

## TITCHMARSH PARISH COUNCIL

### Minutes of the Meeting held on Thursday 19 November 2009 in the Clubroom

- Councillors Present: Michael Alderman(Chair) John Greig  
Ian Teague Geoff Love – arrived at 8.15 pm  
Sylvia Prestwich Gina Gaskin  
Ian Curtis Bert Ash
- In Attendance: Emma Morehen (Clerk)
- 2009/11/1 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed
- 2009/11/2 **To receive apologies for absence:** JC – specific reason for absence not given. Apologise noted
- 2009/11/3 **Declaration of Interests for items contained on the Agenda:** SP expressed a personal interest in agenda point 2009/11/8. Declaration of Interests book duly signed by SP. SP also advised that she will leave the room during TPC discussion regarding Affordable Housing and the proposed site in Tofts Close.
- 2009/11/4 **Minutes of Last Ordinary Meeting:** Clerk brought to the members attention an error within the minutes, clerk omitted to include minute number “2009/10.63 – Presentation of accounts up to October 2009”. Wording to be inserted *accounts presented by SP together with an overview of the next 3 years draft budget figures. Review of actual v budget for the current year.* Typographical error to minute number 2009/09/6.1, 2009/09/6.2, and 2009/09/6.2.1, minute numbers should be 2009/10/6.1, 2009/10/6.2, and 2009/10/6.2.1. Also minute number 2009/10/6 payment of clerks salary should be September and NOT August as detailed. SP proposed that these amendments be incorporated in to the final minutes. IT seconded. All agreed minutes of the meeting held on 15 October 2009, including the above amendments to be an accurate record. Chair signed the minutes and also initialled the approved amendments.
- 2009/11/5 **Matters Arising (for information purposes only):**
- 2009/11/5.1 **Erection of demarcation posts in Polopit NCC** advised that a programme meeting has recently taken place and that the demarcation posts should be erected by Christmas, though it could be sooner
- 2009/11/5.2 **Suggested works for Parish Enhancement gangs** Extra works requested have been included on the list for the gangs to carry out. Members queried the trimming back of the elder bushes in Church Street and would prefer to see these removed completely. Otherwise the growth will need to be continually trimmed back. Clerk to contact MGWSP to instruct them to remove bushes and also ask for an update of the progress that has been made with the list of works provided by the PC
- 2009/11/5.3 **Raised Ironworks outside the school** The community steward has checked the site and the gully is level with the carriageway and there should be no problems. However if the PC feel the problem has not been addressed MGWSP request that a photograph be sent of the problem.
- 2009/11/5.4 **New sign to be erected by NCC directing visitors to the playing field** Formal confirmation now received of order also acknowledging receipt of cheque in payment. Anticipated timescale for erection of signage 2 – 3 months. Clerk to continue to chase for regular updates.
- 2009/11/5.5 **Update from NCC re: sealing of parking order for Haldens Parkway** John Trimble at NCC advised still very little to report other than he is trying to sort out Haldens Parkway via another means. Clerk to keep chasing for an updates and report at the next meeting.
- 2009/11/5.6 **Update for ENC re: telephone box consultation** ENC has now replied to BT with any objections to the adoption of red telephone kiosks and the removal of telephone equipment. As any adoption is subject to the local Parish Council’s requesting to adopt the kiosk ENC has only objected on safety grounds where there is not full mobile network coverage. The only objections have been against those payphones in Barnwell, Cotterstock, Haringworth, Laxton, Wigsthorpe, Lowick, Slipton, Southwick and Sudborough. For those Parishes which have already contacted BT to adopt their payphone, a reply should be received shortly. Regarding Parish Council’s such as Titchmarsh who chose not to adopt the phone box ENC confirm that BT will

no doubt try again at some point in the future to remove box. Until such time as this happens, the box stays where it is for the public to use until further notification is received.

2009/11/6

**Finance**

Payments to authorise:

Groundcare Contracting Ltd	Works carried out to Junior football pitch	£3450.00
Northamptonshire ACRE	Support for Northamptonshire ACRE	£34.00
Howard Bosworth	Grass cutting at the Playing Field	£1161.50
Emma Morehen	Clerks salary paid by standing order October 2009 including backdated increase from April 2009 (backdated amount £12.85)	£202.85
<b>RECEIPTS</b>		
Titchmarsh Playing Field Asso	Net payment for Ground Care Contracting Ltd	£3000.00
Allotment rents	Islington and Tofts allotment grounds	£774.00

2009/11/6.1 Discussion took place regarding payment of PFA invoices, payments cannot be made by the PC until the net amount has been received by the PC from the PFA. SP suggested that when an invoice is passed to the PC by the PFA, for payment, that a cheque for the net payment is attached to the invoice so this can be paid in to the PC bank immediately. IC proposed that payments be made, albeit for the cheque to J G Bosworth & Son to be retained and paid once the cheque for the net amount received by the PC. BA seconded, all in favour.

2009/11/6.2 To approve budget figures for 2010/2011 – deferred to December 2009 meeting when the amount for the precept is agreed.

2009/11/6.3 Information received from insurance company re: amendments to asset register  
The current scheme does not list individual assets but the policy is broken down into sections so that in the event of the claim as long as the item is on the asset register and the sums insured match up to the schedule the PC are fully covered. With regards the Office Contents at £800.00 the policy automatically provides cover for 'Business All Risks' at £5,000 and these items would be covered under this section. Due to the review of the asset register the sums insured are less than the amounts detailed on the asset register. In order to amend the policy to reflect the increases to the asset register, this creates a pro-rata additional premium of £27.99 for the period November 2009 to May 2010. JG proposed the PC increase the insurance cover to reflect the increases to the asset register. BA seconded. Clerk to contact insurers to request increased cover with effect from December 2009. Details from Came & Company to be included within the asset register and also the insurance documents so the internal auditor can see that the points raised in his summary have been addressed.

2009/11/6.3.1 Asset register – bench in Park Road IT raised the point regarding the discrepancy of the number of benches on the asset register. Originally 7 benches noted, but when JG undertook H & S review of all street furniture only 6 benches were noted. The missing bench is located in Park Road and is in very poor condition and ideally requires to be removed. Members agreed to consult the electorate via TT advising that the condition of the bench is such that the PC wish to remove it.

2009/11/6.3.2 Information received from insurance re: Playing Field Public Liability Insurance  
Discussion took place regarding insurance cover and liability of the PC. Members requested that the following questions/scenarios be put to the insurance company for further clarification:-

- 1/ If a goal post falls on a player during a game. The PC rents the playing field but goal posts do not belong to the PC but are owned by the playing field association. Who is liable
- 2/ If a cupboard falls off the wall on to a member of the public who have hired the use of the pavilion, is this covered under the Parish Council insurance
- 3/ An independent hirer of the playing field (not the pavilion) causes damage to 3rd party property ie kicks a football on to a parked car located in the car park, who is liable
- 4/ A member of the public walking there dog on the playing field falls over in the

- 2009/11/6.4 field and hurts themselves. Who is liable. Clerk to report at next meeting.  
Letter to Barclays Bank re: changes to clerks salary standing order To reflect cost of living increase of 1% backdated to April 2009. Letter signed by Chair and Vice Chair
- 2009/11/7 **Correspondence**
- 2009/11/7.1 Email from parishioner complaining about quality of grass cutting Complaint noted and referred to Turney landscapes
- 2009/11/7.2 Letter from NCC inviting formal request for grant relating to annual grass cutting  
 Grant available to Parishes wishing to undertake the mowing of their own urban grass. Members all in favour to maintain grass cutting with existing contractor and to meet minimum standard of grass cutting set out in specification previously received. Clerk to contact NCC to establish amount of grant applicable and to send letter to NCC requesting payment of grant direct to PC bank account
- 2009/11/7.3 Statement of Training Intent from NCALC Information received from NCALC recommending that Parish Councils adopt a "Statement of Training Intent (STI)" NCALC has advised that they would like to see ALL members adopt a STI during 2010. An STI demonstrates to staff, councillors and the electorate that the council understands its responsibility to keep up to date, to be compliant with new legislation and to offer best value at all times. A template statement has been drafted by NCALC for consideration by Parish Councils. Draft statement circulated in float file for individual inspection and for a decision to be made at December PC meeting whether to adopt the document as seen.
- 2009/11/7.4 NCC – Highway Conference details received from NCC agenda for Highways conference scheduled for 9 December 2009. JG already volunteered to attend. JG to feedback details about conference at December TPC meeting
- 2009/11/7.5 Invitation from Northamptonshire Police to attend local event on 30 November 2009 noted, no one available to attend
- 2009/11/7.6 Details re: Channel 4 programme "Do you live in one of Britain's best villages"? Details noted
- 2009/11/7.7 Details from MGWSP gully emptying programme 2009/2010 details circulated in float file
- 2009/11/8 Update re: Affordable Housing . **SP vacated the room whilst discussion took place regarding the site in Tofts Close** Letter received from ENC following drop in event advising that a planning application will be submitted for an affordable housing scheme on the land in Tofts Close. Members reiterated the minutes of January 2009, that whilst the PC support affordable housing, the site in Tofts Close is not supported. See minute 2009/01/9. The clerk relayed to the members the details and procedure for conducting a parish poll, if one was called for. Details of procedure noted by the members. JG proposed and MA seconded that the letter from ENC will not be displayed on the Parish Notice board as it is not PC policy to display items of correspondence. 5 in favour and 2 against this proposal. A second proposal was made by IT and MA seconded that the details of the letter are available to the electorate by a freedom of Information request and the contents of the letter will also be summarised and an article placed in TT for everyone to read. If and when a planning application is submitted, during the consultation period will give electorate the opportunity to express their own individual views to the proposed planning application. A third proposal was made by IT and seconded by MA under a freedom of information request to contact Northants Rural Housing (NRH) to establish the details of the conditions of sale of the land from Merchant Venturers to NRH, the request for this information relates to the position of the road through the suggested cul-de-sac and the layout of the end of the cul-de-sac. . **SP returned to the remainder of the PC meeting**
- 2009/11/9 Feedback from Chairman re: Improving Communications with Parish Councils meeting held on 16 November 2009 MA provided update discussion took place on the following matters:-
- Footpath between Ashton and Polebrook
  - Traffic issues arising from closure of A605 during September and knock on effect of increased traffic passing through Barnwell due to the diversion

- Rural North Oundle and Thrapston Plan – lack of provision of housing at Luddington
- 2009/11/10 Allotment billing and lease arrangements clerk raised a query regarding the allotment rent received. Due to the increased number of plots at both allotment sites the amount of rent received has virtually trebled. Historically 80% of the rent has been passed to Merchant Venturers. Nothing in writing to this effect is noted on file. Members agreed to pay the invoice from Merchant Venturers which requests payment of £324.00. Surplus rent received to be retained by PC. Clerk also requested that it be noted that formal lease arrangements between Merchant Venturers and PC are not held on the file.
- 2009/11/11 To receive report from Titchmarsh Village Shop Association contents noted. JG expressed concern at the lack of volunteers to assist with the running of the shop.
- 2009/11/12 To note schedule of Parish Council meetings for 2010 Dates noted which also includes extra date for August, as per minute number 2009/09/22. Date for APM agreed for 6 May 2010. In favour to continue to use Clubroom for all PC meetings. Clerk to notify bookings clerk of clubroom and for 2010 dates to be booked, including APM.
- 2009/11/13 To note review of Freedom of Information guide IT and clerk reviewed guide and made the following adjustments to the guide:-
- Clerks mobile contact number to be include together with specific office opening times for contact by the general public of 4.30 pm to 7.30 pm daily
  - Details of the Information Commissioners Office should a requester of information not be satisfied with how request has been dealt with
- Clerk to send amended guide to SP for inclusion on the PC website
- 2009/11/14 To note outcome of discussion from Clubroom Committee re: notice board arrangements matter deferred to December meeting
- 2009/11/15 Date of next meeting Thursday 17 December 2009 (unless a planning meeting is required to be called in the meantime) Venue The Playing Field Pavilion, Drydens Close, Titchmarsh at 7.30 pm
- 2009/11/16 Items for report only
- IC – raised point regarding derelict land in Manor farm Court and when the planning application is due for consideration. Should PC be looking at making representations to an application if this is presented for consultation again. IC also asked if the verge from Church St/Islington to A605 is this going to be cut. MA volunteered to speak to new owner of the property in Islington whose land bounds this verge to ask as a goodwill gesture if they would be prepared to cut the verge.
- JG – Reported an increase in dog mess in the field from Tofts Close
- BA – advised that the recent green welly fund raising function raised £105.00 which has been split as follows £30.00 to the school. £30.00 towards filling planters. £50.00 to purchase gardening equipment for the volunteer to use in the Pound Garden
- MA – congratulated clerk in receiving Certificate of Achievement from Gloucester University after successfully completing Working With your Council course.
- EM – advised that the details regarding the Conservation Area review have been received today and will be circulated amongst the members for inclusion on Decembers agenda
- The Chair closed the meeting at 9.40 pm