space within the area. The reasons behind the audit are to ensure a more strategic approach is adopted for the development of open space. Increased pressure for open spaces for development purposes which can result in the loss or degradation of important local amenities and to ensure that the countryside, landscape and nature conservation is protected and enhanced and not degraded. SP & MA to assess the areas applicable to the village by a scoring basis and respond to ENC by the deadline of 18 July 2008.

SP &  
MA

2008/06/8

Clerks Training Clerk presented members with details of Working with your Council training course. Course is a distance learning programme appraised by a Regional Training Manager and monitored by a University. The course consists of six core topics covering roles and responsibilities, law, finance, planning, community action and procedures. This is a stepping stone course leading to CiLCA being full Clerk qualification. Cost of course is £195.00 with a bursary of 75% of the value of the course available making the total cost to the PC £48.75. MA proposed and GL seconded. Clerk to enrol.

2008/06/9	<u>Clerks review of Hours</u> Clerk left the room whilst hours and pay discussed. Members reviewed summary of actual hours worked by Clerk over an 8 month period. Summary showed on average 25 hours per month being worked. Discussion followed. SP proposed and MA seconded to increase number of hours paid from 20 to 25 per month with effect from 1 September 2008. 6 in favour 1 against.	
2008/06/10	<u>Highway and Verge Maintenance</u> Several reports received of blocked drains in Church Street, High Street and Polopit. Clerk to report these to Street Doctor to deal with. Report also received of dead tree to the verge beside the telephone box opposite the Clubroom. Tree inspected by members and agreed for this to be removed. MA kindly offered to make arrangements for this to be removed free of charge. Report also received that the central reservation on the A14 opposite the turn in to Titchmarsh via Polopit is extremely overgrown and a potential hazard to turning traffic. Clerk to report this to NCC Highways department to deal with	Clerk
2008/06/11	<u>Removal of overhead power cables to parts of the village</u> members agreed to appoint Aylesbury Mains as the contractor to install the new columns and light brackets. Site meeting held with SP, Central Networks and Aylesbury Mains to inspect the locations for the new columns to be erected. Agreed 5m columns to be erected and that 50w bulbs as opposed to 70w bulbs are more than adequate and will give sufficient light. Several columns due to their present unsatisfactory location will be re-sited, as follows:-	
	<ul style="list-style-type: none"> <li>• Column situated in the garden of 12 Islington will be re-sited on the verge.</li> <li>• Column situated in the road to the side of 12 Chapel Street has been suggested by Central Network for safety reasons would be better placed on the pavement on the opposite side of the road beside the entrance to Titchmarsh House. Clerk to write to householder to seek their comments</li> <li>• Column situated at the side of 20 North Street to be removed and re-sited on the pavement between 14 &amp; 16 North Street. Clerk to write to householder to advise.</li> <li>• Concern was expressed that the new lighting bracket outside 28 Church Street would impinge on the Highway and be a potential hazard to high sided vehicles. The existing bracket has since been measured and is in fact longer than the new bracket will be so this is entirely satisfactory.</li> <li>• The pole outside 16 Church Street will be taken over by BT and therefore the existing column will remain in place and a new matching lighting bracket will be fitted to the existing pole.</li> <li>• A suggestion was made by Central Networks that the galvanised streetlight opposite 15 Chapel Street be removed and replaced with one of the redundant wooden columns, free of charge. Members decided against this course of action and to leave the galvanised column as it is.</li> <li>• The redundant lighting brackets outside 20 North Street and Glebe Cottage, Church Street will be retained, cleaned and stored for future use should circumstances arise where a lighting bracket becomes broken or irreparable.</li> </ul>	
2008/06/12	<u>Allotments</u> Prior to meeting members attended at Islington allotment ground to inspect the site. Members pleased with the overall condition of the site with virtually all plots now being maintained, a vast improvement on last year's inspection of the site. 4 plots found to be neglected, Clerk to contact 4 plot holders to ask if they wish to give up their plots as there are a number of people waiting for allotments. Plot 21 to be split in to two plots. Plot 3 to be split in to 3 plots, therefore creating 2 further plots available for letting. Clerk to contact waiting list people and make arrangements to meet at the allotment ground. Members agreed that applicants on the waiting list who are resident within the village should be given priority to those from out of the village.	Clerk
2008/06/12.1	Plot 17 has formally requested to erect a shed on the plot. Members in agreement	Clerk

2008/06/12.2	<p>with this subject to the usual conditions. Clerk to confirm in writing to plot holder Merchant Venturers (MV) have confirmed that they are content for new gates to be erected at the allotment ground as per the quotations submitted for their approval. MV instructed TPC to accept quote from Howard Bosworth. MV are content for the additional rent collected to be used towards the cost of supplying and hanging new gates and that MV will make up the shortfall of any monies in payment of the new gates. Clerk to instruct Howard Bosworth that his quotation has been successful.</p>	Clerk
2008/06/12.3	<p>MV also acknowledged that TPC wish to investigate the possibility of a water supply being connected to the allotment ground and are content for this matter to be progressed further. Clerk to complete application for new supply form and send this to AWA together with a plan showing the precise location of the allotment ground and route for new supply. Whilst meeting with central Networks regarding the removal of the overhead power cables, Central Networks have suggested that when a trench is dug along the track up to the allotment ground for the purpose of laying electric cables, that the trench could also be used for the laying of water pipes to the allotment ground. This information will be kept in mind once AWA have attended at the site and carried out a feasibility survey.</p>	Clerk
2008/06/12.4	<p>Members agreed that there are numerous matters relating to the allotment ground which need to be resolved, namely:-</p> <ul style="list-style-type: none"> <li>• Installation of water supply</li> <li>• Parking</li> <li>• Lock to new gates</li> <li>• Formation of an Allotment Association</li> </ul>	
2008/06/13	<p>Suggested that once a definitive answer is available from AWA regarding a water supply to then arrange a meeting with all of the Islington allotment holders to discuss the above points.</p> <p><u>Titchmarsh Village Shop Association</u> Requested if the donation received from TPC last year towards the cost of purchasing garden furniture for the Pound Garden could be partially utilised for screening the bin area and also for planting and tidying of the rockery area to the side of the Engine House. Members content for some of the donation to be used to purchase capital items (ie screening for the bin area) but do not wish to see the donation used for day to day maintenance items. TVSA also advise that the air conditioning unit will be installed to the Shop towards the end of the month. Clerk to contact TVSA with PC comments.</p>	Clerk
2008/06/1	<p><u>Items for report only</u></p> <p>BA – Reported that several matters relating to the Playing Field have been raised by residents of Drydens Close relating to the ongoing works at the playing field and requested a representative of the PFA present at the next meeting.</p> <p>The Chair closed the meeting at 9.10pm</p>	